



**Lake Region**  
State College

# STUDENT HANDBOOK 2018-2019

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**We. Change. Lives.**

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## **GREETINGS!**

### **FROM THE DESK OF PRESIDENT DARLING**

Lake Region State College is a wonderful resource for its students, community and state. I am proud to have the opportunity to serve as LRSC's president.

Our mission at Lake Region State College is to enhance lives and community vitality through quality education. As president, it is important to me that the college focuses on providing support and encouragement for students to remain enrolled and complete their educational goals; for the college to pursue education excellence and to address the educational and cultural needs of our community and state.

Lake Region State College is committed to being a progressive, diverse institution that prepares students for successful living and citizenship in a rapidly-changing local, national and world community.

Dedicated faculty and staff live the college's mission daily to change lives for the better and provide keys to opportunities for bright futures. Students have the opportunity to enhance communication and leadership skills by engaging in numerous activities, organizations and clubs.

Whether you are at Lake Region State College to earn a certificate, diploma or associate degree—to study on-campus or via distance delivery—you have taken the first step toward a lifetime of success.

I hope you have a wonderful college experience and I look forward to meeting you.



Dr. Doug Darling  
President  
Lake Region State College



## MISSION STATEMENT

WE ENHANCE LIVES AND COMMUNITY VITALITY THROUGH QUALITY EDUCATION.

## EQUAL OPPORTUNITY POLICY

Lake Region State College is an equal opportunity institution that does not discriminate 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. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Sandi Lillehaugen, Human Resource Manager, Lake Region State College, (701) 662-1543 or the Office of Civil Rights/HHS, 601 12th Street East, Rm 353, Kansas City, MO 64106.

LRSC is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request an accommodation or to request this document in an alternate format, please contact Sandi Lillehaugen, Human Resource Manager, Lake Region State College, (701) 662-1543. One week advance notice appreciated.

## PRIVACY OF RECORDS (FERPA)

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

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

Student records are on file in appropriate Lake Region State College offices and are accessible only to persons having legitimate interests as defined in Public Law 93-380. The content of each record falls into one of two categories: public directory information and non-public information. Non-public student information may not be released without written consent from the student or from a parent of a dependent student. As allowed by law, the college may release the public directory information listed here:

- a. Name (all names on record)
- b. Address (all addresses on record)
- c. E-mail address (all electronic addresses on record)
- d. Phone number (all phone numbers on record)
- e. Height, weight and photos of athletic team members
- f. Date of birth
- g. Place of birth
- h. Major field of study (all declared majors)
- i. Minor field of study (all declared minors)

- j. Class level
- k. Dates of attendance
- l. Enrollment status
- m. Names of previous institutions attended
- n. Participation in officially recognized activities and sports
- o. Honors/awards received
- p. Degree earned (all degrees earned)
- q. Date degree earned (dates of all degrees earned)
- r. Photographic, video or electronic images of students taken and maintained by the institution.

Directory information concerning a particular student will be removed from release upon written request from the student involved within 14 days of the beginning of a semester. Education records concerning a student may be reviewed upon request by the student. Education records, including but not limited to a student's academic transcripts, may be released by a North Dakota University System (NDUS) institution to a second institution without prior written consent, provided the student applied for admission. Additional information on student records management may be obtained by contacting the Student Services office.

## STUDENT RIGHT TO KNOW

Lake Region State College complies with the Student Right to Know and Campus Security Act of 1990, as amended, and the Higher Education Amendment of 1992.

## ANNUAL ATHLETICS REPORT

The OPE Equity in Athletics Disclosure website is brought to you by the Office of Postsecondary Education (OPE) of the U.S. Department of Education. It was authorized by Congress with the 1998 amendments to the Higher Education Act of 1965 (HEA) to help prospective students and their families research athletic opportunities on various college campuses. Under the HEA, the Secretary of Education is required to collect financial and statistical information on men's and women's intercollegiate sports and make it available to the public.

## ANNUAL SECURITY REPORT

The OPE Campus Security Statistics website is brought to you by the Office of Postsecondary Education of the U.S. Department of Education. It was authorized by Congress with the 1998 amendment to the Higher Education Act of 1965 (HEA) to help potential college students and their parents research criminal offenses on college campuses. The Department of Education is committed to assisting schools in providing students with a safe environment in which to learn and to keep parents and students well informed about campus security. Campus crime statistics are published annually in a report available in the Student Services Office and in a public access file on the campus internet.

## DRUG FREE WORKPLACE

All North Dakota University System institutions, officers and employees shall comply with the Drug Free Workplace Act of 1988. The chancellor and institutions shall adopt and enforce policies and procedures implementing that Act and this policy.



## COMMITMENT TO DIVERSITY

In our effort to create a positive living and learning environment for all student regardless of race, religion, age, color, sex, disability, sexual orientation, gender identity, genetics, national origin, marital status, political belief or affiliation, and economic or perceived social status, we are committed to fully respecting, supporting, and celebrating the diversity which exists in and around our campus.

The campus community consists of students, faculty, staff and administrators and it is our belief that all community members have a responsibility, individually and collectively, to create an environment that is respectful, supportive, and inclusive of all people. As the demographics of our community continues to change, all community members must share in the commitment to provide equal opportunity for all individuals regardless of race, religion, age, color, sex, disability, sexual orientation, gender identity, genetics, national origin, marital status, political belief or affiliation, and economic or perceived social status.. All Residential Life Staff are committed to teaching and learning the skills necessary to eliminate stereotypes and prejudice in order to provide a living, learning, and working environment which is respectful and supportive of all Lake Region State College students, staff and faculty.

We acknowledge that our society carries historical and divisive biases based on race, religion, age, color, sex, disability, sexual orientation, gender identity, genetics, national origin, marital status, political belief or affiliation, and economic or perceived social status. Therefore, we will make a concerted effort to change attitudes towards and make accommodations for people who come to us from various cultures, different ages, and differing abilities. We strive to eliminate misinterpretation of verbal and non-verbal communication patterns, different standards of time, cultural and familial relationships, varying work norms, and concepts of team and leadership style. We also seek to promote awareness through education and constructive strategies for resolving conflict.

Diversity enriches the ability of Lake Region State College to accomplish its academic mission by broadening and deepening the educational experience through interactions of students and faculty from multiple backgrounds and perspectives. Diversification offers social participation and mutual understanding to all students, regardless of their heritage, orientation, or situation. It provides equality of access and opportunity so that every segment of our community can contribute to and benefit from our institution.

We are committed to the enforcement of policies that promote the fulfillment of these principles, including those prohibiting discrimination, harassment, and sexual misconduct.

We will strive to eliminate verbal or written abuses, intimidations, or hostile remarks against any member of our community that constitute harassment under Lake Region State College's Harassment Policy .

## REFERENCES FOR STUDENTS

(All are available from Student Services and online)

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



## **GAINFUL EMPLOYMENT DISCLOSURES**

The US Department of Education through the Higher Education Opportunity Act of 2008 requires all institutions to report information on certificate programs that prepares students for gainful employment in a recognized profession. Moreover, institutions must also disclose to these prospective students information about their gainful employment programs. Important information about the educational debt, earnings, and completion rates of student who attended Lake Region State College can be found at [www.lrsc.edu/academics/gainful-employment](http://www.lrsc.edu/academics/gainful-employment).

## **EMAIL**

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

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

## **CAMPUS CONNECTION**

The North Dakota University System (NDUS), including Lake Region State College, uses Campus Connection as its online student registration system. Campus Connection is a web based system that allows students to access and manage their information 24 hours a day, 7 days a week. Students add/drop classes, view transcripts, verify enrollment, view financial aid and account summary and conduct many other important transactions. Students can update their personal information including mailing information, e-mail address and phone number. Instructions and how to's for Campus Connection can be found at [www.lrsc.edu/student-life/computer-services](http://www.lrsc.edu/student-life/computer-services).

## **EMERGENCY NOTIFICATIONS**

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

## **DISABILITY SUPPORT SERVICES**

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

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



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

To obtain disability services, a student must identify himself/herself to the Office of Disability Support Services located in the TriO/PowerSkills office (701-662-1642), and provide current professional documentation of his/her specific disability. The Disability Support Services Coordinator determines the appropriate accommodations for each individual student and issues a notice to them with the specified accommodations. The student, who is eligible for disability accommodations, has the responsibility to meet with his/her instructors and provide them with the notice. Students utilizing support services must observe the same college policies and academic regulations required of all students.

## **SERVICE ANIMALS**

### **LRSC POLICY AND PROCEDURE MANUAL SECTION 800.33**

Students and employees with a disability who utilizes a service animal shall register with the Disability Support Services Office (if a student) or with the Human Resources Office (if an employee). The student or employee shall provide the relevant office with documentation for the disability and the need for a service animal within 30 days of beginning to use the service animal on campus.

## **HEALTH INSURANCE**

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

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

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

## **ALCOHOL AND DRUGS**

### **LRSC POLICY AND PROCEDURE MANUAL SECTION 1500.15**

Lake Region State College (LRSC) students and employees are required to abide by all federal, state and local laws. Except as authorized by SBHE policy 918 and/or NDUS procedure 918, the consumption, use, possession, distribution, or sale of alcoholic beverages or illicit drugs while on property under the control of LRSC or at an LRSC sponsored activity is prohibited. Students, employees and visitors shall not be on campus or at an LRSC sponsored activity while under the influence. Violations of this policy constitutes misconduct and disciplinary action may be imposed according to Student Conduct Policy 800.30 and the Code of Conduct Policy 1500.05. The policy addressing alcohol and drugs in the residence halls can be found in the Residence Life/Housing Policy 800.08.

Medical Amnesty Laws: LRSC respects and abides by the medical amnesty laws for drug and alcohol related emergencies under North Dakota Century Codes 05-01-08(6) and 19-03.1.



**Parental Notification:** In accordance with the Family Educational Rights and Privacy Act (FERPA), the Director of Student Services reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating this policy.

The college has developed a program, coordinated by the Director of Student Services, to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, counseling services, educational programs, referrals and college disciplinary actions.

## **TOBACCO FREE CAMPUS**

### **LRSC POLICY AND PROCEDURE MANUAL SECTION 400.25**

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

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

Smoking and the use of chewing tobacco are prohibited anywhere in LRSC buildings, on LRSC property and/or LRSC rented property by employees, students and visitors.

Information regarding a tobacco cessation program or other options are available through the NDPERS Wellness Programs website: <http://www.nd.gov/ndpers/quit-smoking.html>

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

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

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

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

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

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



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

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

## STUDENT CONDUCT

### LRSC POLICY AND PROCEDURE MANUAL SECTION 800.30

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

01. 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.
  - i. Receiving, sharing, or transmitting information before or during an exam to someone who will be or is taking the exam.
  - ii. Looking at another student’s test during an exam or allowing another students to look at your exam
  - iii. Copying from another student’s test or homework assignment with or without the other student’s permission

- iv. Working with another student on a test or an assignment without authorization
- v. Using unauthorized material (texts, calculators, smart phones, paper, websites, notes on computer) to obtain answers or information for a test
- vi. Using passwords or electronic signatures of other individuals for any reasons, including to take a test for another person
- vii. Sharing answers for an assignment
- b. Plagiarism is using someone else's work in part or whole and passing it off as the student's own whether intentionally or not intentionally.
  - i. Using exact words or phrases without citing the source
  - ii. Buying a paper from an online source or a person
  - iii. Using a paper someone else has done either for you specifically or for another class
  - iv. Without documenting the source, modifying the information or combining the information from more than one source to make it appear original
- c. Collusion is the unauthorized collaboration with another person in preparing any academic work offered for credit.
- d. Fabrication is falsifying data, research, sources, statistics, as well as information or verification.
  - i. Citing a statistic from a source without being sure if the numbers are correct
  - ii. Combining sources but claiming only one of the sources
  - iii. Forging of signatures on any form requiring another person's verification
  - iv. Misrepresenting situations such as:
    - claiming a member was present on a group project when he or she was absent or left early
    - claiming you handed in work, implying the teacher lost it or the LMS didn't accept it
    - claiming a family event, illness, emergency or funeral when, in fact, there is none

## CONSEQUENCES

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

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

02. 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
- 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.

- xi. Conspires, facilitates or otherwise assists another who engages in any action that constitutes major misconduct

03. 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.

04. Any person may file a verbal or written complaint with Director of Student Services against any student for misconduct. The complaint and appeal procedure is outlined in Policy and Procedure 800.31.

## **SEXUAL MISCONDUCT AND TITLE IX COMPLIANCE**

### **LRSC POLICY AND PROCEDURE MANUAL SECTION 1500.09**

01. Lake Region State College (LRSC) strives to create a campus community free from interpersonal abuse. In working to achieve this intent, LRSC commits to:

- a. Taking action to stop misconduct,
- b. Taking action to remedy its effects by providing advocacy, support and appropriate referral services for recipients of the behavior,
- c. Taking action to prevent recurrences,
- d. Educating individuals and promoting discussions on interpersonal abuse and violence, and
- e. Conducting impartial investigations of all reports of misconduct through fair, equitable and prompt procedures. Campus investigations will be conducted independently from any law enforcement investigations.

02. This policy is required by federal law and implementation is guided by the U.S. Department of Education, Office of Civil Rights.

- a. In accordance with Title IX, LRSC does not discriminate on the basis of gender in educational programs, activities and/or employment.
- b. Any form of retaliation is prohibited and is considered misconduct.
- c. Misconduct is prohibited in all forms, regardless of intent to harm.
- d. Also prohibited under Title IX is any rule violated on the basis of gender, gender identity and/or sexual orientation which is severe enough to cause discriminatory effect. This may include, but is not limited to, bullying, cyber-bullying, relationship violence and stalking.

03. For the purpose of this policy, the following definitions apply:

- a. Bullying is repeated and/or aggressive behavior likely to intimidate, hurt, control or diminish another person, physically or mentally. Cyber-bullying is bullying that takes place using technology.
- b. Consent is words or actions showing a clear, knowing and voluntary agreement to engage in sexual activity.
  - 1. Consent from sexual partners must be obtained. If confusion or ambiguity on the issue of consent arises anytime during sexual activity, consent must be clarified.



2. Consent may not be inferred from:
  - a. Silence, passivity or lack of active resistance.
  - b. A current or previous dating or sexual relationship.
3. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
4. Consent can be withdrawn by clear communication at any time.
- c. Coercion is compelling another to engage in conduct by threatening to expose a secret or publicize an asserted fact, whether true or false, that would affect another's reputation, academic or otherwise, or cause emotional distress. Coercion also means to exploit fear or anxiety through intimidation, domination or control with the intent to compel conduct or compliance.
- d. Domestic/Dating Violence is physical harm, bodily injury, sexual activity compelled by physical force, assault, or the infliction of fear of imminent physical harm, bodily injury, sexual activity compelled by physical force, or assault, not committed in self-defense committed by any person who is or has been in a relationship of a romantic or intimate nature with another.
- e. Harassment is a specific form of discrimination. Harassment, by definition, must be sufficiently severe, persistent, pervasive, or objectively offensive so as to interfere with or limit the ability of the individual or group to participate in, or benefit from, LRSC's programs or activities. Harassment and/or discrimination of an individual or group that is related to their status in a protected class is prohibited. Harassment may take the form of oral, written, graphic, or physical conduct that is related to an individual's or group's protected class status, which includes: religion, sex, gender and gender identity, race, national origin, color, disability, sexual orientation, genetic information, age, economic or perceived social state, and any other protected classes.
- f. Hostile environment is an environment in which misconduct occurs and is sufficiently severe, pervasive or persistent that it denies or limits a person's ability to participate in or benefit from any educational program, activity and/or employment.
- g. Incapacitation is a state where a person cannot make rational, reasonable decisions because they lack the capacity to give consent, due to the use of drugs or alcohol, unconsciousness, or because of an intellectual or other disability.
- h. Intimidation is threats or acts that cause reasonable fear.
- i. Misconduct is any conduct that qualifies as bullying, coercion, cyber-bullying, domestic/dating violence, sexual assault, sexual exploitation, sexual harassment, stalking, or other harassment as a result of a person's gender, sexual orientation or gender identity.
- j. Retaliation is any type of harassment or adverse action taken against a person because of their participation in a misconduct investigation.
- k. Responsible employees include all LRSC faculty and staff. Responsible employees must address sex and gender-based discrimination and harassment, and report misconduct to the Title IX Coordinator or a vice-president.
- l. Sexual Activity includes both sexual acts and sexual contact.



1. Sexual Act is sexual contact involving penetration, however slight, between the penis and the vulva, the penis and the anus, the penis and the mouth, the mouth and the vulva, or any other portion of the human body and the penis, anus or vulva; or the use of an object which comes in contact with the victim's penis, vulva or anus.
2. Sexual Contact means any touching, whether or not through the clothing or other covering, of sexual or other intimate parts of the person. Intimate parts would include the groin, buttocks, breasts or genitalia (penis/vulva).
- m. Sexual Assault is when a person knowingly engages in sexual activity with another or who causes another person to engage in sexual activity:
  1. Without consent,
  2. Using force, threats, intimidation or coercion,
  3. When a person knows or has reasonable cause to believe that the victim is unaware that sexual activity is being committed upon him or her,
  4. When a person knows or has reasonable cause to believe that the victim suffers from a mental disease or defect which renders the victim incapable of understanding the nature of the person's conduct, or
  5. When a person, or someone with knowledge of that person's intent, has substantially impaired the victim's power to appraise or control the victim's conduct by administering or employing, without the victim's knowledge, intoxicants, a controlled substance, or other means for the purpose of preventing resistance.
- n. Sexual Exploitation is the intent to arouse, appeal to, or gratify a person's lust, passions or sexual desires. This may include, but is not limited to:
  1. Masturbating in a public place or in the presence of a minor,
  2. Exposing one's penis, vulva, or anus in a public place or to a minor in a public or private place,
  3. Engaging in voyeurism or surreptitiously intruding on another's right to sexual privacy,
  4. Knowingly exposing another to a sexual transmitted disease or HIV,
  5. Prostituting another person or one's self,
  6. Surreptitiously creates or possesses sexual images of another,
  7. Disseminating unsolicited sexual images, or
  8. Recording, photographing, disseminating, publishing (electronically or otherwise) or relaying sexual images of another without written consent.
- o. Sexual harassment is harassment, whether between individuals of the same or different sex, which includes unwelcome behavior or conduct of a sexual nature that is made, either explicitly or implicitly, a condition of an individual's education, employment, or participation in university-sponsored programs or activities or the submission to or rejection of such behavior or conduct is a factor in decisions affecting that individual's education, employment, or participation in university-sponsored programs or activities. It has the effect of interfering with a person's work or a student's academic performance, or it creates an objectively hostile environment.
- p. Sexual Misconduct is any conduct that qualifies as sexual assault, sexual exploitation, or sexual harassment.



- q. Stalking is engaging in intentional course of conduct directed at a specific person, which frightens, intimidates, or harasses that person, and that serves no legitimate purpose. The course of conduct may be directed toward that person or a member of that person's immediate family or household and must cause a reasonable person to experience fear, intimidation, or harassment.

04. **APPLICABILITY:** Any incident of misconduct may affect a student, employee, visitor, or volunteer's ability to participate in or benefit from a LRSC educational program, activity and or employment. This policy applies to all students and employees of LRSC at all on and off campus locations.

05. **SEEKING ASSISTANCE:** Confidential access to resources, reporting options, services, advocacy and medical treatment is available through:

- a. On campus counseling – 701-662-1546
  - 1. During normal business hours, counseling staff can provide counseling and support for students to help victims/survivors understand, cope with, and recover from the effects of trauma. All contact with the counseling staff is confidential and can be done regardless of whether an individual is prepared to report the misconduct to police or LRSC.
  - 2. Disclosure to these employees will not initiate an investigation by LRSC against the student's wishes. These employees are required to report that an incident occurred without revealing any of the victim's personal identifying information. In some circumstances, LRSC counselors are required by state law to report cases involving physical trauma to law enforcement.
- b. Off-campus advocates and counselors
  - 1. Safe Alternatives for Abused Families (SAAF), PO Box 646, Devils Lake, ND 58301  
Telephone: 701-662-7378 or Toll Free: 888-662-7378  
Crisis Line: 701-662-5050
  - 2. F-M Rape & Abuse Crisis Center; 701-293-7273; [www.raccfm.com](http://www.raccfm.com)
- c. Medical Providers
  - 1. Mercy Hospital, 1031 7th Street NE, Devils Lake, ND 58301, 701-662-2131
  - 2. Altru Health Systems, 1001 7th Street NE, Devils Lake, ND 58301, 701-662-2157
  - 3. Lake Region District Health, 524 4th Ave NE #9, Devils Lake, ND 58301, 701-662-7035
  - 4. Premier Healthcare, 425 College Dr S, Devils Lake, ND 58301, 701-662-8662

06. **AMNESTY FOR ALCOHOL, DRUG AND OTHER CODE OF CONDUCT VIOLATIONS:** Students who experience sexual misconduct, report an incident of sexual misconduct or assist a victim while under the influence of alcohol or other drugs will not be subject to the student conduct process for the alcohol or drug offense, nor will the alcohol or drug offense become part of the student's conduct record. LRSC cannot absolve anyone of criminal responsibility.

07. **REPORTING:** Individuals are encouraged to immediately report violations of this policy. However, incidents may be reported regardless of how much time has passed. The report must be made to or forwarded to the Title IX Coordinator or a vice president. Third party and anonymous complaints will be accepted, however, LRSC's ability to investigate and resolve may be limited.

**Sandi Lillehaugen, Title IX Coordinator** – Office 121A; 701-662-1543

Sandra.Lillehaugen@lrsc.edu

**Nicole Lundquist, Title IX Assistant Coordinator** – Office 134; 701-662-1697

Nicole.Lundquist@lrsc.edu

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.

08. **CONFIDENTIALITY:** Individuals may request confidentiality. 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.

09. **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.

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. Assisting 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,
  - e. Providing counseling services,
  - f. Providing academic support services, and/or
  - g. Placing employees on leave or students on suspension pending the outcome of the investigation.
- b. Decision-Making Process
  1. The Director of Student Services and/or campus supervisor shall:
    - a. Review the investigative report, and consider only relevant evidence while excluding evidence that is neither relevant nor probative.
    - b. 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 both the complainant and the accused.
  - c. Decide the appropriate sanctions to be imposed. These may include, but are not limited to:
    1. Written warning
    2. Limited access to campus
    3. Suspension or expulsion
    4. Counseling or training
    5. Restitution
    6. Performance improvement
    7. Loss of privileges or wages
    8. Class or job reassignment
    9. Termination
- c. Student Appeal Process: Both the complainant and accused have the right to appeal. An appeal must be made in writing to the Title IX Coordinator. The other person will be notified if an appeal has been filed. The Title IX Coordinator will assign members to the appellate panel.

The original decision may be appealed only due to:

1. Procedural Errors: The appellant alleges that there was a deviation or change from the procedures outlined in the adjudication process which adversely impacted the outcome of the complaint. If the appellate panel determines that there was a procedural error which may have altered the outcome of the case, the appeal will be investigated.
2. New Evidence: The appellant alleges that new evidence became available which would have impacted the outcome of the complaint. The appellant must (i) present the new evidence, (ii) explain why it was unavailable prior to the original decision and (iii) prove that the new evidence may have altered the outcome. The other person will be given an opportunity to address the new evidence.

3. Severity of the Disciplinary Action: The appellant believes that the disciplinary action issued was insufficient or excessive.

The appellate panel will make a recommendation to the Vice President of Academic and Student Affairs who will then make the final decision and impose sanctions, if any, within 21 calendar days.

The accused has an additional right to appeal, within one year, to the Vice President of Academic and Student Affairs. 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 days. If the appeal results in the reversal of the decision or a change to the sanction, the institution may reimburse the student for any tuition and fees paid to the institution for the period of suspension or expulsion which had not been previously refunded.

d. Records Retention/Reporting

1. Document Retention: After the decision has been issued, and after all appeals have been exhausted, all materials created by or reviewed by the investigators and/or the appellate panel will be retained by the Title IX Coordinator in accordance with the NDUS Records Retention Schedule.
2. Internal Reporting: If the final decision involves suspension, expulsion or termination, the resolution will become a permanent part of the accused student or employee record.
3. No person involved can be required to sign a nondisclosure agreement or to otherwise agree to a prohibition from truthfully discussing the case.

12. FALSE REPORTS: Knowingly making a false statement, presenting inaccurate information or withholding evidence constitutes misconduct under LRSC Policy 800.30 (Student Conduct) and Policy 1500.05 (Code of Conduct) and will result in disciplinary action.

13. RETALIATION: Any person who retaliates against an individual reporting misconduct, filing a misconduct complaint or participating in an investigation is subject to disciplinary action up to and including suspension, expulsion or termination.

14. TRAINING: LRSC will engage in prevention and awareness training for students and employees. Annual training for LRSC's conduct and misconduct policies will be provided. Student training will focus on how to file a misconduct complaint, discussion on consent and incapacitation, resources available, complaint procedures, and bystander intervention. Employee training will focus on how to appropriately respond to misconduct complaints, the procedures to file a complaint and the importance of confidentiality. More comprehensive training will be provided to Title IX coordinators, investigators and others involved in the adjudication process.

15. The Title IX Coordinator is responsible for coordinating compliance with federal and state discrimination and sexual harassment laws. The Title IX Coordinator is also responsible to:

- a. Ensure an up-to-date Sexual Misconduct & Title IX Compliance Policy,
- b. Provide educational programs regarding harassment, discrimination and misconduct,



- c. Respond to, investigate and seek resolutions to Title IX complaints,
- d. Ensure impartial, fair and prompt investigation into all complaints,
- e. Provide training to students and employees,
- f. Oversee all Title IX complaints and reporting of student and employee misconduct,
- g. Identify and address all systems relating to misconduct, and
- h. Collaborate with law enforcement when investigations overlap.

LRSC has reporting obligations under The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). LRSC must disclose information about certain crimes that occur on campus, on public property within or immediately adjacent to the campus, and in or on other buildings or property that are owned or controlled by LRSC. The Clery Act also requires LRSC to issue timely warning notices about crimes that pose a serious or on-going threat to the campus community. The Director of Institutional Effectiveness is responsible for Clery Act reporting and compliance.

## STUDENT COMPLAINT AND GRIEVANCE PROCEDURES

### LRSC POLICY AND PROCEDURE MANUAL SECTION 800.31

01. Complaints and grievances from students will be handled consistently with the State Board of Higher Education policies and the North Dakota University System procedures.

02. Any college employee or student may file a verbal or written complaint with the Director of Student Services against any student for misconduct.

03. 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.

04. 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.

05. 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.

## 06. 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.

## 07. 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.
  - iii. Decide the appropriate sanctions to be imposed.
- e. Major Misconduct Appeals Procedure
- i. The accused has the right to appeal. An appeal must be made in writing to the Vice President of Academic 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

## BEHAVIORAL INTERVENTION TEAM (BIT)

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

- 1. Purpose: The BIT is responsible to provide proactive early intervention services for students, faculty, and/or staff who exhibit behaviors that cause concern for the safety and well-being of any member of the campus community.
- 2. BIT Team Members:
  - a. Vice President of Academic and Student Affairs
  - b. Director of Student Services
  - c. Director of Counseling
  - d. Disability Services Coordinator
  - e. Director of TRiO Student Support Services
  - f. Director of Human Resources
  - g. Assistant Director of Housing
  - h. A member of the Faculty
- 3. Reporting: All members of the campus community should report behavior that causes concern, is disruptive, or contains treats of harm to self or others. These behaviors may or may not constitute a violation of our student or employee code of conduct.
  - a. Non-Emergency Student Reporting Process: Notification regarding a student should be made directly to the Director of Student Services or via email to LRSC.BIT@ndus.edu. In the absence of the Director of Student Services and/or access to email, the report may be made to any member of the team.
  - b. Non-Emergency Employee Reporting Process: Notification regarding an employee should be made directly to the Director of Human Resources or via email to LRSC.BIT@ndus.edu. In the absence of the Director of and/or access to email, the report may be made to any member of the team.
  - c. Individuals reporting concerns should include any information that may be helpful to the team in evaluating the situation, such as the duration, frequency, severity and/or progression of the behavior; any mitigating circumstances, and any actions previously employed by your or others to assist the individual or change the behavior.
  - d. Emergency situation or behaviors that cause immediate safety concerns should be reported immediately to the Devils Lake Police Department by utilizing 911 and by activating the campus safety team.



4. Team Meetings: The BIT shall meet at least monthly and more often as needed when reports of concern have been made.
5. Responsibility:
  - a. The Director of Student Services shall be responsible to ensure reports to the BIT regarding students are properly addressed, services are offered/provided, and actions are taken to address concerns.
  - b. The Director of Human Resources shall be responsible to ensure reports to the BIT regarding employees are properly addressed, services are offered/provided, and actions are taken to address concerns.

## STUDENT GOVERNMENT & ORGANIZATIONS

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

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

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

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

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

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

01. Use of college facilities
02. Space in the college catalog
03. Financial support by application to the Campus Activities Board

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

## **INTRAMURAL RECREATION PROGRAM ELIGIBILITY**

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

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

## **FORFEIT POLICY**

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

## **PENALTIES FOR ELIGIBILITY INFRACTIONS**

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

## **SCHEDULES**

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

## **UNSPORTSMANLIKE CONDUCT STATEMENT**

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

## **POSTPONEMENTS**

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

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

## **PROTEST PROCEDURES**

- a. Protests shall not be considered if they are based on a decision made by an official.
- b. Written protests must be filed with the Intramural Director by 4:00 PM the date following the protested game. If a game is played on a weekend, the written protest must be filed by 4:00 PM the first working day following the event.



- c. Protests shall be decided by the Intramural Director. Students may appeal this decision to be continued with the Student Appeals Committee.

## HEALTH AND INJURIES

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

## USE OF COLLEGE FACILITIES

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

## RESERVING SPACE

Student organizations recognized by the Student Senate and other college-related groups desiring to use college space must obtain permission from the Office of the President. All activities must be scheduled on the main college calendar located in this office.

## REGULATIONS REGARDING SIGNS, POSTERS AND OTHER PROMOTIONAL MATERIALS

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

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

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

## THE DEN

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

## WEIGHT ROOM

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

## LEARNING COMMONS/PAUL HOGHAUG LIBRARY

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



## ACADEMICS

### ADDING OR DROPPING A COURSE

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

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

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

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

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

### WITHDRAWING FROM COLLEGE

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

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

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

## ATTENDANCE

Regular attendance is expected of Lake Region State College students. Instructors will explain their attendance policy in each course. See Policy 800.14 for more information.

Students can find detailed academic policies in Section 800 of the LRSC Policy and Procedure Manual.

## CHILDREN IN THE CLASSROOM

Students are not allowed to bring children to class or to leave them unattended in the building. If you observe this situation, contact the Director of Student Services. We can direct the student to a reference of daycare services available.



## STUDENT FINANCE

### TUITION AND FEES

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

All tuition, fees, room and board are payable in full on September 5, 2018 for fall semester and January 23, 2019 for spring semester. Registrations will be cancelled if payment is not received by the 12<sup>th</sup> day of classes unless arrangements have been made with the Business Office.

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

### LATE FEES

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

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

## REFUND/REPAYMENT PROCEDURES

### LRSC POLICY AND PROCEUDRE MANUAL SECTION 400.08

01. The Registrar, located in Student Services, enters "Percent of Refund" on individual student accounts when an Add/Drop form is received from the student. The "Percent of Refund" is to be based upon current North Dakota University System guidelines as adopted by Lake Region State College.

02. Add/Drops will be forwarded by the Registrar to the Business Office on a daily basis.

03. The Business Office will review a listing of "student accounts" to be run as needed. A separate listing of student accounts with credit balances" may also be run.

04. The Business Office will review each student account with the Financial Aid Director to determine the extent, if any, of financial aid involvement in the account.

05. The Business Office with the Financial Aid Director will determine:

- a. Amount, if any, to be repaid to Financial Aid.
- b. Amount, if any, to be refunded to third parties.
- c. Amount, if any, to be refunded to the student.

06. The Business Office will initiate the appropriate refund and the appropriate billing to students for any required repayments.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

In order to receive Federal Financial Aid, students must meet certain academic requirements called Standards of Satisfactory Academic Progress (SAP). LRSC is required by federal and state regulations to determine whether a student is meeting SAP requirements. SAP evaluations apply to all terms, including summer, and to all students (both aid and non-aid recipients).

# LRSC

All credits, including transfer credits, will be used in calculating quantitative components of SAP. Transfer credits are entered on the student's record and will be considered in the attempted credits. SAP requirements are measured in the following three areas:

01. GPA (Qualitative): In order to meet the grade point average requirements, a student will need to have an academic standing consistent with the requirement for graduation from the program at the end of the first, second and third semesters. At the end of the 4th semester of attendance the student **MUST** have a cumulative GPA of C (2.0) or better. Below is a chart that illustrates the academic requirements.

<u>Semester</u>	<u>Minimum Cumulative GPA Required</u>
1st Semester	1.50
2nd Semester	1.60
3rd Semester	1.75
4th Semester	2.00

02. Credits Attempted (Quantitative): All students must complete two-thirds (66.67%) of the credits they attempt. This percentage will be calculated cumulatively each semester. The percentage is determined by dividing the total number of successfully completed credits by the total number of credits the student was registered for on the LRSC FA Census Date. The cumulative credits calculations include all credits attempted even if they do not pertain to the current degree.

03. Maximum Time Frame (Quantitative): All students must complete their declared program within 150% of the published length of the program. A student who has attempted 140% of their program credits will be receive a letter advising them they are reaching the maximum credits. i.e., if the program of study requires 60 credits to graduate then 90 is the maximum number of attempted credits allowed for a program. When the student has attempted 140% or 84 credits they would receive a warning notice. Students who have attempted 150% of their program credits will be suspended from financial aid and will be notified by letter.

**Financial Aid Warning:** Financial Aid Warning status is assigned to a student who fails to meet one or more of the SAP measures indicated above at the conclusion of the semester. A student assigned a Financial Aid Warning will be notified in writing. The student may continue to receive financial aid for one subsequent semester under this status despite the determination that the student is not making SAP.

**Financial Aid Disqualification:** Financial Aid Disqualification status is assigned to a student who fails to make SAP or does not fulfill the requirements set forth in his or her academic plan of study when placed on Financial Aid Probation. A student who is placed on Financial Aid Suspension may only receive financial aid if the student reestablishes eligibility by meeting the standards set forth in this policy.

**Financial Aid Probation:** Financial Aid Probation status is assigned to a student who has been placed on FA Disqualification and who has successfully appealed and has had eligibility for financial aid reinstated. A student who is placed on Financial Aid Probation may receive financial aid for one subsequent semester. They may be required to meet certain terms and conditions while on financial aid probation, such as taking a reduced course load or taking specific courses. A student assigned a Financial Aid Probation status will be required to submit an Academic Plan of Study, signed by an advisor. At the conclusion of the FA Probation period, the student must either meet the SAP standards or fulfill the requirements specified in the SAP Academic Plan of Study.



# RESIDENCE LIFE

## MISSION STATEMENT

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

## WELCOME TO THE LRSC RESIDENCE HALLS! FROM THE HOUSING DIRECTOR

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

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

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

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

Scott Dunbar  
Director of Residence Life  
Lake Region State College

## BOARD (DINING) CONTRACT POLICY

01. The Board Plan is contained on the R-Card (student ID card) and incorporates two separate, but related, components:

- a. The Regular Board Contract contained on the R-Card is in the name of the contract owner only and may not be used to obtain meals to share with others. The R-Card must be presented by its owner to receive a meal. Unauthorized meals will be billed to the contract owner.
- b. The R-Bucks component of the Board Plan is a debit card to be used at the owner's discretion for purchases in LRSC Dining Services (including meals for guests) and Bookstore up to the cash balance available in the owner's R-Bucks account. The R-Card must be presented by its owner whenever purchases are made.

02. Guest Meal Passes may be used to purchase meals for guests or used by the contract owner for meals not covered in the meal plan. Guest meal passes for Platinum and Diamond plans are replenished each semester.

03. All meals are to be consumed in the cafeteria or student union dining services area unless special arrangements have been made with the Director of Dining Services. All dishware must remain in the Dining Services area. Discarding permanent dishes or utensils in the garbage or the unauthorized removal of those items from the dining services area will be subject to a \$50.00 fine. Please return all permanent dishware to the dishwashing station.

04. Takeout orders or box lunches are available if class or work schedules conflict with serving times. Please contact the Dining Service Director. Meals ordered but not picked up at the arranged time will be charged to your account. Forms used to order a "Sick Tray" are available from Dining Service personnel or your assigned Resident Assistant.

05. One Board meal consists of one entrée, one drink, one salad, one soup and one dessert, with the exception of weekends and Holiday Brunch.

06. One additional serving of the same menu item at no cost.

07. Appropriate dress (shirts, pants, shoes) is required.

08. Lost R-Cards are subject to a \$15.00 replacement fee, payable in the Business Office. The IT Help Center will issue the new ID/R-Card.

## DINING HOURS

Dining hours will be posted outside dining services.

## GUIDELINES TO RESIDENCE LIFE RESIDENCE LIFE TEAM

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

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



## RESIDENCE HALL STAFF

THE RESIDENCE HALL STAFF SERVE THREE PRIMARY FUNCTIONS:

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

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

01. want to know how you are doing. If you need to talk to someone, they encourage you to come and see them. They do not have all the answers, but they care, are willing to listen, and will help if they can.
02. want to provide activities and programs which are fun, interesting, and/or informative for you. Not only do they encourage you to get involved and participate, but they want to hear your ideas and suggestions.
03. want to help you be a successful student in any way they can. If you have questions, feel free to ask them. They don't know everything, but they will usually be able to tell you who can answer your questions.

## RIGHTS AND RESPONSIBILITIES OF RESIDENTS

01. The right to study, read, relax, and sleep without unreasonable interference, noise, or distractions, and the responsibility to ensure that others have this right;
02. The right to feel safe in the residence halls as well as the responsibility to help ensure the safety of others in the building;
03. The right to have respect shown for one's privacy, and the responsibility to respect the privacy of others;
04. The right to have respect shown for one's personal property, and the responsibility to respect other's personal property as well as community property;
05. The right to have guests within the hall, and the responsibility for the behavior of those guests;
06. The right to live in an area free of intimidation and physical or emotional harm, and the responsibility to ensure this right for others;
07. The right to a clean living environment, and the responsibility to help keep the environment clean;
08. The right to maintain one's personal beliefs and values, and the responsibility to respect other's beliefs and values.
09. Please remember that the rights of an individual end when the exercising of those rights interferes with the community as a whole.



## RESIDENCE LIFE/HOUSING: FACILITIES, CONTRACTS AND REGULATIONS

### LRSC POLICY AND PROCEDURE MANUAL SECTION 800.08

01. Lake Region State College offers campus living to students in three residence halls.

02. Each returning resident must sign a “Contract for Residence Halls” for a room for a school year. New students must apply for housing by completing the Application for Housing form and sign a “Contract for Residence Halls”.

03. Services

- a. All resident hall rooms are provided with digital cable service.
- b. All rooms in college residence halls are furnished with single beds, limited wardrobe and drawer space and desks and chairs. Students are responsible for their own bed linens, pillows, spreads and blankets. Refer to the Housing Contract for allowable student furnishings.
- c. Students attending Lake Region State College and living in the residence halls have access to free, high speed internet access. Resident hall students interested in renting an internet-ready computer from the college are required to complete a rental agreement form with Information Technology.
- d. Laundry rooms are equipped with R-card operated washers and dryers.
- e. Each room is provided with a student mailbox. Mail service will be provided Monday through Friday.
- f. Contact either the RA (Resident Assistant) or Housing Director and fill out the proper form for needed repairs for maintenance.
- g. During the academic year, a limited number of outdoor outlets are available for rent to students. Students must provide their own extension cord and only one vehicle should be plugged into each outlet. There is a charge for these outlets for the winter with reservations made at the Business Office.
- h. Refrigerators are allowed in student rooms. Students need to bring their own. Size limit is four cubic feet unless other arrangements have been made.
- i. All Resident Halls are alcohol and tobacco free.
- j. No soliciting is allowed in the residence halls. This includes representatives of businesses as well as door-to-door salespersons.
- k. In the event of a tornado and/or severe weather, the warning signal is a steady tone or ringing of bells lasting 3 to 4 minutes. Students living in Gilliland and South Hall should go to the basement next to Central Receiving, and students in North Hall should go to the basement areas next to the kitchen.

04. Guidelines to Residence Life

- a. Administrative Structure  
The residence halls are part of the Administrative Affairs Division. The Housing Director has direct authority and responsibility of administering the residence hall. The Housing Director supervises the Resident Assistants (RA's), all of whom are charged with creating and maintaining a residence hall living environment conducive to learning and personal growth. This charge carries with it the responsibility of enforcing the rules and regulations of the residence halls and the authority to take the action necessary when rule infractions occur.



b. Residence Hall Staff

The residence hall staff serve three primary functions:

- i. To be of service to students. This can take many different forms, from providing a friendly ear to organizing programs which interest or benefit residents.
- ii. To perform administrative tasks, such as checking students in and out of rooms, locking outside doors, distributing mail, duty rounds, etc.
- iii. To enforce the guidelines outlined in the LRSC policy manual, Residence Hall Contract and student handbook.

05. Checking In/Checking Out/Improper Check Out

a. Checking In

- i. All students are required to check into the residence halls to verify room assignments and complete a Room Condition Form.
- ii. All standard furnishings must remain with the room and may not be removed or exchanged between rooms. All items listed on the room inventory must be in place when the student checks out.

b. Checking Out

- i. Students need to follow the below guidelines when checking out. Failure to follow checkout procedures or failing to checkout will result in a fine up to \$100.
- ii. Student must sign up for checkout with a Housing staff member 24 hours prior to departure. At the time of checkout, the staff member will conduct a room inspection and collect keys.
- iii. Student room must be returned to its original condition. This means rooms must be cleaned, floors swept/washed, and all furniture must be returned and assembled.

06. Entry of Student Rooms

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

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

07. Deposit/Damage Policies

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

## 08. Resident Behavior

Students must follow the LRSC Student Conduct Policy 800.30.

## 09. Visitor Policy

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

## 10. Juveniles in the Residence Halls

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

## 11. Alcohol and Drug Policy

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

## 12. Student Complaints and Students Grievances

The process for filing complaints and student grievances can be found in LRSC Policy 800.31.

## 13. Residence Hall Association (RHA)

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

## 14. Immunization Requirements:

LRSC students aged 21 and younger attending courses on main campus must provide proof of one dose of meningococcal vaccine at age 16 or older.



## MISSING STUDENT NOTIFICATION

### LRSC POLICY AND PROCEDURE MANUAL SECTION 800.08.01

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

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

#### **Designation of Confidential Contact Information**

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

#### **Notification of Missing Persons**

01. Any individual who has information that a student who resides in on-campus housing is missing shall immediately notify the Assistant Director of Housing or the Resident Assistant on duty.
02. The housing official will confirm that the student is currently enrolled and living in on-campus student housing.
03. If confirmed, the housing official shall immediately notify the Director of Housing and Director of Student Services.
04. The Director of Housing will conduct an investigation to verify the situation and determine the circumstances that exist.
05. If it is determined that the student is missing, the Director of Student Services shall, within 24 hours, report the missing student to:
  - a. Local law enforcement,
  - b. The student's designated confidential contact,

- c. The student's parent or guardian,
- d. Other campus officials as deemed necessary.

## **Campus Communication Regarding Missing Persons**

01. Prior to providing the LRSC community with any information about a missing student, the Director of Public Affairs shall consult with law enforcement to ensure that communications do not hinder the investigation.

02. All communication with the general public regarding missing students will be handled by law enforcement authorities, who shall consult with the Director of Public Affairs.

# **RESIDENCE LIFE CODE OF CONDUCT**

## **RLC-1 VIOLATION OF COLLEGE REGULATIONS**

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

## **RLC-2 DISRUPTION OF LIVING COMMUNITY**

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

## **RLC-3 DISRUPTIVE SELF-INJURIOUS BEHAVIOR**

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

## **RLC-4 CONTROLLED SUBSTANCES**

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

## **RLC-5 VIOLATION OF ALCOHOL POLICY**

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

## **RLC-6 FIREARMS/EXPLOSIVES/WEAPONS**

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

## **RL-7 COMPLYING WITH COLLEGE EMPLOYEES**

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



## **RLC-8 BULLYING/HAZING/HARASSMENT/STALKING**

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

## **RLC-9 COLLUSION**

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

## **RLC-10 AIDING/ABETTING**

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

## **RLC-11 RETALIATION**

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

# **RESIDENCE LIFE COMMUNITY STANDARDS, SERVICES AND RULES**

## **BOARD (MEAL) PLAN CHANGES**

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

## **CANDLES AND INCENSE**

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

## **CARE AND CLEANING OF ROOMS**

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

## **COOPERATION AND COMPLIANCE WITH STAFF**

Residents and guests are required to comply and cooperate with any college staff member's reasonable request. Failure to comply or cooperate will be viewed as a violation and result in disciplinary action. Failure for guests to comply or cooperate will lead to their immediate removal from the residence hall.

## **DAMAGE CONTROL POLICY**

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

# LRSC

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

## COMMON DAMAGE COSTS

01. Bed End Replacement. ....	\$90
02. Bed Replacement (2 bed ends + springs) .....	\$300
03. Carpet Replacement .....	\$25 per sq. ft.
04. Ceiling Panel Replacement .....	\$20
05. Chair Replacement .....	\$50
06. Door Lock Replacement key or fob .....	\$100
07. Door Replacement .....	\$200
08. Door Stop Replacement .....	\$6 per strip
09. Floor Tile Replacement .....	\$25 per sq. ft.
10. Light Cover Replacement .....	\$15
11. Light Switch Replacement .....	\$10
12. Mattress Pad Replacement .....	\$15
13. Mattress Replacement .....	\$100
14. Mirror Replacement .....	\$15
15. Outlet Cover Replacement .....	\$11
16. Outlet Receptacle Replacement .....	\$10
17. Radiator Break Due to Open Window .....	\$500
18. Repainting of Room .....	\$250
19. Telephone Receptacle Replacement .....	\$15
20. Thermostat Replacement .....	\$75
21. Towel Holder Replacement .....	\$30
22. Venetian Blind Replacement .....	\$50
23. Window Replacement .....	\$250
24. Window Screen Removal/Damage .....	\$25

a. Other damage charges will be assessed at the rate of \$15 per hour for labor plus cost of materials. The Physical Plant Director will assess all damages.

b. Cleaning Charges (at checkout)

i. Rooms/apartment floors must be swept and wet-mopped

ii. All personal items must be removed

iii. All garbage must be emptied

iv. Apartment refrigerators, stoves, cupboards and bathrooms must be cleaned

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





## MAIL SERVICE

Mail service is provided to each residence hall except on holidays, weekends and breaks. Mail service also includes package pick up for FEDEX and UPS. You will be given a package noticed in your mailbox alerting you to your package and may pick it up at the Gilliland Desk.

You should use the following format for your address:

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

## ELECTRICAL APPLIANCES

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

## ELEVATORS

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

## EMERGENCIES

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

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

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

## ILLNESS

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

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

## INSURANCE

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

## JUVENILES IN THE RESIDENCE HALLS POLICY

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

## KEYS/ADDITIONAL LOCKS

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

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

## LAUNDRY ROOMS

Laundry services are provided as part of your room plan.

## LAUNDRY DETERGENT

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

## LOFTS

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

## OUTDOOR OUTLETS

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



## PETS

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

## QUIET HOURS

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

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

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

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

## ROOM CHANGES

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

## ROOM REPAIRS AND PEST CONTROL

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

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

## ROOMMATE AGREEMENT WORKBOOK

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

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

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

## SOLICITATION

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

## STORAGE

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

## TELEPHONE SERVICE AND TV SERVICE

Each student room has telephone service (phone and voicemail are provided). On-campus numbers may be reached by dialing “2” plus the last four digits of the number. Local off-campus calls may be reached by dialing “9” and then the seven digit number. The long distance operator can be reached by dialing “9-0.”

Students cannot accept collect calls on their residence hall phone. To use long distance services the student must call collect or use a calling card.

All resident hall rooms are provided with basic digital cable service. Each room is provided with a digital cable reader (box) and the residents are responsible for the condition of the digital cable reader. Each room is provided with the cable box, power cord for cable box, coax cable and a HDMI cable. If a longer cable is needed it is the residents responsibility to provide desired length of HDMI cable. If residents would like to upgrade their cable package they may do so by contacting Midcontinent Cable at 1-800-888-1300. Theft of television cable service (pirating) is illegal under North Dakota Century Code. Violators may be prosecuted.

## TOBACCO FREE POLICY 400.25

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

## VISITORS

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

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

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



## SAFETY AND EMERGENCY PROCEDURES

### FIRE ALARM PROCEDURES

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

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

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

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

### TORNADO/SEVERE WEATHER

The warning signal is steady tone or ringing of bells lasting 3 to 5 minutes. Students living in Gilliland and South should go to the basement next to Central Receiving, and students in North Hall should go to the basement areas next to the kitchen. Once the all clear has been given, you may be allowed to return your room.

## OTHER ADVICE

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

01. Do not prop doors open.
02. Err on the side of caution and safety.
03. Keep your room locked.
04. Support and get to know all of the resident assistants.
05. Carry your room keys and student ID with you at all times.

## LIVING WITH A ROOMMATE

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

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

# LRSC

Here are a few questions from the Roommate Agreement Workbook:

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

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

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

## COLLEGE DIRECTORY

Lake Region State College .....	662-1600
Admissions Office / Student Services .....	662-1514
Bookstore .....	662-1538
Business Office .....	662-1567
Child Care Center .....	662-1592
Community College Foundation .....	662-1520
Computer Help Center .....	662-1596
Continuing Education/IVN .....	662-1510
Counseling Offices (FirstLink) .....	662-1546 or 665-4640
Director of Instructional Services .....	662-1509
Director of Student Services .....	662-1655
Disability Services .....	662-1689
Financial Aid Office .....	662-1516
Food Service/Student Union .....	662-1566
Housing Office .....	662-1525
Library - Paul Hoghaug .....	662-1533
Physical Plant Director .....	662-1521
Placement Office .....	662-1543
Power Skills Center .....	662-1568
President's Office .....	662-1500
Public Relations Office .....	662-1598
Registrar's Office .....	662-1515
Student Services .....	662-1514
Testing Center .....	662-1512
The Den .....	662-1574
TRiO .....	662-1624
Vice President of Academic & Student Affairs .....	662-1681

## RESIDENCE HALLS DIRECTORY

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



## RESIDENCE HALL STAFF

Scott Dunbar, Housing Director

North Hall 200

Office: 662-1525

Home: 662-1400

## OTHER IMPORTANT NUMBERS

### SUPPORT GROUPS

Survivors of Suicide: ..... 662-7581

for families/friends of suicide

Compassionate Friends ..... 662-7581

for families who have lost children in death

Beginning Experience: ..... 662-3276 or 294-2264

for people experiencing death/separation/divorce

Cancer Information: ..... 800-732-4360

### EMERGENCY PHONE NUMBERS

Altru Clinic ..... 662-2157

Ambulance ..... 911 or 662-5323

Crisis Line (24 hours) ..... 662-5050

Fire Department ..... 911 or 662-8121

FirstLink (Counseling Services) ..... 665-4640

Grand Forks Rape & Abuse Crisis Center ..... DAY: 746-0405

NIGHT: 746-8900

Lake Region Human Service Center ..... 665-2200

Law Enforcement (Sheriff, Police, Highway Patrol) ..... 911 or 662-0700

Mental Health/Suicide Information (24 hours) ..... 800-472-2911

Mercy Hospital ..... 662-2131

North Dakota State Wide Road Report ..... 411

Poison Control Center ..... 662-2131

SAAF House ..... 662-7378

Towner County Medical Center ..... 662-8662

### SERVICE NUMBERS

City Cab ..... 351-3182

Devils Lake Transit ..... 662-5061

Midcontinent Cable ..... 800-456-0564

### OTHER NUMBERS

Burdick Arena ..... 662-8148

Chamber of Commerce ..... 662-4903

Devils Lake High School/Sports Center ..... 662-1200

Devils Lake Park Board ..... 662-8243

Devils Lake Public Library ..... 662-2220

Job Service Job Line (24 hours) ..... 662-2630

Job Service of North Dakota ..... 662-9300

Lake 3 Movie Theatre ..... 662-3916





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