
Procedures

300: [Governance and Organization](#)

302.4 [Campus Diversity Councils-Committees](#)

305.0 [Institution Communication and Collaboration](#)

307.1 [Institutional Organization Notice and Approval](#)

360.1 Approving Policies and Procedures

400: [Academic Affairs](#)

402.0 [Common Admission Applications](#)

402.1.2 [Student Placement into College Courses](#)

402.3 [Home Educated Applicants](#)

402.3.2 [Delivery of Dual-Credit College Courses](#)

402.4 [Admission Policies-Transfer Applicants](#)

402.4.1 [Washington State Community and Technical College Transfer](#)

[Summary](#)

402.4.2 [Minnesota System of Colleges and Universities Transfer](#)

402.4.3 [South Dakota University System Transfer Admission](#)

402.4.4 [Wyoming Community College Transfer Summary](#)

402.4.5 [California Community College Transfer Summary](#)

402.4.6 [Oregon Transfer Summary](#)

402.4.7 [Montana University System Transfer Summary](#)

402.9 [Admission Procedures-New Applicants with International Coursework](#)

402.11 [Tests of High School Equivalency](#)

403.1 [New Program Exploration](#)

403.1 [New Program Request](#)

403.1 [Course Change/Inactivation Process](#)

-
- 403.1 [Program Deletion/Termination](#)
 - 403.1 [E-Academic Program Degree Type](#)
 - 403.1 [F-Program Inactivation](#)
 - 403.1 [G-Program Termination](#)
 - 403.1 [H-Department, School Name Change](#)
 - 403.1.2 [Current Academic Program Review](#)
 - 403.1.3 [New Academic Program Review](#)
 - 403.1.4 Existing Program Change
 - 403.7.0 [Transfer Appeals](#)
 - 403.7.1 [GERTA Inclusion, Additions, Deletions, and Changes](#)
 - 403.7.2 [Articulation Agreement](#)
 - 403.7.3 [Common Course Numbering Guidelines](#)
 - 403.7.4 [Common Credit-by-Exam Guidelines](#)
 - 403.7.5 [System Satisfactory Academic Progress and Cumulative Grade Point Average Calculation](#)
 - 403.7.6 [Declared Program of Study](#)
 - 403.8 [Major and Minor Equivalency](#)
 - 404.0 [Collaborative Student Procedure](#)
 - 404.1.1 [ND IVN Approval Procedure](#)
 - 404.2 [Guidelines for Establishing Collaborative Courses and Programs](#)
 - 407.0 [Reverse Transfer](#)
 - 409 [Degrees Offered](#)
 - 420 [Accreditation Visits](#)
 - 430 [Faculty Emeritus](#)
 - 430.3 Posthumous Degree

-
- 430.3.1 Posthumous Degree Awarding
 - 440 [Enrollment Reporting](#)
 - 441 [Degree Credit, Non-Degree Credit, Developmental Coursework, and Non-Credit Instructional Activity](#)
 - 450 [Institutional Reports, Catalogs, Bulletins](#)
 - 450.1 Catalog
 - 451 [Course Drops](#)
 - 452 [Withdraw to Zero Credits](#)
 - 453 [Course Override](#)
 - 454 [Course Substitution](#)
 - 455 [Appeal of Denied Course Substitution](#)
 - 456 Graduation
 - 457 [Grades](#)
 - 458 [Grade Forgiveness](#)
 - 459 [Honor Points and GPA](#)
 - 460 [Incomplete Course](#)
 - 461 [Readmission from Academic Suspension](#)
 - 462 [Repeating a Course](#)
 - 463 [Student Credit Load](#)
 - 464 [Transfer Credit](#)
 - 465 Class Schedule Timeline
 - 466 Course Allocation/Selection
 - 467 Credit for Prior Learning
 - 469 CTE Advisory Committee
 - 470 Curriculum

-
- 470.8 Curriculum Committee Channels for Approval
 - 470.9 SBHE Institutional Reports. Catalogs, Bulletins
 - 471 Excessive Absence
 - 472 Program FAQs or Program Information
 - 473 Final Exam/Activity
 - 474 General Instruction
 - 475 Student Surveys
 - 476 Student Usage of Instructional Facilities
 - 477 Institutional Review Board
 - 478 Online Proctoring
 - 480 WSC Online Course Delivery Standards
 - 481 Learning Commons Proctoring
 - 483 ePortfolio Assignment
 - 484 Agreements & Memorandums of Understanding
 - 485 Academic Integrity and Dishonesty
 - 500: [Student Affairs](#)
 - 501 [Student Finance](#)
 - 502 [Financial Aid Suspected Fraud](#)
 - 504 [Residency for Tuition Purposes](#)
 - 505 [Student Health Insurance](#)
 - 506.1 [Immunizations](#)
 - 508.1 [ND Student Financial Assistance Program](#)
 - 508.2 [ND Academic and Career and Technical Education Scholarship](#)
- [Administration](#)

508.3 [Skilled Workforce Scholarship and Student Loan Repayment Programs](#)

508.4 [ND Scholars Program](#)

508.5 [Professional Student Exchange Programs](#)

508.6 [Tribal College Assistance Programs](#)

511 [Student Criminal History Background Checks](#)

513 [Complaints to the North Dakota University System Office](#)

515 [Behavioral Intervention Teams](#)

514.1 Academic Appeal Policy

516 Academic Honors

517 Academic Standards

518 Advanced Placement for College Credit

519 Auditing

520 Title IX

521 CLEP College Level Examination Program

522 DSST-DANTES Subject Standardized Tests

523 Requesting an Official Transcript

524 Transcript Conduct Notation

525 Cancellation for Non-Attendance

600: [Personnel](#)

601.0 [Veterans' Preference](#)

601.1 [Presidential Searches](#)

602.2.1 [Procedure and Timeline for Faculty Appointment Report](#)

602.2.2 Full-Time Faculty Interview

602.3 [Job Applicant-Employee Criminal History Background Checks](#)

-
- 603 [Discrimination Complaint Procedures](#)
 - 603.3 [Nepotism](#)
 - 604 Instructional Staff Evaluation
 - 604.4 Faculty Evaluation
 - 605.1 [Tenure Recommendation Format](#)
 - 605.1.1 Faculty Ranking
 - 605.1.2 Probationary Tenure Period Extension
 - 605.1.3 [Faculty Emeritus](#)
 - 605.6 [Tenure Granted to Chief Executive Officers](#)
 - 606 [Personal Vehicle Use](#)
 - 607.0.1 [Lobbyists](#)
 - 607.0.2 [Personnel Files](#)
 - 609 [Communications Proficiency](#)
 - 611.10 [Fraud Hotline](#)
 - 612 [Faculty Grievance](#)
 - 615 [Drug-Free Workplace](#)
 - 617 Cell Phones and Other Mobile Devices
 - 618 Reporting Federal Grants Instances of Suspected Fraud, Program Abuse and Criminal Conduct
 - 619 Identity Theft and Prevention Program Plan
 - 620 Harassment
 - 621 Children of Students, Employees, and Visitors in the Workplace
 - 623 Listserv Procedures for Instructional Faculty and Staff
 - 624 Procedure for Determining Qualified Faculty
 - 625 New Faculty Mentoring

- 626 New Instructional Staff Mentoring
- 627 Adjunct and Dual Credit Faculty Mentoring
- 628 Adjunct Faculty Interview
- 629 Retirement
- 630 Workload and Compensation
- 635 Speech Expression and Assembly
- 640 [Tobacco](#)

700: [Compensation](#)

- 702.0 [Salary Deferral-Payback Plan](#)
- 702.5 [Direct Deposit of Wages](#)
- 703.2 [Payroll Deductions](#)
- 705.2 [Student and Non-Student Live-in Housing Staff Compensation](#)
- 706.3 [Travel Reimbursement](#)
- 708 Additional Compensation for Faculty

800: [Financial Affairs](#)

- 802.6 [Budgets and Accounting](#)
- 803.1 [Purchasing](#)
 - 803.1.1 [Prime Vendor Contract Management](#)
- 803.4 [Purchasing Cards](#)
- 804 [Equipment and Personal Property Leases](#)
 - 804.1 [Tax Exempt Bond Issues and Lease Purchase Financing](#)
- 805.1 [Tuition](#)
 - 805.3.1 [Distance Learning Courses](#)
 - 805.3.2 [NDUS Technical Support for IVN](#)

806.1 [Payment or Reimbursement of Meals and Other Travel or Institutional Expenses](#)

811 [Payroll Register Approval](#)

813 [HR Personnel Change Form](#)

820 [Waivers and Tuition Assistance](#)

830.1 [Student Payment Policy](#)

830.2 [Refunds](#)

840 [Contracts](#)

900: [Facilities](#)

902 [Capital Projects](#)

902.5 [Construction Process- Architects, Engineers, and Construction Managers](#)

907 [Building Plaques](#)

908.1 [Tax-Exempt Bond Post-Issuance Compliance](#)

1200: [Information Technology](#)

1200.1 [IT Consolidated Services](#)

1202.2 [Incident Response](#)

1203.7 [Data Classification and Information Security Standard](#)

1205.1 [State Longitudinal Data System](#)

1206.1 [Data Element Dictionary-Data Quality and Integrity](#)

1207 Student Technology Fee

1900: [Miscellaneous](#)

1901.0 [Incident Reports](#)

1901.1 [Loss Control Committees; Risk Management Contact](#)

1901.2 [Computer and Network Usage](#)

1901.3 [Information Technology Approval Process](#)

1901.4 [Imaging Procedures](#)

1902 [Emergency Notification Systems](#)

1912 [Litigation Hold](#)

1912.1 [Information Security Procedures](#)

1912.3 [Employee Personal Information](#)

1913 [Tribal College Assistance Grants](#)

SUBJECT: Governance and Organization

EFFECTIVE: Month, Day, Year

Section: 360.1

APPROVING POLICIES AND PROCEDURES

1. WSC follows the WSC Constitution concerning the creation and approval of policies and procedures.
2. The procedure for approving policies and procedures requiring assessment by the WSC Faculty Council is as follows:
 - a. Once created, the policy and/or procedure will be sent to the Faculty Senate President. The Faculty Senate President will present it to Faculty Senate. If faculty make recommendations for change/amendment the document is returned to original author.
 - b. Once approved by the Faculty Senate, the Faculty Senate President will present the approved policy and/or procedure to the Faculty Council.
 - c. Once approved by the Faculty Council, the Faculty Senate President will send to the Executive Assistant to the President or designee for consideration by the President.
 - d. Once approved by the President and/or the President's designee, the President will share with appropriate entities such as, but not limited to, Staff Senate President, Faculty Senate President, and Executive Cabinet.
 - e. It is the responsibility of those leaders to share the information with their respective departments.
3. If a policy and/or procedure is created while faculty are off contract, the policy and/or procedure will be placed on the next Faculty Senate agenda. If a policy/procedure must be in place before Faculty Senate and Faculty Council can meet, the policy/procedure can be approved by the President until further reviewed by faculty

HISTORY:

New Procedure.

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 403.1

NEW PROGRAM REQUEST

Requirements for degree credit, non-degree credit, and non-credit activities and subcategories involved in the new program shall follow the definitions set by the Chancellor. SBHE 441, NDUS 441

All Associate of Arts and Associate of Science programs shall meet the common general education requirements of SBHE 403.7.

With the exception of NDSU land-grant mission offerings, UND School of Medicine professional courses to Area Health Education Centers, and correspondence courses, all distance education programs must have State Board of Higher Education approval before being offered. SBHE 404.1

Proposed **distance learning academic program** requests must include possible financial aid opportunities for students, conformance to institution mission, justification of need as distance program, assurance of instructional quality comparable to on-campus program, and new program review procedures. SBHE 404.1 §3.b, SBHE 403.1, NDUS 404.1

ND IVN approval is obtained by following procedure NDUS 404.1.1.

The State Board of Higher Education approves the new program of study. SBHE 403.1

Necessary articulations with secondary schools shall be made following all procedures and conditions of SBHE 403.5. Current articulation agreements must be provided to the Chancellor. SBHE 403.5 §1.F

Collaborative programs shall be established following NDUS 404.2.

The program follows the Chancellor's procedures for new program review and evaluation, beginning one year after the first class graduates. SBHE 403.1, 403.1.2

Necessary changes are made to the WSC Catalog and bulletins. SBHE 450

A professional program may request concurrence of the Chancellor to apply for accreditation of the program by an agency recognized by the U.S. Secretary of Education. SBHE 420. A copy of final accreditation report or accreditation status letter received by the institution for the program shall be sent to the Chancellor. SBHE 420C

GERTA inclusions, additions, deletions, and changes need to follow additional steps per NDUS 403.7.1.

Common course numbering and statewide/system-wide articulation agreements conditions and procedures must be followed per NDUS 403.7.3.

1. The person requesting the new program shall

- gather all necessary information and justification for the program;
- fill out the Program Change/Delete/Addition Form, marking PROGRAM ADDITION REQUEST and completing in full the sections of the form;
- attach proposed program curriculum scope & sequence, biennial cycle of courses, complete course descriptions, Program Outcome Guide (POG), SEP, necessary letters of request to Chancellor, necessary proposed articulation agreements, proposed program review plan, all applicable NDUS academic request documents per NDUS 403.1;
- sign and date the Program Coordinator boxes at the bottom of page 1 of the Program Change/Delete/Addition Form;
- complete this process at least four months before Curriculum Committee approval is necessary (although department approval may take as long as three months if 1st/2nd/3rd readings are done at separate meetings; this would mean the department needs this material at least six months before Curriculum Committee approval is necessary. NDUS steps add to the time before implementation).

2. The department in which the new program shall be based shall discuss for as long as necessary but having at least three readings, then approve by majority vote the request for the new program. Upon department approval, the Department Chair shall sign and date the appropriate boxes in the Recommendation section of the Program Change/Delete/Addition Form.

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3. The Department Chair shall pass the Program Change/Delete/Addition Form with the attached materials from the proposed program coordinator to the Curriculum Committee Chair as soon as possible after department approval of the proposed program.
 4. As soon as possible the Curriculum Committee Chair reviews the program proposal to verify that necessary materials are present and appropriately completed. The Curriculum Committee Chair then signs and dates the appropriate boxes in the Recommendation section of the Program Change/Delete/Addition Form.
 5. As soon as possible, the Curriculum Committee Chair disseminates the Program Change/Delete/Addition form with attached materials to all members of the Curriculum Committee in advance of the monthly meeting.
 6. Approved program requests go to the VP for Academic Affairs, who either signs and approves the request in the appropriate boxes in the For Office Use Only section of the Program Change/Delete/Addition Form OR refuses the request and Requirements for degree credit, non-degree credit, and non-credit activities and subcategories involved in the new program shall follow the definitions set by the Chancellor. SBHE 441
 7. At its monthly meeting, the Curriculum Committee shall review and discuss the new program request in at least 1st reading. Three separate readings are recommended due to the implications of new program addition. When the Curriculum Committee votes on approval of the program, the majority result of the vote (approved or unapproved) shall be indicated by the Curriculum Committee Chair in the appropriate box in the Committee Action section of the Program Change/Delete/Addition Form.
 - The Chair shall sign and date the results of the Curriculum Committee's action.
 - Unapproved programs must re-apply for future consideration, repeating steps 1-6 until Curriculum Committee approves.
 8. As soon as possible all necessary Chancellor endorsements and approvals shall be obtained.

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9. After Chancellor endorsements and approvals are obtained, necessary articulation agreements and other extra-institutional arrangements shall be established and agreed to in principle.
 10. Program request successfully completes all Stage I steps outlined in NDUS Academic Actions Summary Table found in NDUS 403.0.2.
 11. Program request successfully completes all Stage II steps outlined in NDUS Academic Actions Summary Table in NDUS 403.0.2.
 12. Necessary articulation agreements and other extra-institutional arrangements shall be established and agreed to in writing. Written agreements are sent to the Chancellor.
 13. When Steps 6-12 are completed, Registrar shall update PeopleSoft for the new program to begin at the start of the next school catalog OR next legislative biennium begins OR upon receipt of accreditation mandate. Immediately upon update, Registrar signs and dates appropriate boxes in For Office Use Only section of Program Change/Delete/Addition Form.
 14. When Step 13 is complete, Academic Affairs updates the institution website and catalog. Immediately upon completion of these updates, the Executive Assistant for Academic Affairs signs and dates the appropriate boxes in boxes in For Office Use Only section of Program Change/Delete/Addition Form. SBHE 450
 15. The completed Program Change/Delete/Addition Form shall be kept on file by the Registrar.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 403.1

NEW COURSE REQUEST

1. The person interested in proposing a new course should fill out the new course request form following the instructions on the new course request form legend. These forms can be found at the curriculum committee webpage or there is a link from the WSC forms webpage.

Include:

- A course syllabus
 - Course COG
 - Updated SEP (if needed)
2. This information should be brought to the department in which this course would be taught, for discussion and approval. The Program Coordinator (if one exists) and Department Chair should sign off on the form.
3. The Department Chair should pass the form and support documents onto the Curriculum Committee Chair.
4. The Curriculum Committee Chair reviews the form and support materials to verify that the needed materials are present and appropriately filled out. The curriculum Committee Chair will then sign the form.
5. The Curriculum Committee Chair will then disseminate the materials to all of the curriculum committee members in advance of the monthly meeting.
6. At its monthly meeting, the curriculum committee will review and discuss the new course request. If a motion is made the committee will vote to approve or reject the new course. The committee may choose to table any action, if further information is needed. New courses usually need to go through 3 different readings to gain final approval. The committee may consider waiving additional readings if special circumstances exist. Persons requesting new courses should start the process early because it may take 3 months or more to get the course approved.
7. If approved by the curriculum committee the committee chair will pass the form on to the VP for Academic Affairs for their signature.

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8. The VP for Academic Affairs will pass on the signed form to the Registrar.
 9. The Registrar will make the necessary changes in the system and pass on the form, if needed, to the financial office, when the new course includes assessing fees.
 10. Academic Affairs updates the institution website and catalog. Immediately upon completion of these updates, the Executive Assistant for Academic Affairs signs and dates the appropriate boxes For Office Use Only section of Program Change/Delete/Addition Form. SBHE 450

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 403.1

COURSE CHANGE/INACTIVATION PROCESS

1. The person interested in proposing a course be changed or inactivated should fill out the Course Change/Inactivation form following the instructions on the Course Change/Inactivate Legend. These forms can be found at the curriculum committee webpage or there is a link from the WSC forms webpage.

Include:

- Any documentation to support the change or inactivation
 - Updated SEP (if needed)
 - Updated COG (if needed)
2. This information should be brought to the department in which this course is taught, for discussion and approval, regarding the change or inactivation. The Program Coordinator (if one exists) and Department Chair should sign off on the form.
3. The Department Chair should pass the form and support documents onto the Curriculum Committee Chair.
4. The Curriculum Committee Chair reviews the form and support materials to verify that the needed materials are present and appropriately filled out. The Curriculum Committee Chair will then sign the form.
5. The Curriculum Committee Chair will then disseminate the materials to all of the curriculum committee members in advance of the monthly meeting.
6. At its monthly meeting, the curriculum committee will review and discuss the course change/inactivates request. If a motion is made the committee will vote to approve or reject the course change or inactivation. The committee may choose to table any action, if further information is needed. Course changes/inactivation usually need to go through 3 different readings to gain final approval. The committee may consider waiving additional readings if special circumstances exist. Persons requesting course changes/inactivation should start the process early because it may take 3 months or more to get the course change/inactivation approved.

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7. If approved by the curriculum committee the committee chair will pass the form on to the VP for Academic Affairs for their signature.
 8. The VP for Academic Affairs will pass on the signed form to the Registrar.
 9. The Registrar will make the necessary changes in the system and pass on the form, if needed, to the financial office, when changes involve assessing fees.
 10. Academic Affairs updates the institution website and catalog. Immediately upon completion of these updates, the Executive Assistant for Academic Affairs signs and dates the appropriate boxes in boxes in For Office Use Only section of Program Change/Delete/Addition Form. SBHE 450

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 403.1

PROGRAM DELETION/TERMINATION

Program deletion process must successfully complete all the steps per SBHE 403.1.1 as presented in the Academic Actions Summary Table in NDUS 403.0.2.

Proposed termination must be presented to the State Board of Higher Education. SBHE 403.1.3 §3

State Board of Higher Education approves academic program termination. SBHE 403.1.1

1. The person requesting the program termination shall

- gather and attach all necessary information and justification for the program termination, and all applicable NDUS academic request documents per NDUS 403.1;
- fill out the Program Change/Delete/Addition Form, marking PROGRAM DELETION REQUEST and completing in full the sections of the form;
- sign and date the Program Coordinator boxes at the bottom of page 1 of the Program Change/Delete/Addition Form;
- complete this process at least four months before Curriculum Committee approval is necessary (although department approval may take as long as three months if 1st/2nd/3rd readings are done at separate meetings; this would mean the department needs this material at least six months before Curriculum Committee approval is necessary).

2. The department in which the program shall be based shall discuss for as long as necessary but having at least three readings, then approve by majority vote the request for the program termination. Upon department approval, the Department Chair shall sign and date the appropriate boxes in the Recommendation section of the Program Change/Delete/Addition Form.

3. The Department Chair shall pass the Program Change/Delete/Addition Form with the attached materials from the proposed program coordinator to the Curriculum Committee Chair as soon as possible after department approval of the proposed program.

4. As soon as possible the Curriculum Committee Chair reviews the program proposal to verify that necessary materials are present and appropriately completed. The Curriculum Committee Chair then signs and dates the appropriate boxes in the Recommendation section of the Program Change/Delete/Addition Form.

5. As soon as possible, the Curriculum Committee Chair disseminates the Program Change/Delete/Addition form with attached materials to all members of the Curriculum Committee in advance of the monthly meeting.

6. Approved program termination requests go to the VP for Academic Affairs, who either signs and approves the request in the appropriate boxes in the For Office Use Only section of the Program Change/Delete/Addition Form OR refuses the request, in which case the program requesting program termination must successfully complete Steps 1-7.

7. At its monthly meeting, the Curriculum Committee shall review and discuss the program termination request in at least 1st reading. Three separate readings are recommended due to the implications of program termination. When the Curriculum Committee votes on approval of the program termination, the majority result of the vote (approved or unapproved) shall be indicated by the Curriculum Committee Chair in the appropriate box in the Committee Action section of the Program Change/Delete/Addition Form. The Chair shall sign and date the results of the Curriculum Committee's action.

- Unapproved program termination means the program must re-apply for future consideration, repeating steps 1-6 until Curriculum Committee approves.

8. Approved program termination requests go to the VP for Academic Affairs, who either signs and approves the request in the appropriate boxes in the For Office Use Only section of the Program Change/Delete/Addition Form OR refuses the request, in which case the program requesting program termination must successfully complete Steps 1-7.

9. As soon as possible all necessary actions shall be taken by appropriate program, department, and administrative persons to notify and negate all agreements involving the Chancellor, CTEC, other postsecondary institutions, accrediting agencies, secondary institutions, and extra-institutional entities.

10. Program termination request successfully completes all steps per SBHE 403.1.1 as outlined in NDUS Academic Actions Summary Table found in NDUS 403.0.2.

11. When Steps 7-9 are completed, Registrar shall update PeopleSoft for the program termination/deletion to begin at the start of the next school catalog OR end of current freshman cycle OR next legislative biennium begins OR upon receipt of accreditation mandate. Immediately upon update, Registrar signs and dates appropriate boxes in For Office Use Only section of Program Change/Delete/Addition Form.

12. When Step 10 is complete, Academic Affairs updates the institution website and catalog. Immediately upon completion of these updates, the Executive Assistant for Academic Affairs signs and dates the appropriate boxes in boxes in For Office Use Only section of Program Change/Delete/Addition Form. SBHE 450

13. The completed Program Change/Delete/Addition Form shall be kept on file by the Registrar.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 403.1.2

CURRENT ACADEMIC PROGRAM REVIEW

1. Program Coordinators will work with the respective Department Chair.
2. Program reviews must be completed and submitted to the Committee assigned the task of assessing program reviews by November 1st of each academic year.
3. Program review updates must be completed and submitted to the Committee assigned the task of assessing program reviews by December 1st of each academic year.
4. The Committee will assess each program review submitted and provide a report to Instructional Administration by the end of the spring term.
5. Instructional Administration will provide data to the budgeting process by the end of the spring term.
6. Program Reviews will be submitted to the North Dakota State Board of Higher Education Office by April 15th.
7. Program Reviews, along with CTE Action Plan Updates, will be submitted to the North Dakota Department of Career and Technical Education Office by April 15th.

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration November 11, 2014

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 403.1.4

EXISTING PROGRAM CHANGE

Articulation agreements with secondary schools shall be made following all procedures and conditions of SBHE 403.5. Current articulation agreements must be provided to the Chancellor. SBHE 403.5 §1.F

Memorandums of Understanding that are entered into by NDUS institutions to collaboratively deliver a program shall be made following all the procedures and conditions of SBHE 404.2. The MOU typically outlines how classes transfer/substitute and an MOU typically outlines who provides what courses, technology, student services, etc.

Requirements for degree credit, non-degree credit, and non-credit activities and subcategories involved in the new program shall follow the definitions set by the Chancellor. SBHE 441

Changes may consist of alterations in accreditation (agency &/or requirements), course additions/deletions, graduation requirements, program name, articulation agreements, facilities/equipment, impact on students, pre/co-requisites, faculty impact, necessary modifications, and course or program impacts not here enumerated.

GERTA inclusions, additions, deletions, and changes need to follow additional steps per NDUS 403.7.1.

Common course numbering and statewide/systemwide articulation agreements conditions and procedures must be followed per NDUS 403.7.3.

1. The person requesting the program change shall

- gather all necessary information and justification for the change;
- fill out the Program Change/Delete/Addition Form, marking PROGRAM CHANGE REQUEST and completing in full the sections of the form;
- attach proposed additions with, as necessary, updated program curriculum scope & sequence, biennial cycle of courses, complete course descriptions, Program Outcome Guide (POG), SEP, necessary letters of request to

Chancellor, necessary proposed articulation agreements, program review plan, all applicable NDUS academic request documents per NDUS 403.1;

- sign and date the Program Coordinator boxes at the bottom of page 1 of the Program Change/Delete/Addition Form;
- complete this process at least four months before Curriculum Committee approval is necessary (although department approval may take as long as three months if 1st/2nd/3rd readings are done at separate meetings; this would mean the department needs this material at least six months before Curriculum Committee approval is necessary. NDUS steps add to the time before implementation.).

2. The department in which the program is based shall discuss for as long as necessary, then approve by majority vote the request for the program change. Upon department approval, the Department Chair shall sign and date the appropriate boxes in the Recommendation section of the Program Change/Delete/Addition Form.

3. The Department Chair shall pass the Program Change/Delete/Addition Form with the attached materials from the proposed program coordinator to the Curriculum Committee Chair as soon as possible after department approval of the proposed program.

4. As soon as possible the Curriculum Committee Chair reviews the program change proposal to verify that necessary materials are present and appropriately completed. The Curriculum Committee Chair then signs and dates the appropriate boxes in the Recommendation section of the Program Change/Delete/Addition Form.

5. As soon as possible, the Curriculum Committee Chair disseminates the Program Change/Delete/Addition form with attached materials to all members of the Curriculum Committee in advance of the monthly meeting.

6. At its monthly meeting, the Curriculum Committee shall review and discuss the program change request in at least 1st reading. Three separate readings are recommended. When the Curriculum Committee votes on approval of the program change, the majority result of the vote (approved or unapproved) shall be indicated by the Curriculum Committee Chair in the appropriate box in the Committee

Action section of the Program Change/Delete/Addition Form. The Chair shall then sign and date the results of the Curriculum Committee's action.

- Unapproved program changes mean the program must re-apply for future consideration, repeating steps 1-6 until Curriculum Committee approves.
7. Approved program change requests go to the VP for Academic Affairs, who either signs and approves the request in the appropriate boxes in the For Office Use Only section of the Program Change/Delete/Addition Form OR refuses the request and the program must repeat Steps 1-7.
8. As soon as possible all necessary Chancellor endorsements and approvals shall be obtained.
9. After Chancellor endorsements and approvals are obtained, necessary articulation agreements and other extra-institutional arrangements shall be established and agreed to in principle.
10. Program change requests which require outside action
- a. **for new prefix change** successfully completes all steps outlined in NDUS Academic Actions Summary Table found in NDUS 403.0.2.
 - b. **for inactivation** successfully completes all steps outlined per SBHE 403.1.3 in NDUS Academic Actions Summary Table found in NDUS 403.0.2
 - c. **for title change** successfully completes all steps outlined per SBHE 403.1 in NDUS Academic Actions Summary Table found in NDUS 403.0.2
 - d. **for distance delivery change** successfully completes all steps outlined per SBHE 404.1 in NDUS Academic Actions Summary Table found in NDUS 403.0.2
 - e. **for center/institute change** successfully completes all steps outlined per SBHE 307.1 in NDUS Academic Actions Summary Table found in NDUS 403.0.2
 - f. **for program changes which change the institution's organization** successfully completes all steps outlined per SBHE 307.1 in NDUS Academic Actions Summary Table found in NDUS 403.0.2
11. Necessary articulation agreements and other extra-institutional arrangements shall be established and agreed to in writing. Written agreements are sent to the Chancellor.

12. When Steps 7-11 are completed, Registrar shall update PeopleSoft for the program changes to begin at the start of the next school catalog OR next legislative biennium begins OR upon receipt of accreditation mandate. Immediately upon update, Registrar signs and dates appropriate boxes in For Office Use Only section of Program Change/Delete/Addition Form.

13. When Step 12 is complete, Academic Affairs updates the institution website and catalog. Immediately upon completion of these updates, the Executive Assistant for Academic Affairs signs and dates the appropriate boxes in boxes in For Office Use Only section of Program Change/Delete/Addition Form. SBHE 450

14. The completed Program Change/Delete/Addition Form shall be kept on file by the Registrar.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs**EFFECTIVE:** August 28, 2020**Section:** 403.7.1

GERTA INCLUSIONS, ADDITIONS, DELETIONS, & CHANGES

The NDUS will communicate decisions and discuss procedures with applying campuses.

The following guidelines implement SBHE Policy 403.7, relating to Common General Education Requirement and Transfer of General Education Credits.

GERTA, commonly referred to as the Gold and Silver Pages, is an academic representation of a common general education agreement that has been adopted by all institutions of the North Dakota University System as well as by other associated institutions. Additions, deletions and changes to this agreement are limited and must be made in the following manner.

REQUEST FOR INCLUSION OF NEW INSTITUTIONS INTO GERTA:

1. Campuses requesting inclusion in the GERTA shall submit materials to the North Dakota University System director (referred to as the "director") through email. Materials must be submitted by March 15 to be considered for the summer change cycle (Cycle 1) or by October 15 to be considered for the winter change cycle (Cycle 2). Materials to be submitted shall include:
 - a. A letter of request stating the institution's desire to take part in GERTA
 - b. An outline of the institution's General Education Requirements (the institution's Gold Page) using the following format.

<u>General Education Area</u>	<u>Minimum Required</u>
<u>Semester Hours</u>	
Communications	9
Arts & Humanities	6
Social Sciences	6
Mathematics, Science & Technology	9
Institutional Specific	6
(must be selected from one or more of the areas above:	

Communications, Arts & Humanities, Social Sciences
or Mathematics/Science & Technology)

Total

36

2. The list of courses (the institution's Silver Pages) that satisfy the basic requirements listed above using the following ten subcategories:
 - A. Communications:
 - ND:ENGL (English Example: English Composition)
 - ND:COMM (Communication Examples: Speech, Public Speaking)
 - B. Arts and Humanities:
 - ND:FA (Fine Arts Examples: Two-Dimensional Design, Band, Acting)
 - ND:HUM (Humanities Examples: Literature, Languages, Philosophy,)
 - C. Social Science:
 - ND:HIST (History Example: American History)
 - ND:SS (Social Science Examples: Anthropology, Economics, Political Science Sociology, Psychology, Social Work)
 - D. Mathematics, Science and/or Technology:
 - ND:MATH (Mathematics Examples: College Algebra, Calculus I)
 - ND:SCI (Science Example: Soil Science, Human Biology)
 - ND:LABSC (Lab Science Example: General Biology, General Chemistry, Physical Geology. Must have a lab component.)
 - ND:COMPSC (Computer Science Example: Introduction to Computers, Beginning COBOL.)
3. Course syllabi for each course submitted.
4. The director shall suggest the Common Course Number equivalents for courses presented as necessary.
5. The director shall forward all documents to campus registrars by April 1 (Cycle 1) or November 1 (Cycle 2).
6. Campus registrars shall send queries to appropriate departments and/or committees for review and comments.
7. Registrars shall return written responses with suggestions for changes to the director by May 15 (Cycle 1) or by November 15 (Cycle 2).

8. The director shall discuss the responses with the registrars and the registrars shall submit their recommendations to the director through a formal vote. The director shall consider the registrars' recommendations and forward their recommendations to the Vice Chancellor for Academic and Student Affairs (referred to as the "Vice Chancellor"), with special notation for unanimous votes.
 - a. The Vice Chancellor shall advise the Academic Affairs Council (AAC) of unanimous votes of the registrars.
 - b. If the registrars' vote is not unanimous, the director shall make a recommendation to the Vice Chancellor who shall consult the AAC. The AAC shall make a recommendation to the Vice Chancellor.
9. The Chancellor shall make the final decision concerning the institution's addition to GERTA and notify the director of the final decision.
10. The director shall notify registrars by email.
11. Registrars should update their bound copies of GERTA to show all changes and effective dates for the changes.
12. The director shall ensure updates to GERTA are made on the Web and in the bound copies maintained by the system office.

REQUEST FOR CHANGES TO EXISTING CAMPUS GOLD PAGES GERTA LISTINGS:

1. Complete a GERTA Request Form and submit electronically to the director by March 15 (Cycle 1) or by October 15 (Cycle 2).
2. The director shall ensure compliance with SBHE policy with the additions, changes or deletions.
3. The director shall make a recommendation concerning the requests to the Vice Chancellor, who shall forward the information to the AAC. The AAC shall make a recommendation to the Chancellor, who will make the final decision.
4. The Chancellor shall notify the director of the final decision and the director will notify registrars by email.
5. Registrars should update their bound copies of GERTA to show all changes and the effective dates of the changes.
6. The director shall ensure updates to GERTA are made on the Web and in the bound copies maintained by the system office.

REQUEST FOR ADDITIONS TO EXISTING CAMPUS SILVER PAGES GERTA LISTINGS:

1. Complete a GERTA Request Form and submit electronically to director by March 15 (Cycle 1) or by October 15 (Cycle 2).
2. Attach an electronic copy of the course syllabus to the GERTA request form.
3. The director shall forward all documents to campus registrars by April 1 (Cycle 1) or by November 1 (Cycle 2).
4. Campus registrars shall send queries to appropriate departments for review and comments.
5. Registrars shall return responses with suggestions for change and/or resubmission to the director by May 15 (Cycle 1) or by November 15 (Cycle 2).
 - a. The reason for any rejection as well as suggestions for change must be stated in writing. All concerns and questions must be forwarded to the director by May 15 (Cycle 1) or by November 15 (Cycle 2).
 - b. Rejections shall be forwarded to the campus requesting additions.
6. The director shall discuss the responses with the registrars and the registrars shall forward recommendations to the director through a formal vote.
7. The director shall forward the registrars' recommendations to the Vice Chancellor and the AAC.
 - a. The Vice Chancellor shall advise the AAC of unanimous votes from the registrars.
 - b. If the registrars vote is not unanimous, the proposed additions shall be forwarded to the vice Chancellor and the AAC, along with a recommendation from the director. The AAC will make a recommendation about the courses to the Chancellor.
8. The Chancellor shall make the final decision and the director shall notify the registrars.
9. Registrars should update their bound copies to show the changes and the effective dates of the changes.
10. The director shall ensure updates to GERTA are made on the Web and in the bound copies maintained by the system office.

REQUEST FOR CHANGES TO EXISTING CAMPUS SILVER PAGES GERTA LISTINGS:

1. Complete a GERTA Request Form and submit electronically to director by March 15 (Cycle 1) or by October 15 (Cycle 2).
2. Extensive changes such as restructured curriculum or extensive changes to a course syllabus shall follow the same guidelines as the request for additions to existing campus Silver Pages GERTA listings above.

3. Simple changes such as changes to the number of course credits, changes to title or changes to course number shall be controlled by the director.
4. The director shall forward these changes to the Vice Chancellor and the registrars by email.
5. Registrars should update their bound copies to show the changes and the effective dates of the changes.
6. The director shall ensure updates to GERTA are made on the Web and in the bound copies maintained by the system office.

REQUEST FOR DELETIONS TO EXISTING CAMPUS SILVER PAGES GERTA LISTINGS:

1. Complete a GERTA Request Form and submit electronically to director by March 15 (Cycle 1) or by October 15 (Cycle 2).
2. The director shall ensure compliance with SBHE policy.
3. Deletions that will make a significant impact on the structure of GERTA (as determined by the director) shall follow the same guidelines as the request for additions to existing campus Silver Pages GERTA listings above and require a formal vote of the registrars. Determining the level of impact will be the responsibility of the director.
4. Deletions that will not significantly impact the structure of GERTA shall be removed from GERTA by the director.
5. The director shall forward the institution's list of deleted courses to the Vice Chancellor and the registrars by email.
6. Registrars should update their bound copies of GERTA to reflect the change and the date of the change.
7. The director shall ensure updates to GERTA are made on the Web and in the found copies maintained by the system office.

HISTORY

Faculty Council approved August 28, 2020

REFERENCES

NDUS Procedures 403.7.1 GERTA Inclusion, Additions, Deletions and Changes

SUBJECT: Academic Affairs**EFFECTIVE:** August 28, 2020**Section:** 403.7.3

COMMON COURSE NUMBERING GUIDELINES

This procedure implements SBHE Policy 403.7. The following guidelines have been used to develop the Common Course Numbering (CCN) Matrix. These guidelines will also be used for the updating and monitoring of the project.

GUIDELINE 1: COMMON/UNIQUE COURSES DEFINED

1. If courses are accepted as "common" by academic discipline groups, then such courses must have a common course number, title, and generic description. Departmental prefixes need not be the same if the academic discipline group responsible for the course has determined that multiple departmental prefixes may be deemed common. For example, a discipline group may determine that the prefixes MICR and BIOL are both suitable in identifying a Microbiology course. A campus may enhance the course description to represent the course as it is offered at that campus as long as the basic description remains common. Common courses are transferable to other campuses as the equivalent of the common course.
2. The credit range among institutions may not deviate by more than one credit for a course listed on the matrix.
3. If the course is not accepted as common, but is still listed on the Matrix, the course is considered "Unique." Unique courses' prefixes, numbers and titles are assigned by the campus. Course numbers, titles, and descriptions for unique courses must differ significantly from common course identifiers. Unique courses may transfer to other campuses to meet graduation requirements, major requirements, general education requirements, or elective requirements. Acceptance in transfer of unique courses is not required.
4. When adding new courses, the following guide may be used to determine necessary actions.

IS THE COURSE A DESIGNATED COMMON COURSE?		
NO	YES	DON'T KNOW

Review Matrix to ensure proposed course numbers are not already in use as CCN courses.	Assign common prefix, same number, same title and same generic description.	Contact the academic discipline group chair or the director of articulation and transfer to make this determination. This information is also available on the NDUS Transfer and Articulation Web site.
Assign common/unique prefix, unique number, unique title and unique description	Campus forwards syllabus and request for CCN inclusion to the director of articulation and transfer.	
If CCN Unique Course status is desired, campus should forward a request and syllabus to the director of articulation and transfer.	Director forwards materials to academic discipline group representatives for consideration.	
Director forwards materials to academic discipline group representatives to ensure courses are unique. Director advises campus of academic discipline group comments and, if necessary, updates the Matrix.	If there are no objections from the academic discipline group, the course is added to the Matrix. If objections are raised, the course is not added and the objections are shared with the requesting campus. Requesting campus may re-submit the course after changes are made.	

The director should be advised of any campus curricular changes that impact the Matrix.

5. For "common" courses, the following should be considered:
 1. The department name and the course prefix need not be the same.
 2. The course prefix should be of two to four letters.
 3. The course prefix need not match the department designation.
 4. The course may be taught outside the department.
 5. The campus need not have the department teach the particular course.
 6. The credit range among institutions may not deviate by more than one credit for a course listed on the matrix.
6. Academic disciplines for whom common content is neither important nor easily expressed, may do one of two things:
 1. Offer a brief common description, even if is not much more than a functional equivalent of the common title; or
 2. Agree that it is not worth attempting common descriptions for certain courses, even though they have been given CCNs.
7. Different courses may not have the same title, even if the prefix and number differ.
8. Prefixes not previously approved for use for a campus must be approved by the Chancellor. Refer to the Academic Affairs Forms Request Stage II Cover Page.

GUIDELINE 2: LOWER DIVISION/UPPER DIVISION CROSS-LISTING

1. Introductory courses, traditionally offered to students in the first four semesters of a program of study, should have a 100 or 200 designation.
2. Courses considered as upper division are traditionally offered to students in the last four semesters of a program of study and should have a 300 or 400 designation.
3. A course may be designated as 200/300 if it is accepted as equivalent. The assumptions concerning the course are as follows:
 - o The course is introductory.

- Conditions for accreditation and/or other conditions involving majors and minors may require the upper division designation of some introductory courses.
- The transferring student will not be required to retake the course.
- A student transferring a 200 course accepted as a 300 course may be required to take a different course at the 300 level to meet graduation requirements.

GUIDELINE 3: MIDDLE DIGIT “9” REQUIREMENTS

1. At the discretion of the receiving campus, these courses may transfer as 1) equivalent to a course that exists on the receiving campus, 2) electives within the major and/or 3) electives toward graduation. Since these courses tend to be highly specialized, they should not be listed on the common course matrix.
2. These numbers are required for 19x and 29x.
3. These numbers are recommended for 39x and 49x and should be used whenever possible.
 - x90 Education methods courses within disciplines
 - x91 Seminars
 - x92 Experimental Course
 - x93 Peer Tutoring
 - x94 Independent study; Directed study; Undergraduate research
 - x95 Service Learning
 - x96 Study tours; Field study; Study Abroad
 - x97 Internship; Externship; Cooperative Education
 - x98 Pre-professional experience; Clinical; and Student Teaching
 - x99 Special topics courses; Reading courses

GUIDELINE 4: REQUIREMENT FOR ARTICULATION AGREEMENT NOTIFICATION

Special transfer arrangements between campuses or between groups of campuses should be in writing and accepted as an articulation agreement. Copies of all articulation agreements should be sent to the director of Articulation and Transfer for inclusion in a system Inventory of Articulation Agreements.

GUIDELINE 5: RECURRING ACADEMIC DISCIPLINE GROUP MEETINGS

The purposes of recurring academic discipline group meetings are three: 1) to provide academic discipline group members with the opportunity to discuss concerns and issues relevant to the academic field; 2) to maintain the discipline's section of the common course number matrix, to include the addition of courses from NDUS and partner institutions; and 3) to investigate and recommend methods of making transfer between and among institutions more seamless.

The academic discipline groups shall make recommendations concerning common course numbering issues, common credit-by-exam programs, statewide and system wide articulation agreements, and other matters concerning seamless transfer between and among NDUS and partner institutions.

1. Regular face-to-face group meetings of academic discipline group representatives will be scheduled on a revolving three-year cycle.
 - a. The chief academic affairs officer of each institution should promote attendance at these face-to-face meetings.
 - b. Every effort should be made to hold all subsequent meetings or discussions over IVN, email or by conference call.
 - c. Subsequent meetings may be requested by members of the academic discipline group, the chair of the group, the director of articulation and transfer, and by a member of the Academic Affairs Council.
2. Each campus' academic affairs division will select representatives for each of the discipline groups. The normal term of service on this committee will be three years.
 - a. A list of scheduled academic discipline group meetings for each semester will be provided to each campus' academic affairs division by the NDUS director of articulation and transfer at the beginning of that semester.
 - b. Each campus offering courses within a discipline scheduled to meet will provide the name, email, and telephone contact information of a representative from the academic field unless the campus has already provided this information and the information remains current.
 - c. The office of articulation and transfer will provide campuses with a complete list of discipline representatives, by discipline, annually on

August 1. Campuses must review and update this list and return changes to the director of articulation and transfer no later than the last Friday of the month of August.

3. In consultation with the group, a date for the face-to-face meeting shall be chosen and discipline representatives and the Academic Affairs Council will be notified of meeting place and time by the director of articulation and transfer.
4. Discipline group representatives will elect a chairperson to facilitate meetings, to coordinate the group's actions, and to draft the group's recommendations for consideration by the Academic Affairs Council.
5. It is the responsibility of the discipline group members to notify campus individuals, offices, and departments of their recommendations.
 - a. These groups may include department chairs, deans, chief academic officers, registrars, and others as deemed necessary by the institution.
 - b. At the system level, through the office of articulation and transfer, direct communication shall be maintained with discipline representatives and with the Academic Affairs Council.
6. A period of time of no less than one month shall pass between the group's meeting and forwarding the group's recommendations to the Academic Affairs Council. This is to ensure all members have an opportunity to voice their opinions and concerns as well as the opinions and concerns of others on their campus.
7. Proposed changes to the common course matrix and other recommendations will be introduced to the Academic Affairs Council by either the NDUS director for articulation and transfer or by the discipline group chair-at the discretion of the discipline group chair.
8. The Academic Affairs Council shall forward to the Chancellor any recommendation for changes to the common course numbering system.

GUIDELINE 6: STATEWIDE & SYSTEMWIDE ARTICULATION AGREEMENTS

1. Statewide or systemwide articulation agreements may be drafted by academic discipline groups or by the NDUS director for articulation and transfer prior to consideration by the academic discipline groups.
2. Statewide or systemwide articulation agreements must be written so that lower division transfer may take place between or among any North Dakota University System institution, participating North Dakota tribal colleges and/or participating private college. This includes the traditional student

option of bi-lateral transfer (one community college to one university) as well as non-traditional bi-lateral transfers (between community colleges, between universities, from university to community college), and multiple or multilateral transfers.

3. Participation by NDUS institutions in the statewide/systemwide articulation agreement process is not voluntary. Specific academic decisions, such as course equivalency and course acceptance is determined by the NDUS institution-except where that institutional option is superseded by existing NDUS policy or procedure (GERTA, CCN, etc.). Special note(s) indicating specific instances where individual campuses must differ with the articulated agreement(s) will be annotated on statewide articulation agreements.
4. For non-NDUS institutions, participation is voluntary and must be approved by the Chancellor, upon recommendations from the academic discipline groups and the academic affairs council.
5. Statewide or systemwide articulation agreements must include appropriate general education requirements, pre-requisites for the major, and transferable major requirements. Except where specifically requested by the academic discipline group, or where authorized by existing common course number guidelines, lower division courses will not replace upper division courses. In cases where lower division content is equivalent to upper division content, transferring students may still be required to complete the required number of upper division courses prior to graduation.
6. Statewide or systemwide articulation agreements shall be discussed by the academic discipline group(s) responsible for that academic area. A recommendation from the academic discipline group through the group's chair shall be forwarded to the NDUS director of articulation and transfer or to the Academic Affairs Council.
7. The Academic Affairs Council shall forward its recommendations concerning statewide or systemwide articulation agreements to the Chancellor. An agreement approved by the Chancellor is a guarantee of transferability of the courses listed on the agreement for the specific major at any of the institutions that are party to the agreement.
8. Where articulation agreements involve two or more academic discipline groups, both or all groups will provide a recommendation for the Academic Affairs Council.
9. The Academic Affairs Council shall make a recommendation to the Chancellor concerning the adoption of statewide and systemwide articulation agreements.

Click on the link to access [statewide/systemwide articulation agreements](#) currently approved by the Chancellor.

HISTORY

Faculty Council approved August 28, 2020

REFERENCES

SBHE Policy 403.7 Common General Education Requirement and Transfer of General Education Credits

NDUS Procedure 403.7.3 Common Course Numbering Guidelines

SUBJECT: Academic Affairs

EFFECTIVE: Month, Day, Year

Section: 407

REVERSE TRANSFER

1. Students who have completed at least 24 semester credits at Williston State College and who have transferred to a NDUS institution or a regionally accredited institution may qualify for reverse transfer for graduation purposes.
2. Qualified students must complete the following in order to initiate the Reverse Transfer Degree audit:
 - a. Complete the Reverse Transfer application at www.willistonstate.edu/reversetransfer
 - b. Complete the Graduation application at www.willistonstate.edu/graduate
 - c. Submit all final post-secondary transcripts being used for the purpose of Reverse Transfer to:
Williston State College Academic Records
1410 University Ave
Williston, ND 58801
 - d. Students who have credits for the purpose of Reverse Transfer from an NDUS institution need not submit an official transcript request. The Registrar will formally request the transcript on the student's behalf per NDUS Procedure 407.0.
3. Following completion of necessary steps, the Registrar will complete a graduation audit to determine if all degree requirements have been met.
 - a. Students who are currently in progress of coursework at a post-secondary institution outside of the NDUS must submit final official transcripts following completion of the term in order to complete the degree audit.
 - b. Students who are eligible for degree confirmation will be awarded their degree for the term in which they initiate their intent to earn a Reverse Transfer degree.
 - c. The Registrar will term activate the student for the expected graduation term only for the purpose of transfer evaluation and degree confirmation.

HISTORY

SUBJECT: Academic Affairs

EFFECTIVE: August 31, 2015

Section: 409

DEGREES OFFERED

1. Students must apply for graduation using the Williston State College Graduation Application.
 - a. Students are advised to apply for graduation at least one term prior to their expected completion term. This is important to ensure that all courses have been met in order to graduate the following term.
2. Graduation applications will be reviewed in the order they are received. Students will receive correspondence regarding their application and its status to their WSC email address.
3. Graduation applications must be received by April 1st for commencement program printing purposes.
4. Final graduation audits will be completed following the complete submission of grades from instructors. Students should allow at least 5 weeks after the end of the term for their diplomas to be mailed and received.
 - a. Diplomas are not mailed out to students with negative service indicator hold. Diplomas will be held until the hold is satisfied by the student.
5. Students applying for multiple degrees within one program will be eligible to receive all applicable degrees upon completion of final degree.
6. A degree cannot be conferred if a student is enrolled in coursework after the expected completion term. Students who are enrolled in coursework following their completion term must reapply for admission. Should a student choose not to reapply, confirmation of the degree will follow the end of the final term of coursework with Williston State College.
7. Students wishing to earn a degree from Williston State College must be in a degree-seeking program. Students who are non-degree seeking must reapply for admission into the program of choice before the start of the degree-completion term.

HISTORY

Faculty Council approved August 28, 2020

Approved by the Executive Cabinet on August 31, 2015

SUBJECT: Honorary Degrees

EFFECTIVE: December 6, 2019

Section: 430.1 Honorary Degrees

HONARARY DEGREES

1. The President of the College is authorized to nominate candidates to receive honorary degrees.
2. In the case of any nomination forwarded to the President which has not been approved by the Faculty Council, the President would consult with the President of the College Faculty Senate. Before any nomination (other than a nomination from the President) is forwarded to the North Dakota State Board of Higher Education, the nomination shall be approved by the President. While the number of nominations is not limited, except under unusual circumstances when the North Dakota State Board of Higher Education determines otherwise, an individual school shall not award more than two honorary degrees at a single commencement exercise.
3. The President shall review all nominees and shall forward its recommendations to the North Dakota State Board of Higher Education. The ND SBHE shall not award an honorary degree to any nominee who is not the subject of an affirmative recommendation by the President.
4. A school may award an honorary degree to an approved candidate at any time within two years of the Board's granting of that approval. After that time, the school must again secure the Board's approval of the candidate in order to award the honorary degree.
5. Except under unusual circumstances when the ND SBHE determines otherwise, an honorary degree recipient shall not receive a speaker's fee or honorarium for accepting an honorary degree or delivering a commencement address or the equivalent.
6. Any academic award will not be officially transcribed on the individual's official academic record. Any honorary diploma with such designation will be offered to the individual.

HISTORY

Faculty Council approved August 28, 2020

REFERENCE: SBHE Policy Number 430.1

SUBJECT: Student Death Procedure

EFFECTIVE: October 28, 2019

Section: 430.3 Posthumous Degrees

POSTHUMOUS DEGREE

Overview

The death of a WSC student represents a loss for the College community as well as for the family and friends of the deceased. Although student deaths are rare, the College community must prepare for the possibility in advance to ensure a compassionate, efficient, and dignified response. This procedure was developed, implemented, and is maintained by the Division of Student Affairs. It is reviewed annually. For questions or concerns related to this procedure, please contact the Vice President for Student Affairs.

Student Death & Records

NDUS Policy 1912 states that records of former students, including deceased students, are confidential except that records of deceased students may be released or disclosed at the request of a parent, personal representative, or other qualified representative of the student's estate, or pursuant to a court order or subpoena. As a matter of institutional procedure, WSC will restrict protected information except as outlined in *NDUS Policy 1912*.

WSC requires documents that certify power of attorney or executor/executrix authorization to allow disclosure of information (other than directory) to survivors or other third parties. Either the parents or next of kin, with proper documentation, are considered the owner of the student's record.

Initial Notification

Immediate responders or the first person notified on WSC's campus will provide necessary contact information as outlined in this procedure. Immediate responders include:

President

- 701-774-4231 (office)

Director for Creative Services

- 701-774-4223 (office)

Dean of Students

- 701-774-4295 (office)

Vice President for Academic Affairs

- 701-774-4500 (office)

WSC Student Death Procedure

Student Death On-Campus - When a student's death takes place on WSC property, the first responder will immediately contact local law enforcement via 911 followed by WSC Security personnel. Local law enforcement will be in charge of the scene until all appropriate actions have been taken. At the first opportunity, local law enforcement will contact the Director for Residence Life. The Director will immediately inform the Vice President for Student Affairs (DEAN OF STUDENTS), as outlined in Appendix A. It is the coroner's responsibility to notify the family in consultation with the responding law enforcement agency. WSC officials will **not** contact a member of the deceased student's family/next of kin or make public comments until receiving verification that the coroner and/or responding law enforcement agency has notified the deceased student's family.

Student Death Off-Campus - Anyone becoming aware of a student death that has occurred off WSC property should contact one of the following beginning with:

President

- 701-774-4231 (office)

Director for Creative Services

- 701-774-4223 (office)

Dean of Students

- 701-774-4295 (office)

Vice President for Academic Affairs

- 701-774-4500 (office)

Response to any death occurring off WSC property will be handled initially by the responding law enforcement agency and/or the hospital involved. It is the responsibility of these agencies to notify the deceased student's family/next of kin.

Procedure for Initial Notifications

- A. First points of notification should be the Dean of Students and VPAA. Whoever is notified first will notify the other. If, for any reason either of these two is unavailable, the Counselor will be notified, and any two of the three will verify that the deceased individual is a WSC student and that there is only one student by that name.
- B. After WSC contacts and local law enforcement been informed of a death, and after proper verification, the DEAN OF STUDENTS will immediately inform the following:
- President,
 - Counseling Services,
 - Student Life, &
 - Athletics.
- C. After gathering necessary information, the DEAN OF STUDENTS will ensure the following individuals are notified:
- Vice President for Academic Affairs (VPAA),
 - Chief Financial Officer,
 - Registrar, &
 - Coordinator for Financial Aid.
- For additional notifications to be made by those listed in "A, B, or C" above, see **Immediate Notification flowchart** (Appendix A).*
- D. The Registrar shall confirm the following:
- There are no other students with the same name as the deceased, &
 - The deceased student's program and primary location of study.
- E. The VPAA will notify the deceased student's Department Chair, advisor, and instructors.

-
- F. If there are any other students with the same full name as the deceased, the Dean of Students will ensure the families of these individuals are informed that their student is not the student involved.
- G. Given the sensitive nature of a student's death, all information concerning the deceased should be limited as much as possible to maintain confidentiality.

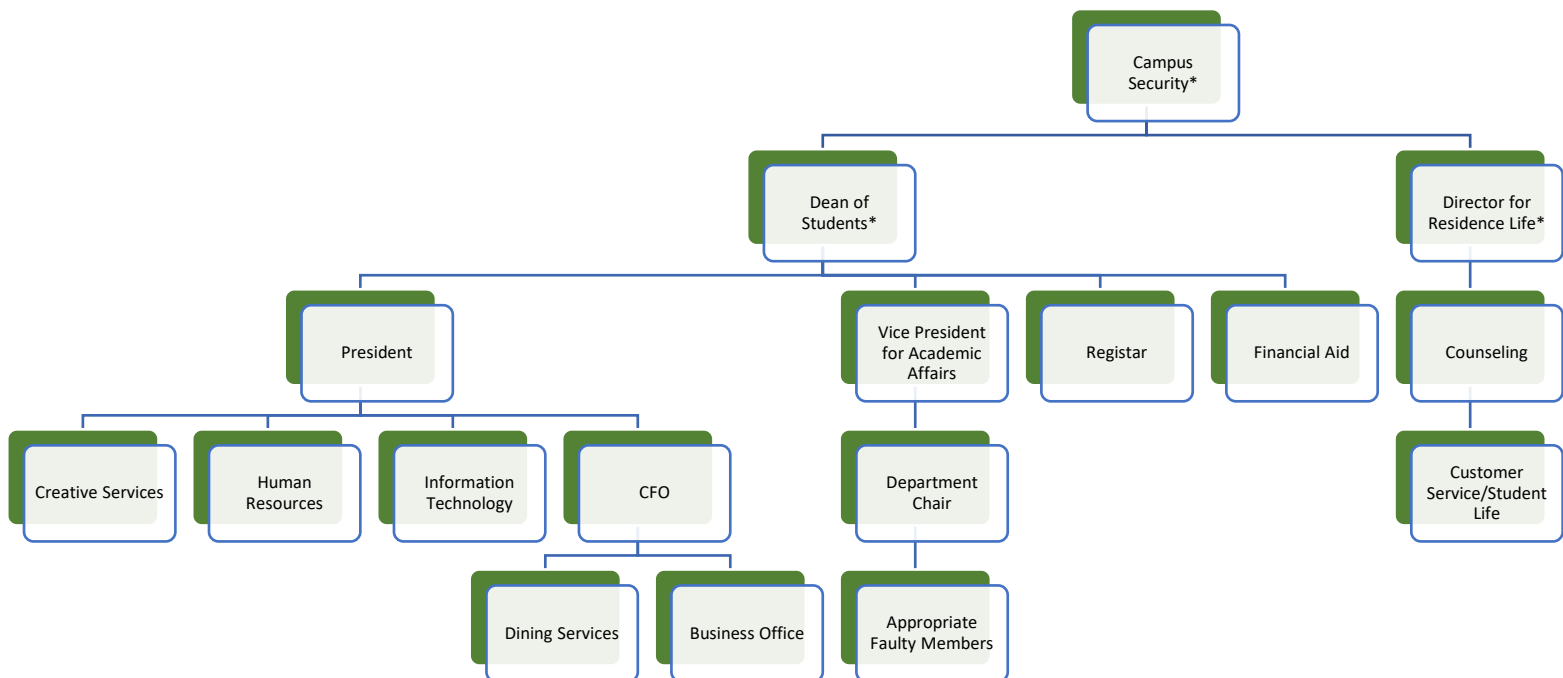
Departmental Actions Following Notification of Student Death

- A. The DEAN OF STUDENTS or designee will serve as the primary campus contact for the family of the deceased student and will assist family members as needed.
- B. All student deaths will result in an automatic review of all of the deceased student's records. The deceased student's date of withdrawal from the College shall be the student's date of death. The student records that will be reviewed are:
- Tuition & Fees
 - Student & Residence Life
 - Dining
 - Conduct
 - Bookstore
 - Academic
 - Learning Commons
 - Information Technology
- C. Any refund of tuition, fees, and other charges will be determined on a case-by-case basis.
- D. The Dean of Students or designee will send an email to the responsible party in each of the departments listed above and will include the following information:
- Deceased student's full name
 - Student ID number
 - Date of death
 - Refunds (if applicable)

The email will include the WSC Student Death Procedure and Checklist (Appendix B) and shall instruct each of the departments to carry out the responsibilities outlined within the attached document.

- E. Each department director will email the DEAN OF STUDENTS after the responsibilities are completed. The DEAN OF STUDENTS will be responsible for verifying that each department has fulfilled all responsibilities, completing the checklist, and requesting the checklist be put in the student's official file in the Office of the Registrar.

Appendix A: Typical Communication Chart for Immediate/Initial Notifications



*Denotes an Immediate Responder

Note: Individuals with notification responsibilities as indicated by the chart above are tasked with making contact with the appropriate individual or office at the next level.

Appendix B: WSC Student Death Procedure Checklist

Following Initial Notification(s)

Following the initial notification(s), and at the first available opportunity, the Dean of students will instruct each of the departments to carry out the responsibilities outlined below. Each department director will email the DEAN OF STUDENTS after the responsibilities are completed. Additional actions taken that are not included in the lists below should be included. The Dean of Students, or designee, shall be responsible for verifying that each department has fulfilled all responsibilities and electronically logging the information below.

Deceased Student's Name: _____

ID Number: _____

Date of Death: _____

Department Chair/Instructor

- A. Contact departments to determine if student's personal items remain in classrooms/labs. Items which have not been purchased remain the property of WSC (tools, computers, books, etc.) or a third-party payer.

Registrar

- A. Initiate withdrawal process; coordinate with other departments as necessary.
- B. If necessary, assist local law enforcement or the Director for Residence Life in confirming the identity of the deceased is a WSC student and ensuring there are not two students with the same name.
- C. Close the academic record and stop attendance processing.
- D. Update record to show the student is deceased once death certificate is received.
- E. Review academic record for possible posthumous degree award.
- F. Place a FERPA block on deceased student's record and take steps to ensure the deceased student's name is removed from future communications lists.

-
- G. Upon request, the Registrar will provide family/next of kin with an enrollment verification, confirming the deceased individual was a student at WSC. This enrollment verification will include directory information only.
 - H. Ensure the student's information is removed from the campus emergency notification system.
 - I. Contact collaborative institutions if student participated in collaborative coursework.
 - J. Obtain obituary to scan to Perceptive Content.
 - K. Mark record as deceased in Campus Connection.

Dean of Students

- A. Verify death by contacting one or more of the appropriate sources.
- B. Offer condolences, determine if the family has any immediate needs from the College, and gather information about funeral, visitation, and memorial arrangements.
- C. Obtain permission from family to communicate information to campus and communicate with Marketing Department.
- D. Act as the point person/resource for the family (e.g. meet with family members/next of kin; communicate notification to College community).
- E. Coordinate broadcast e-mail(s) to students and staff with Marketing Department.
- F. At an appropriate time, request a copy of the Death Certificate from the family.
- G. Provide information about visitation and funeral arrangements, if available/appropriate to the Customer Service Desk.
- H. Act as a resource for posthumous degree requests.
- I. As requested, send an email to the student and employee listserv offering counseling services and contact information to schedule appointments.
- J. Work with academic departments if needed to offer services.
- K. Notify the Customer Service Desk how questions concerning the death should be answered and to whom calls should be referred.

Counselor

- A. Coordinate CARE TEAM involvement.
- B. Coordinate additional community resource involvement.
- C. Notify and coordinate resources through the WSC Counseling Consortium.

Business Office

- A. Review debts of the deceased student.
- B. Review necessary refunds, tool purchases, athletic equipment, etc.
- C. Add/Update applicable service indicators.
- D. Confer with Registrar and Financial Aid to ensure the WSC account is adjusted, in accordance with the appropriate percentage.
- E. As appropriate, work with academic departments to ensure equipment/tools are located and stored.
- F. Make a report concerning any unpaid parking citations or sanctions against the student.
- G. Review student's dining plan charges in CBORD, coordinate with Director of Residence Life for appropriate charges/credits.
- H. Any Business Office request to forgive remaining billing will be done in consultation with Financial Aid and submitted for final approval from the President.

Marketing

- A. Coordinate e-mails to faculty/staff with notification of death after family/next of kin have been notified, working in conjunction with DEAN OF STUDENTS for timing. Student notifications are handled by DEAN OF STUDENTS or designee.
- B. Work with external media sources.

Customer Service Desk

- A. Once notified by the DEAN OF STUDENTS, act as an information source for questions concerning visitation and funeral arrangement.

Dining Services

- A. Review student's dining plan charges and apply appropriate credits.

Financial Aid

- A. Assist with identifying family/next of kin (if needed).
- B. Determine necessary refunds.
- C. Return unused financial aid.
- D. Ensure collection of death certificate.

Human Resources (if a student employee)

- A. Update College employment records, if applicable.
- B. Verify pending payroll.

Information Technology

- A. Process email handling requests by family members/next of kin.
- B. Coordinate other issues involving information technology.

Residence Life

- A. Notify deceased student's roommate(s).
- B. Assist family members/next of kin in removal of belongings.
- C. Review student's housing charges and apply appropriate credits.

Student Life

- A. Inform student organizations, if any, of which the deceased student was a member.
- B. Coordinate sending memorial from Student Senate on behalf of all students.

President's Office

- A. In consultation with DEAN OF STUDENTS, make outreach to family members/next of kin to offer condolences.
- B. Send condolences and/or attend memorial on behalf of the College.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Posthumous Degrees

EFFECTIVE: December 6, 2019

Section: 430.3.1 Posthumous Degrees

POSTHUMOUS DEGREE AWARDING

Williston State College may award degrees posthumously under the following conditions:

1. A request from faculty or staff must be received on behalf of the deceased student;
2. The student must have been in good academic standing with the institution at the time of death;
3. The student must have satisfied the institution's requirements for earned credits in residence;
4. The student must have substantially (at least 70% of required coursework for program) completed the degree requirements as determined by the institution.
5. Three faculty and the Vice President for Academic Affairs will recommend awarding the degree to the President of the College. The President of the College will make the final award decision. Once the President's decision is made, the President will confirm with the next of kin about degree confirmation. If the next of kin approves, the President will inform the Registrar for posting/diploma creation.
6. Any academic award will be officially transcribed on the student's official academic record. An official diploma will be offered to the next of kin.

HISTORY

Faculty Council approved August 28, 2020

REFERENCE: SBHE Policy Number 430.3

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 440

ENROLLMENT REPORTING

The WSC Office for Academic Records, produces monthly reports using the PeopleSoft platform. These reports are sent monthly no later than the 5th of each month.

Student statuses are updated in the following situations:

1. Enrolled less than half time
2. Reductions or increases in attendance levels
3. Withdraws
4. Graduates
5. Leave of absence
6. Changes in permanent address

Students unofficially withdrawing from WSC are monitored by the WSC Financial Aid Office. These students are manually updated in NSLDS to reflect their date of last attendance as withdrawn.

WSC supplies students with Enrollment Verification information on their website at the following location: <http://www.willistonstate.edu/Current-Students/Academic-Records/Enrollment-Verification.html>

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 450.1

CATALOG

- 1.It is the responsibility of the Department Chair or person designated in their department to make sure that the catalog is updated yearly.
- 2.Any curriculum requests (course/program changes) need to be brought to the Curriculum Committee in October to insure proper completion time for the overall process.
- 3.Once approved through the Curriculum Committee all catalog changes must be submitted to the Office of Academic Affairs by May 12th to be added to the Catalog.

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration November 11, 2014

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 451

COURSE DROPS

Students have the ability to drop all but one course based on term date and deadline regulations. Students must maintain enrollment in at least one course for the term. Students wishing to drop all courses would be considered a withdrawal and should speak to the Academic Records Office.

1. Students must drop a course in Campus Connection prior to the final deadline.
2. More information is available online on our Office of the Registrar & Records website.

Limits and Regulations:

1. Students must drop a course in Campus Connection. Students must adhere to the Dates and Deadlines schedule for each applicable term.
2. Failure to drop a course in Campus Connection, on or before the last day to drop, will result in earned grades.
3. The date the student successfully completes the course drop in Campus Connection will determine the transcript and refund outcome.
4. Courses where grades have already been earned or completed may not be dropped.
5. For the standard 16-week session in the common Fall and Spring terms, the last day to drop a course without transcript record is the 10th calendar day for fall term, 11th calendar day for spring term.
6. For the standard 16-week session in the Fall and Spring terms, the last day to drop a course with transcript record ("W" will be recorded) is 75% through the course.
7. For non-standard sessions, the last day to drop a course with or without transcript record will be prorated based on the 16-week session.
8. Refunds are based on the course start and end date listed in Campus Connection.
9. Students receive a 100% refund up through 8.999% of the class. (No refund is given for courses dropped after the 8.999% deadline)

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 452

WITHDRAW TO ZERO CREDITS

Students must withdraw to zero credits using the Withdraw to Zero Credits form located online before the final deadline. More information is available online on our Office of the Registrar & Records website.

Limits and Regulations:

1. Students shall use the Withdraw to Zero Credits form to discontinue enrollment from all coursework at Williston State College, if any grade(s) has not been earned in a course(s) and if ALL courses fall within the Last Day to Drop/Withdraw deadline.
2. Withdrawals submitted after the deadline will be not processed and will result in earned grades.
3. Students who have received any grade(s) in any courses for a term are considered to have earned college credit for those courses; therefore, are unable to withdraw to zero credits. The student must complete the course drop process in Campus Connection for all courses that are not yet graded and must follow all limits and regulations as established in the course drop policy.
4. Students who submit the Withdraw to Zero Credits form, and do not qualify for a withdrawal to zero credits, will be contacted by the Academic Records Office concerning how to drop their remaining courses with potentially no refund.
5. Student Withdraw to Zero Credits will not begin processing until the student speaks with a Student Services staff member.
6. The withdrawal date will be posted on student transcript after the process is completed.
7. The date the Withdraw to Zero Credits form is received in the Academic Record's Office will determine the transcript and refund outcome:
 - 100% refund up thru 8.999% of the class length
 - 75% refund from 9.0% thru 34.999% of the class length
 - 50% refund from 35. 0% thru 59.999% of the class length
 - 0% refund from 60.0% thru 100% of the class length

-
8. For the standard 16-week session in the fall and spring terms, the last day to withdraw is the Friday of the 12th class week of the term. Withdraw date will be noted on the transcript.
 9. For non-standard sessions, the last day to withdraw will be prorated based on the 16-week session.
 10. Refunds are based on class enrollment at the time the withdrawal is received. Prior classes that have been dropped through the Campus Connection process are not a part of the withdrawal process.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs**EFFECTIVE:** August 28, 2020**Section:** 453

COURSE OVERRIDE

The student must complete the Course Override form with complete signatures and return it to the Academic Records Office for processing. To ensure accurate processing, submitted forms with incomplete or missing information will be returned to the student for corrected completion prior to processing.

Time Conflict Override Request	Form must be approved and signed by both instructors of the courses that are conflicting
Requisites Required	Form must be approved by the course instructor and the department chair for the requested course.
Maximum credit load increase	Form must be approved by the course instructor and the student's advisor.

Students, as well as instructors, are required to use their WSC email account when requesting an email override. Emails sent by outside vendors or unofficial servers will not be processed. Email overrides should be directed to the Academic Records Office at wsc.records@willistonstate.edu from the course instructor. The student must also be copied (CC:) on the email to allow for them to receive the transactional communication and provide the Registrar with the opportunity to respond once the override has been processed.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 454

COURSE SUBSTITUTION

While each course substitution request will be judged individually on its merits, successful requests should meet the following criteria. This list is provided to help the student and academic advisor.

1. Student must be currently active in Campus Connection in the program of study to which the substitution applies.
2. Course Substitution request must be submitted after the student has been matriculated and the course being used for substitution has been posted to their transcript. A student taking one or more courses from another institution during their final semester needs to submit an in-progress transcript along with their Graduation Application if any of those courses are to be proposed for substitution.
3. Courses to be substituted must be equal to or greater in credits than the required course and not reduce the number of credits needed to complete the degree.
4. Course to be substituted should meet the content and outcomes of the required course.
5. Course to be substituted for a general education requirement must come from the same general education category (e.g., math for math, or arts/humanities for art/humanities, but not math for arts/humanities.)
6. Substitution of a course for a previously failed course will nearly always be denied.
7. Substitution of a transfer course identified as an elective must meet the usual requirements for transfer (e.g., taken from a regionally accredited institution, ACE evaluated military credit, WES evaluated foreign institution credit, etc.) A course description and/or syllabus of transfer courses proposed as substitutes is required with the form.
8. New course substitution form must be submitted if a student has had a break in enrollment following the first submission, even if the original substitution was approved.
9. All course substitution forms are submitted to the advisor for approval and reviewed for final approval by the department chair of the requested course substitution.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 455

APPEAL OF DENIED COURSE SUBSTITUTION

Course Substitution Request Procedure:

1. The student, who must be currently enrolled in the college and active in the program, will discuss course substitution options with an academic advisor.
2. The student will then complete the Course Substitution Petition form with their academic advisor. Incomplete petitions will not be evaluated and will be returned to the academic advisor.
3. Petition for Course Substitution must be signed and approved by:
 - a. Academic Advisor
 - b. Department Chair
 - c. Director for Extended Learning
4. Attach a copy of the course description and/or syllabus.
5. Submit the completed Petition to the Academic Records Office after the credits being used for substitution have been posted to the transcript. Consistent with the Family Educational Rights and Privacy Act (FERPA) requirements, a scanned copy of the completed Petition can be sent from a WSC email address to wsc.records@willistonstate.edu in lieu of signature on the Petition. Petitions sent from other than WSC email addresses cannot be accepted.
6. Email notification of approval or denial of the Petition will be sent to the student and academic advisor.

Course Substitution Appeal Procedure:

1. The student and academic advisor should discuss the course substitution denial.
2. The student will then complete the Petition Course Substitution Appeal form with their academic advisor. Incomplete petitions will not be evaluated and will be returned to the academic advisor.
3. Submit the completed Petition to the Academic Records Office after the credits being used for substitution have been posted to the transcript, but prior to the application for degree deadline date. Consistent with the Family Educational Rights and Privacy Act (FERPA) requirements, a scanned copy

of the completed Petition can be sent from a WSC email address to wsc.records@willistonstate.edu in lieu of signature on the Petition. Petitions sent from other than WSC email addresses cannot be accepted.

4. The Registrar will forward the appeal along with the initial substitution petition to the Director for Extended Learning.

5. Review of the appeal will be completed by the Director for Extended Learning. The Vice Director for Extended Learning will forward the decision to the Registrar.

6. A final decision will be sent via email from the Registrar to the student, Department Chair, and academic advisor.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 456

GRADUATION

1. Students must apply for graduation using the Williston State College Graduation Application.
 - a. Students are advised to apply for graduation at least one term prior to their expected completion term. This is important to ensure that all courses have been met in order to graduate the following term.
2. Graduation applications will be reviewed in the order they are received. Students will receive correspondence regarding their application and its status to their WSC email address.
3. Graduation applications must be received by April 1st for commencement program printing purposes.
4. Final graduation audits will be completed following the complete submission of grades from instructors. Students should allow at least 5 weeks after the end of the term for their diplomas to be mailed and received.
 - a. Diplomas are not mailed out to students with negative service indicator hold. Diplomas will be held until the hold is satisfied by the student.
5. Students applying for multiple degrees within one program will be eligible to receive all applicable degrees upon completion of final degree.
6. A degree cannot be conferred if a student is enrolled in coursework after the expected completion term. Students who are enrolled in coursework following their completion term must reapply for admission. Should a student choose not to reapply, confirmation of the degree will follow the end of the final term of coursework with Williston State College.
7. Students wishing to earn a degree from Williston State College must be in a degree-seeking program. Students who are non-degree seeking must reapply for admission into the program of choice before the start of the degree-completion term.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 457

GRADES

1. Course work is graded, A, B, C, D, or F. "A" indicates superior, "B" above average, "C" average, "D" below average, and "F" failing with no credit granted.
2. Departments may use a Satisfactory (S) and Unsatisfactory (U) grading system for certain courses or programs provided an appropriate new course/course change request form is submitted.
3. Withdrawal (W) and Audit (AU) are not grades.
4. Incomplete (I) is not a grade, but is assigned as a placeholder for a grade to be awarded at a later date in accordance with WSC Policy—Incomplete Grading Policy.

Grade Posting:

1. Grade rosters are opened by the Registrar no more than one week prior to the end of the course.
2. Grade are entered by the instructor in Campus Connection. The instructor marks grades as approved once grades are entered for all students in the course.
3. Grades for all students must be entered and approved by the instructor by the Monday at noon after the course has ended.
4. Grades are posted by the Registrar once all grades are entered for the course in Campus Connection no later than the Wednesday after the course ends.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 458

GRADES FORGIVENESS

1. Students considering Grade Forgiveness will consult with the Academic Records Office to be counseled on proper procedures.
2. Student requests Grade Forgiveness form from the Academic Records Office, wsc.records@willistonstate.edu or Stevens 105C.
3. Student returns completed Grade Forgiveness form to the Academic Records Office.
4. If all elements of the request comply with policy, the Academic Records Office will record necessary Grade Forgiveness information on student record. If not, the Academic Records Office will counsel student on the appeal process. Grades will be excluded from calculating the student's GPA, however, the courses and grades will remain on the student's transcript.
5. Student appeals are made following procedures outlined in Section VIII of the WSC Student Code of Conduct.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 459

HONOR POINTS AND GPA

Honor Points:

A - 4 honor points per credit

B - 3 honor points per credit

C - 2 honor points per credit

D - 1 honor point per credit

F - 0 honor points S - 0 honor points U- 0 honor points

GPA:

1. Term GPA is calculated given only one term's coursework.
2. Institutional GPA is calculated using only WSC coursework.
3. Cumulative GPA is calculated using only WSC coursework.
4. Total Cum GPA Including Transfer Credit is calculated using WSC coursework plus transfer coursework.
5. Precollege (developmental) coursework is not used in calculating Term, Institutional, Cumulative, or Total CUM GPA Including Transfer Credit GPA's.
6. Students should refer to the President's Honor Roll Policy and to the Academic Probation, Suspension and Reinstatement Policy to determine impact of GPA on these items.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 460

INCOMPLETE COURSE

1. An incomplete is not a grade, but rather is a placeholder issued by the instructor to student who is unable to complete the course within the normally scheduled time frame.
2. An incomplete may only be granted to a student, at the instructor's discretion, if all of the following conditions are met:
 - a. The student is in good academic standing for the course through the final date to drop the course.
 - b. A student is unable to complete all assigned requirements before the last day to drop the course due to significant reasons beyond their control (i.e. medical, military, death of immediate family, or personal or natural disaster).
 - c. The student and instructor have agreed that the incomplete grade is acceptable.
3. An Incomplete Grade Reporting Form must be completed by the instructor and the student. The instructor will submit the form to the Academic Records Office by the grade submission deadline where the "I" will be entered into the student's academic record in lieu of a grade. The Academic Records Office will then send the form through the approval process with the Department Chair.
4. An incomplete must be completed within four weeks of the close of the semester in which it is awarded. Extensions beyond the standard maximum require approval from the Director for Extended Learning and may not exceed two incomplete conversion cycles (8 weeks total).
 - a. Developmental courses may be allowed additional time to complete incomplete work, up to 8 weeks initially and extendable (as above) up to a total of 16 weeks.
5. A Grade Change Form to change the grade must be submitted by the instructor prior to the administrative conversion deadline set by the College.
 - a. When an incomplete is changed to a grade by the course instructor, that grade becomes the final grade. Any required work not completed within the approved time will be assigned zero credit and a final grade computed.
 - b. If a Final Grade Change form is not submitted by the course instructor, the incomplete will convert to a final grade of failing (F) or unsuccessful

(U). The Academic Records Office will change the incomplete and send correspondence to the student.

6. Students should be advised that accepting an incomplete in a course that is a prerequisite for another course could prevent them from starting that second course as long as the incomplete is on the record. If the student has already enrolled in the second course, the instructor could administratively drop the student.

7. Students are not allowed to graduate with an incomplete on their WSC academic record.

8. Failure to complete all incomplete requirements for the degree within 30 days of the end of the semester of graduation will delay the awarding of the degree until the following semester.

9. Students who were issued incompletes that later converted to failing (F) or unsuccessful (U) may appeal disputed grades in accordance with WSC Student Policy – Student Grievance and Appeal. 22

10. It is the student's responsibility to communicate with the instructor and ask for an incomplete to be issued. It is at the instructor's discretion to request the appropriate documentation (see examples below).

Reason	Documentation that may be requested by instructor
Medical	Letter from the Medical Physician on official letterhead listing specific dates, conditions, and ability to complete and/or attend class(es).
Military	Orders listing dates of activation or other paperwork detailing activation information
Death of Immediate Family	Funeral Service Bulletin showing relationship to deceased. Immediate family members include husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parent, foster children, brother-in-law, sister-in-

	law, son-in-law, daughter-in-law, mother-in-law, and father-in-law.
Natural Disaster (personal)	Official newspaper article from area in residence.
Natural Disaster (work related)	Letter on official letterhead from employer's human resource department.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 461

READMISSION FROM ACADEMIC SUSPENSION

The readmission procedures are outlined below:

1. Complete and submit a WSC Application for Admission
2. Complete the Academic Suspension Readmission Request form. The form is available online.
3. Submit the form to the Academic Records Office at wsc.records@willistonstate.edu to have your request reviewed. Requests are reviewed by the Accessibility and Retention Specialist in order to determine the best Student Education Plan for the student.
4. Students should complete the above process at least **two weeks** prior to the beginning of an academic semester to be considered for readmission.
5. If the request is approved, the student may register and may have contingencies placed on their readmission.

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 462

REPEATING A COURSE

General Advice:

Students may repeat courses at Williston State College in order to improve grades or to update knowledge of the course content. Students who are receiving financial aid must consider the impact of repeating a class(es) on their eligibility for financial aid. Students should seek academic advisement before deciding to repeat a course.

Repeating a Course:

1. The initial grade and the new grade for the repeated courses will appear on the student's official and unofficial transcript.
2. The grade earned during the last enrollment will be used in calculating grade point averages and degree requirements, even if that grade is lower.
3. The initial grade will continue to be calculated in grade point average and in degree requirements, if the repeated course is dropped or withdrawn.
4. Students who have earned a degree may re-enroll in a course but the repeat policy will not apply. Both courses will be included in calculation of GPA and total credits.
5. The repeat policy is applicable to transfer credit as long as the course is deemed equivalent to a Williston State College course.
6. Courses that Williston State College has inactivated or discontinued may not be repeated.
7. Repeats are not calculated on Pre-College courses. (Academic Skill Courses (ASC))
8. Repeats of a course occur only if subsequent enrollment is on the same basis of grading as the first. (ex. A course initially taken for a letter grade must be repeated for a letter grade.)
9. Repeats applied to courses within a given semester will not change as a result of Academic Forgiveness.
10. Repeating a course may improve the student's academic standing. However, prior academic standing, as it has been recorded on the official and unofficial transcripts, will remain unchanged.
11. If a student previously passes a class but is not satisfied with the grade received or needs a higher grade per degree requirements, the student may repeat that class

ONLY one time and count that class towards enrollment status for federal financial aid eligibility. Once a student receives a passing grade for a class, the student can only receive federal financial aid for one repeated course. Below is an example that may provide further clarification:

- a. Student A takes English 110 in the fall semester and earns a “D” grade
 - b. Student A repeats English 110 in the spring semester and earns a “D” grade
 - c. Student A repeats English 110 the following fall semester – CANNOT receive federal financial aid to pay for this class
12. The initial repeat of any of the specific courses that allow multiple enrollments will not count as a repeat (ex. HPER 101, MUSC 117, etc.). Further repeats may or may not count due to the nature of the course. Please contact the Academic Records Office or your academic advisor for clarification.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 463

STUDENT CREDIT LOAD

The class load limit for all full-time students is 20 credit hours per semester.
During summer session the class load limit is 12 credit hours.

Petitioning for Extra Class Load:

1. A student who wishes to attempt an extra class load must file a completed Course Override Form located on the Academic Records Office webpage on/by the end of the second (2nd) day of classes during the semester for which the overload is requested. The Petition for Additional Class Load form must be approved by the instructor of course that is being requested and the student's advisor.
2. The student will be notified of the status of their petition on/or before the published deadline to add classes via WSC email address.

Federal Guidelines:

Full time load is 12 credits.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 464

TRANSFER CREDIT

1. WSC accepts transfer credit earned from regionally recognized accredited institutions of postsecondary education.
2. Courses approved for transfer must be comparable in nature, content, and level and match at least 80 percent of the content and goals of the course for which the student is seeking equivalent credit.
3. Upon acceptance to WSC, the Registrar will perform an evaluation of all official college transcripts. The official evaluation process usually takes up to three weeks.
4. Students accepted to WSC four weeks or less prior to the start of a semester will not be guaranteed an official transcript evaluation in time for registration.
5. The evaluation by the Registrar will determine which credits will transfer as well as how those credits will be applied toward the College's general education requirements. Courses accepted for a specific technical program will be determined by the individual department.
6. All college-level credit attempted will be posted in transfer by WSC. There are certain exceptions to this rule, and these exceptions include, but may not be limited to the following:
 - a. Remedial courses* by definition of the transferring institution or equivalent to a remedial course taught at WSC.
 - b. Graduate level by definition of the transferring institution legend.
 - c. Continuing education courses
 - d. Institution-based credit by examination
 - e. Credit granted for life experience by other institutions
 - f. All collaborative credits attempted/earned at provider institution(s) with "W" will be recorded at students' home institution.

*Remedial course work may meet pre-requisite requirements.
7. The number of credits which are transferable depends upon the calendar system of the transfer institution (semester, trimester, quarter system) and the classroom (contact) hours of the class.
8. Grades associated with transfer credits are calculated in the student's WSC cumulative grade point average (GPA).
9. A course-by-course evaluation by World Education Services (WES) or Span-Tran of non-U.S. postsecondary credentials is required if credit is intended to be

used as transfer credit. Only one course-by-course evaluation service can be used for all transfer work.

10. A student who was suspended from another institution must have a lapse of at least one semester prior to the term in which he/she is seeking admission to WSC.

11. Courses that are repeated are counted only once in total credits earned.

Students may repeat a course at WSC; however, the first grade earned in the repeated course is never removed from the transcript. The GPA is computed using the last grade received, even if the last grade is lower than the first.

12. Students have the right to appeal transfer credit decisions. The student must contact the Academic Records Office to initiate the appeal process. Additional documentation may be required of the students before the appeal is reviewed. The student will be notified of the decision rendered.

13. Transfer credit earned after completion of a degree at Williston State College will only be posted to a student transcript when the readmission process is complete. Transfer credit will be posted to the term of remittance.

14. Transfer credit posted after a degree is awarded at Williston State College will not impact calculated GPAs prior to degree completion.

15. Upper-level undergraduate coursework, typically numbered with 300 and 400 level markings, will be evaluated and transferred in as general transfer coursework. Requests can be made from the student to the Registrar for a departmental review of individual coursework for equivalency.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 465

CLASS SCHEDULE TIMELINE

Fall Semester Class Schedule:

1. Prior to the start of the spring semester, the Executive Assistant or a designee rolls over both the previous year's summer and fall schedule in PeopleSoft.
2. The Executive Assistant sends Excel versions of both schedules to Department Chairs to work on updating.
3. The finalized copy of the schedule is sent to Department Chairs for approval.
4. After receiving approval, the Executive Assistant inputs the information into PeopleSoft.

Spring Semester Class Schedule:

5. Prior to the start of the fall semester, the Executive Assistant or a designee rolls over the previous year's spring schedule in PeopleSoft. The Executive Assistant then sends Excel version to Department Chairs to work on updating.
6. The finalized copy of the schedule is sent to faculty for Department Chair approval.
7. After receiving approval, the Executive Assistant inputs the information into PeopleSoft.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 466

COURSE ALLOCATION/SELECTION

1. Full-time faculty shall have first right of acceptance/refusal for any individual class section in any term.
2. The faculty member that is most qualified (degree, faculty rank, experience, teaching record) will be offered to the course each semester.
3. If there is more than one section of a course being offered and one does not fill, consensus of full-time faculty will be used to determine who is offered to teach the course.
4. Implementation Guide
 - a. A full-time teaching load for a semester will be determined by the credit-hour total and /or the contact hour total.
 - b. A semester teaching load exceeding the full-time credit and/or contact hour may be offset with a lighter load in the other semester to achieve an average annual teaching load within the guidelines.
 - c. Special assignments may be used as part of load.
 - d. Unusually heavy advising or committee loads, if documented, may be used to reduce teaching load.
5. Workload Variations
 - a. Williston State College recognizes that no workload policy can adequately take into account the multitude of differences in types of instruction and effort required to teach highly viable curricula well. The Vice President for Academic Affairs, with recommendations from the Program Coordinator and Department Chair, will determine workload adjustments.
6. Teaching Assignments
 - a. Flexibility in workload policy is needed to meet the demands of rapidly changing formats and media for delivering courses for the benefit of the students, faculty, and the college. The following guidelines are to be used by the Departments and Vice President for Academic Affairs when offering classes and faculty to teach:
 - i. The first priority for offering classes is to meet the needs of students.
 - ii. Second and subsequent priorities are to meet the needs of the college and to make best use of limited resources.

-
- iii. An instructor may teach a low enrollment course if it is a program requirement and/or supported by sufficient enrollment in other courses the instructor might teach.
 - iv. Individual Departments have a right to present justification to the Vice President for Academic Affairs to offer other low enrollment courses.
 - v. Faculty teaching courses with low enrollment may agree to waive overload pay in lieu of discontinuing the program/course.

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration November 11, 2014

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 467

COURSE FOR PRIOR LEARNING

1. Students must be currently accepted into a degree seeking, certificate, or diploma program to be awarded credit for industry training.
2. A student must be enrolled in any WSC course during the term for which the request is made in order for industry training credits to be posted to the official WSC transcript.
3. Student will not be granted industry training credit for courses:
 - a. In which they have previously challenged OR
 - b. In which they are currently enrolled OR
 - c. In which they were previously enrolled (regardless of grade earned) OR
 - d. In which they have earned transfer credit from any accredited institution OR
 - e. In which they were enrolled but dropped with record on an official transcript OR
 - f. In which there is a College Level Examination Program (CLEP) or DANTES Subject Standardized Tests (DSST).
4. Students should be aware that industry training credits may not transfer to other colleges. Students are urged to check the intended transfer institution for current transfer information. WSC is not responsible for transferability of industry training credits.
5. Industry training credits, once recorded on a student's WSC transcript, become a permanent part of the academic record.
6. Credits earned through challenge examination will count toward WSC graduation requirements; however, they do not count toward the minimum institutional credit requirements.

7. A maximum of 45 semester hours of non-traditional college credit (i.e., AP, CLEP, DSST, military training, WSC challenge examination credit, portfolio development, industry credit training, and courses covered under high school articulation agreements) may be applied to an associate's degree, diploma, or certificate at WSC.

8. Duplicate credit will not be awarded for overlapping industry training.

9. The recording fee for industry training is $\frac{1}{2}$ the traditional classroom resident rate. Tuition must be paid in advance and are non-refundable.

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration April 1, 2015

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 469

CTE ADVISORY COMMITTEE

1. CTE Advisory Committees are required to meet at least two times per year, once in the fall and once in the spring.
2. Each committee must make sure that their program is approved to operate in the fall of the coming school year.
3. Each committee is required to fill out the membership form.
4. At each Advisory Committee meeting it is required to take minutes.
5. All CTE membership forms and minutes need to be submitted to the Executive Assistant to the Vice President for Academic Affairs by April 10th. They will be officially submitted to the CTE office by April 15th.
6. Committee membership needs to consist of at least three members.
7. For more information in regards to the guidelines for CTE Advisory Committees use the following link:
<http://www.nd.gov/cte/forms/docs/AdvisoryCommitteeGuide.pdf>

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration October 27, 2014

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 470

CURRICULUM

Departments within the Instructional Division are responsible to make sure that curriculum is current and up-to-date.

New Courses/Programs:

- 1.The department discusses potential new course(s)/program(s).
- 2.If appropriate, the department completes the appropriate documentation to support the need for new course(s)/program(s).
- 3.If a program coordinator exists, this individual completes the majority of the documentation and signs the documentation.
- 4.If a decision is made by the department to move the new course(s)/program(s) forward on behalf of Williston State College, the department makes a motion at a departmental meeting. Motion needs to be documented in the department minutes.
- 5.If a motion passes to approve new course(s)/program(s), the Department Chair signs documentation on behalf of the department and then submits documentation to the Curriculum Committee, including minutes.
- 6.The Curriculum Committee reviews documentation submitted by department.
- 7.If the Curriculum Committee is not satisfied with documentation submitted or does not agree with proposal:
 - i. Curriculum Committee Chair returns documentation/statement to Department Chair;
 - ii. And the minutes should reflect the transaction.
8. If the Curriculum Committee is satisfied with documentation submitted:
 - i. A motion is made to approve the new course(s)/program(s);
 - ii. The motion needs to be documented in the Curriculum Committee minutes;
 - iii. And all documentation, including both sets of minutes, must be submitted as a group to Administration.
9. Signatures must be obtained from the following individuals before submitting to Administration:
 - i. Department Chair
 - ii. Curriculum Committee Chair
 - iii. Once approved, the following individuals will be informed:
 - 1.Communication Specialist (to update website)

2.Executive Assistant (to update catalog)

10. If proposal is a new program, the Vice President for Academic Affairs brings documentation forward to Executive Cabinet for approval. The decision by Executive Cabinet needs to be documented in the minutes.

11.If Executive Cabinet approves proposal, Vice President for Academic Affairs will make sure that all documentation for new proposal is completed for submission to Academic Affairs Council.

12.The Vice President for Academic Affairs presents documentation to the Vice Chancellor for Academic Affairs & Student Services if necessary

13.The Vice President for Academic Affairs presents request on behalf of Williston State College at Academic Affairs Council (meets first Tuesday of every month).

14.If approved at Academic Affairs Council, the proposal is brought forward through all approval stages designated by the State Board of Higher Education.

15.Once final approval is given by the Chancellor for the North Dakota University System, Williston State College is able to move forward with the new proposal (marketing, recruiting, catalog, etc.).

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration October 27, 2014

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 470.8

CURRICULUM COMMITTEE: CHANNELS FOR APPROVAL

Legend:
A-APPROVAL NEEDED
NCRF-NEW COURSE REQUEST FORM
PCDAF-
PROGRAM CHANGE/DELETE/ADDITION FORM
CCIF-COURSE CHANGE/INACTIVATION FORM

<i>Proposal</i>	<i>Form Needed</i>	<i>De pt</i>	<i>Curric ulum Commi ttee</i>	<i>NDAC RAO*</i>	<i>AA C**</i>	<i>Cabi net</i>	<i>SBH E</i>
COURSE-NEW							
<i>-Permanent Number</i>	NCRF	<i>A</i>	<i>A</i>				
<i>-Special Topics Course (x99)</i>	NCRF	<i>A</i>	<i>A</i>				
COURSE CHANGES							
<i>-Catalog Description</i>	CCIF	<i>A</i>	<i>A</i>				
<i>-Catalog Number</i>	CCIF	<i>A</i>	<i>A</i>				
<i>-Credit Hours</i>	CCIF	<i>A</i>	<i>A</i>				
<i>-Prefix</i>	CCIF	<i>A</i>	<i>A</i>				
<i>-Requisites (prereqs, coreqs, etc.)</i>	CCIF	<i>A</i>	<i>A</i>				
<i>-Course Title</i>	CCIF	<i>A</i>	<i>A</i>				
GERTA/COMMON COURSE NUMBERING				<u>-New course: Use NCRF</u>			
<u>-Existing course: use CCDF</u>							
<i>-Addition to GERTA Guide</i>	NCRF-CCIF	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>	
<i>-Deletion from GERTA Guide</i>	CCIF	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>	
<i>-Addition to Common Course Numbering Guide</i>	NCRF – CCIF	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>	
<i>-Deletion from Common Course Numbering Guide</i>	CCIF	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>	
COURSE INACTIVATION	CCIF	<i>A</i>	<i>A</i>				
PROGRAM CHANGES							
<i>-Deletion/Removal</i>	PCDAF	<i>A</i>	<i>A</i>		<i>A</i>	<i>A</i>	<i>A</i>

-Title Change (Department, Degree, Major, Minor)	PCDAF	A	A		A	A	Chancellor or Approval
-CIP Code Change	PCDAF	A	A		A	A	A
-Curriculum/Program Requirement edits	PCDAF	A	A				
-Request to inactivate program (up to 3 years)	PCDAF	A	A		A	A	A
OPTION (Specializations or concentrations for tracking and/or transcription)	PCDAF	A	A				

***NDACRAO: North Dakota Association of Collegiate Registrars and Admission Officers (meets biannually in June & October)**

****AAC: Academic Affairs Council (meets monthly)**

- Forms must be signed and completed prior to submission to the Curriculum Committee. Form submitted without proper completion or missing documentation (COGs, POGs, syllabus, SEP, etc.) **will not** be reviewed by Curriculum Committee until properly completed.
- Please see the **Course Change/Inactivation Legend** when completing and course changes to ensure forms are completed for review by the Curriculum Committee.
- Please reference the **CIP Code Legend** when making changes to course CIP codes.
- To ensure information is displayed accurately on our website, in our catalog, and that Academic Requirement Reports are updated for graduation audit purposes, **any program changes which involve changes in program requirements needed for graduation require submission of an updated Student Education Plan (SEP) with the Program Change/Delete/Addition Form.**

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 470.9

SBHE POLICY: INSTITUTIONAL REPORTS, CATALOGS, BULLETINS

Institutions shall publish electronic and/or hard copies of catalogs and bulletins for the purpose of furnishing prospective students and other interested persons with information about the institutions. Announcements contained in such printed or electronic material are subject to change without notice and may not be regarded in the nature of binding obligations on the institutions and the State.

PROCEDURE

1. Williston State College publishes their academic catalog on an annual basis.
2. Catalog changes to programs and courses must follow the curriculum approval process.
3. Catalog changes are due by dates as published by the Academic Affairs Office.

HISTORY

Faculty Council approved August 28, 2020

REFERENCES

SBHE Policy 450 Institutional Reports, Catalogs, Bulletins

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 471

EXCESSIVE ABSENCE

Outline for Positive Change: Faculty will report repeated absences on the campus incident reporting form, supplied by the appropriate designee. Repeated absences means more than two consecutive absences.

1. The appropriate designee will send a request (Qualtrics link) to the faculty to report excessive absences.
2. The appropriate designee will review the reports as they come in.
3. Within 48 hours (or the next operating school day) the appropriate designee will initiate a meeting with the student either by phone, email or letter delivery.
4. As a result of their initial meeting the appropriate designee will work with the course instructor to propose an official recommendation aimed at overall student success. This recommendation will consider the following factors:
 - i. Does the student live on campus and therefore need to maintain a minimum of 12 credits?
 - ii. Is the student an on-campus or online student?
 - iii. Does the student have financial aid that will be affected by lost credits?
 - iv. What are the options for successful completion based on the current time of the notification (i.e. is passing still an option from the instructors point of view?)
 - v. Is the student already on academic probation/suspension?
5. Once the appropriate designee has all of the above information an official recommendation will be made to the student as well as placed in their student portfolio for advisor notification. Examples of acceptable recommendations include:
 - i. Begin tutoring session in the Communication or Math Labs in order to earn better grade(s) in the courses needed.
 - ii. If the student is online only, begin tutoring using Smarthinking.
 - iii. Withdrawing from the current class prior to receiving a failing grade on their transcript.
 - iv. Withdrawing from a full semester if there is sufficient need. This is only to be approved by the Vice President for Instruction. Scheduling time with the WSC Counselor if needed.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 472

PROGRAM FAQs OR PROGRAM INFORMATION

1.It is the responsibility of the Department Chair or Program Coordinator to ensure that all Fact Sheet information is updated/reviewed yearly.

2.All updates and changes must be submitted to the Office of Communication Services by February 3rd.

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration November 11, 2014

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 473

FINAL EXAMINATION/ACTIVITY

If a student requests to complete a final examination/activity at a time and/or day other than the official scheduled time, the following procedure must be followed:

- 1.The student must initiate a request with the instructor of the respective course as directed in the course syllabus.
- 2.The instructor has final approval regarding this decision.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 474

GENERAL INSTRUCTION

Course syllabi must be approved by the respective Department Chair prior to the first day of classes. Course syllabi must be submitted to the Office of Instruction prior to the first day of the course start date according to the approved format.

2. Within the first five days of instruction the faculty are responsible for addressing their waitlists to their Department Chair. The Department Chair must then inform the Executive Assistant for Vice President of Academic Affairs of what should be done with the current waitlists in their area.
3. No-Show students for all classes must be reported via email to the Registrar. All faculty must follow the cancellation policy and procedure.
4. Final grades and attendance records for all classes must be completed by the Monday following the end of the final week according to the guidelines provided by the Registrar Office.
5. Textbook and auxiliary materials should be approved by Department Chairs.
6. Textbook, classroom, and laboratory material need to be approved and submitted to the bookstore by the deadline provided by the bookstore manager.
7. Any room scheduling of classes or instruction related events must be filed with the Executive Assistant for Vice President of Academic Affairs.
8. Faculty are responsible to know where the Student Code of Conduct is located and be familiar with this document.
9. Faculty are responsible to complete Student Course Evaluation Surveys according to the approved procedure.
10. Any supplies or material that is needed for the classroom must be approved by the designated budget manager.
11. Faculty members that are absent from campus (one half day or more) must fill out the Notification of Faculty Leave form that is located on our website. In the

case of an emergency, the faculty member will work with the respective Department Chair.

12. Online Courses must follow the WSC Online Course Delivery Standards.
13. All courses materials housed within the LMS should meet accessibility guidelines to ensure equal access to all learners.

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration December 10, 2014

REFERENCE:

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 475

STUDENT SURVEYS

1.All faculty will give student surveys in their courses. The following guidelines will be followed for faculty members:

- a. Tenured faculty will conduct a minimum of one student satisfaction survey at the end of the semester.
- b. Tenure track faculty will conduct a minimum of two student satisfaction surveys at the end of the semester.
- c. All special contract and adjunct faculty will conduct student satisfaction surveys at the end of the semester in all of their classes.

2.Student satisfaction surveys will be completed at the end of the course. Surveys will be provided to faculty members one month prior to finals week. Surveys will be closed on the Thursday of finals week.

3.All faculty will have results from the course surveys within 14 days of the completion of the surveys.

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration February 14, 2018

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 476

STUDENT USAGE OF INSTRUCTIONAL FACILITIES

A student wishing to use a classroom and or equipment for additional study opportunities will contact his/her instructor for permission.

The faculty member will determine if the classroom and equipment is available at the time the student wishes to have access.

The faculty member will consult with Security to see if the room can be accessed during that time. Instructional spaces may not be available during breaks for green week or other times.

The faculty member will arrange for the classroom to be open and needed equipment available to the student.

The faculty member will reserve the space (as needed) with the Executive Assistant to the Vice President for Academic Affairs.

The faculty member will be on campus to directly supervise the instructional space while students are using that space.

Faculty members may deny access if the room is set up for another use.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs**EFFECTIVE:** August 28, 2020**Section:** 477

INSTITUTIONAL REVIEW BOARD

Purpose:

The primary purpose of the Institutional Review Board (IRB) is to protect the welfare of human subjects used in research. All research requests meeting the following conditions must be reviewed by the IRB. This procedure is intended to assure college staff and students who may be affected by the research that the research is sound and does not violate board policy, college operating procedures, or federal regulations concerning protection of human participants.

Composition:

The IRB is chaired by a voting IRB member, the Vice President for Academic Affairs, who shall annually appoint four additional voting members to serve. These members may include one staff member, one department chair or faculty member within Arts & Humanities, one department chair or faculty member within Business Technology, one department chair or faculty member within Health & Wellness, one department chair or faculty member within the Math & Science, and one department chair or faculty member within Trades Technology. The final voting member will be someone not affiliated with the institution. Additional faculty or staff members may serve in an advisory capacity where appropriate, for instance, when an existing voting member is a Principal Investigator (PI) or co-PI on a protocol.

Following are federal guidelines for determining membership: §46.107 IRB membership

- (a) Each IRB shall have at least five members, with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. The IRB shall be sufficiently qualified through the experience and expertise of its members, and the diversity of the members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. In addition to possessing the professional competence necessary to review specific research activities, the IRB shall be able to ascertain the

acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice. The IRB shall therefore include persons knowledgeable in these areas. If an IRB regularly reviews research that involves a vulnerable category of subjects, such as children, prisoners, pregnant women, or handicapped or mentally disabled persons, consideration shall be given to the inclusion of one or more individuals who are knowledgeable about and experienced in working with these subjects.

(b) Each IRB shall include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas.

(c) Each IRB shall include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.

(d) No IRB may have a member participate in the IRB's initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB.

(e) An IRB may, in its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB.

Approval Procedure:

The following persons or groups of persons must comply with the Williston State College (WSC) approval to conduct research procedures:

1. Any person or group of persons who is neither employed by nor a student of WSC and who wishes to use WSC employees, students, records, or facilities as part of a research project or study.

2. Any WSC student or employee proposing to conduct a study that

- a. Involves activities outside their regularly assigned duties and involves human subjects;
- b. Involves a grant application requiring IRB review;

-
- c. Involves human subjects and is intended to result in an academic thesis, a conference presentation, or a publication. After receiving the completed request from the researcher, the Institutional Review Board will verify the following items:
 - a. The Research Proposal Form has been completed.
 - b. The appropriate signatures have been obtained.
 - c. The proposed research is compatible with WSC's mission, vision, and values and is educationally related. The research should concern the teaching/learning environment or the college's policies, procedures or operations.
 - d. The proposal meets the requirements of Protection of Human Subjects (45CFR46).5. The results will be disseminated in a fashion which would protect the identity of the participants and, if appropriate, the college. It must be understood that names of individuals will not be used in the study unless the individuals grant permission in writing. The name of Williston State College will be used only if the Institutional Review Board grants permission.

Criteria for Approval:

Individuals requesting authorization to conduct research must complete a Williston State College Research Proposal form (see attachment). The IRB chairperson, or designee, will conduct an initial review. Approval of the proposal will be based on the following criteria:

1. Compatibility with the college's mission and purpose.
2. Acceptability of the potential effects the collection of data and the dissemination and use of results may have on WSC students, personnel, operations, and the community.

Timeline and Notification of Approval or Disapproval:

Ordinarily, the requestor will be contacted concerning the status of the request within ten working days of receipt of the proposal. If possible, approval or denial of the request will be made at that time. If a delay is necessary, an appropriate timeline will be negotiated with the requestor. If a research request is denied, the notification will include the reason(s) for the denial. A revised proposal, or sections thereof, may be submitted for reconsideration.

Research Proposal Form Note:

Please complete this form and attach brief responses to the issues raised, keeping in mind that the primary concern is the potential risk—physical, emotional, or other—to the participants, as well as the protection of their rights. Submit the proposal and supporting documents to the Institutional Review Board, Williston State College c/o Office of Academic Affairs, 1410 University Avenue, Williston, ND 58801.

NEED FORM HERE

HISTORY

Faculty Council approved August 28, 2020

Approved by the Executive Cabinet April 3rd, 2017

REFERENCE

SBHE Policy 611.8 – Employee Responsibility and Activities: Research on Human Subject

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 478

ONLINE PROCTORING

College-approved options for proctoring an examination off campus include:

1. Online Proctor: This includes using an off-campus or on-campus proctor officially verified and approved by the course instructor.
2. Online Proctoring options:
 - a. Proctor U - (If selected as an option by the instructor). This internet-based proctoring service provides students with a secured and monitored interface in which to take tests from any internet-enabled location.
 - b. WSC Learning Commons- Learning Commons will offer proctoring services by appointment at no cost for WSC online students.
 - c. Other Outside Proctors- This includes using an off-campus proctor officially verified and approved by the course instructor.

Instructors who require students to take a proctored online exam must follow the procedures listed below.

1. The instructor must communicate to the Executive Assistant to the VPAA on the drafted schedule prior to the next term's schedule being released they plan to require a proctor for their class.
2. Students must be notified at the time of registration that any costs associated with proctoring in their online course are their responsibility. This will be noted in Campus Connection.
3. The syllabus should also state that any costs associated with the proctoring are the student's responsibility.
4. The instructors exam proctoring policy and procedure, including their requirement for approved proctors must be listed in the syllabus.

-
5. Specific dates, times, and the process for taking proctored exams must be communicated to the students via the course syllabus no later than the first day of class.
 6. The official WSC proctor form should be used by ALL online instructors and made available to students in the course shell in Blackboard no later than the first day of class if the class requires online proctoring.

Student's Responsibility for Scheduling an Online Exam

Students are required to check the course syllabus to determine whether or not the course requires a proctor. It is the student's responsibility to locate and designate an acceptable proctor and have this proctor approved by their instructor. The student must complete and submit the WSC Online Proctoring form to their instructor and schedule their exams following the below guidelines:

1. Student will complete proctor form and submit to instructor by date assigned by the instructor.
2. Students planning on proctoring in the Learning Commons must bring the proctor form to the Learning Commons Coordinator and read and sign the Learning Commons Proctor Information and Students Expectations for Proctoring form prior to scheduling their first exam.
3. Exams scheduled in the Learning Commons must be made at least a week in advance, during open proctoring hours. This is the responsibility of the students to schedule. Walk-ins are not accepted due to space and time constraints.
4. It is the student's responsibility to know the required dates for their proctored exams and schedule accordingly.
5. Exams scheduled through Proctor U or through outside proctors are scheduled by the student.
6. To schedule an appointment with Proctor U, follow the procedure below.
 - a. Click the Proctor U link in the Blackboard Course
 - b. Click "Schedule or Take an Exam"

-
- c. If no account exists, click “New Users: Create an Account.”
 - d. Once the account is created, or if an account already exists, log in.
 - e. Click on the “new exam” link and select the exam, date, and time you desire.
 - f. A confirmation email of the reservation will be sent to the email address that was provided during registration.
7. If a student has a disability that requires accommodations, they should go through the Accessibility Support Office for scheduling and assistance.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 480

WSC ONLINE COURSE DELIVERY STANDARDS

Standard 1: Communication

1. Course announcements/bulletins are consistent and addressed to the whole class.
 - a. Announcements enhance and help interpret the design of the course, directions of an upcoming assignment, and/or offers feedback to the class as a whole on completed assignments.
2. Instructor responds to any posts within the Q & A Discussion Forum in a timely manner (if you have a spot in the course)
3. Instructor responds to any and all emails within 2 business days. If the instructor does not plan to answer emails over a holiday or weekend, that needs to be clearly communicated with the students.
4. Instructor provides at least one electronic office hour per week. The electronic office hour can be synchronous, by using Skype for Business or Blackboard Collaborate, or asynchronous, by responding to learner communication immediately within that designated hour.
5. Syllabus is clear and provides students a road map to the course. The course syllabus will be available in the learning management system at the beginning of the course. Faculty will use the syllabus template provided by the institution.
6. Instructor provides adequate, friendly technical support and/or personally directs the learner on how to obtain IT or Blackboard support if necessary.

Standard 2: Instructor to Learner Interaction within Course Content

1. If discussion boards or Wiki's are used Instructor demonstrates a presence when appropriate during the time period that learners are expected to interact. Effective facilitation of discussion may include:
 - a. Identifying areas of agreement and disagreement
 - b. Seeking to reach consensus / understanding

- c. Encouraging, acknowledging and reinforcing student contributions
 - d. Setting a climate for learning
 - e. Drawing in participants / prompting discussion
 - f. Assessing the efficacy of the assignment and discussion process
 - g. Effective questioning techniques
2. Instructor offers feedback and suggestions within the discussion board assignments during the week that the assignment is live and students are interacting or provides a summary/feedback at the end of the discussion.
3. Instructor provides regular communication with students through emails, course announcements, open office hours, constructive feedback on assignment etc.

Standard 3: Grading & Feedback

1. Weekly assignments are graded within 2 weeks from the time the assignment was due.
2. Instructor provides to students and uses appropriate grading expectations or rubrics for each major assignment.
3. If personal feedback is needed within individual assignments, instructor offers feedback to help students understand how their performance was assessed and/or to offer suggestions for improvement privately within the grading system.

Standard 4: Attendance & Retention

1. Instructor records and reports non-attending students by the deadline provided by the Registrar.
2. Instructor records and reports students in danger of failing by the deadline provided by the Office of Accessibility and Retention.
3. Instructor reports any behavioral issue to the college through an incident report to the respective Department Chair and the DEAN OF STUDENTS.
4. Instructor reaches out to non-participating students to discover student issues/needs and can offer student support.

Standard 5: Course Design

1. Course is organized into tangible units (for example by Chapter, Topic, Week, etc.).
2. Course opens on Getting Started or Welcome page with directions on how to navigate the course.
3. Course menu includes at minimum; Getting Started or Welcome Page, Instructor Information, My Grades, Course Announcements, Course Content or Materials, Help Link, and Blackboard 101 link.
4. Course materials are designed with accessibility in mind, allowing all learners to access materials.
5. Due dates are clear and are listed in the My Grades section and/or in the Syllabus.

HISTORY

Faculty Council approved August 28, 2020

REFERENCE:

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 481

LEARNING COMMONS PROCTORING

Students preparing to take a proctored test or exam through the WSC Learning Commons should follow the procedure outlined below.

1. Bring only those items allowed by your instructor (e.g. calculator, book, notes, etc.). All other items will be required to be left at the Learning Commons desk, including backpack and cell phone.
2. Students are not allowed to open any browser or computer files during an online exam unless otherwise specified by an instructor.
3. Be on time for the scheduled proctor test. If you are more than 15 minutes late, you may be required to re-schedule. If you cannot make it to the scheduled test, please contact the Learning Commons so the time can be made available to someone else.
4. A Student ID or other government issued photo ID is required.
5. The proctor will enter exam password.
6. Exams will be administered by proctor following instructor's requirements for time limit, inclusion/exclusion of books, calculators, notes, etc.
7. The proctor will monitor student during exam.
8. Exam must be taken in one sitting; no breaks are allowed. Please use the restroom prior to beginning an exam.
9. All items will be collected at conclusion of testing period (e.g. scratch paper, pencil, etc.)
10. Any issues encountered by the student during testing should be reported to the proctor immediately.

11. If a student is suspected of cheating, proctor will immediately notify the instructor.

12. If any academic integrity or Student Code of Conduct violations are suspected, the student may be required to designate a different proctor for future testing.

HISTORY

Faculty Council approved August 28, 2020

REFERENCE:

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section: 483

EPORTFOLIO ASSIGNMENT

1. All WSC instructors shall create an ePortfolio assignment within the Learning Management System course shell for any 100 level or higher WSC course.
2. The instructor shall require students to complete the assignment by submitting a portfolio that includes at least the following items related to that course:
 - a. At least one class assignment that demonstrates the student's ability to meet the course's listed Institutional Outcome(s). In the case of multiple outcomes for a course, multiple assignments may be necessary to demonstrate meeting them.

HISTORY

Approved by Faculty Senate on March 20, 2018

Approved by Faculty Council on April 20, 2018

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section:484

AGREEMENTS & MEMORANDUMS OF UNDERSTANDING

- 1.A written agreement or memorandum of understanding that involve granting of credit, educational experience off campus (clinical practice, internships, and coop), and degrees within Divisions of the College, institutions of postsecondary education, and outside agencies must be filed with the Office of Instruction.
- 2.All written agreements or memorandum of understandings must follow the guidelines approved by the State Board of Higher Education Office.
- 3.All written agreements or memorandum of understanding must be current and accurate for each academic year. Each year appropriate parties will update the agreement or memorandum of understanding by following the guidelines within the documents.
- 4.To be valid, all written agreements or memorandum of understandings must be signed and dated by all affected parties.

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration December 10, 2014

SUBJECT: Academic Affairs

EFFECTIVE: August 28, 2020

Section:485

ACADEMIC INTEGRITY AND DISHONESTY

1. Integrity of the academic process requires that credit be given where credit is due. Accordingly, it is a breach of academic integrity to present as one's own work the ideas, representation, or works of another, or to permit another to present one's work without customary and proper acknowledgement of authorship. Students are expected to conduct themselves at all times within permissible limits of assistance as stated by faculty.
2. Students will be held responsible for any breaches of academic integrity. More common breaches of academic integrity include but are not limited to: cheating, plagiarism, forgery, fabrication, facilitation, or aiding academic dishonesty; theft of instructional materials or tests; unauthorized access or otherwise manipulating laboratory equipment or computer programs without proper authorization; alteration of grades or permanent files; misuse of research data in reporting results; use of personal relationships to gain grades or academic favors; or otherwise attempting to obtain grades or credit through fraudulent means. These breaches of academic integrity are also viewed as misconduct and are treated accordingly.
3. The instructor may reflect the incident of academic dishonesty through the assignment of the student's grade in the course. If the student has a grievance related to this action, that grievance would be directed to the Chair of the department in which the course is housed. All faculty will report cases of academic integrity and dishonesty via email to their Department Chair or immediate supervisor. Department Chairs will document the types and numbers of academic dishonesty/integrity cases at the end of each academic year and file the report with the VPAA.

HISTORY

Faculty Council approved August 28, 2020

REFERENCE:

SUBJECT: Student Affairs**EFFECTIVE:** August 28, 2020**Section:** 514.1

ACADEMIC APPEAL PROCEDURE

The college's commitments to academic quality and integrity, as well as to academic freedom, rest upon honesty and fairness in all aspects of scholarly endeavor. Faculty must test, grade, and review student work in a manner that is fair and reasonable, and students must maintain scholastic honesty beyond reproach. Disputes that arise about fairness and honesty are best resolved through open and sincere communication among all parties including students, faculty, staff, committees, and administrators. A student with a grievance about an academic circumstance (e.g. grading, testing, quality of instruction, etc.) the student believes to be unfair or unwarranted may file an academic grievance according to the following guidelines:

Step 1: These procedures are to begin with discussion between the grieving student and the faculty member with whom the student has a grievance within 4 weeks from the end of the respective course. If the grievance is resolved during this first step, the grievance will be considered closed and no further action necessary. If the grievance is not resolved, the student may advance the grievance to Step 2.

Step 2: Within 7 calendar days of the discussion described in Step 1, the student must prepare and submit a written statement to the Department Chair overseeing the faculty member named in the grievance. If a conflict of interest exists because the faculty member is the Department Chair, this statement must be submitted to the Vice President for Academic Affairs. This statement must describe the situation in detail, including the result of the discussion outlined in Step 1, as well as the remedy sought by the student.

The Department Chair or VPAA shall review documentation and conduct interviews as deemed appropriate and necessary in order to make a determination regarding the status of the grievance. Written notification outlining the

Department Chair's or VPAA's determination will be provided to the student within 7 calendar days of receipt of the written statement from the grieving student. If the grievance is resolved at this stage, the Department Chair or VPAA will document the resolution and direct any required action, the grievance will be considered closed and no further action is necessary. If the grievance is not resolved at this stage, the student may advance the grievance to Step 3.

Step 3: The student must prepare and submit a written statement (within 7 calendar days of the completion of Step 2) to the Vice President for Academic Affairs. This statement must describe the situation in detail, including the results of Steps 1 and 2, as well as the remedy sought by the student. The Vice President for Academic Affairs shall review documentation, solicit additional documentation and conduct interviews and other investigative processes as deemed necessary and appropriate to make a determination regarding the status of the grievance. Written notification outlining the VPAA's determination will be provided to the student within 10 calendar days of receipt of the grieving student's written statement.

If the grievance is resolved at this stage, the VPAA will document the resolution and the grievance will be considered closed and no further action is necessary. If the grievance is not resolved at this stage, the student may advance the grievance to Step 4.

Step 4: The student must prepare and submit a written statement within 10 calendar days of the completion of Step 3 to the Chair of the Student Review Committee.

This statement must describe the situation in detail, including the results of Steps 1, 2, and 3, as well as the remedy sought by the student. The Student Review Committee shall review existing documentation, solicit additional documentation and conduct interviews and other investigative processes as deemed necessary and appropriate to make a determination regarding the status of the grievance. Written notification describing the Student Review Committee's determination will be

provided to the student, to the faculty member against whom the grievance was filed and the College President within 14 calendar days of receipt of the grieving student's written statement. The Chair of the Student Review Committee will direct any required action if or as necessary.

The decision of the Committee is final.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Student Affairs

EFFECTIVE: August 28, 2020

Section: 516

ACADEMIC HONORS

Students who have earned a 3.80 grade point average while enrolled in 12 or more semester hours of coursework with honor points for the semester/term will be named to the President's Honor Roll. Students who have earned a 3.50-3.79 grade point average while enrolled in 12 or more semester hours of coursework with honor points for the semester/term will be named to the Dean's List.

At the conclusion of each semester, the President of Williston State College shall recognize students for academic achievement. If the change of a final grade impacts academic honors, the update will be reflected on the student's transcript. Students earning such designation are to be directly notified of an achievement from the Office of the President.

Graduates who achieve an institutional academic average of 3.80 or greater will be graduated with high honors. Those with an institutional average of and between 3.50-3.79 will be graduated with honors. Graduate honors will be recorded on students' transcripts.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Student Affairs

EFFECTIVE: August 28, 2020

Section: 517

ACADEMIC STANDARDS

Good Standing:

Students are expected to maintain a minimum institutional GPA of 2.00 (C). Students with a GPA of 2.00 or greater remain in good standing and will be eligible to continue their studies and/or to graduate upon completion of all required courses.

Students who do not maintain minimum academic requirements will, at the end of the term in which they fail to meet the minimum standards, be placed on academic deficiency status as indicated below:

Academic Probation: Academic Probation will be issued to students with an Institutional GPA below a 2.00.

Academic Suspension:

Academic Suspension will be issued to students on academic probation whose institutional GPA remains below 2.00 at the end of the next term in which he or she enrolls. Students suspended for academic reasons are not eligible to enroll in classes for a minimum of one semester following the suspension.

Academic Suspension Appeal:

Suspended students must appeal an academic suspension by submitting a written statement of circumstance to the Accessibility and Retention Specialist within seven days of suspension notice. After seven days, if the appeal process has not been started, suspended students are dropped from courses for subsequent terms. Students allowed to immediate re-enrollment through the suspension appeal process may be required to repeat selected courses, enroll in Academic Success Center courses, and/or enroll in a limited number of courses and credits.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Student Affairs

EFFECTIVE: August 28, 2020

Section: 518

ADVANCED PLACEMENT FOR COLLEGE CREDIT

1. Student requests scores to be sent from AP to WSC Academic Records Office
2. The Registrar reviews the scores to determine if they meet the minimum score requirements.
3. The Registrar will transfer the equivalent course onto the student's transcript. A satisfactory grade (S) will be used.
4. The Registrar will notify the student at their WSC email address upon completion of the transfer evaluation.

Limits and Regulations

1. Students must be currently accepted into a degree seeking, certificate, or diploma program to be awarded Advanced Placement (AP) credits.
2. A student must be enrolled in any WSC course during the term for which the request is made in order for AP credits to be posted to the official WSC transcript.
3. Students should be aware that AP credits may not transfer to other colleges. Students are urged to check the intended transfer institution for current transfer information. WSC is not responsible for transferability of AP credits.
4. AP credits do not have letter grades assigned (S/U grading is used), thus, will not be used to compute a student's grade point average.
5. Student will not be granted AP credit for courses:
 - a. In which they have previously challenged OR
 - b. In which they are currently enrolled OR
 - c. In which they were previously enrolled (regardless of grade earned) OR
 - d. In which they have earned transfer credit from any accredited institution OR
 - e. In which they were enrolled but dropped with record on an official transcript
6. AP credits, once recorded on a student's WSC transcript, become a permanent part of the academic record.
7. A maximum of 15 semester hours of non-traditional college credit (i.e., AP, CLEP, DSST, military training, WSC challenge examination credit, industry credit

training, and courses covered under high school articulation agreements) may be applied to an associate's degree, diploma, or certificate at WSC.

8. Credits earned through AP will count toward WSC graduation requirements; however, they do not count toward the minimum institutional credit requirements.

9. Students must meet minimum score requirements to obtain college level credits at WSC.

10. Duplicate credit will not be awarded for overlapping exams.

11. The number of AP credits awarded is equal to WSC course credits.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Student Affairs

EFFECTIVE: August 28, 2020

Section: 519

AUDITING

Students wishing to audit courses with Williston State College are required to do the following:

1. Apply for admission at Williston State College
 - a. Student must complete all admission requirements
2. Enroll in course(s) via Campus Connection
3. Students must inform the Academic Records Office in writing which courses they intend to audit no later than the last day to add or drop for the specific course session. Last day to add or drop dates may be found in the course syllabi. Students must email their course audit request to the Academic Records Office (wsc.records@willistonstate.edu) using their Williston State email address.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Student Affairs

EFFECTIVE: November 23, 2020

Section: 520

TITLE IX

1. **Title IX Coordinator:** Megan Kasner; Title IX Deputy Coordinator: Kim Weismann
2. **Equitable Treatment**
 - a. At all times, WSC will treat complainants and respondents equitably by following a grievance process which complies with this Policy before the imposition of disciplinary sanctions, and by providing remedies to a complainant if a respondent is found to be responsible for sexual harassment.
3. **Reports**
 - a. **Method of Reporting Sexual Harassment.** Any person may report sex discrimination, including sexual harassment (whether or not the person making the report is the victim of the alleged sexual harassment or sex discrimination). Such report may be made in person, by mail, by telephone, or by email, using the Title IX Coordinator's contact information or any other means which results in the Title IX Coordinator receiving the report, regardless of the time of day.
4. **Actual Knowledge of Sexual Harassment.** With or without the filing of a formal complaint, once an institution has actual knowledge of sexual harassment within its educational program or activity in the United States, the institution must respond promptly and without deliberate indifference pursuant to this policy.
 1. Once the institution has actual knowledge of sexual harassment, the Title IX Coordinator must contact the complainant and:
 1. Discuss the availability of supportive measures;
 2. Consider the complainant's wishes regarding supportive measures;
 3. Inform the complainant that supportive measures are

available with or without the filing of a formal complaint;
and

4. Explain the process of filing a formal complaint.
2. No disciplinary sanctions or other actions which are not supportive measures may be imposed against a respondent prior to the conclusion of the grievance process.
3. When there is actual knowledge of anything defined within the Title IX policy, a report should be filed.
4. Anyone can file a report who has knowledge of an experience or situation defined within the Title IX policy.
 1. A report may be filed in various ways:
 - Stop into the Human Resources Office Stevens Hall to speak with Megan Kasner (105E)
 - Call to speak with Title IX Coordinator and the Coordinator can write the statement with approval of the individual making the report.
 - Return a written statement to the Title IX Coordinator.
 - Mail a written statement to: Williston State College, c/o Title IX Coordinator, 1410 University Avenue Williston, ND, 58801
 - Email a written statement to the Title IX Coordinator.
 2. After a report is filed
 - Notice is given via phone call and then via email to the respondent
 - Intake
 - Formal Compliant
 - Informal or Formal resolution
5. **Supportive Measures.** The institution may offer the complainant supportive measures designed to restore or preserve equal access to the education program or activity without unreasonably burdening the respondent, including measures designed to protect the health and safety of both parties or the educational environment, or to deter further sexual harassment.

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1. **Examples of Permissible Supportive Measures.** WSC will tailor any supportive measures to the parties' situations. Some possible supportive measures include, but are not limited to:
 1. Counseling;
 2. Extensions of deadlines or other course-related adjustments;
 3. Modifications of work or class schedules;
 4. Campus escort services;
 5. Mutual restrictions on contact between the parties;
 6. Changes in work or housing locations;
 7. Leaves of absence; and
 8. Increased security or monitoring of certain areas of campus.
 2. WSC will maintain confidentiality with respect to supportive measures unless disclosure is required to implement the supportive measures.
 3. The Title IX Coordinator shall coordinate the effective implementation of supportive measures.
 4. Supportive measures may not restrict any party's rights under the United States Constitution.
 5. Advisors.
 1. Parties to a grievance proceeding must be afforded the opportunity to select the advisor of their choice to assist them during the proceeding, including during the live hearing.
 2. If a party does not choose an advisor, the institution shall provide the party with an advisor free of charge. WSC will provide an advisor at the party's request at any point during the grievance process.
 3. Institutions are not required to provide attorneys to parties to act as advisors, but appointed advisors should be provided with access to the training provided to Title IX Coordinators, decision-makers, and investigators to ensure an understanding of the process.
 4. Institutions are not required to attempt to create equality

of advisors between the parties, particularly where one party selects an outside advisor, but should endeavor to seek parity of advisors where the institution provides advisors to both parties.

6. **Emergency Removal.** The institution may remove a respondent from the education program or activity on an emergency basis, provided that the institution determines, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.
 - a. The institution must provide the respondent with written notice via email and an opportunity to challenge the decision immediately following the removal.
 - b. Emergency Suspension – The Dean of Students or designee may direct the temporary, immediate removal of a student in accordance with the Student Code of Conduct.
 - c. The respondent may follow the appeal process in the latter part of this procedure.
 - d. Administrative Leave. The institution may place a non-student employee respondent on administrative leave during the pendency of a grievance process.
7. **Informal/Formal Resolution:**
 - a. WSC offers both informal and formal resolution of sexual misconduct complaints involving WSC students, faculty or staff. Independent of the path chosen by the complainant, WSC will conduct an impartial, fair, and prompt investigation into the allegations and ensure that actions will be taken to prevent similar actions in the future. All parties have a responsibility to provide truthful information during the process. Typically, investigation/resolution of the complaint will occur within 60 calendar days from the time the case is assigned to investigators. If it is anticipated that the investigation/resolution process will take longer than 60 calendar days, parties will be notified in writing indicating the reason(s). Investigation/resolution (whether it is an informal or formal resolution) of the allegations shall include:
 - 1) The complainant and the respondent having equal opportunities to present relevant witnesses and other evidence;

- 2) Providing both sides with similar and timely access to any information that will be used during the process;
- 3) Equal opportunity to have an advisor present, and equal restrictions on how an advisor may participate during the process;
- 4) The right of the complainant and the respondent to be informed of the outcome of the investigation/resolution, and the right of either party to appeal; and
- 5) The right of the complainant and the respondent to receive periodic status updates throughout the investigation/resolution process.

1. Informal Resolution:

1. An institution may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, a waiver of the right to an investigation and adjudication of formal complaints, and may not require the parties to participate in an informal resolution process. Similarly, institutions may not offer an informal resolution process unless a formal complaint is filed. Notwithstanding, at any time before the written determination is issued, the institution may facilitate an informal resolution process that does not involve a full investigation and adjudication, so long as the institution:
 - Provides the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records

- that will be maintained or could be shared;
 - Obtains the parties' voluntary, written consent to the informal resolution process; and
 - Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
2. Complainants may choose to pursue informal resolution of their complaint. Informal resolution is entirely voluntary and the complainant and respondent may end informal resolution at any time and enter the formal process. Complainants should never attempt to resolve the complaint on their own or directly with the respondent. In cases of informal resolution, the Title IX Coordinator shall assign a College official with the authority to remedy the alleged violation (e.g. VP for Student Affairs, the alleged perpetrator's supervisor, etc.) to oversee the informal resolution process. The informal process provides the complainant and respondent with a forum to address the behavior; to express how the alleged behavior has impacted them and those close to them; and to communicate to the parties involved and WSC how this behavior will be addressed so that the behavior will not reoccur.
 3. The College official may impose a sanction warranted by the information gathered during the informal resolution, any supporting information known to the College. If the sanction is agreeable to the parties, the informal resolution is complete, and the sanction is imposed. In cases where the parties are not in agreement with the informal resolution, they could then enter the formal process.

2. Formal Complaint and Notice of Allegations.

1. Once a formal complaint is received by the institution, the institution must provide the following written notice to the known parties:

2. Notice of the grievance process, including any informal resolution process;
3. Notice of the allegations of sexual harassment, including:
 - Sufficient details known at the time and with sufficient time to prepare a response, including, but not limited to, the names of the parties, the conduct allegedly constituting sexual harassment, and the date and location of the alleged conduct.
4. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
5. A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence. The statement should also indicate that if the party does not have an advisor of choice, the institution will appoint an advisor to assist with cross-examination for the live hearing.
6. Notice of any provisions in the institution's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
7. If, during the course of the grievance process, additional allegations are added to the investigation which were not included in the initial notice, the institution must provide notice of the additional allegations to the parties.
8. A Hearing Panel of at least three members will be established. There will be at least one faculty member and one staff member. The panelists will be chosen based on who does not have conflicts of interest based on who is involved.

3. Investigation

1. Institutions are required to investigate every filed formal complaint unless the complaint is subject to dismissal under this policy.
2. At all times, the burden of proof and the burden of

gathering evidence sufficient to make a determination regarding responsibility rests on the institution, and the institution may not seek to shift that burden to the parties.

- Notwithstanding, the institution may not restrict the parties' ability to discuss the allegations or to gather or present relevant evidence.
3. At all times, the institution shall observe a presumption that respondent is not responsible for the alleged conduct until and unless there is a determination of responsibility at the conclusion of the grievance process.
 4. Institutions may not access, consider, disclose, or otherwise use a party's medical records made or maintained in connection with the provision of treatment to the party, unless voluntary, written consent to do so is provided by the party (or the party's parent, if the party is not eligible to provide consent).
 5. Institutions may not require, allow, rely upon, or otherwise use evidence that constitutes, or questions that seek disclosure of, information protected under a legally-recognized privilege, unless that privilege is waived.
 6. Institutions must provide to the parties written notice of the date, time, location, participation, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare.
 7. The parties must be afforded an equal opportunity to have others present during any grievance proceeding, including their advisor, though the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, so long as the restrictions apply equally to both parties and comply with this Policy.
 8. Both parties must have an equal opportunity to inspect and review any evidence obtained as part of the investigation related to the allegations raised in a formal complaint, including any evidence upon which the institution does not intend to rely in reaching a

determination of responsibility and any inculpatory or exculpatory evidence, from whatever source.

9. At least 10 days prior to the preparation of the investigative report, the institution must provide each party and the party's advisor the evidence obtained in the investigation in an electronic format or hard copy. The parties may submit a written response to the evidence, which the investigator shall consider prior to completion of the investigative report.
10. At the conclusion of the investigation, the investigator must create an investigative report that fairly summarizes the relevant evidence. At least 10 days prior to the hearing, the investigator must send a copy of the investigative report to each party and the party's advisor, if any, for review and written response.

4. Adjudication

1. Pre-Grievance Process.

- **Timing.** This grievance process shall be carried out using reasonably prompt time frames, including time frames for filing and resolving appeals, and for informal resolution processes if offered. Notwithstanding, temporary delays or extensions of the time frames must be offered for good cause, with written notice to the parties setting forth the cause for the action.
- *Good cause.* May include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for accommodations for language or disability.

5. Consolidation of Formal Complaints.

1. An institution may consolidate formal complaints against more than one respondent, by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

6. Determination Regarding Responsibility.

1. Standard of Evidence. All decisions in grievance processes under Title IX in the North Dakota University System shall require a determination of responsibility based on the preponderance of the evidence.
2. After the conclusion of the live hearing, the decision-maker must issue a written determination regarding responsibility, which must include:
 - Identification of the allegations potentially constituting sexual harassment;
 - Description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
 - Findings of fact supporting the determination;
 - Conclusions regarding the application of the institution's code of conduct to the facts
 - A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed on the respondent, and whether remedies will be provided to the complainant; and
 - The procedures, timelines, and permissible bases for the complainant and respondent to appeal.
3. **Permissive Dismissal.**
 - The institution may dismiss the formal complaint if, at any time, during the investigation or hearing:
 - i. A complainant notifies the Title IX Coordinator, in writing, that the complainant would like to withdraw the formal complaint or any allegations contained in the formal complaint;
 - ii. The respondent is no longer enrolled or employed by the institution; or

iii. Specific circumstances prevent the institution from gathering evidence sufficient to reach a determination as the formal complaint or allegations in the formal complaint.

- In the event that a formal complaint is permissively dismissed the institution will consult with its legal counsel prior to taking action under another provision of its code of conduct to avoid taking actions constituting retaliation.

4. Notice of Dismissal.

- Upon a dismissal pursuant to this section, the institution must promptly send written notice of the dismissal and reasons therefore to both parties simultaneously.

5. The written determination must be provided to the parties simultaneously. The determination regarding responsibility becomes final either on the date that notice of the result of any appeal is provided to the parties, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

6. The Title IX Coordinator shall be responsible to implement any remedies provided by the written determination.

7. Mandatory Dismissal.

- The institution must dismiss the formal complaint if, at any time during the investigation or hearing:
 - i. The conduct alleged would not constitute sexual harassment as defined in this Policy even if proved;
 - ii. The conduct alleged did not occur in the education program or activity; or
 - iii. The conduct alleged did not occur against a person in the United States.
- If the formal complaint is subject to mandatory dismissal, the institution may take action under

another provision of the code of conduct without that action constituting retaliation under this Policy.

7. Hearing

1. Live Hearing.

- The grievance process must provide for a live hearing after the completion of the investigative report. All evidence obtained by the investigator as part of the investigative process must be made available to the parties and the decision-maker at the live hearing.
- The live hearing will be presided over by the decision-maker, who may not be the investigator or the Title IX Coordinator.
 - i. The decision-maker will be one individual. That person will be chosen based on the Title IX team and who does not have a conflict of interest with the case.
- At the request of either party, the hearing must be conducted with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or witness answering questions. Hearings may be conducted with all parties physically present in the same geographic location, or, any parties, witnesses, and other participants may appear at the live hearing virtually, so long as the participants are able to simultaneously see and hear each other.
- At the live hearing, the decision-maker must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those questioning credibility. This cross-examination must be conducted directly (the questions may not be asked

by the decision-maker), orally, and in real time by the party's advisor and never by a party personally.

- i. Prior to a party or witness answering a question, the decision-maker must rule on the relevance of the question and explain any decision to exclude a question as not relevant.
 - ii. Decision-makers may request, but may not require, that questions by the parties be submitted in advance, to permit the decision-maker to rule on the relevance of questions.
 - iii. The institution may otherwise limit the extent to which the party's advisor may participate in the hearing by institution policy, but should consult with legal counsel prior to imposing any significant limitations. The decision makers will have discretion to establish limitations on a case-by-base basis.
- *Rape Shield*. Questions and evidence about the complainant's sexual predisposition or sexual history are not relevant, unless such questions are offered to prove that someone other than the respondent committed the alleged conduct, or regard specific incidents of the prior sexual behavior with respect to the respondent, and are offered to prove consent.
 - *Cross-Examination*. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker must not rely on any statement of that party or witness in reaching a determination regarding responsibility. Decision-makers may not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence or refusal to answer cross-examination or other questions. There are no

exceptions to this exclusion as there are in legal proceedings.

- *Hearing Decorum.* Decision-makers may enforce rules to ensure hearing decorum, such as requiring respectful treatment, specifying any objection process, governing timing of hearing and length of breaks, etc.
- The institution will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

8. Disciplinary Sanctions. Disciplinary sanctions imposed after the conclusion of the grievance process shall be assessed pursuant to the institution's code of conduct, student handbook, employee handbook, or similar document which sets possible disciplinary sanctions for violations of Title IX or code of conduct, and shall be proportional to the determination of responsibility. Disciplinary sanctions may not be imposed until the conclusion of the Title IX appeal process.

9. Title IX Appeals Process

1. Both parties must be offered the opportunity to appeal from a determination regarding responsibility or from the dismissal of a formal complaint (or any allegations within the formal complaint). The following may form the basis for an appeal:
 - Procedural irregularity that affected the outcome of the grievance process;
 - New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could have affected the outcome of the matter; or
 - The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or for or against the individual complainant or respondent, that affected the outcome of the grievance process.

-
- Other basis set forth in the campus-level processes, but which must be offered equally to both parties (for example, an appeal based on the severity of the sanctions).
2. Upon filing of an appeal, the institution will:
 - Notify the non-appealing party in writing when an appeal is filed and implement appeal procedures equally for both parties.
 - Ensure that the appeal's decision-maker is not the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator. The appeal decision maker will be someone chosen by the Title IX Coordinator and will be someone who does not have a conflict of interest with the parties involved in the case.
 - Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - Issue a written decision describing the result of the appeal and the rationale for the result; and
 - Provide the written decision simultaneously to both parties.
 3. Upon conclusion of the Title IX appeal process or on the date following the deadline for filing an appeal pursuant to this section, institutions may implement any remedies or disciplinary sanctions imposed in the determination regarding responsibility or upheld on appeal, as appropriate. In the event that a disciplinary sanction of suspension or expulsion is imposed on a student by the decision-maker, institutions shall provide a method of reviewing an additional appeal from a determination regarding responsibility for a period of at least one year following the original decision pursuant to SBHE Policy 514. Such appeals may only be filed based on new information, contradictory information, and information

indicating that the student or student organization was not afforded due process, and such appeal may not be based on grounds previously raised during the Title IX appeal process.

2. Final adjudication

1. Disciplinary Sanctions

- Disciplinary sanctions imposed after the conclusion of the grievance process shall be assessed pursuant to the WSC's student code of conduct, WSC's policies and procedures, or similar document which sets possible disciplinary sanctions for violations of Title IX or code of conduct, and shall be proportional to the determination of responsibility.

2. Remedies

- Remedies offered after the conclusion of the grievance process on a finding of responsibility must be designed to restore or preserve equal access to the education program or activity. Remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

10. Trainings

1. All persons involved in the grievance process, including, but not necessarily limited to, Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must receive training on the following areas:
 - The definition of sexual harassment;
 - The scope of the education program or activity;
 - How to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes, as applicable;
 - How to serve impartially, including by avoiding prejudgment of the facts at issue; conflicts of

interest, and bias.

2. Additionally, decision-makers must receive training on the following areas:
 - Any technology to be used at a live hearing;
 - Issues of relevance or questions and evidence, including when questions about the complainant's sexual predisposition or prior sexual behavior are not relevant;
3. Investigators must also be trained on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
4. All materials used to train the foregoing individuals must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
5. To the extent an institutions shall work with the NDUS Office to ensure that the foregoing training is sufficient and, to the extent practicable, uniform, along with any questions of shared services and costs.
6. All training materials used to train the foregoing individuals must be made available to the public by posting on the institution's website. The link where the training materials can be found is
<https://willistonstate.edu/students/Student-Policies/Title-IX/>

11. Recordkeeping

1. Each institution shall retain, for a period of seven years, records of:
 - Each sexual harassment investigation, including any determination regarding responsibility; any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant.
 - Any appeal and the result therefrom;
 - Any informal resolution and the result therefrom;
 - All materials used to train Title IX coordinators, investigators, decision-makers, and any person

who facilitates an informal resolution process, which the institution must make available on its website.

2. WSC will create and maintain for seven years, records of any actions, including records of supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, WSC will document the basis for its response was not deliberately indifferent, and document that it took supportive measures, or, if supportive measures were not provided, an explanation of why such a response was not clearly unreasonable in light of the known circumstances.

12. Retaliation

1. No institution or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.
2. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by title IX or this part, constitutes retaliation.
3. The exercise of rights protected under the First Amendment does not constitute retaliation.
4. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, although a determination regarding responsibility, alone, is not sufficient to conclude that

-
- any party made a materially false statement in bad faith.
5. Complaints alleging retaliation may be filed pursuant to the grievance procedures for sex discrimination under Title IX.

13. Confidentiality

Notwithstanding Chapter 44-04 of the North Dakota Century code, the identity of any individual who has made a report or complaint of sex discrimination or sexual harassment, any complainant, any respondent, and any witness, including the conduct of any investigation, hearing or judicial proceeding arising thereunder, shall be confidential.

14. Employee Responsibility

All employees are considered “responsible employees” (as defined above). When a responsible employee becomes aware of any complaint or type of sexual misconduct, they must report it immediately to either the Title IX Coordinator or a Title IX Deputy. Employees who fail to immediately report any complaint or type of sexual misconduct are subject to disciplinary procedures.

Resources

The following are individuals and agencies that can assist victims of sexual assault and other sexual offenses:

WSC Counseling Services Stevens Hall 130 701-774-4212 wsc.counseling@willistonstate.edu	Williston Police Department 223 E Broadway #201 Emergency: 911 Non-Emergency: (701) 577-1212
CHI St. Alexius Health - Williston Medical Center 1301 15th Ave West (701) 774-7400 Open 24 hours	WSC Campus Security On-Site Campus Security (701) 570-6699
Northwest Human Service Center Mental health agency in Williston (701) 774-4600 316 2nd Ave West	FirstLink National Hotline 24/7 located out of Fargo, ND Free listening, support, and suicide prevention WSC counseling office phone is forwarded to this number after hours, on holidays, and weekends 1 (800) 273-TALK (8255)
Family Crisis Shelter Program Domestic Abuse Treatment Center in Williston 723 Main St (701) 572-0757 - Preferred call first	Sexual Assault Nurse Examiners (SANE) CHI St. Alexius Health Williston Medical Center 1301 15th Avenue West Williston, ND 58801 (701) 774-7400 1 (800) 544-3579
Great Plain's Women's Health 1700 11th St. W. Williston, ND 58801 (701) 774-7687	Trinity Community Clinic 1321 W Dakota Pkwy Williston, ND 58801 (701) 572-7711

HISTORY:

Faculty Council approved on July 30, 2020

REFERENCES:

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq.,
Nondiscrimination on the Basis of Sex in Education Programs or Activities
Receiving Federal Financial Assistance, 85 Fed. Reg. 30,026; N.D.C.C. ch.
12.1-20; N.D.C.C. § 15-10-56 (3)(a); N.D.C.C. ch 44-04.

SUBJECT: Student Affairs

EFFECTIVE: Month, Day, Year

Section: 521

CLEP COLLEGE LEVEL EXAMINATION PROGRAM

Limits and Regulations

1. Students must be currently accepted into a degree seeking, certificate, or diploma program to be awarded CLEP credits.
2. A student must be enrolled in any WSC course during the term for which the request is made in order for CLEP credits to be posted to the official WSC transcript.
3. Students should be aware that CLEP credits may not transfer to other colleges. Students are urged to check the intended transfer institution for current transfer information. WSC is not responsible for transferability of challenge credits.
4. CLEP credits do not have letter grades assigned, thus, will not be used to compute a student's grade point average.
5. Student will not be granted CLEP credit for courses:
 - a. In which they have previously challenged OR
 - b. In which they are currently enrolled OR
 - c. In which they were previously enrolled (regardless of grade earned) OR
 - d. In which they have earned transfer credit from any accredited institution OR
 - e. In which they were enrolled but dropped with record on an official transcript
6. CLEP credits, once recorded on a student's WSC transcript, become a permanent part of the academic record.
7. A maximum of 15 semester hours of non-traditional college credit (i.e., AP, CLEP, DSST, military training, WSC challenge examination credit, portfolio development, industry credit training, and courses covered under high school articulation agreements) may be applied to an associate's degree, diploma, or certificate at WSC.
8. Credits earned through CLEP will count toward WSC graduation requirements; however, they do not count toward the minimum institutional credit requirements.
9. Students must earn a score of at least the 50th percentile to obtain college level credit at WSC.
10. Duplicate credit will not be awarded for overlapping exams.

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11. CLEP exams can be repeated after 6 months using regular registration procedures.
 12. The number of CLEP credits awarded is equal to WSC course credits.

SUBJECT: Student Affairs

EFFECTIVE: Month, Day, Year

Section: 522

DSST- DANTES SUBJECT STANDARDIZED TESTS

Limits and Regulations:

1. Students must be currently accepted into a degree seeking, certificate, or diploma program to be awarded DSST credits.
2. A student must be enrolled in any WSC course during the term for which the request is made in order for DSST credits to be posted to the official WSC transcript.
3. Students should be aware that DSST credits may not transfer to other colleges. Students are urged to check the intended transfer institution for current transfer information. WSC is not responsible for transferability of DSST credits.
4. DSST credits do not have letter grades assigned, thus, will not be used to compute a student's grade point average.
5. Student will not be granted DSST credit for courses:
 - a. In which they have previously challenged OR
 - b. In which they are currently enrolled OR
 - c. In which they were previously enrolled (regardless of grade earned) OR
 - d. In which they have earned transfer credit from any accredited institution OR
 - e. In which they were enrolled but dropped with record on an official transcript
6. DSST credits, once recorded on a student's WSC transcript, become a permanent part of the academic record.
7. A maximum of 15 semester hours of non-traditional college credit (i.e., AP, CLEP, DSST, military training, WSC challenge examination credit, portfolio development, industry credit training, and courses covered under high school articulation agreements) may be applied to an associate's degree, diploma, or certificate at WSC.
8. Credits earned through DSST will count toward WSC graduation requirements; however, they do not count toward the minimum institutional credit requirements.
9. Students must meet minimum score requirements to obtain college level credit at WSC.
10. Duplicate credit will not be awarded for overlapping exams.

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11. DSST exams can be repeated after 6 months using regular registration procedures.
 12. The number of DSST credits awarded is equal to WSC course credits.

SUBJECT: Student Affairs

EFFECTIVE: Month, Day, Year

Section: 523

REQUESTING AN OFFICIAL TRANSCRIPT

General Information:

1. A transcript will not be issued if a negative service indicator hold has been placed on a student's account for outstanding balances. The hold must be satisfied within 60 days of the receipt of the request. After 60 days, the order will be automatically cancelled and a new order will need to be placed.
2. Cost per transcript is \$7.25 per copy ordered.
3. Transcript requests of academic coursework completed at other institutions must be directed to the respective institutions.
4. Faxed transcripts are not considered official. Verify the type of transcript needed before requesting a copy to be faxed.

Delivery and Fee Options

1. Regular First Class Mail -\$7.25/transcript
 - Once your order is received in our office, your transcript will be mailed via regular US mail within 3 - 5 business days of the order.
2. Hold for Pick Up - \$7.25/transcript
 - Once your order is received in our office, your transcript will be available for pickup at the Academic Records Office two business days after receiving the transcript order. Photo ID is required for pick-up.

PROCEDURES

1. Go to WILLISTONSTATE.EDU
2. Click REQUEST TRANSCRIPT [top of page]
3. Click START
4. Fill out fields for PERSONAL INFORMATION
5. Select RECIPIENT
6. Enter RECIPIENT DETAILS
7. REVIEW ORDER
8. Enter CREDIT CARD
9. Sign CONSENT
10. An order number will be provided when the transaction is complete
11. An email will be sent when the order is received and when order is sent.

12. Official transcripts can also be requested by paper. For the official transcript request form, email the Academic Records office at wsc.records@willistonstate.edu

SUBJECT: Student Affairs

EFFECTIVE: Month, Day, Year

Section: 524

TRANSCRIPT CONDUCT NOTATION

Upon receiving a Student Code of Conduct violation report for which suspension of any type is deemed a reasonable sanction, the Vice President for Student Affairs or designee will direct that the following notation be placed on the student's transcript: "Conduct charges pending, *Notice of Investigation Sent Date*, Student Affairs."

After the conduct sanction has been decided, the Vice President for Student Affairs or designee will direct that a notation be placed on the student's transcript:

1. Where the sanction is an emergency suspension, the following notation will be listed: "Emergency Suspension Issued for a Student Code of Conduct investigation, *Dates that Sanction is in Effect*, Student Affairs"
2. Where the sanction is a temporary suspension, the following notation will be listed: "Temporarily Suspended for a Student Code of Conduct violation, *Dates that Sanction is in Effect*, Student Affairs"
3. Where the sanction is an indefinite suspension, the following notation will be listed: "Indefinitely Suspended for a Student Code of Conduct violation, *Date Indefinite Suspension was issued*, Student Affairs."

If a student withdraws from WSC while a conduct investigation is pending for allegation(s) related to a Student Code of Conduct violation(s) for which suspension of any type is deemed a reasonable sanction, and the student declines to complete the student conduct process, the Vice President for Student Affairs or designee will direct that the following notation to be placed on the student's transcript: "Withdrew With Conduct allegation pending, *Notice of Investigation Sent Date*, Student Affairs."

1. Students who withdraw from WSC and decline to complete the student conduct process may forfeit any right to resume the conduct proceedings at any point in the future.
2. Conduct charges are considered "pending" once a student is informed in writing that there are allegations that the student may have violated WSC's Student Code of Conduct for which suspension of any type is deemed a reasonable sanction.

Withdrawal from Institution/Transcript Notations

Should a student be found in violation of WSC's Student Code of Conduct and sanctioned with an indefinite suspension, the Vice President for Student Affairs or designee will direct the following:

1. Completion of an Administrative Withdrawal form requiring the student be withdrawn from coursework for the current and/or subsequent terms, if deemed necessary.
2. Revisions of notations for the student record, if deemed necessary.

Conduct Process Appeal

Students sanctioned for violations of WSC's Student Code of Conduct may appeal the decision and sanctions according to section 8.1 of the Code.

If the appeal is found in the student's favor, the notation is removed.

Appealing a Conduct Transcript Notation

A student may appeal a Conduct Transcript Notation in writing to the Student Review Committee. Students must include rationale to request notification removal or amendment.

The Student Review Committee will review the written request and consider factors such as:

1. The nature of the violation
2. Any harm or injury that resulted from the violation
3. Time passed since the violation's occurrence
4. The behavior of the student since the violation

The Student Review Committee will make a decision regarding the request and communicate the decision to the student and the Vice President for Student Affairs within 14 calendar days of receipt of the student's written request. A student may appeal the decision of the Student Review Committee according to section VIII, 8.5.4 of the Code.

Additionally, decisions regarding sanctions and/or appeal outcomes will be promptly communicated by the Vice President for Student Affairs or designee to all appropriate College administrators, faculty, and staff via WSC email to allow for general communication, suitable arrangements or updates to prior arrangements.

Admission Process for Incoming Student with Conduct Notation

Within ten calendar days of receipt of a transcript with a conduct notation for an incoming student, the Enrollment Management Review Committee will meet to decide the parameters of enrollment for the incoming student. When considering these parameters, the Enrollment Management Review Committee will consider such factors as:

1. The nature of the violation
2. Any harm or injury that resulted from the violation
3. Time passed since the violation's occurrence
4. The behavior of the student since the violation

The Enrollment Management Review Committee will make a decision regarding parameters for enrollment and communicate the decision with the student within five calendar days of the committee's meeting. A student may appeal the decision of the Enrollment Management Review Committee according to section 8.1 of the Code.

FERPA

Students may provide consent to release information regarding their transcript and conduct records to designated third parties by completing a **FERPA Release Form** available online. The release remains in effect as indicated by the student on the FERPA Release Form.

SUBJECT: Student Affairs

EFFECTIVE: August 28, 2020

Section: 525

CANCELLATION FOR NON-ATTENDANCE

1. Non-attendance students are those who have not shown to class or have not participated in an online course by the deadline.
 - a. Non-attendance reporting for a full term courses are to be reported during the reporting period.
 - b. For sessions less than 16 weeks in length non-attendance reporting dates are set proportionately.
2. Definition of a no-show includes any of the following:
 - a. Not completing an activity in an online class (required activity will be specified by the instructor)
 - b. Lack of attendance in an on-campus class or IVN class
3. The Registrar will send important dates for the upcoming term prior to the beginning of the term. The Registrar will also include the link and this policy when these dates are sent out.
4. Every instructor must complete the online Non-Attendance reporting form for every course.
 - a. No-Show students for all classes must be reported via the Non-Attendance reporting form to the Registrar. Emailed no-show reporting will not be accepted.
 - b. In order to find the PeopleSoft Course Number, please view our Class Schedule or visit your Campus Connection Portal.
 - c. If you have more than 15 students to report, please complete the form again for the same course.
 - d. If you do not have any students to report for non-attendance purposes, you still must complete the Non-Attendance reporting form with choosing I DO NOT have any nonattendance students to report.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Personnel

EFFECTIVE: August 28, 2020

Section: 602.2.2

FULL-TIME FACULTY INTERVIEW

1. The Department is asked to review the job description provided by Human Resources prior to advertising for the position.
2. The updated job description is returned to the Vice President for Academic Affairs and Human Resources for approval. The Vice President for Academic Affairs forward it to the President for final approval.
3. Positions can be listed internally first and then externally, or just externally. The position is advertised in higher education and career appropriate locations. Job descriptions and ads are handled by Human Resources.
4. The Department Chair chairs the interview committee or extends an invitation to a faculty member to chair the committee.
5. The selected Chair of the interview committee submits a list of suggested committee members to the Department Chair. The list of questions should be approved by Human Resources. The Chair of the interview committee issues invitations to the members.
6. The interview committee should have this composition:
 - a. The Department Chair of the area will decide who sits on the interview committee. Anyone from the department who is interested and able has the right to sit on the committee. Suggested committee structure includes: at least two faculty members from the respective department, one faculty member from another department, and one staff member.
 - b. If at any time someone feels it is a conflict of interest for him/her to sit on the interview committee, he/she should recuse him/herself.
7. The Chair of the interview committee sets an interview date and invites all members and notifies the candidate. All members must be present at every interview. The date, time, and place are included in this communication.

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8. Human Resources will create a folder for the committee members which will include the advertisement, job description, resume, letter of intent, reference list, application, and unofficial transcript of the applicant (s), and interview questions.
 9. The Chair of the interview committee verifies with Human Resources that the candidate information has been received (including letter of intent, resume, faculty application, 3 references and an unofficial transcript).
 10. The interview is conducted. As part of the interview process a candidate is asked to "teach" a prepared 10-15 minute lesson from his or her discipline.
 11. Following the interview, the Chair of the interview committee will check the three references submitted for the applicants of interest; document and submit a report to the interview committee; and the committee makes a recommendation. All folder information and any written notes will be returned to Human Resources.
 12. The Chair of the interview committee will submit a written recommendation to his/her administrative supervisor who will then approve and forward the recommendation through the chain of command, ultimately ending with the President's final approval. If at any point the recommendation is not approved, the Chair of the interview committee will be contacted to discuss other alternatives.
 13. Upon successful hiring of selected candidate, the Chair of the interview committee will notify the remaining pool of applicants that the position has been filled.
 14. Following final approval, Human Resources will contact the applicant to make an official offer of a job.

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration October 27, 2014

SUBJECT: Personnel

EFFECTIVE: August 31, 2015

Section: 602.3

JOB APPLICANT-EMPLOYEE CRIMINAL HISTORY BACKGROUND CHECKS

1. As stated in SBHE Policy 602.3, a nationwide FBI criminal history background check is required before beginning employment in the following positions:

- a. Police Officer; and
- b. Security Guard

2. A criminal history records check, which may be a North Dakota BCI check, an FBI nationwide check, or check of another state or multiple jurisdictions, is required before beginning employment in the following positions (whether full-time or part-time):

- a. President and vice presidents;
- b. Resident hall and apartment manager or director and assistants;
- c. Information technology staff;
- d. Custodians and other employees with master keys or other means of unsupervised access to residence halls or secure buildings or facilities;
- e. Child care employees and other employees who have unsupervised contact with children;
- f. Employees responsible for or with access to controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances;
- g. Counselors and coaches;
- h. Faculty;
- i. Employees who process credit cards, take credit card numbers, or have access to sensitive credit card information; and
- j. Other positions as deemed necessary due to their access to money and/or sensitive information (e.g., finances, HR/payroll, student records, information services) or by the supervisor.

3. A criminal history record check may be done on present employees as deemed necessary by the guidelines above.

Authorization:

1. The Human Resources Coordinator will determine the nature and scope of the criminal history background check.
2. A Criminal History Record Check Request Form (attached) must be completed by the job applicant or employee and submitted to Human Resources before the check is conducted.

Guidelines for Reviewing Criminal History Reports:

1. Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.
 - a. The Human Resources Coordinator will consider the following when reviewing a criminal history report:
 - The nature, severity and frequency of the offense or offenses;
 - When the offense or offenses happened and;
 - Whether a criminal conviction has a direct bearing on the individual's ability to fulfill job duties and responsibilities.
 - b. Should the Human Resources Coordinator have questions when reviewing a criminal history report, she will consult Attorney Pat Seaworth, Counsel for the North Dakota University System.
 - c. An employment offer may be withdrawn or an employee may be terminated as a result of the above considerations.
 - d. Deliberate failure to disclose criminal conviction information on his/her Williston State College application form or Criminal History Record Check Request Form may constitute cause for rejection of the applicant's application or termination of employment.

HISTORY

Approved by the Executive Cabinet on July 15, 2009.

REFERENCE

SBHE Policy: 602.3 Job Applicant and Employee Criminal History Background Checks

NDUS Procedure: 602.3 Job Applicant/Employee Criminal History Background Checks

SUBJECT: Personnel

EFFECTIVE: Month, Day, Year

Section: 604.4

INSTRUCTIONAL STAFF EVALUATION

1. New instructional staff members will have a performance review within the first 6-month probationary period by their direct supervisor.
2. All instructional staff members will have a performance review completed by their direct supervisor during May or June of each calendar year.
3. Performance reviews are reviewed and signed by all individuals involved in the process.
4. Completed performance reviews are filed with the Human Resources office, with a copy retained by the employee and direct supervisor.

HISTORY

Approved by Faculty Senate October 27, 2014

Approved by Instructional Administration October 27, 2014

SUBJECT: Personnel

EFFECTIVE: Month, Day, Year

Section: 604.4

FACULTY EVALUATION

Student Surveys:

1. Each faculty member will continue to have student evaluations as a part of his/her classes that -meets the survey procedure.
2. If there is a discrepancy, the Vice President for Academic Affairs will be included in the discussion.

Classroom Observations:

1. All non-tenured faculty, tenure-track faculty, and faculty who choose to apply for rank will be observed by the Vice President for Academic Affairs once a year. The VPAA will assume all instructors plan to go up for rank unless the instructors express that they do not plan to seek promotion.
2. All tenured faculty who choose to not apply for rank or who are the rank of Professor will be evaluated every other year.
3. The on-campus adjunct faculty members will be observed once per year by the Department Chair (or a designee).
4. New faculty will always be observed during the first and second semester of their first year.
5. A faculty member may be observed more frequently if there is a reasonable rationale (examples: There have been student complaints or if an instructor asks to be observed more frequently).
6. Dual credit and online evaluations will be evaluated by an approved individual for the discipline. The evaluating individual will inform the Department Chairs on evaluation of dual credit and online instructors.

Evaluation Form:

1. All full-time faculty will fill out the evaluation form with the respective Department Chair.
2. A 4.0 average is expected across the form. Any areas that are designated as a 1 or 2 must have rationale and the VPAA will need to meet with the faculty member and the Department Chair.

Other:

1. In the case of a known conflict of interest, a designee approved by the Department Chair will complete the evaluation.

HISTORY

Approved by Faculty Senate October 10, 2019

Approved by Faculty Council October 28, 2019

SUBJECT: Personnel

EFFECTIVE: August 28, 2020

Section: 605.1.1

FACULTY RANKING

1. Faculty are notified by the President of Williston State College, with the assistance of the Director for Human Resources, if they are eligible for tenure/rank promotion by September 15th. It is then the faculty member's responsibility to present their application by the deadline. Failure to prepare the application portfolio shall be interpreted as a disinterest in tenure/rank promotion.
2. Faculty complete an application portfolio according to the guidelines below and submit it, along with a letter of application, to the Human Resources office by January 15th.
3. The Human Resources office shall notify the committee of submitted portfolios the next work day after January 15th.
4. The chair of the Faculty Ranking Committee will convene a meeting to review all portfolios presented. Minutes shall be taken at the meeting which reflect appropriate documentation regarding the results of each portfolio presented.
 - a. The committee may ask any applicant to supplement additional materials when appropriate and may take other reasonable steps to assure it has an adequate basis from which to make its recommendation.
5. The committee shall make a determination by majority vote as to whether each candidate fulfills the criteria for tenure/rank promotion.
 - a. In the case of an applicant being denied tenure, the committee shall immediately review the application for the rank of Associate Professor, which may be awarded without tenure status.
 - b. In case of unsatisfactory determination by the committee, the applicant shall have the right to request an appearance before the committee to speak on his/her behalf for reconsideration.
6. The Faculty Ranking Committee Chair should present the decisions of the committee, via official email, to the Faculty Senate President, the Vice President

for Academic Affairs, the Director for Human Resources and the College President by February 15th.

7. If the College President accepts the committee's recommendation(s), the College President, the Vice President for Academic Affairs, and the Director for Human Resources will complete appropriate internal documentation for promotion and external documentation according to the guidelines provided by the State Board of Higher Education by March 15th (this date can vary yearly depending on SBHE agenda).

8. The College President shall inform each applicant of the final decision regarding their application.

9. Once the review and/or appeals process has been completed, the faculty member retains the application portfolio and the responsibility for maintaining the portfolio.

Application Portfolio Requirements for Ranks:

1. To apply for the rank of Assistant Professor, the application portfolio shall include:

- a. Evidence of at least four (4) years of service in the rank of Instructor at Williston State College.
- b. Evidence of professional growth, e.g., professional organizations and activities, research, workshops attended and given, and works published.
- c. Evidence of college and community involvement, e.g., activities and volunteer efforts which result in positive publicity and recognition for the faculty member and the College.

2. To apply for the rank of Associate Professor, the application portfolio shall include:

- a. Evidence of at least four (4) years of service in the rank of Assistant Professor at Williston State College.

- b. Evidence of professional growth, e.g., professional organizations and activities, research, workshops attended and given, and works published.
 - c. Evidence of college and community involvement, e.g., activities and volunteer efforts which result in positive publicity and recognition for the faculty member and the College.
3. To apply for the rank of Professor, the application portfolio shall include:
- a. Evidence of at least five (5) years of service in the rank of Associate Professor at Williston State College and evidence of a minimum of 15 graduate level credits of relevant coursework beyond the requirements for the applicant's current position.
 - b. Evidence of professional growth, e.g., professional organizations and activities, research, workshops attended and given, and works published.
 - c. Evidence of college and community involvement, e.g., activities and volunteer efforts which result in positive publicity and recognition for the faculty member and the College.

Application Portfolio Requirements for Tenure:

1. The North Dakota State Board of Higher Education retains unto itself the final and absolute authority to grant tenure. To assist in this decision, the Board takes into consideration the recommendations of the institution's faculty and the endorsement of the institution's President.
2. Williston State College's policy covering tenure improves the quality of the faculty by requiring that each faculty member's performance be carefully scrutinized before tenure is granted.
3. The application portfolio shall include all of the following:
 - a. Evidence of at least five years of tenure-track service at Williston State College. The College President may award tenure credit prior to hire (not to exceed three years) towards this requirement based on previous professional experience from a different institution and/or a previous non-tenure-track instructional

position at Williston State College. This information shall be provided in the letter of application.

b. Evidence of College Service. This section shall contain evidence of the applicant's activity in college-level groups and committees and evaluations (both administrative and student/course) for at least the past five (5) years. If any of these are not available to be included, the reason why shall be noted within the application portfolio.

c. Evidence of Professional Growth. This section shall contain evidence of the applicant's instructional improvement. It shall include documentation of the applicant's teaching philosophy and goals. It can include a resume/vita and contain activity in professional organizations and activities, workshops and conferences, research and works published.

d. Evidence of Community Involvement. This section shall contain evidence of the applicant's activities in the community which result in positive publicity and recognition for the faculty member and the College. This can include community memberships and volunteer efforts.

e. Additional Materials (optional). This section shall contain any additional materials not covered above which the applicant feels will strengthen their application for tenure.

4. The Faculty Ranking Committee shall review each applicant's application portfolio for tenure individually and evaluate each on the following criteria:

a. 80% College Service (50% evaluations and 30% College activities)

b. 10% Professional growth

c. 10% Community Involvement.

5. Granting of tenure status by the State Board of Higher Education will also award the applicant with the rank of Associate Professor at Williston State College.

HISTORY

Faculty Council approved August 28, 2020

SUBJECT: Personnel

EFFECTIVE: August 28, 2020

Section: 605.1.2

PROBATIONARY TENURE PERIOD EXTENSION

- 1.The Vice President for Academic Affairs provides written documentation to the Human Resources Office based on SBHE Policy 605.1.3.c Academic Freedom and Tenure; Academic Appointments.
- 2.The Director for Human Recourses provides the President a copy of the documentation.
- 3.The President provides the Vice President for Academic Affairs and the faculty member a response to the request.

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration December 10, 2014

SUBJECT: Personnel

EFFECTIVE: August 28, 2020

Section: 605.1.3

FACULTY EMERITUS

Objective: To recognize retiring faculty members or administrators for distinguished service to the Williston State College over an extended period of time.

Who is Impacted: Retiring faculty members who are professors at the time of retirement or administrators retiring with the rank of president, dean, vice president, or provost with a long and distinguished career with the College and previously served as a faculty member.

Procedure:

1. For faculty members of the college, the Dean or Department Chair, Faculty Senate, or the Vice President for Instruction, has the authority to request emeritus status.
2. For administrators, the authority for requesting emeritus status rests with the President.
3. The President confers emeritus status by writing a letter to the retiring employee, with a copy given to the Human Resources office.
4. Requirements for Emeritus Status:
 - a. The individual must be retired or have requested retirement from an academic position;
 - b. The individual must possess at least twenty (20) years of employment at Williston State College prior to retirement;
 - c. At the time of retirement, the individual must be a tenured Professor or Associate Professor;
 - d. The individual must have distinguished themselves in one or more of the following areas:
 - iv. A recognized record of outstanding teaching and educational contributions;
 - v. Clear evidence of service to Williston State College beyond normal expectations;

vi. And a substantive record of scholarly achievement commensurate with national or international standards within the specific discipline.

Privileges: Colleges and departments are encouraged to invite emeritus faculty to departmental functions and to serve as guest lecturers or consultants, providing such faculty members an opportunity for continued visibility at the College as a reflection of their experience and past service. To this end, emeritus faculty may be provided the following privileges and courtesies:

1. Lifetime listing indicating this title in the College catalog and applicable directories.
2. Participation in College public ceremonies.
3. Invitation to march in Commencement processions.
4. By request, retention of Williston State College email accounts access so as to receive announcements and information regarding the College.
5. Retain faculty access to the Learning Commons, including all services normally provided to active faculty.
6. ID card indicating that they are emeritus allowing library privileges.
7. Emeritus faculty are encouraged to participate in college events and are provided access to such events and the social and recreational resources of the university as normally provided to active faculty.

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration December 10, 2014

SUBJECT: Personnel**EFFECTIVE:****Section:** 606

PERSONAL VEHICLE USE

State law provides that a state employee, when required to travel by motor vehicle in the performance of official duty, shall use a state-owned vehicle whenever possible. When an employee drives a state fleet vehicle, the state's liability coverage is primary should an accident occur. If an employee drives a personal vehicle on state business, the employee's personal insurance is primary. If an employee must drive a personal vehicle because no state fleet vehicles are available, then the state would have primary responsibility. Because of the law and insurance provisions, Williston State College strongly recommends the use of state fleet vehicles for employees who are required to travel by automobile in the performance of official business.

If an employee is authorized to use a personal vehicle when a motor pool vehicle is available, reimbursement will be made at the rate per mile that is \$.05 less than the rate WSC is charged for use of a state-owned sedan/wagon vehicle for each mile actually and necessarily traveled in the performance of official duty. The authorization to use a personal vehicle is documented by supervisor's signature on the travel reimbursement form. If an employee must drive a personal vehicle because no state fleet vehicle is available, reimbursement will be made at the allowed state rate. To receive the higher mileage rate an employee must receive in writing a statement saying that a state vehicle is not available during the time period requested and must attach their statement to their travel request voucher. This statement should come from a Williston State employee who has the responsibility for making state fleet vehicle reservations.

If WSC receives reimbursement from an outside agency/company (such as a TrainND customer or SBDC) at a rate equal to or higher than the allowed state rate, the employee will receive reimbursement at the allowed state rate.

Reimbursement for use of personal vehicles outside of the state will be reimbursed the same as within the state to a geographic point 300 miles from the North Dakota border and at \$.18 per mile for each mile beyond 300 miles from the border.

HISTORY

June 23, 2014, January 26, 2015

SUBJECT: Personnel

EFFECTIVE: Month, Day, Year

Section: 612

FACULTY GRIEVANCE

Options Available for Settling a Grievance:

1. The Informal Process: Faculty have the right to present grievances to their supervisors and are assured academic freedom, freedom from discrimination, coercion, restraint or reprisal in presenting grievances. If the concern is not resolved informally, the faculty member has the right to file a formal grievance.

The purpose of the informal procedure is to require the parties involved in a grievance to attempt to resolve the problem themselves through the following steps:

- a. The faculty member should attempt to discuss the complaint with the person who appears to be the source of the grievance (the respondent).
- b. If the problem is not resolved at the first step, the faculty member should take the complaint to the respondent's supervisor.
- c. If the problem is not resolved to the satisfaction of the faculty member through the informal process, then the faculty member may enter the Formal Grievance Process by filing a written grievance with the Chair of the Faculty Rights Committee.

2. The Formal Process: A faculty member who wants to file a grievance has 20 working days from the date of the incident to file the grievance with documentation of having undergone the informal process with the Chair of the Faculty Rights Committee.

Grievances must fully identify the grievant and all other persons involved in the matter or action, and describe the matter or action grieved and date of incident (s). A copy of the written request must be provided to each person identified in the request.

When the Chair of the Faculty Rights Committee has a conflict of interest, another member of the Faculty Rights Committee shall serve as the Chair for the purpose of the grievance. Due to conflicts of interest, other members of the Faculty Rights

Committee have the right to recuse themselves from committee activities for that incident.

Procedures for Filing:

Within 20 working days after the aggrieved incident, the faculty member shall present a written grievance to the Chair of the Faculty Rights Committee. The faculty member shall also present a copy of the grievance and grievance policies to the respondent(s) against whom the grievance has been filed. This grievance shall be kept in strict confidence until the Faculty Rights Committee has determined its validity.

The written grievance shall be presented in the following written format:

- a. The alleged grievance is interpreted by the faculty member as it pertains to the North Dakota Higher Education policies and procedures manuals by stating the policy and/or procedure section and paragraph that the grievant feels was violated.
- b. The date and circumstances under which the violation occurred.
- c. The parties directly involved in the grievous incident.
- d. A suggested remedy or solution of the situation by the faculty member.

Upon receipt of a grievance, the Chair of the Faculty Rights Committee shall request a written interpretation and response within 5 working days from all parties named in the alleged grievance.

Mediation:

At any time the parties may consider mediation of outstanding issues. None of the parties or the Mediation Committee will conduct the mediation. All applicable timelines remain in effect, unless extended by the Chair of the Mediation Committee.

Procedures for Reviewing

1. Upon receipt of a properly filed grievance, the Faculty Rights Committee shall:
 - a. Review the grievance in relationship to the policy manual to determine interpretation and validity of the claim.
 - b. Determine if further action is necessary or if the grievance procedure should be terminated.
 - c. If further action is deemed necessary, the Faculty Rights Committee shall gather necessary information and statements from the parties involved.

-
- i. The information shall be in the form of oral and/or written statements to determine if the parties involved agree on the problem as stated in the filed grievance.
 - ii. Information shall be gathered from the parties separately and/or jointly to insure clear interpretation by the parties involved as well as members of the Faculty Rights Committee.
 - iii. Following the review of all available information, the working committee shall determine the validity of the grievance. If not valid, the procedure stops.

2.If grievance is valid, the Committee shall solicit additional suggestions in written form for solution to the problem from the parties involved; and after review, shall make recommendations to the parties to resolve the grievance.

3.If the suggested solutions(s) presented by the Faculty Rights Committee are not acceptable or cannot be agreed upon by the parties involved, the grievance will be forwarded to the President of the college.

4.The President shall within 5 working days of receipt of the recommendation, provide written notice to the grievant of his/her decision concerning the grievance after consideration of the Committee's recommendation. The President's decision shall be final.

5.The Committee shall complete the procedures within 20 working days after initial receipt of the grievance by the Faculty Rights Committee.

HISTORY

Approved by Faculty Senate November 4, 2014

Approved by Instructional Administration November 4, 2014

SUBJECT: Personnel

EFFECTIVE: January 1, 2016

Section: 617

CELL PHONES AND OTHER MOBILE DEVICES

NDCC Section 54-06-26 restricts use of state telephones by employees to business use and only such personal use that is for “essential personal purposes to the extent that use does not interfere with the functions of the officials’ or employee’s agency, department or institution”.

SBHE Policy 807.1, Mobile Phones and Other Mobile Computing Devices; Restrictions on Use of State Phones, requires that each NDUS institution adopt a procedure governing employee use of mobile phones that is consistent with this policy and applicable statutes. These procedures must include a process for identifying employees who are required to have available a mobile phone, guidelines and minimum requirements for employee-owned devices for which an employee receives an allowance or reimbursement, a schedule or schedules to determine the amount of such allowance or reimbursement, and delegation of authority to approve devices, plans and allowances or reimbursements.

The need to have cell phones or other mobile devices for business purposes varies by employee, job-related responsibility, and department requirement. Departments, with approval from the divisional Vice President if applicable, is responsible for determining and documenting the business need for any cell phone or other mobile device. Cell phones or other mobile devices should not be selected as an alternative to other means of communication – e.g., land-lines, pagers, radio phones, laptops – when such alternatives would provide adequate but less costly service to the college. Any provision for a cell phone or mobile device is at the sole discretion of an employee’s supervising department and based on availability of funds.

Examples of business needs for cell phones and other mobile devices include:

- A requirement to travel frequently to do business, across a geographic area away from the home office, and great amounts of time are spent in transit. (ex. recruiters, distance ed)
- A requirement for communication about College business when the employee is away from his/her office or worksite during the day or after hours. (ex. administration)

- A requirement for communication regarding College business when the employee's job responsibilities require him/her to be away from a land-line during the day. (ex. maintenance, custodians, security)
- A requirement for frequent, immediate or emergency communications throughout the day or after hours regarding critical programs, services or systems. (ex. campus services, IT, housing)

WSC-OWNED CELL PHONES AND OTHER MOBILE DEVICES

If a department identifies an employee as having an ongoing business need for a cell phone or other mobile device, WSC allows the purchase of this and corresponding service plan. A department may also request a cell phone or other mobile device to be assigned to their specific department for shared use among a group of persons on a rotating or shift basis. Personal use of this cell phone or mobile device is limited to essential personal purposes to the extent that use does not interfere with the functions of the college. College-owned cell phones and other mobile devices are to be strictly used for business purposes.

The IRS states that when an employer provides an employee with a cell phone primarily for non-compensatory business reasons, the business and personal use of the cell phone is generally nontaxable to the employee. The IRS will not require recordkeeping of business use in order to receive this tax-free treatment. Purchases of these approved cell phones or other mobile devices should be coordinated through the Finance Department and acceptable to the IT Department.

EMPLOYEE-OWNED CELL PHONES AND OTHER MOBILE DEVICES

WSC allows, but does not require, a department to pay an employee a taxable monthly payroll amount to defray expenses for business use of their cell phone or other mobile device. In limited cases, and when the employee does not have a college-owned cell phone or other mobile device or does not receive a monthly stipend, WSC may reimburse an employee for the expenses of a personal mobile device plan if business usage costs the employee more than the price of their personal plan, and the reimbursement does not occur on a regular basis.

MONTHLY EMPLOYEE PAYROLL PAYMENT OPTIONS FOR WIRELESS PLANS

The following options exist for a department to pay an employee a monthly payroll amount for wireless usage based on anticipated business use. These stipends are not intended to cover the actual cost of the service selected, by the employee.

Employees are thereby free to choose services and equipment that exceed their business needs. These monthly stipend amounts will be reviewed periodically by the Finance Department with any proposed changes being approved by Executive Cabinet.

- Tier I - \$25 per month (equivalent to \$300 per year): An employee is expected to be available for business by voice and text on a mobile device they own. Business usage estimated at 25%.
- Tier II - \$35 per month (equivalent to \$420 per year): An employee is expected to be available for business by voice and text on a mobile device they own, and the business usage is significant. Business usage estimated at 50%.
- Tier III - \$50 per month (equivalent to \$600 per year): An employee is expected to be available for business by voice, text and email on a mobile device they own, and the business usage is significant. Business usage estimated at 50% or more.
- Tier IV - \$125 per month (equivalent to \$1,500 per year): An employee is expected to be available for business by voice, text and email on a mobile device they own, and the business usage is significant. Business usage estimated at 95% or more. Employee's position mandates accessibility and reimbursement is not from appropriated funds.

In all cases, the employee's mobile device and wireless plan must support the requirement of the stipend tier. The employee is responsible for the cost of the hardware.

DEPARTMENT RESPONSIBILITIES

Departments should document when an employee has been approved for the use of a WSC-owned cell phone or other mobile device or awarded a monthly payroll stipend for a cell phone or other mobile device based on business use.

Documentation should include the basis for approval, and indicate whether the employee will utilize a WSC-owned device or will receive a monthly payroll payment. If a monthly payroll amount is provided, departments should signify the level of payment (Tier I, II or III) the

employee will receive. Documentation should be kept on file and updated upon change in requirement of cell phone or other mobile device or employment status. To initiate monthly payroll payments, departments must submit the WSC Human Resource Personnel Form requesting this stipend as additional pay. This form must be submitted annually as the monthly stipend will not automatically renew. This annual submission will give departments an opportunity to review the cell phone and other mobile device needs of each employee.

Department heads are ultimately responsible for the use of cell phones and other mobile devices. These responsibilities include:

- Making the initial recommendation on whether equipment is provided to an employee and on what basis.
- Selecting appropriate services of WSC-owned device based on business use.
- Monitoring usage on a regular basis for policy compliance, continued business need, and appropriate business use.
- Annually reviewing existing equipment/services to ensure they are needed and represent the best options (most economical) given the business use.

HISTORY

Approved by Executive Cabinet on August 24, 2015

Amended by Executive Cabinet on November 30, 2015

SUBJECT: Personnel

EFFECTIVE: January 1, 2016

Section: 618

REPORTING FEDERAL GRANTS INSTANCES OF SUSPECTED FRAUD, PROGRAM ABUSE AND CRIMINAL CONDUCT

DEFINITIONS

1. Department of Labor employee misconduct: Allegations of misconduct by employees may include:

- a. Bribery: The offering, giving, receiving or soliciting of something of value for the purpose of influencing an action or the discharge of official duties.
- b. Conflict of Interest: A clash between DOL interests and the private interest of an official that may influence the performance of the official's duties.
- c. Embezzlement: Fraudulent appropriation of DOL property by one lawfully trusted to protect its possession.
- d. Mismanagement: Extravagant, careless, or needless expenditure of government funds or the consumption or misuse of government property or resources, resulting from deficient practices, systems, controls or decisions.
- e. Misuse of DOL property
- f. Misuse of funds/credit cards
- g. Falsification of official documents

2. **Improper Labor Management Relations:** Corrupt union officials enter into a wide variety of "sweetheart" contracts with organized crime controlled and other corrupt employers in return for bribes and other favors. Such contracts typically include concessions which are significantly beneficial for the employer and detrimental to the union member.

3. **Procurement fraud:** Fraud in connection with DOL contracts or committed by DOL contractor(s), such as making false statements or false claims or providing a product less than called for in the contract. Procurement fraud includes DOL grant fraud; theft by a DOL grantee; embezzlement of Senior Community Service Employment Program (Older Americans Act) funds; Workforce Investment Act

fraud (WIA fraud), theft or embezzlement; or Workforce development board misconduct or fraud.

4. Procurement fraud Reporting Requirement: The Federal Acquisition Regulation (“FAR”) now requires all contractors to notify the government whenever they become aware of a contract overpayment or fraud, rather than wait for the contract overpayment or fraud to be discovered by the government. If you are a federal contractor, or employee of same, and you have evidence of a violation of Federal criminal law involving fraud, conflict of interest, bribery, gratuity violations, or a violation of the False Claims Act, where such evidence arises in connection with a federal contract, click FAR Contractor Disclosure Form to file a report with this office.

5. Worker health and workplace safety: The Department of Labor’s Occupational Safety and Health Administration (OSHA) aims to ensure employee safety and health in the United States by working with employers and employees to create better working environments. Workplace safety violations should first be referred to OSHA but if they are not remedied, these safety concerns may be reported to the OIG Hotline.

Procedure for Reporting Federal Grants Instances of Suspected Fraud, Program Abuse and Criminal Conduct

WSC Responsibilities

a. WSC is responsible for following the procedures set forth in TEGL 2-12. Allegations, suspicions and complaints involving possible waste, fraud, abuse or criminal misconduct must be immediately documented using the incident reporting form (OIG 1-156). Situations involving imminent health or safety concerns, or imminent loss of funds exceeding \$50,000 are considered emergencies. Emergencies must be immediately reported to the Office of the Inspector General and the Department’s Office of the Financial and Administrative Management (OFAM) by phone and with a written report using the incident reporting form (OIG 1-156), no later than one business day after the phone report. Refer to TEGL 2-12 for additional information.

Complaints Analysis Office
Office of Inspector General
200 Constitution Avenue NW, Room S-5506

Washington, DC, 20210
1-800-347-3756
hotline@oig.dol.gov

POLICY HISTORY

Approved by Vince L. Pachuillo, Vice President of Finance and Administration

REFERENCES

<https://www.oig.dol.gov/>

SUBJECT: Personnel

EFFECTIVE: January 1, 2016

Section: 619

IDENTITY THEFT AND PREVENTION PROGRAM PLAN

Purpose

To establish an Identity Theft Prevention Program designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the program in compliance with Part 681 of the Code of Federal Regulations implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

Definitions

Identity Theft: Fraud committed or attempted using the identifying information of another person without authority.

Red Flag: A pattern, practice, or specific activity that indicates the possible risk of identity theft.

Covered Account: A financial account whose purpose can be personal or business and is offered or maintained by WSC. The account is designed to permit multiple payments or transactions. Covered accounts include but are not limited to Meal Card accounts, credit/debit card processing, financial aid information, student loan information, business accounts, phone accounts, payroll account information; and any other account that WSC offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of WSC from identity theft, including financial operational, compliance, reputation, or litigation risks.

Need to Know: Authorization is given to a user for whom access to the information must be necessary for the conduct of one's official duties and job functions as approved by the employee's supervisor.

Confidential Data: Includes information that WSC is under legal or contractual obligation to protect.

Public Record: Defined as a record or data item that any entity either internal or external to WSC can access.

Scope of Covered activities/ business processes, rules

Any account or financial service that WSC offers or maintains for which there is reasonably foreseeable risk to customers or to the safety and soundness of WSC from identity theft, including financial operational, compliance, reputation, or litigation risks.

Existing policies and practices

WSC Theft and Fraud Policy

Existing federal and state regulations The Federal Information Security Act of 2002 (FISMA) The Family Education Rights and Privacy Act of 1974 (FERPA) The Gramm Leach Bliley Act of 1999 (GLBA) The Health Insurance Portability Accountability Act (HIPAA) The Fair Credit Reporting Act The Children's Online Privacy Protection Act Fair and Accurate Credit Transaction Act of 2003 (FACTA) Red Flag Rules – Interpretation of Sections 114 and 315 of FACTA North Dakota Century Code, Chapter 44-04, Open Records Payment Card Industry Data Security Standard (This is not a law, but is a set of standards for protecting credit card information developed by the credit card industry.)

Departments covered under the Red Flag Rule

Any department that offers financial services.

Red Flag Standards and Practices Many colleges, departments, and offices maintain files, both electronic and paper, of personal biographical, academic, health, financial, and admission records. These records may also include personal billing information, Perkins Loan records, student institutional loans, and personal correspondence with employees, students, and parents. Policies to ensure compliance with Gramm-Leach-Bliley Act, Family Educational Rights and Privacy Act (FERPA), and Payment Card Industry security standards (PCI), system and application security, and internal control procedures provide an environment where identity theft opportunities are mitigated. Personal financial records are safeguarded to ensure the privacy and confidentiality of student, parents, alumni, and employees.

The Office of Human Resources and Payroll performs criminal background checks on all potential employees prior to their date of hire.

WSC is insured by a fidelity bond that covers losses arising from embezzlement, or the want of honesty, integrity, or fidelity by an employee or other person holding a position of trust.

- Staff who have access to HR and payroll data have received training that non-directory information regarding employees is not to be provided unless approved in writing by the employee.
- The student is required to give written authorization to the Registration and Records office and/or the Campus Connection if their information is permitted to be shared with another party. A FERPA disclosure statement is distributed to students each year informing them of their rights under FERPA. The student is given the opportunity to provide billing addresses for third party billing.
- Occasionally, the College will extend short term credit to a student for payment of their tuition bill or other items which thus creates a covered account. The student signs a short-term promissory note, which is stored in a secured area.
- Access data in WSC's ConnectND system is restricted to those employees of the College with a need to know and for proper performance of their duties. These employees receive training related to FERPA and "Red Flag" regulations.
- Social Security numbers are not used as identification numbers and this data is classified as confidential.
- All paper files, when not in use, must be stored in locked filing cabinets. All offices must be secured during normal business hours and, when not occupied, are to be locked.
- Access to confidential employee data in WSC's Human Resources and Payroll systems is restricted to only those employees who have a need to know and for proper execution of their job functions. These employees receive training related to FERPA and "Red Flag" regulations.
- Employees and students are requested to report all changes in name, address, telephone or marital status to the Office of Human Resources and Payroll and/or the Registration and Records office as soon as possible; they must periodically verify those persons listed as contacts in case of an emergency.
- The College ensures that all personal data (dates of birth, EMPLIDs, Social Security numbers, etc.) that it maintains in its personnel files and databases is protected. WSC will not disclose personal information, except by written request or signed permission of the employee (e.g., the Campus Directory), or unless there is a legitimate business need-to-know, or if required by law.

- Every effort is made to limit the access to confidential information to employees on campus with a legitimate need-to-know. Employees, who have been approved access to the administrative information databases, understand that they are restricted to using the information obtained only in the conduct of their job functions. The inappropriate use of such access and/or use of administrative data may result in disciplinary action up to, and including, dismissal from the College.
- The University's official personnel files for all employees are retained in the Office of Human Resources and Payroll.
- Any information classified as confidential contained within the personnel file remains confidential. Employees have the right to review the information contained in their personnel file.
- Personnel records are classified as open records according the North Dakota Century Code (Ref: N.D.C.C. 44-04-18.1 (2)).

Detecting Red Flag Activity

- Alerts, Notifications, or Warnings from a Consumer Reporting Agency
- A fraud or active duty alert is included with a consumer report
- A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report
- A consumer reporting agency provides a notice of address discrepancy, as defined in §41.82(b) of the Final Rules for Identity Theft Red Flags and Address Discrepancies Under the Fair and Accurate Credit Transactions Act of 2003, as outlined in the 11/19/07 Federal Register
- A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as
 - A recent significant increase in the volume of inquiries
 - An unusual number of recently established credit relationships
 - A material change in the use of credit, especially with respect to recently established credit relationships
 - An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.
 - Suspicious Documents
 - Documents appear to have been altered or forged
 - The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification

- Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification
- An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled

Suspicious Personal Identifying Information

Examples: The address does not match any address in the consumer report; or the Social Security Number has not been issued, or is listed on the Social Security Administration's Death Master File

- Personally identifying information provided by the customer is not consistent with other personal identifying information provided by the customer.
- Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the institution

Examples: The address on an application is the same as the address provided on a fraudulent application; or the phone number on an application is the same as the number provided on a fraudulent application

- Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the institution.

Examples: The address on an application is fictitious, a mail drop, or a prison; or the phone number is invalid, or is associated with a pager or answering service

- The SSN provided is the same as that submitted by other persons opening an account or other customers
- The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other persons opening accounts or other customers
- The person having or opening a covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete
- Personal identifying information provided is not consistent with personal information that is on file with the institution
- For financial institutions and creditors that use challenge questions, the person opening the covered account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

Unusual Use of, or Suspicious Activity Related to, the Covered Account

- Shortly, following the notice of a change of address for a covered account, the institution receives a request for new, additional, or replacement cards, or the addition of authorized users on the account
- The covered account is used in a manner commonly associated with known patterns of fraud.

Example: The customer fails to make the first payment or makes an initial payment but no subsequent payments

- A covered account is used in a manner that is not consistent with established patterns of activity on the account.

Examples: Nonpayment when there is no history of late or missed payments; a material increase in use of available credit; a material change in purchasing or spending patterns; a material change in electronic fund transfer patterns in connection with a deposit account; or a material change in telephone call patterns in connection with a phone account (can be cellular or landline)

- A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors)
- Mail sent to customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account
- The institution is notified the customer is not receiving paper account statements
- The institution is notified of unauthorized charges or transactions in connection with a customer's covered account

Notice from Customers, Victims of Identity Theft, Law Enforcement Authorities, or Other Persons Regarding Possible Identity Theft in Connection with Covered Accounts Held by the Institution

Responding to Red Flags

- Should an employee identify a "red flag" (patterns, practices and specific activities that signal possible identity theft), they are instructed to bring it to the attention of their supervisor, who will bring it to the attention of the college registrar, Admissions and Records; the human resources technician, Office of Human Resources and Payroll; the controller, accounting; or the VP of Business Affairs, Administrative Affairs. The administrator will investigate the threat of identity theft to determine if there has been a breach and will respond appropriately to prevent future identity theft breaches.

Additional actions may include notifying and cooperating with appropriate law enforcement and notifying the student or employee of the attempted fraud.

Oversight of Service Providers

- Collection agency data sharing procedure
- Information service data sharing procedure (North Dakota Student Loan Center procedure for finding student whereabouts)

Section VI, part C, of the guidelines provides that, whenever a service provider is engaged to perform an activity in connection with one or more covered accounts, the institution should take steps to ensure the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. Thus, the guidelines make clear that a service provider that provides services to multiple financial institutions and creditors may do so in accordance with its own program to prevent identity theft, as long as the program meets the requirements of the regulations. The guidelines also provide an example of how a covered entity may comply with this provision. The guidelines state that a financial institution or creditor could require the service provider, by contract, to have policies and procedures to detect relevant red flags that may arise in the performance of the service provider's activities and either report the red flags to the financial institution or creditor or take appropriate steps to prevent or mitigate identity theft.

Plan Responsibility, Review, Updates, and Approval

Responsibility for WSC's Identity Theft Prevention Program is assigned to a team comprised of the following positions:

Department Position Technology and Services Director of Technology Accounting
Controller Administrative Affairs VP of Business Affairs Financial Aid Director of
Financial Aid Human Resources Human Resources Technician Admission and
Records Registrar

These positions will work together and be responsible for coordinating WSC's Identity Theft Prevention Program including the following:

- Identify relevant patterns, practices, and specific forms of activity that are "red flags" signaling possible identity theft and incorporate those red flags into the program;
- Detect red flags that have been incorporated into the program; and

- Respond appropriately to any red flags that are detected to prevent and mitigate theft.
- The Identity Theft Prevention Program will be reviewed and updated regularly by this team. Changes will be approved by the President of WSC.
- Identify training and education relevant to the Identity Theft Prevention Program.
- Develop and review policies and procedures as appropriate to the Identity Theft Prevention Program.

Violations

- The Federal Trade Commission is authorized to commence action in a federal district court in the event of a knowing violation of FACTA. Civil penalties for violations are capped at \$2,500 per offense. For colleges that use and review consumer reports of customers, failure to comply with the address discrepancy regulations subjects violators to penalties not exceeding \$1,000.

Resource Links

- Fair and Accurate Credit Transactions Act of 2003 (complete text): <http://www.treasury.gov/offices/domestic-finance/financial-institution/cip/pdf/fact-act.pdf>
- Fair Credit Reporting Act: <http://www.ftc.gov/os/statutes/031224fcra.pdf>
- Federal Trade Commission: <http://www.ftc.gov>

SUBJECT: Personnel**EFFECTIVE:** January 1, 2016**Section:** 620

HARASSMENT

An initial course of action for any faculty, staff, or student who feels that he/she is being sexually harassed is for that person to tell or otherwise inform the harasser that the conduct is unwelcome and must stop. However, in some circumstances, this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner. To encourage persons experiencing alleged sexual harassment to come forward, the College provides several channels of communication and both informal and formal complaint resolution procedures.

Information, Counseling, and Informal Resolution

Anyone may seek advice, information, or counseling on matters related to sexual harassment without having to lodge a formal complaint. Persons who feel they are being harassed, or are uncertain as to whether what they are experiencing is sexual harassment, are encouraged to talk with whomever they feel comfortable. Such informal discussions can be handled by faculty, counselors, department coordinators, head residents, director for student development, dean for academic affairs, affirmative action officer, or other college personnel.

The person seeking information and advice will be counseled as to the options for action available under this policy. The information disclosed through the advisement process will be held in confidence, unless and until the initiating individual agrees that additional people must be informed in order to facilitate a solution. The informal complaint resolution is to ensure that the alleged offending behavior ceases and that the matter is resolved promptly at the lowest possible level. No disciplinary action is taken in resolving informal complaints. 11/5/2015

Formal Resolution

If the complainant does not receive satisfaction through the informal resolution procedures, he/she shall submit to the President a written request for a hearing, along with a written grievance containing a concise description of the nature of the grievance. The grievance request can be filed with the President anytime after filing a formal complaint, but must be within five (5) calendar days after the

written report has been submitted. The President shall immediately forward a copy of the grievance to the Chair of the Grievance Committee.

Upon receipt of the grievance, the Chair shall immediately notify the respondent that a grievance has been filed and submit a copy of the grievance to the respondent. The respondent may file a response to the grievance within three (3) working days.

Deliberations on the grievance shall begin within seven (7) calendar days after the Chair receives both the written grievance from the complainant and the respondent's response.

The Chair shall notify the complainant and the respondent of their rights to cross-examine witnesses who will appear against them, of their right to call witnesses on their own behalf, and the date and time of the scheduled hearing.

The Committee shall render a decision in writing to the complainant and the respondent within three (3) working days of the conclusion of the Committee hearing.

If either the complainant or the respondent is not satisfied with the decision, either may request a hearing before the President within ten (10) working days of the Committee notice. The President will review the testimony from the hearing and hear the appeal. The decision of the President shall be final.

HISTORY

Spring, 1994.

SUBJECT: Personnel**EFFECTIVE:** September 29, 2015**Section:** 621

**CHILDREN OF STUDENTS, EMPLOYEES, & VISITORS IN THE
WORKPLACE**

The mission of Williston State College is to provide accessible, affordable, life changing, and life- long educational pathways to residents of North Dakota, the Upper Plains, and beyond. With our mission and core values in mind, WSC strives to be welcoming, family-friendly, and safe, while also respecting the need to ensure that faculty, staff, and students are not distracted in their learning and work. WSC does not allow the children of students, employees, or visitors in campus classrooms, work areas, hallways, libraries, lounges, and adjacent areas, except at college sponsored or approved events and activities or under circumstances as noted below. In addition, children are not permitted in laboratories, workshops, or storerooms except on occasions when public programs are being presented and children are supervised in those spaces.

GUIDELINES:

- 1.Children visiting campus for any reason must be under direct supervision at all times.
- 2.These guidelines apply to adult children as well as minor children of students and employees.
- 3.The workplace at WSC should not be viewed as a replacement for childcare services. If a situation arises that requires faculty, staff, or student employees to obtain alternate childcare, WSC will make every effort to provide such employees with a reasonable amount of time away without pay to arrange for alternate childcare.
- 4.In accordance with The Patient Protection and Affordable Care Act, WSC will provide “reasonable break times for an employee to express breast milk for her nursing child for 1 year after the child’s birth each time such employee has need to express milk.” This break time is compensable. WSC will also provide “a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.”
- 5.In those circumstances where it is necessary for a student, staff, or faculty member to bring a child to campus, the following apply:

♣ Permission must be obtained from the appropriate supervisor or faculty member before bringing a child into the classroom or workplace.

♣ Regardless of permissions received, a student, staff, or faculty member who brings a child to campus is solely responsible for the child and its safety and may not ask another student, staff, or faculty member to accept responsibility for looking after the child.

♣ Any request that a child leave the classroom or other workspace by the faculty member, supervisor, or other appropriate college official must be honored immediately.

6. Anyone who believes his or her academic/work performance or productivity has been adversely affected by the presence of a child on campus should, within 10 working days, bring his or her concerns to the faculty member responsible for the class, a direct supervisor, the Director for Human Resources, the Vice President for Student Affairs, or the Vice President for Academic Affairs for review. A written response will be provided to all involved parties following review.

HISTORY

Approved by Faculty Senate September 29, 2015

Approved by Executive Cabinet September 29, 2015

SUBJECT: Personnel

EFFECTIVE: Month, Day, Year

Section: 623

LISTSERV PROCEDURES FOR INSTRUCTIONAL FACULTY & STAFF

1. When the individual has completed the HR process and has met the guidelines to be hired by Williston State College, he/she will be added to the listserv.
2. The Director of Human Resources informs the listserv administrator for faculty:
 - a. Vice President for Academic Affairs' Executive Assistant
 - b. Other appropriate listserv administrators
3. The Director of Human Resources informs the listserv administrator for staff:
 - a. IT Administrator
 - b. Other appropriate listserv administrators
4. Full-Time benefitted, contracted faculty should be placed on the following listservs:
 - a. WSC-FACULTY@LISTSERV.NODAK.EDU
 - b. WSC-ALLFACULTY@LISTSERV.NODAK.EDU
 - c. WSC-PERSONNEL@LISTSERV.NODAK.EDU
 - d. Accreditation Team that is selected by their supervisor.
 - e. Committees appropriate to committee assignment.
 - f. WSC-ONLINEFACULTY, if appropriate
 - g. WSC-Department listserv, if appropriate
5. Adjunct faculty should be placed on the following listservs:
 - a. WSC-ALLFACULTY@LISTSERV.NODAK.EDU
 - b. WSC-PERSONNEL@LISTSERV.NODAK.EDU
 - c. WSC-all (Department) listserv, if appropriate
 - d. WSC-ONLINEFACULTY, if appropriate
6. Instructional Staff should be placed on the following listservs:
 - a. WSC-STAFF@LISTSERV.NODAK.EDU
 - b. WSC-PERSONNEL@LISTSERV.NODAK.EDU
 - c. AQIP group that is selected by their supervisor
 - d. Committees appropriate to committee assignment

HISTORY

Approved by Faculty Senate October 27, 2014

Approved by Instructional Administration October 27, 2014

SUBJECT: Personnel

EFFECTIVE: Month, Day, Year

Section: 624

DETERMINING QUALIFIED FACULTY

- The Faculty Qualifications Committee, consists of the Vice President for Academic Affairs, one CTE faculty member, one non-CTE faculty member, and one at-large faculty member, will review transcripts and curriculum vitas of all faculty (including those selected by search committees to fill vacant positions) to determine areas in which the faculty member is qualified to teach. The Vice President for Academic Affairs appoints faculty members to serve on this committee.
- Current faculty who do not meet the minimum requirements to be considered qualified may continue to teach as long as they have an approved qualifications plan in place. An approved plan should include:
 - o Qualified degree required or qualified classes that are required
 - o Institution(s) where the degree will be obtained, or classes completed
 - o The timeline for completion (maximum of 6 years to complete per discipline)
 - o Identification of any tested experience relevant to the field they teach
- A faculty qualifications plan must be submitted and approved during the faculty member's first semester of employment.
- Faculty who are placed on a qualifications plan must make satisfactory, annual progress on their plan.

Financial Support:

- The institution may assist with expenses for faculty members on qualification plans on a case by case basis.

HISTORY

Approved by WSC Executive Cabinet

Approved by WSC Faculty Council

REFERENCES

<https://www.hlcommission.org/Policies/assumed-practices.html>

SUBJECT: Personnel

EFFECTIVE: August 28, 2020

Section: 625

NEW FACULTY MENTORING

1. When new faculty members are hired, a current faculty member within the same department with similar background and/or work experience is assigned to the new employee during in-service week, before fall semester.
2. The Department Chair is responsible for assigning mentors for faculty within their department.
3. The names of the recommended mentors are forwarded to the Instructional Administration Office.
4. The responsibility of the mentor is to maintain contact with the mentee throughout the academic year, in regards to their position, several times a month.
5. The mentor is responsible for making sure that the new faculty member is aware of the following:
 - a. Catalog;
 - b. Schedule;
 - c. Final Exam Process;
 - d. Program Requirements;
 - e. Advisor Training;
 - f. Campus Connection/PeopleSoft Training;
 - g. Grading;
 - h. Office Supplies;
 - i. Purchasing;
 - j. Budgeting;
 - k. Keys;
 - l. Support for Teaching Issues/Concerns;
 - m. And Classroom Observation.
6. The mentor may be asked to give an update/report on how the mentoring process is going.

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration October 27, 2014

SUBJECT: Personnel

EFFECTIVE: Month, Day, Year

Section: 626

NEW INSTRUCTIONAL STAFF MEMBER MENTORING

1. When new instructional staff members are hired, a current employee within the Instructional Division with similar background and/or work experience is assigned to the new employee upon hiring.
2. The direct supervisor is responsible for assigning mentors for instructional staff positions within his/her department.
3. The names of the recommended mentors are forwarded to the Instructional Administration Office.
4. The responsibility of the mentor is to maintain contact with the mentee throughout the academic year, in regards to their position, several times a month.
5. The mentor will make sure that the staff member is aware of the following:
 - a. Campus Connection/PeopleSoft Training
 - b. S drive access, if appropriate
 - c. H drive access, if appropriate
 - d. Expectations for supporting WSC and the faculty within the Instructional Division
 - e. Access to directory information, including listserv accuracy
 - f. Emphasis on confidentiality and appropriate communication
6. The mentor may be asked to give an update/report on how the mentoring process is going.

HISTORY

Approved by Faculty Senate October 27, 2014

Approved by Instructional Administration October 27, 2014

SUBJECT: Personnel

EFFECTIVE: August 28, 2020

Section: 627

ADJUNCT & DUAL CREDIT FACULTY MENTORING

1. The Extended Learning department will provide online adjunct & dual credit instructors the following:

- a. Required Syllabi Format;
- b. Outcomes;
- c. Assessment;
- d. Listserv Access;
- e. Point of Contact on Campus (staff in extended learning and department chair for content related matters);
- f. Course & Faculty Review Process;
- g. And Integrity of Course.

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration October 27, 2014

SUBJECT: Personnel

EFFECTIVE: August 28, 2020

Section: 628

ADJUNCT FACULTY INTERVIEW MENTORING

Adjunct faculty members are approved by their content area Department Chair.

HISTORY

Faculty Council approved August 28, 2020

Approved by Instructional Administration October 27, 2014

SUBJECT: Personnel

EFFECTIVE: Month, Day, Year

Section: 628

RETIREMENT

1. Retirements notifications must be sent from the person retiring to his/her direct supervisor, who will then file with all of his/her supervisors and the Human Resources Office.

HISTORY

Approved by Faculty Senate December 10, 2014

Approved by Instructional Administration December 10, 2014

SUBJECT: Personnel

EFFECTIVE: Month, Day, Year

Section: 630

WORKLOAD AND COMPENSATION

Teaching Load:

a. By Credit Hours:

- i. Nine-month teaching contracts are based on fall and spring semester.
- ii. 30 credit hours will be considered a full-time teaching load per year. This equates to an average of 15 credit hours per semester.
- iii. 31 credit hours or more a year is considered overload.

b. By Contact Hours:

- i. Nine-month teaching contracts are based on fall and spring semesters.
- ii. 34 contact hours will be considered a full-time teaching load per year. This equates to an average of 17 contact hours per semester.

c. Exceptions:

- i. For Welding and Diesel Technology, 60 contact hours will be considered a full-time teaching load per year. This equates to an average of 30 contact hours per semester.
- ii. Music (see workload variation below)
- iii. Nursing (see workload variation below)
- iv. Other programs or classes that don't fit the above parameters (see workload variation below).

d. Workload Variation:

- i. Williston State College recognizes that no workload policy can adequately take into account the multitude of differences in types of instruction and effort required to teach highly variable curricula.
- ii. The Vice President for Academic Affairs, with recommendations from Program Coordinators and Department Chairs, will determine workload adjustments.

Advising Load:

- a. Advisors are assigned through the office of Admissions and Records.
- b. The Department Chairs will ensure advising duties within a discipline are evenly

shared by faculty teaching in that area.

Committee Load:

- a. Every faculty member is assigned to an Accreditation group and is a member of a department.
- b. Other committees consist of members by department representation or at large.
- c. Time commitment differs dramatically with the task before a committee, thus there is no specified maximum committee assignment.
- d. Faculty with particularly heavy committee loads may receive a proportionate reduction in workload in another area. Faculty with particularly heavy committee loads should refer to the additional compensation for faculty procedure.

Nursing variation:

Dakota Nursing Program Administrator Guide to Faculty Workload

The following guide is just that – a guide for nursing departments within the Dakota Nursing Program to use along with their college workload determinations to create a fair and equitable workload for nursing faculty.

This calculation takes into consideration duties and responsibilities of full-time faculty such as teaching, class preparation, faculty meetings, office hours, committee work, advising, and recruitment.

The basic (minimum) faculty workload is 15-17 “workload units (WU)” per semester, based on full-time work. Workload units are equitable to didactic credits. In nursing the clinical hours also need to be incorporated into the workload so instead of credits we use the term “workload units”.

Faculty have a 9, 10, 11 or 12-month contract per Academic Year with separate contract for summer if appropriate. Nursing Program Director commonly has an 11 – 12-month contract per Academic Year.

Fulltime faculty (not including the program director) to student ratio shall be a minimum 1 FT faculty to 24 students including those at satellite sites to be sufficient to meet the program's outcomes.

WU/Credits are determined using the following calculation:

Teaching

Lecture "Didactic" WU/Credits:

The baseline is that each semester credit of didactic course work is worth one WU.

1 lecture credit = 15 hours per semester. Every hour in class, spend two hours out of class to prepare/evaluate student work.

The following modifiers are then applied:

1. Lead instructor for a course = 1 WU
2. 2nd section of course = same WU as first section
3. Enrollment over 40 students = 1 WU
4. New course syllabi preparation for never taught courses = 1 WU;

Course preparation when course is new for faculty but syllabi is prepared = 0.5 WU

Clinical and Lab Workload Units:

1. Directly supervised (no preceptor) clinical and college labs are calculated by multiplying the number of clinical hours by 0.67 to obtain WUs.

2. Indirect clinical supervision – specialty units or preceptorship. Each indirect clinical hour with indirect supervision (8-12 students) (not face-to-face) is credited at (0.25) WU (e.g. 9 hr/week = 2.25 WUs).
3. For courses that are mixed direct and indirect clinical supervision, a combined model may be used to determine workload.

Variations in Workload Calculations (0.5-2 WU):

1. Mentoring of new faculty members.
2. Special projects or circumstances.

Committee Service within Nursing Department

1. Committee Chair: monthly meeting = 1 WU
2. Exam Reviewer – 1 WU per semester for PN reviewers and 1 WU per semester for AD reviewers.

Administration

1. Nursing Program Directors are allocated 50% for administration - 8 WU. This base begins with 1-2 programs (PN/AD) and a total of no more than 50 students. For each additional 16 students the program director shall increase 1 WU.
2. For each distance site under the local program the Program Director is allocated 1 to 1.5 WU depending on distance of program from the campus. To be determined by local academic officer and nursing Program Director.
3. The Program Director will teach at least one course or course equivalent (i.e. presentations, lectures, labs, clinical) per calendar year.
4. The area of instructional and administration WU may be negotiated according to the needs of the campus, department and faculty member.
5. In Progress – develop WU for site facilitators, coordinators.

Music Variation

Music is expected to teach 3 three-credit courses each semester, Concert Choir, and Orchestra, and have at least 8 30-minute lessons per semester in order to meet full time status. After that, overload will be paid. It will be based on credit hour. One student taking a 30-minute lesson per week will constitute .5 credits of overload.

Salary Matrix

1. The salary matrix on the next page is the matrix that will be followed for faculty. A faculty who is on a special contract will start as an instructor. A faculty member who is on tenure-track will be in the assistant-professor column. A faculty member who is tenured will be in the associate-professor column. A faculty member who is the rank of full professor will be in the professor column.
2. Preference for faculty raises will go to the people who are moving columns before row changes.
3. A raise equal to 10% of the base pay occurs when a faculty member moves to a tenure-track position. An additional 15% raise occurs when the faculty member is granted tenure. When a faculty member earns full professor, the raise will either be 5% of base pay which would be based on having above required education or 10% of base pay with requisite degree.
4. The above required education column is for all faculty who have a degree above the required level. For CTE it is having a masters instead of a bachelors degree. For transfer, it is having a doctorate instead of a masters. Anyone in the column above required education will be 5% more in pay than those at the requisite degree or certification level.
5. Anyone who is maxed out on the matrix may earn a stipend but not an increase in pay each year.



Title:	Instructor		Assistant Professor		Associate Professor		Full Professor
Education:	Requisite Degree or Certification	Above required education	Requisite Degree or Certification	Above required education	Requisite Degree or Certification	Above required education	
Salary increase:	0.00%	5.00%	10.00%	15.00%	25.00%	30.00%	35.00%
Salary increase by	\$900 /yr experience						
Base salary:	\$ 40,000						
Years of experience							
0	\$ 40,000	\$42,000	\$44,000	\$46,000	\$50,000	\$52,000	\$54,000
1	\$ 40,900	\$42,900	\$44,900	\$46,900	\$50,900	\$52,900	\$54,900
2	\$ 41,800	\$43,800	\$45,800	\$47,800	\$51,800	\$53,800	\$55,800
3	\$ 42,700	\$44,700	\$46,700	\$48,700	\$52,700	\$54,700	\$56,700
4	\$ 43,600	\$45,600	\$47,600	\$49,600	\$53,600	\$55,600	\$57,600
5	\$ 44,500	\$46,500	\$48,500	\$50,500	\$54,500	\$56,500	\$58,500
6	\$ 45,400	\$47,400	\$49,400	\$51,400	\$55,400	\$57,400	\$59,400
7	\$ 46,300	\$48,300	\$50,300	\$52,300	\$56,300	\$58,300	\$60,300
8	\$ 47,200	\$49,200	\$51,200	\$53,200	\$57,200	\$59,200	\$61,200
9	\$ 48,100	\$50,100	\$52,100	\$54,100	\$58,100	\$60,100	\$62,100
10	\$ 49,000	\$51,000	\$53,000	\$55,000	\$59,000	\$61,000	\$63,000
11	\$ 49,900	\$51,900	\$53,900	\$55,900	\$59,900	\$61,900	\$63,900
12	\$ 50,800	\$52,800	\$54,800	\$56,800	\$60,800	\$62,800	\$64,800
13	\$ 51,700	\$53,700	\$55,700	\$57,700	\$61,700	\$63,700	\$65,700
14	\$ 52,600	\$54,600	\$56,600	\$58,600	\$62,600	\$64,600	\$66,600
15	\$ 53,500	\$55,500	\$57,500	\$59,500	\$63,500	\$65,500	\$67,500
16	\$ 54,400	\$56,400	\$58,400	\$60,400	\$64,400	\$66,400	\$68,400
17	\$ 55,300	\$57,300	\$59,300	\$61,300	\$65,300	\$67,300	\$69,300
18	\$ 56,200	\$58,200	\$60,200	\$62,200	\$66,200	\$68,200	\$70,200
19	\$ 57,100	\$59,100	\$61,100	\$63,100	\$67,100	\$69,100	\$71,100
20	\$ 58,000	\$60,000	\$62,000	\$64,000	\$68,000	\$70,000	\$72,000
21			\$62,900	\$64,900	\$68,900	\$70,900	\$72,900
22			\$63,800	\$65,800	\$69,800	\$71,800	\$73,800
23			\$64,700	\$66,700	\$70,700	\$72,700	\$74,700
24			\$65,600	\$67,600	\$71,600	\$73,600	\$75,600
25			\$66,500	\$68,500	\$72,500	\$74,500	\$76,500
26			\$67,400	\$69,400	\$73,400	\$75,400	\$77,400
27			\$68,300	\$70,300	\$74,300	\$76,300	\$78,300
28			\$69,200	\$71,200	\$75,200	\$77,200	\$79,200
29			\$70,100	\$72,100	\$76,100	\$78,100	\$80,100
30			\$71,000	\$73,000	\$77,000	\$79,000	\$81,000
31					\$77,900	\$79,900	\$81,900
32					\$78,800	\$80,800	\$82,800
33					\$79,700	\$81,700	\$83,700
34					\$80,600	\$82,600	\$84,600
35					\$81,500	\$83,500	\$85,500

HISTORY

Approved by Instructional Administration October 27, 2014

SUBJECT: Personnel

EFFECTIVE: Month, Day, Year

Section: 635

SPEECH, EXPRESSION, AND ASSEMBLY

I. Categories of Speakers and Users

1. “*Academic or administrative unit*” means any office or department of the Williston State College (known as “College” from now on).
2. “*Event*” means something that occurs in a certain place during a particular interval of time; events include but are not limited to guest speakers, exhibits, tables, distribution of literature, signs, and public assemblies.
3. “*Faculty member and staff member*” includes any person who is employed by the College.
4. “*Off-campus person or organization*” means any person, organization, or business that is not an academic or administrative unit, a student, faculty, or staff organization, or a student, faculty member, or staff member.
5. “*Student*” means a person who is currently enrolled at the College, or has been enrolled at the College in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows. A student may also be a faculty or staff member. Circumstances will dictate whether an individual is considered a student or faculty or staff member for the purposes of application of this policy.
6. “*Williston State College person or organization*” includes academic and administrative units, student, faculty, and staff organizations, and individual students, faculty members, and staff members; this phrase describes the most inclusive category of potential speakers on campus; every person and organization of any kind is either an “off-campus person or organization” or a “Williston State College person or organization.”

II. General Definitions

1. “*Amplified sound*” means sound whose volume is increased by any electric, electronic, mechanical, or motor-powered means. Shouting, group chanting, and acoustic musical instruments are exempt from this definition and are not subject to the special rules on amplified sound, but are subject to general rules on disruption.
2. “*Day*” means an 8:00 a.m. to 4:30 p.m. calendar day, and excludes weekends, College holidays, and days on which regularly scheduled classes are suspended due to emergent situations. If a deadline defined in this chapter falls on a Saturday, Sunday, or College holiday that deadline will be moved to the next day.
3. “*Room or space*” includes any room or space, indoors or outdoors, owned or controlled by the College.

III. General Provisions.

1. The College recognizes that students and faculty have a fundamental right to free speech and expression under the First Amendment to the United States Constitution and Article I, Section 4 of the North Dakota Constitution, and as a result the SBHE and institutions under its control shall ensure that students have the freedom to speak, write, listen, challenge, learn, and discuss any issue, subject to reasonable and constitutionally-recognized limitations.
 - a. Non-faculty staff of the College are also free to exercise their right to free speech and expression, as set forth above, provided that such activities do not substantially interrupt or inhibit their duties, and such exercise of free speech and expression shall be subject to the Political Activities Policies of the SBHE and the College.
2. Williston State College will not engage in viewpoint- or content-based discrimination or suppression of speech, and will, to the greatest extent possible, permit and facilitate the open discussion and debate of ideas and issues, regardless of the content of those issues.
3. As a general rule, Williston State College will not use the concept of civility or mutual respect as a basis to suppress or limit the discussion of

-
- ideas, regardless of content, except as reasonably necessary to an educational activity.
4. Williston State College and its faculty and employees shall generally not seek to shield individuals from the free speech or expression of others, except as reasonably necessary to an educational activity.
 5. Except as set forth elsewhere in this policy, the generally accessible, open, outdoor areas of the campus are traditional public fora for free speech by both Williston State College and off-campus persons and organizations, subject to reasonable and constitutional time, place, and manner restrictions.
 6. Williston State College designates the following areas as restricted or designated forums:
 - a. those areas inside buildings which have not otherwise been treated as traditional public fora;
 - b. areas within a 100 foot radius from residential buildings during evening and overnight hours;
 - c. areas within a 100 foot radius from academic buildings during times when classes are held in that building;
 - d. areas which must be restricted due to reasonable safety and security concerns, as designated by the College President;
 - e. areas which must be restricted to enable the flow of pedestrian or vehicle traffic, as designated by the College President;
 - f. areas within a 50 foot distance radius from building entrances and exits to provide for safe and convenient ingress and egress from those buildings; and

Williston State College may require reservations or permits for the exercise of free speech or expression, including assemblies, within these restricted or designated forums.

IV. Prohibited Items at Assemblies

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

V. General Rules on Means of Expression

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

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

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

VI. Damage to Property

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

VII. Amplified Sound

1. General Rule on Amplified Sound
 - a. Williston State College academic or administrative units and student, faculty, or staff organizations may use amplified sound on campus at designated times and locations, with advance permission from College President subject to the following restrictions.

2. Location and Times of Weekday Amplified Sound Areas

- a. The College President may prescribe rules concerning scheduling, sound levels, the location of speakers and the direction in which they are pointed, and other rules to facilitate the use of weekday amplified sound areas, to mediate any conflict with Williston State College functions and other nearby activities, and to manage environmental impact. All such rules will be reasonable and nondiscriminatory.
- b. Student, faculty, or staff organizations or academic or administrative units wishing to use a weekday amplified sound area must reserve a particular area at a particular time. Reservations must be made with the College President on a form prescribed by the College President.
- c. The College President may limit the number or frequency of reservations for each student, faculty, or staff organization or academic or administrative unit to ensure reasonable access for all persons and organizations desiring to use amplified sound on weekdays.
- d. Williston State College persons and organizations using amplified sound are responsible for maintaining a passageway for pedestrians that is adequate to the volume of pedestrian traffic passing through the area.

3. Amplified Sound on Evenings and Weekends

- a. With advance permission, Williston State College organizations may use amplified sound in any outdoor location on campus after 5:00 pm on weekdays, and after 8:00 pm on weekends.
- b. The College President may prescribe reasonable and nondiscriminatory rules concerning scheduling, sound levels, the location of speakers and the direction in which they are pointed, and other rules to facilitate the use of amplified sound on evenings and weekends, to mediate any conflict with Williston State College

functions and other nearby activities, and to manage environmental impact.

- c. Use of amplified sound on evenings and weekends requires advance permission from the College President. Student, faculty, or staff organizations and academic or administrative units will apply through a process prescribed by the College President.
- d. If amplified sound is authorized for an event on a Sunday, Monday, Tuesday, Wednesday, or Thursday evening, the sound must be turned off by midnight on the following day. If amplified sound is authorized for an event on a Friday or Saturday evening, the sound must be turned off by 1:00 am on the following day.

4. Amplified Sound Indoors

- a. Amplified sound sufficient to be heard throughout the room may be used in any room in any building, but the College President may limit or prohibit sound that would be disruptive outside the room. Reservations may be required.

VII. Public Assemblies without Amplified Sound

1. General Rule on Public Assemblies

- a. “Publicly assemble” and “public assembly” include any gathering of persons, including discussions, rallies, and demonstrations.
- b. Williston State College persons and organizations may publicly assemble on campus in any place where, at the time of the assembly, the persons assembling are permitted to be. No advance permission is required. If the expected attendance at an event with a guest speaker is twenty-five or more people, advance notice of no less than two weeks is required.
- c. The buildings owned or controlled by Williston State College are not open for demonstrations, assembly, or speech. In furtherance of the Williston State College’s educational mission, the buildings

owned or controlled by Williston State College are limited for a open only to faculty, staff, and students and their organizations.

- d. Off-campus persons and organizations may not engage in expressive activities at the College except in accordance with these rules.

2. Reservation of Space

- a. Williston State College persons, organizations, and academic or administrative units who wish to publicly assemble in a particular room or space at a particular time may reserve the room or space by [insert procedure]. Individual faculty, staff, and students may not reserve an indoor space, except as related to an educational activity of the College. Off-campus persons or organizations may only reserve a particular room or space for a public assembly with the advance approval of College President.
- b. Reservation requests from recognized student, faculty, and staff organizations or academic or administrative units shall receive precedence over requests from individual persons, unrecognized organizations, or any off-campus persons or organizations.
- c. A College person, organization, or academic or administrative unit with a reservation has the right to the reserved room or space for the time covered by the reservation. Any person or organization using or occupying the room or space without a reservation must yield control of the room or space in time to permit any person, organization, or academic or administrative unit with a reservation to begin using the room or space promptly at the beginning of its reserved time. Reservations for outdoor spaces are not required but are strongly encouraged. Reservations for indoor spaces are required, although this requirement may be waived by the President or their designee.

3. Fees for Reserving Space.

- a. The College President may prescribe a fee schedule for reserving specified campus spaces. The schedule shall be made available at

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

- b. The College may not retain funds beyond its actual expenses unless the reserving party or group charges admission to the event. The fee schedule must be applied equally to all persons or organizations, without reference to the content or viewpoint of the proposed assembly, except as otherwise governed by campus policies.
- c. The President or their designee may waive any applicable fee for an assembly contributing to the educational mission of the institution or engaging in charitable work.
- d. Academic and administrative units are not subject to the fee schedule.

4. Notice and Consultation

- a. Williston State College persons or organizations may publicly assemble on campus in any place where, at the time of the assembly, the persons assembling are permitted to be.
- b. Students or student organizations planning a public assembly with a guest speaker and expected attendance of more than twenty-five participants, including potential counter-demonstrators, are required to provide advance notice of no less than two weeks to the College President. Students or student organizations planning smaller assemblies or large assemblies without a guest speaker are encouraged to consult the College President if there is uncertainty about applicable College rules, the appropriateness of the planned location, or possible conflict with other events. The College President can help the planners avoid unintended disruption or other

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

- c. Registered faculty organizations that are planning a public assembly with a guest speaker and an expected attendance of more than twenty-five participants, including potential counter-demonstrators, are required to provide notice of no less than two weeks to the College President.
- d. Registered staff organizations that are planning a public assembly with a guest speaker and an expected attendance of more than twenty-five participants, including potential counter-demonstrators, are required to provide notice of no less than two weeks to the College President.
- e. The notice and consultation requirements of this subchapter do not apply to academic or administrative units.
- f. The notice and consultation requirements of this subchapter may be waived by the President or their designee.

VIII. Guest Speakers

1. Definitions

- a. “Guest speaker” means a speaker or performer who is not a student, faculty member, or staff member, but who is invited to speak by a Campus/University person or organization.

2. Who May Present

- a. Williston State College persons and organizations and academic and administrative units may present guest speakers on College property. In the case of speakers invited by students or student organizations, advance permission from the College President is required. Faculty organizations are required to seek advance permission from the College President. Staff members and staff

organizations are required to seek advance permission from the College President.

3. Location and Form of Presentation

- a. A guest speaker may present a speech or performance, or lead a discussion of specified duration, at a time announced in advance, in a fixed indoor location or in a fixed outdoor location approved by the College President.
- b. A guest speaker may not accost potential listeners who have not chosen to attend the speech, performance, or discussion.

4. Application

- a. All students, faculty members, staff members, student organizations, faculty organizations, and staff organizations that wish to present a guest speaker must apply through a prescribed process, at least two weeks before the scheduled event or prior to the publication of any planned advertising for the event, whichever is earlier.
- b. A student or student organization that wishes to present a guest speaker will apply to the College President, through a process prescribed by the College President, at least two weeks before the scheduled event or prior to the publication of any planned advertising for the event, whichever is earlier.
- c. A faculty member or faculty organization that wishes to present a guest speaker will apply to the College President through a process prescribed by the College President, at least two weeks before the scheduled event or prior to the publication of any planned advertising for the event, whichever is earlier.
- d. A staff member or staff organization that wishes to present a guest speaker will apply to the College President through a process prescribed by the College President, at least two weeks before the

scheduled event or prior to the publication of any planned advertising for the event, whichever is earlier.

5. Obligations of Presenting Person or Organization

- a. A College person or organization that presents a guest speaker must make clear that:
 - i. the person or organization, and not the College, invited the speaker; and
 - ii. the views expressed by the speaker are their own and do not necessarily represent the views of the College, the North Dakota University System, or the State of North Dakota.
- b. The person or organization that presents a guest speaker is responsible for paying any fees assessed pursuant to the schedule set forth in this policy.
- c. Institutional fund provided to a recognized Williston State College organization may not be used to pay for any costs or expenses related to the presentation of a politically-oriented guest speaker unless approved in advance by an organization's faculty advisor or College President in consultation with the College's legal counsel.

6. Equal Treatment

- a. Guest speakers reserving space at Williston State College facilities may be subject to the same terms and conditions governing the use of the facilities for other outside groups. If a room, space, or facility is made available to any guest speaker invited by a College person or organization, then that room, space, or facility must be made equally available to all such speakers or groups.

7. Disinvitation

- a. If a Williston State College person or organization complies with this policy when presenting a guest speaker, the College may not prohibit or disinvite that guest speaker based on the anticipated

content or viewpoint of the guest speaker's speech, performance, presentation, or other form of expression.

IX. Responding to Speech, Expression, and Assembly

1. General Rule on Responding
 - a. Williston State College persons and organizations may respond to the speech, expression, or assembly of others, subject to all the rules herein.
 - b. Responders may not damage or deface signs or exhibits, disrupt public assemblies, block the view of participants, or prevent speakers from being heard.
2. Means of response that are permitted in many locations and without advance permission or reservation, such as signs, tables, distribution of literature, and public assembly without amplified sound, may be used immediately and in any location authorized in this policy.
3. Means of response that require advance permission or reservation, such as banners, exhibits, and amplified sound, may be used as soon as the needed permission or reservation may be arranged. Banner space and some amplified sound areas may be unavailable on short notice because of earlier reservations, but the College President will expedite approval of exhibits and available banner space and amplified sound areas where necessary to permit appropriate response to other speech, assembly, or expression.
4. Means of response that are confined to authorized locations, such as banners and amplified sound, may be used only in those locations. It is not permissible to respond to amplified sound with amplified sound in the same location; similarly, if an exhibit or public assembly is in a location where amplified sound is not permitted, it is not permissible to respond with amplified sound in that location. In either case, it is permissible to respond with amplified sound in another location and to use signs or distribution of literature to advertise the response at the other location.

HISTORY

Faculty Council approved August 20, 2019.

SUBJECT: Personnel**EFFECTIVE:** Month, Day, Year**Section:** 640

TOBACCO

WSC is a tobacco-free campus. The use of tobacco products is prohibited on college property. Individuals are also expected to refrain from visibly displaying tobacco products on college property. This prohibition includes college buildings, parking structures, green spaces, athletic fields, walkways, arenas, college or state fleet vehicles, any college owned property including off-campus, college-sponsored events or activities. This procedure applies to all faculty, staff, students, contractors, vendors, and visitors. This procedure also applies to and will be reflected in all agreements/contracts for use of WSC grounds, facilities or property by individuals and/or companies, unless otherwise approved by the WSC President.

Tobacco usage includes any product that contains tobacco, is derived from tobacco or contains nicotine or other similar substances, intended for human consumption, or is likely to be consumed, whether smoked, heated, inhaled, chewed, absorbed, dissolved, or ingested by any other means. The term “Tobacco Product” includes E-cigarettes and other electronic smoking devices, pipes and rolling papers, but does not include any product approved by the United States Food and Drug Administration for legal sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose.

In addition to tobacco usage, WSC prohibits advertising, promotion, or sponsorship of tobacco products on college property, at off-campus, college-sponsored events or activities, and in all publications controlled by WSC. Such advertising shall include signs, clothing, jewelry and accessories. WSC will not accept any form of contribution including, but not limited to, financial support, gifts or in-kind support from the tobacco industry for the sponsorship or promotion of any event or activity affiliated in any manner with WSC or located on college property.

The sale or distribution of tobacco products and tobacco related merchandise (including logo containing items and samplings) is prohibited including off-campus, college-sponsored events or activities.

Any exemptions to the procedure must be approved in advance and in writing by the WSC President. This includes ceremonial and spiritual use requests.

Responsibility/Enforcement

Compliance with this policy/procedure is the shared responsibility and the right of all WSC faculty, staff, students, and visitors. The success of this policy/procedure will depend upon the courtesy, respect, and cooperation of users and non-users of tobacco products.

All administrators, directors, department chairs, and supervisors will communicate the policy/procedure to everyone within their areas of responsibility. A copy of the policy/procedure will be provided to all faculty and staff annually.

Education on WSC's tobacco-free policy/procedure will be included in orientation for all students.

Sufficient signage will be posted to campus community members and its visitors, including contractors and vendors, of the policy/procedure. A copy of the policy/procedure will also be made available online for public review. The policy/procedure will also be communicated to students, staff, and the public through verbal announcements at college-sponsored events and activities.

To report a policy/procedure violation, please contact Campus Security at 701.570.6699. Campus Security is responsible for determining policy/procedure applicability and will answer policy/procedure related questions.

Students

A student in noncompliance should be reported to the Office for Student Affairs. Noncompliance with this policy/procedure may result in disciplinary action as outlined in the WSC Student Code of Conduct.

Employees

Supervisors are responsible for ensuring that employees, students, visitors, and where applicable, contractors are made aware of this policy/procedure and comply with its requirements. Noncompliance with this policy/procedure may result in disciplinary action through normal disciplinary procedures.

Please refer to the North Dakota University System Human Resource Policy 25. Job Discipline/Dismissal regarding disciplinary actions for staff:

<http://www.ndus.edu/makers/procedures/hr/?SID=44&PID=246&re=d>

Please refer to the State Board of Higher Education Policy 605.3 regarding disciplinary actions for faculty:

<http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=55&SID=7>

Cessation Assistance

In support, WSC provides comprehensive tobacco cessation and prevention services. Confidential access to resources, services and cessation medication is available through the WSC Counseling Office, 701-774-4212.

NDQUITS also offers several FREE resources, including phone (North Dakota Quitline: 1-800-QUIT-NOW), online ([North Dakota QuitNet](#)), and mobile access.

Benefitted faculty, staff, and their dependents can access up to \$700 to help cover the cost of medications, a health care provider visit, and quit support through the NDPERS Tobacco Cessation Program (1-800-223-1704).

History of This Procedure:

Approved by Executive Cabinet June 11, 2018

Approved by Faculty Council August 20, 2018

Approved by Staff Senate May 22, 2018

Approved by Student Senate September 7, 2018

Procedure effective August 26, 2013 and enforced on November 1, 2013.

Updated by Student Affairs April 2018

REFERENCES:

Section: 917 Smoke-Free Facilities

SUBJECT: Financial Affairs

EFFECTIVE: Month, Day, Year

Section: 802.6

BUDGETS AND ACCOUNTING

1. Within the Instructional Division, Department Chairs are considered budget managers. Budget managers are responsible for all transactions and expected to manage the budget efficiently.

a. During fall in-service week, budget managers should receive their initial or follow up fiscal year budget training.

b. Budget managers approve all transactions requesting funds from the departmental budget.

c. Budget managers verify accuracy of all budget transactions monthly.

d. Budget managers are p-card holders.

e. Misuse of p-card and departmental budget funds will be grounds for reprimand and loss of budget manager responsibilities.

f. Budget managers (Department Chairs) must work with departmental needs presented through the program review process to ensure programs have sufficient materials for success.

g. Budget for the next fiscal year must be submitted by April 30th of each year.

h. All department budget transactions should be completed by April 15th of each year when possible. Any other expenditures after April 15th must be approved prior to April 15th.

HISTORY

Approved by Faculty Senate October 27, 2014

Approved by Instructional Administration October 27, 2014

SUBJECT: Financial Affairs

EFFECTIVE: April 1, 2018

Section: 803.4

PURCHASING CARD

1. NDUS institutions must participate in the statewide purchasing card (p-card) program administered by the North Dakota office of management and budget. The p-card can be used to pay vendors who accept the card as a form of payment. The p-card provides efficiency and reduces the cost of initiating and payment of purchases.

Purchases made with the p-card must comply with:

- a. SBHE policies,
- b. North Dakota Century Code, and
- c. Institution policies.

2. For the purposes of this procedure:

- a. “Cardholder” means an NDUS employee whose name appears on the p-card and is responsible for all charges made with the card.
- b. “Default departmental funding” means the NDUS budget fund and account number assigned to the cardholder’s p-card. Only one budget fund and account number can be assigned to a card. Cardholders can reallocate transactions to one or multiple funds.
- c. “Designated approver” means the supervisor or other designated employee determined by the individual institution, other than the cardholder, who is familiar with the departmental budget and expenditures.
- d. “Detailed Documentation” means the original and detailed documentation of the purchase. Electronic copies are acceptable. Receipt, vendor invoice, charge slips, cash register receipts, printout of E-mail or web page transaction confirmation must include:
 - i. Itemized description of goods or services purchased, including unit price,
 - ii. Vendor name,
 - iii. Transaction date,
 - iv. Transaction total, and
 - v. Proof of payment. Documentation for proof of payment will contain, at a minimum: 1. Invoice or other appropriate documentation showing payment amount, or 2. Invoice or other appropriate documentation showing a zero-remaining balance.

e. “Merchant Category Codes” or “MCC” means the four-digit codes assigned to a supplier by their merchant bank. The MCC identifies the type of business conducted by the supplier and are categorized into groups of commodities and services. P-cards are assigned MCC codes by the p-card administrator based on an institution’s purchasing needs.

f. “Purchasing card or “p-card” means the credit card issued to an NDUS employee for making authorized purchases of supplies and services, including travel arrangements. NDUS will process a monthly payment for all p-card charges directly to the credit card company.

i. For personal use,

ii. A means to access cash or credit,

iii. A means to avoid appropriate procurement or payment procedures,

iv. A means to pay other departments, or

v. A right of employment.

A p-card is not:

g. “Purchasing card administrator” means an NDUS employee responsible for administering the p-card program. The p-card administrator also approves temporary exceptions to credit limit increases and purchases. The p-card administrator cannot also be a p-card holder.

h. “Reconciliation” is the process where the cardholder will review the statement to ensure transactions and amounts listed are correct and the cardholder performed all transactions. Then the cardholder assigns a fund-department-account (project/program if applicable), attaches detailed documentation, indicates the business purpose for each transaction, and traces it to the cardholder’s statement. Reconciliation is performed on a monthly basis by the cardholder and approved by the designated approver. Cardholders should document the reconciliation by signing and dating the statement. The designated approver will document the review and approval by signing and dating the statement.

i. Retention: Required to follow current NDUS retention policy.

j. “Statement” means the monthly detail listing of transactions to and for individual cardholder issued by the credit card company.

k. “Transaction limit” means the limits assigned to cardholders for individual single and monthly total purchase amounts.

3. Institutions will not restrict or limit expenditures that are for a legitimate business purpose and are allowable under SBHE policies and North Dakota Century Code. Per-diem charges for meals are an exception and are not allowed to be charged on a p-card. However, meals related to student group travel are allowed, per North Dakota Century

Code. Travel charges, such as in-state and out of state lodging and transportation are allowed.

Individual p-card holders are restricted through assignment of MCC codes and credit limits. Institutions are to assign MCC codes and credit limits, taking into consideration the institution's purchasing needs and the individual's cardholder's role and responsibilities. At a minimum of once a year, institutions will review MCC codes and credit limits of existing p-card holders to determine if they are appropriate for the institution's purchasing needs and the cardholder's current role and responsibilities. The review must be documented and retained for audit purposes, in accordance with the NDUS records retention schedule outlined in SBHE Policy 1912(7).

Each institution will use the NDUS p-card change request form to change MCC codes or increase credit limits on a temporary or permanent basis when it is deemed necessary by the cardholder's designated approver.

4. Employees requesting a p-card will complete the NDUS purchasing card application and use agreement form. All institutions will use this form. The form must be approved by the employee's authorized department supervisor. Upon supervisor approval, the form is submitted to the p-card administrator. The p-card administrator will assign an MCC code for each approved card.

5. The cardholder shall:
- a. Sign the p-card and safeguard the p-card, immediately upon receipt;
 - b. Use the p-card only for NDUS purposes and in accordance with SBHE policies, North Dakota Century Code and institution policies;
 - c. Maintain detailed documentation of all transactions;
 - d. Reconcile monthly statements;
 - e. Forward the signed and completed statement of account and related receipts, invoices or other supporting documentation to the designated approver;
 - f. Notify the supervisor and the credit card company immediately in the event of a lost or stolen p-card;
 - g. Resolve disputed charges in a timely manner; and,
 - h. Destroy and discard an expired p-card.

6. Only the NDUS employee whose name appears on the p-card may use the p-card. The employee is accountable for all charges made with that p-card. A cardholder will not lend

the p-card to anyone. If another employee in the department needs a p-card, the director or supervisor of the department should request one for that individual.

P-cards are not issued in the name of the department. They are only issued to individuals. The cardholder must be a NDUS employee. Students, including graduate students and student organizations are not allowed to obtain a p-card. If an employee is also a student, the issuance of the p-card must be based on their status as an employee, and all transactions must be related to their employment.

P-cards must be kept in a secure location, such as a locked drawer, and shall only be used to process transactions by the respective cardholder. In order to prevent exposure to fraud, the full p-card account number shall not be in locations that are accessible.

The credit card company provides liability protection to NDUS once notification of any loss, theft or fraudulent use is made. However, the same level of liability protection does not apply to cards that are made available to multiple users. Therefore, only the person whose name appears on the card is authorized to use the p-card.

7. P-card purchases must be reviewed by a designated approver. At a minimum, the approver shall:

- a. Review information submitted by the cardholder. The approver should match receipts to the cardholder statement submitted by the cardholder;
- b. Verify that purchases are for institution business use only;
- c. Sign cardholder statement to certify that purchases comply with appropriate rules and regulations to the best of the approver's knowledge; and
- d. Verify that no personal transactions are on the statement. If personal transactions occur, the employee must repay the institution, including any applicable sales tax. If it is determined that personal or other unauthorized charges are occurring on the p-card, appropriate steps, up to and including dismissal, will be taken to resolve the misuse of the p-card.

At their discretion, institutions may implement additional reviews including, but not limited to, sample audits and review by the institution's accounting or purchasing departments.

Individual credit limits, including single transaction and monthly transaction limits vary and are determined by each NDUS institution. Even though a p-card is issued in an employee's name, it is considered the property of the institution and must be used only for institution business. Failure to use the p-card in accordance with applicable policies and procedures may result in revocation of the p-card and may involve appropriate disciplinary action, up to and including termination and possible criminal prosecution.

8. The following are examples of misuse of a p-card:

- a. Allowing someone else to use their p-card;
- b. Purchasing items with the p-card for personal use;
- c. Making unallowable or unauthorized charges;
- d. Failing to submit a statement and supporting documentation by the monthly deadline;
- e. Intentionally splitting a purchase to circumvent purchasing policies. In most cases, the cardholder should ask permission to temporarily increase the single transaction limit if applicable; and
- f. Repeatedly allowing sales tax to be charged when the purchases are tax exempt.

Whenever the p-card is used, the vendor should be informed that it is a tax-exempt sale. The tax-exempt number is on each p-card. A violation for allowing sales tax to be charged to purchases is only for repeated, monthly offenders. Cardholders who promptly request the refund of the sales tax or attach a receipt or deposit for the amount of tax charged to their p-card log will not be considered in violation.

Any misuse of the p-card or other failure to comply with the applicable policies and procedures will result in one or more of the following:

- Appropriate disciplinary actions, including termination;
- Repayment of transactions resulting from personal use of the p-card. The card will be suspended until payment is received. Repayment will include any applicable taxes;
- Revocation of the p-card; and
- Possible criminal charges.

In addition, a cardholder found to have fraudulently used a p-card is personally liable for all fraudulent charges and shall be required to reimburse the NDUS for such charges within seven days of the request for repayment.

9. Violations on a p-card result in:

- a. Written or emailed warning to cardholder for a first offense;
- b. Written or emailed warning to cardholder and supervisor for a second offense;
- c. Thirty-day suspension of card for a third offense. Cardholder must contact p-card administrator to reactivate p-card within thirty days after the suspension has ended; and
- d. P-card is canceled and cardholder's privileges are permanently revoked after a fourth offense. The cardholder must return the p-card to the p-card administrator.

These offenses will be tracked per employee in a twelve-month period beginning with the first offense.

Some violations may result in immediate cancellation of the cardholder's p-card. The p-card administrator reserves the right to suspend or terminate a p-card at any time if the administrator finds that the violation was intentional or that the employee is not cooperative.

10. The p-card appeal and reinstatement process is as follows:

a. Any former cardholder who has lost the privilege of the use of a p-card, may request to be issued a new p-card after one hundred twenty days of having their card canceled. No cardholder will be considered for reinstatement until any personal charges unauthorized on the previous p-card are paid back in full; and

b. The cardholder and their direct supervisor must go through an appeals process that is a review of the cardholder's violation history and the justification for a new p-card. The appeals process will determine if a p-card will be reissued. If reissued, the cardholder must fill out a new p-card application and retake training.

The p-card appeals review committee shall be made up, at the discretion of each institution, of at least two employees from the following: p-card administrator, controller, vice president, dean, designated financial director or manager, director of purchasing, or the executive in charge of the department that includes the p-card holder. Employees selected cannot be the p-card holder's direct supervisor.

The process for evaluating a cardholder's appeal is as follows:

- The p-card appeals review committee will evaluate the initial appeal request and determine if a meeting with the p-card holder and supervisor is needed;
- If the committee determines that a meeting is not needed, the committee will document the justification in the comments section of the appeals review form;
- If the committee determines that a meeting is needed, the committee will document the date of the meeting, attendees and meeting notes;
- The committee will approve or deny the appeals request and document the justification for their decision;

Reinstated cardholders will be subject to a six-month probation period during which:

- o The cardholder is required to complete online p-card training and in-person training that is specific to the cardholder's previous violations;
- o The p-card will be canceled if a violation is incurred during the probationary period; and
- o After successfully completing the probationary period, the cardholder will start with zero offenses and are subject to the same disciplinary action as other cardholders.

11. Cardholders will complete the NDUS p-card training prior to issuance of a p-card and complete refresher training every year.

NDUS p-card training for cardholders will be offered through a training platform that is approved by the NDUS office. The NDUS compliance office will administer the training and track completions. Training notifications will be sent each January with a completion due date of March thirty-first. If training is not completed by the March thirty-first deadline, the cardholder's p-card will be suspended until training is complete. Institutions, at their discretion, may offer this training to a p-card approver.

12. The p-card administrator will receive an automated email alert when a cardholder is terminated or transferred to another department in the peoplesoft system. The p-card administrator is responsible for cancelling the p-card in the event of a termination. In the event a cardholder transfers to another department, the p-card administrator is responsible for determining what actions need to be taken regarding the p-card.

13. Each institution will establish a process to monitor, on an on-going basis, purchases that could have been made using the p-card and provide timely communication to purchasers and their designated approvers encouraging the use of the p-card whenever possible.

14. Institutions will run the lodging, food, airline monthly report from JP Morgan at least monthly and review against employee travel and expense reports to monitor for duplicate travel related expenses. Institutions may establish additional procedures that best fit the institution's purchasing needs to monitor for duplicate travel related expenses.

15. When setting up a vendor in peoplesoft, the checkbox "accepts procurement card as payment method" in the supplier record should be checked if the vendor accepts p-cards.

16. Institutions will establish procedures to monitor p-card activities, utilizing JP Morgan payment net reports to monitor:

- Cardholders who have not activated cards after issuance;

- Declined transactions;

- Unusual vendor or MCC activity; and;

- Terminated employees with active cards.

Institutions may establish additional procedures that best fit the institution's purchasing needs to monitor p-card activities.

SUBJECT: Financial Affairs

EFFECTIVE: Month, Day, Year

Section: 806.1

PAYMENT OR REIMBURSEMENT OF MEALS AND OTHER TRAVEL OR INSTITUTIONAL EXPENSES

Travel Expense Report must be submitted within 30 days of The travel
The PeopleSoft **Travel and Expense User Guide** can be accessed through the following CTS website:
<https://cts.ndus.edu/sits-departments/connectnd/financials-system/training-documentation/>

Itemized receipts are required for:

- 1.Lodging
- 2.Registration Fees
- 3.Miscellaneous: baggage fee (1 pc.), parking, taxi fares >\$10
- 4.Commercial transportation

The travel itinerary must be submitted with the Travel Expense Report.

DO NOT INCLUDE EXPENSES PAID FOR ON WSC PURCHASE CARD OR DIRECTLY BILLED TO WSC

The purpose of travel must be indicated. Statements such as "to attend meeting" are not acceptable.

Provide a registration brochure or other information regarding the conference/meeting which states the location, dates, starting and ending times of the conference/meeting, and gives information on meals provided.

Meals, Lodging, and Mileage

Meals (Receipts not required for meals) **In-State**

1st Quarter: 6 am to 12 noon \$7.00

Reimbursement shall not be claimed for the 1st Quarter if travel began after 7 am

2nd Quarter: 12 noon to 6 pm	\$10.50
3rd Quarter: 6 pm to 12 midnight	\$17.50

Reimbursement for meals for one day of travel where there is no over-night stay is considered taxable gross income.

Lodging In-State 4th Quarter: 12 midnight to 6 am Actual cost up to \$86.40
 When reimbursement for lodging is not requested for an overnight trip, indicate if lodging was provided by another source, otherwise meals are considered taxable income.
 Only receipts from bona fide lodging establishments will be accepted for reimbursement. Receipts from relatives will not be acceptable. The receipt must be the official receipt from the lodging establishment and not a credit card slip.

Mileage: Personal Vehicle Rates Per Mile

Normal Rate: \$0.34

Higher Rate: \$0.58 Must attach documentation that mileage is being reimbursed to WSC by an outside company/agency at a rate equal to or greater than \$.545 per mile.

300 Miles From ND Border: \$0.18 The first 300 miles to and from the border will be reimbursed at the normal rate.

Rental Vehicles

An employee may be reimbursed for a car rental and fuel while traveling out-of-state for College business.

It is not necessary to purchase insurance for the rental car.

Pursuant to NDCC 44-08-04 and NDUS Effective 10/1/19

SUBJECT: Financial Affairs

EFFECTIVE: Month, Day, Year

Section: 811

PAYROLL REGISTER APPROVAL

Payroll will be approved each pay period by and independent reconciliation.

Procedure:

The payroll associate will:

1. Complete the payroll cycle.
2. Route the payroll register to the VP for Finance and Administration for review and approval.

The VP for Finance and Administration will:

1. Verify employees are legitimate.
2. Verify budget funding is available.
3. Sign the payroll register on the last page to indicate approval.
4. Forward the signed copy to the payroll office to be archived.

SUBJECT: Financial Affairs

EFFECTIVE: Month, Day, Year

Section: 813

HUMAN RESOURCE PERSONNEL CHANGE FORM

A Personnel Change Form must be submitted to the payroll office whenever a new employee is hired and whenever any change in payroll compensation, funding source or reclassification is to occur.

Procedure:

The supervising administrator will:

1. Complete the Personnel Change Form (available on the WSC forms Web site).
2. Sign and date the Personnel Change Form.
3. Route the form to obtain the required signatures.

Personnel Change Forms are due in the payroll office before a new employee's first day of work or before the effective date of any changes.

Required signatures are as follows:

New hire, Rehire, Position Change, Pay Rate Change and One-time payments require: Supervisor, Dept Budget Manager, Dept Head/VP, Director for HR, and VP for Finance and Administration

Funding Update requires: Supervisor, Dept Budget Manager, and VP for Finance and Administration

Resignation and Termination requires: Supervisor, Dept Budget Manager, Director for HR, and VP for Finance and Administration

Sept 2017 (revised)

June 2016

SUBJECT: Academic Affairs

EFFECTIVE: Month, Day, Year

Section: 1207

STUDENT TECHNOLOGY FEE

- 1.A Technology Fee Advisory Committee shall exist at Williston State College.
- 2.The campus Student Government President shall appoint two student members to the Technology Fee Advisory Committee. Prior to making recommendations to the college President, the Technology Fee Advisory Committee will present the recommendations to the campus Student Government for advice and recommendations.
- 3.The Advisory Committee will be chaired by the colleges IT Director.
 - a. Membership will consist of the following:
 - i.IT Director
 - ii. Two Members of Student Government (appointed by the President of Student Government)
 - iii. Two Faculty Members (appointed by the President of Faculty Senate)
 - iv. One Staff Member (appointed by the President of Staff Senate)
- 4.The IT Director and the Student Government President shall jointly determine a schedule for the Technology Fee Advisory Committee to ensure that the plan and budget for the technology fee will be completed for action prior to the end of the spring semester.
- 5.The IT Department shall provide the necessary background materials in advance to the Technology Fee Committee.
- 6.The purpose of the Student Technology Fee Committee is to provide recommendations to the President about topics such as student technology fee rates and projects that will provide enhancements to the campus-wide student technology environment.

HISTORY

Approved by Faculty Senate October 27, 2014

Approved by Instructional Administration October 27, 2014

SUBJECT: Academic Affairs

EFFECTIVE: Month, Day, Year

Section: 1901.0

INCIDENT REPORTING

1. Incidents involving students must be reported to the Dean of Students.
2. All identified incidents are to be reported to the Dean of Students (See attached document for examples of issues that must be reported.) There is a specific form required to report an incident. This form can be found on the Williston State College website (www.willistonstate.edu). Incident forms can be turned into the Dean of Students.
3. Incidents as reported are logged by the Dean of Students.
4. Incident reports are stored electronically in a file accessible only to specific stakeholders.
5. Incidents are analyzed
6. Incidents are analyzed by Dean of Students and others he/she believes necessary in an effort to discover and provide appropriate intervention services where required. Specific attention is given to students involved in multiple incidents. Both internal and external resources are considered, including, but not limited to:
 - a. Disability support services;
 - b. Academic support services;
 - c. Mental health services;
 - d. Victim protective services;
 - e. Medical services;
 - f. Social services;
 - g. Legal services;
 - h. And Parental contact.
7. Incidents occurring on WSC property involving personal injury or property damage are reported to the ND Office of Management & Budget, Risk Management Division utilizing the online submission process available at this site: <http://www.nd.gov/omb/risk/>. The Dean of Students is responsible for this reporting.
8. Interventions performed if/as required
9. Dean of Students coordinates interventions as necessary, utilizing internal and external resources as appropriate.
10. Follow-up:
 - a. The Dean of Students, or other as determined and designated, will conduct follow-up activities if/as required. The individual initiating the incident may be provided information if/as appropriate to the situation.

11. Summary of Incidents - The following incidents are those that must be reported to the Dean of Students. In addition to those specific incidents outlined below, any incident which threatens the health or safety of a student, a group of students, college employees, visitors and/or guests, or the general population must also be reported.

a. ALWAYS CALL 911 FIRST IF AN IMMEDIATE THREAT EXISTS!

b. Academic Incidents to be Reported by Faculty:

- i. Repeated violations of classroom conduct policies (related to use of appropriate language & decorum, use of cell phones and other devices, cheating, plagiarism, etc. as outlined in the class syllabus);
- ii. Extended or repeated absence;
- iii. Intentional disruption of class or educational event;
- iv. Attending class while under the influence of drug and/or alcohol;
- v. Mental health concern;
- vi. And/or other.

c. Athletic Incidents to be Reported by Athletic Director:

- i. Criminal or otherwise illegal activity;
- ii. Alcohol or drug violation;
- iii. Violent behavior;
- iv. Engagement in disrespectful behavior;
- v. Injuries;
- vi. Extended illness;
- vii. Other medical incidents;
- viii. And/or other.

d. Facilities Incidents to be Reported by WSC Employees or Students:

- i. Bodily injury occurring on campus or at campus-sponsored events and activities;
- ii. Illness or other medical event occurring on campus or at campus-sponsored events and activities;
- iii. Motor vehicle accident occurring on campus;
- iv. Vandalism occurring on campus;
- v. And/or other.

e. Housing Incidents to be Reported by/to Housing Director:

- i. Health & Safety;
- ii. Alcohol or drug violation;

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- iii. Smoking violation;
 - iv. Unauthorized use of keys/access cards;
 - v. Tampering with safety and/or security devices;
 - vi. Throwing articles over balconies and stairwells;
 - vii. Unclean living space;
 - viii. Injuries;
 - ix. Extended illness;
 - x. Other medical incidents;
 - xi. Facilities;
 - xii. Facilities tampering;
 - xiii. Destruction of property;
 - xiv. Possession of firearms, weapons, chemicals, or fireworks;
 - xv. Failure to remove trash/littering;
 - xvi. Keeping a pet or permitting entrance of an unauthorized animal;
 - xvii. Personal conduct;
 - xviii. Gambling;
 - xix. Disorderly or disruptive conduct;
 - xx. Lewd or obscene behavior;
 - xxi. Use of unauthorized sporting or other equipment;
 - xxii. Theft of property;
 - xxiii. And/or other.

f. General Incidents to be Reported by WSC Employees or Students:

- i. Death of a significant family member;
- ii. Firearms and/or weapons on campus;
- iii. Violent and/or threatening behavior;
- iv. Hazing, harassment, or other acts of intolerance;
- v. Sexual harassment;
- vi. Acts of discrimination;
- vii. Providing false or misleading information to college representatives;
- viii. Possession and/or use of alcohol and/or other drugs;
- ix. Failure to comply with assigned sanctions;
- x. And/or other.

HISTORY

Approved by Faculty Senate December 10, 2014

Approved by Instructional Administration December 10, 2014

