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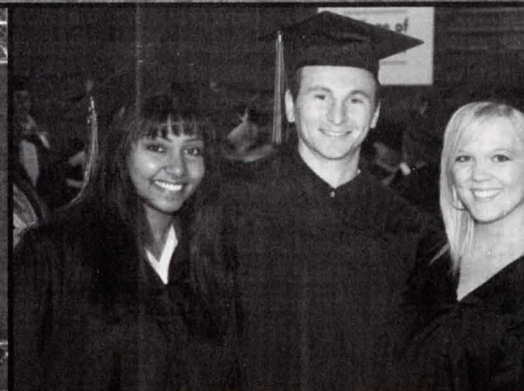
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St. Cloud State University

2010/2011 STUDENT HANDBOOK

STUDENT GUIDE TO CAMPUS LIFE



WWW.STCLOUDSTATE.EDU/STUDENTHANDBOOK

2010-2011 CALENDAR OF EVENTS

Fall Semester 2010

Monday, August 23
Monday, September 6
Friday, September 24 – Sunday, September 26
Wednesday, October 13
Thursday, October 14 - Friday, October 15
Monday, October 18 – Sunday, October 24
Monday, November 8
Thursday, November 11
Wednesday, November 24
Thursday, November 25 – Friday, November 26
Friday, December 10
Monday, December 13 – Friday, December 17
Saturday, December 18
Thursday, December 30

Day and Evening Classes Begin
Labor Day Holiday - No Classes; Offices Closed
Family Weekend
Last Day to Drop with a W
Fall Break
Homecoming Week
Registration for Spring 2011 Begins
Veterans Day Holiday – No Classes; Offices Closed
Thanksgiving Break Begins at 5:00 p.m.
Thanksgiving Break
Last Day of Classes
Final Exams
Undergraduate and Graduate Commencement
Grades Available On-Line

Spring Semester 2011

Monday, January 10
Monday, January 17
Monday, February 21
Wednesday, March 2
Monday, March 7 – Friday, March 11
Monday, April 11
Friday, April 29
Monday, May 2 - Friday, May 6
Sunday, May 8
Thursday, May 19

Day and Evening Classes Begin
Martin Luther King, Jr. Holiday – No Classes; Offices Closed
Presidents Day – Classes in Session; Offices Closed
Last Day to Drop with a W
Spring Break
Registration for Fall 2011 Begins
Last Day of Classes
Final Exams
Undergraduate and Graduate Commencement
Grades Available On-Line

Interession/Summer Session 2011

Monday, May 16
Monday, May 30
Monday, July 4
Thursday, August 5

Interession/Summer Session Begins
Memorial Day Holiday - No Classes; Offices Closed
Independence Day Holiday - No Classes; Offices Closed
Last Day of Classes

Alternative Formats

Requests for the St. Cloud State University Student Handbook in alternative formats may be made by contacting the Office of Student Life and Development in Atwood Memorial Center 219, or by calling (320) 308-3111.

Author

The Student Handbook is published by the Office of Student Life and Development, Atwood Memorial Center 219, www.stcloudstate.edu/sld.

St. Cloud State University values diversity of all kinds, including, but not limited to race, religion, and ethnicity (full statement in University bulletin at <http://bulletin.stcloudstate.edu/gb/policies/rights.asp#nondiscrimination>)

TTY: 1-800-627-3529. SCSU is an affirmative action/equal opportunity educator and employer.

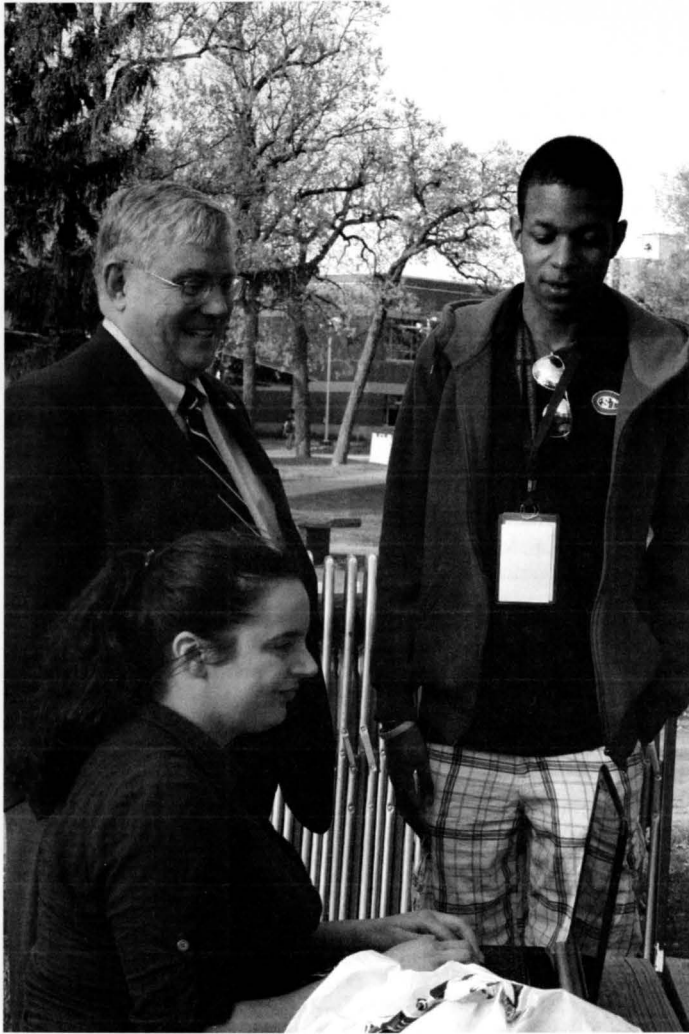
Disclaimer

This edition of the Student Handbook supersedes all previous handbooks. Every effort was made to ensure that the information in this Student Handbook was accurate at the time of publication. Students should use the Student Handbook website www.stcloudstate.edu/studenthandbook and the SCSU website as the repository of the most current and accurate information. All policies, schedules, and other information are subject to change without notice and do not constitute an irrevocable contract between any student and St. Cloud State University.

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PRESIDENT'S WELCOME

Welcome to St. Cloud State University! We wish you a successful academic year and encourage you to make the most of this year. This is an exciting time at St. Cloud State University and we look forward to your participation in the life of the academic community by pursuing your dreams and by becoming involved in the co-curricular life of the University.

This Student Handbook is designed to assist you in becoming acquainted with the University community, as well as its policies and procedures. It will provide you with information on the many services and programs at St. Cloud State University and will serve as a resource while you are a student at SCSU. The Handbook also contains the Student Code of Conduct, specifically, information on how to be a responsible member of the community.

Make the most of your time here. Get involved in the University community and make St. Cloud State your own. We look forward to your contributions to the SCSU family and wish you much success this year.

President Earl H. Potter III

COMMUNITY EXPECTATIONS AND THE STUDENT CODE OF CONDUCT

The Student Handbook contains many of the policies and procedures with which all students are expected to be familiar with and follow as members of the SCSU community. The most basic of these is the Student Code of Conduct which assists students in understanding their rights, responsibilities and privileges as an SCSU student. Other select policies and procedures of the University are also included. Questions concerning the Student Code of Conduct or interpretations of policies and procedures may be addressed to the Office of Student Life and Development in Atwood Memorial Center 219 or by calling (320) 308-3111.

MISSION, VISION AND HISTORY OF ST. CLOUD STATE UNIVERSITY

Mission Statement

St. Cloud State University is committed to excellence in teaching, learning, and service, fostering scholarship and enhancing collaborative relationships in a global community.

Vision Statement

St. Cloud State University will be a leader in scholarship and education for excellence and opportunity in a global community.

History

St. Cloud State University (SCSU) opened its doors to students in 1869, under the name Third State Normal School. The school consisted of one building, the Stearns House, a renovated hotel purchased by the state Legislature for \$3,000. Classrooms were on the first floor, the "model school" was on second floor and a women's dormitory was housed on the third floor.

The five-member faculty was headed by Principal Ira Moore. Of the 53 original students, 43 were women. From this modest beginning, St. Cloud State has evolved into a university with a national reputation for excellence, a faculty of more than 700 and a student body of more than 17,000 full- and part-time students. SCSU is now the largest of the 32 institutions of the Minnesota State Colleges and Universities System.

In 1898, the school began offering a junior college curriculum. In 1914, the school dropped its secondary education program entirely. The legislature authorized a name change in 1921, allowing the school to adopt the name St. Cloud State Teachers College (the word "teachers" was deleted in 1957). In 1975, St. Cloud State became a university, comprised of five colleges and a graduate school.

The first bachelor's degrees were awarded in 1925, with master's degree programs offered beginning in 1953. SCSU now confers degrees from its colleges of Business, Education, Fine Arts and Humanities, Science and Engineering, Social Sciences, and the School of Graduate and Continuing Studies.

Building on its rich history as a teacher preparatory college, SCSU has built strong academic programs in other areas. The G.R. Herberger College of Business, for example, is recognized as one of the top business colleges in the country and is one of only four in the state that is nationally accredited. Within the past decade, the College of Science and Engineering established and gained full accreditation for its electrical engineering program.

The University also has international studies centers in Australia, Chili, China, Costa Rica, Czech Republic, England, France and Germany. Students and faculty from St. Cloud State study at these centers and international exchanges are fostered. Currently, more than 1,000 students from over 80 countries study at SCSU.

The University serves regional businesses and industries through its applied research centers. Priority areas of research at St. Cloud State University are computer control of manufacturing technologies, material analysis, biotechnology, microelectronics, and software development and design.

University life includes thriving and enriching recreation programs, arts and performance areas, athletic teams, lectures and student organizations.

Today, SCSU is a multipurpose University with more than 85,000 alumni. Recognized as a national leader in education, St. Cloud State University is educating citizens for the entire world.



Traditions

The Husky Nickname: St. Cloud State's nickname has gone through several changes over the years. Early nicknames included "Normals," "Teachers," "Bear Cats," "Peds," and "Flying Clouds."

There are several theories about how the nickname "Huskies" began to be used. One says that it is a result of a student contest. Another suggests that the name originated with the football team. There was a story in the February 4, 1938, edition of the College Chronicle which referred to the "football huskies." Since huskies was not capitalized in the story, the author could have been referring to the team's size and this possibly led to the nickname.

Another theory is that the nickname originated within the football team. "I think it occurred during Coach Kasch's days as football coach (1935-42)," said John Weisman, former SCSU Dean of Men and former coach. "The team just started calling themselves the "Huskies."

Why the name was chosen or who exactly selected it remains unclear. The name could have been intended to mean "burly, robust or large," "one that is husky," or "a heavily coated working dog of the arctic region."

Perhaps the nickname was meant to encompass all three meanings. Regardless of its origin, the Husky nickname continues to represent SCSU as a symbol and image of strength.

The University Seal: The University Seal was redesigned in 2001 and portrays the cupola that sits atop Riverview Building, surrounded by oak leaves. The visuals were chosen to illustrate SCSU's long history of teacher preparation (Riverview was built to serve as the lab school for St. Cloud Normal School students to teach area children) and the University's location on the oak-crowned banks of the Mississippi River.

Get Involved

There's always something to do, with more than 250 clubs and organizations. Students make friends, acquire life skills and develop leadership skills through involvement in campus life. Students can also start clubs or organizations with help from the Center for Student Organizations and Leadership Development (CSOLD).

Fitness, aquatics, intramurals and outdoor opportunities are available through Sport Facilities and Campus Recreation. Students can use an array of outstanding facilities, the field house, the turf at Husky Stadium and much more.

Have an idea for an event or a speaker? Contact the University Program Board (UPB). Student-run UPB offers a variety of activities and entertainment, including speakers, trips, films, events, exhibits and nationally known performers. Take in a Minnesota Twins baseball game in Minneapolis, explore campus arts exhibits, experience fraternity or sorority life or join your friends in one of our student organizations.

To learn more check out <http://www.stcloudstate.edu/studentlife/getinvolved/default.asp>

ON FRIDAYS, WE WEAR RED

DIVISION OF STUDENT LIFE AND DEVELOPMENT

The faculty and staff in the Division of Student Life and Development assist students in gaining the most from their collegiate experience. Because learning is a campus-wide experience, we are committed to providing positive, enriched environments so students can succeed inside and outside of the classroom. By becoming fully engaged in both academic studies and campus life, students gain a greater understanding of themselves, their beliefs and passions, and how they can make a difference in the world.

The departments and programs in the Division of Student Life and Development are: American Indian Center; Atwood Memorial Center; Sports Facilities and Campus Recreation; Career Services Center; Center for Student Organizations and Leadership Development; Counseling and Psychological Services; Lesbian, Gay, Bisexual, and Transgender Resource Center; Student Health Services; Lindgren Child Care Center; Multicultural Student Services; Residential Life; Student Disability Services; University Program Board; Veterans Resource Center; and the Women's Center. The Student Conduct Program and the U-Choose Program are housed in the Office of Student Life and Development.

The Student Life and Development staff, programs, services, and facilities are available to assist students in learning and taking advantage of all that SCSU has to offer.

Vision Statement

Student Life and Development envisions an engaged and socially responsible student who thrives in a changing global environment.

Mission Statement

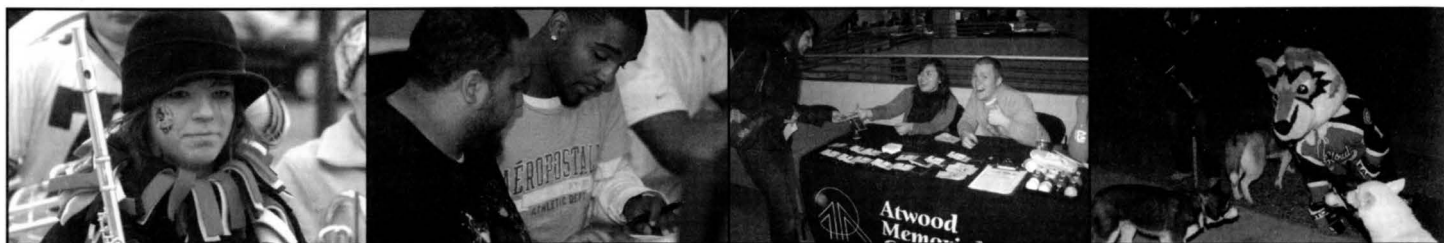
The mission of Student Life and Development is to support and serve students by providing the co-curricular opportunities, programs, services, and environments they need to develop personally, socially, and professionally.

STUDENT LIFE AND DEVELOPMENT LEARNING OUTCOMES

Students will...

- 🐾 Become globally-aware and support diversity
- 🐾 Be self-aware and strive for meaningful relationships
- 🐾 Be an engaged member of their various communities
- 🐾 Take full advantage of opportunities for learning
- 🐾 Explore leadership
- 🐾 Live a balanced and purposeful life





STUDENT RESOURCES

Academic

Academic Learning Center (ALC)

Students who have questions concerning their reading or learning efficiency and study strategies may seek assistance at the Academic Learning Center.

Location: Centennial Hall 236

Phone: 320-308-4993

E-mail: alc@stcloudstate.edu

Web site: www.stcloudstate.edu/alc

Advising Center

The Advising Center provides students with information to help them make educated choices as they work out their academic program. The Advising Center offers individualized help with a range of questions and issues, such as helping students navigate the general education program. The center publishes an advising handbook www.stcloudstate.edu/advising/handbook.

Location: Centennial Hall 210

Phone: 320-308-6075

E-mail: advising@stcloudstate.edu

Web site: www.stcloudstate.edu/advising

Athletes for Success in the Classroom (ASC)

This program, working in partnership with the athletic department, provides academic support and a positive learning environment for student athletes. Services provided include help with time management and study skills, tutoring, academic counseling and advising, assistance with course scheduling, and monitoring academic progress.

Location: 827 4th Avenue South

Phone: 320-308-5392

E-mail: mss@stcloudstate.edu

Web site: www.stcloudstate.edu/asc

Math Skills Center

The faculty and tutors of the Math Skills Center are dedicated to providing students with opportunities for success in studying mathematics. The Center's goal is to help students prepare for studying college level mathematics by mastering basic skills, developing effective study habits, and achieving the confidence level needed for success. Peer tutoring is available for coursework offered by the Math Skills Center.

Location: Centennial Hall 224

Phone: 320-308-3840

E-mail: mathskl@stcloudstate.edu

Web site: www.stcloudstate.edu/mathskills

Multicultural Academic Support Center

The Multicultural Academic Support Center provides direct academic services to students and helps them build the skills needed to successfully complete college. It also serves as a focal point in interaction between students, faculty, and the campus community. Services available at the Center are undergraduate academic advising and counseling, assistance with class scheduling, monitoring of academic progress, a computer lab, and a quiet study area.

Location: Centennial Hall 221

Phone: 320-308-3952

Web site: www.stcloudstate.edu/mss/programs.asp

Multicultural Tutoring Program

The Multicultural Tutoring Program provides students with on-site tutorial services. Tutoring is available for most general education classes on a daily basis or by request at the Richard R. Green House.

Location: 827 4th Avenue South

E-mail: mss@stcloudstate.edu

Web site: www.stcloudstate.edu/mss/programs.asp

Records and Registration

The Office of Records and Registration is the source for undergraduate admissions processing, student records, enrollment and degree verifications, undergraduate graduation evaluation, diplomas, course schedule information, course registration, transfer credit evaluation, veteran's educational benefits, athletic eligibility, teacher licensure application processing, and the degree auditing report system (DARS).

Location: Administrative Services 118

Phone: 320-308-2111

E-mail: registrar@stcloudstate.edu

Web site: www.stcloudstate.edu/registrar

The Write Place

The Write Place offers online and face to face assistance to individuals and groups at every stage of the writing process from brainstorming ideas, to revising drafts, to polishing the final draft. The staff members assist undergraduate and graduate students with papers from every field and level and also with job application materials. Students may make 30, 60 or 90 minute appointments at the main location or library location.

Location: 51 Building, room 117 and the Miller Center, 1st floor

Phone: 320-308-2031

E-mail: writeplace@stcloudstate.edu

Web site: www.stcloudstate.edu/writeplace

Counseling and Health

Conflict Resolution Services

Conflict Resolution Services provides mediation services, conflict coaching, and other related resources and referrals to SCSU students at no cost. Students can request mediation when they have conflict(s) with a roommate, a group member, a co-worker or a fellow student in an organization. The mediation process is highly confidential and is conducted by a list of officially trained mediators recognized by the state of Minnesota.

Location: Atwood Memorial Center, 127

Phone: 320-308-3009

E-mail: scrt@stcloudstate.edu

Website: www.stcloudstate.edu/cmst/student_orgs.asp

Counseling and Psychological Services (CAPS)

Professional counselors offer a wide range of services to currently enrolled students, including individual and group experiences which facilitate the resolution of personal, social, educational and career related concerns. Services are confidential and provided on a no-cost basis. Counseling and Psychological Services is accredited by the International Association of Counseling Services.

Location: Stewart Hall 103

Phone: 320-308-3171

E-mail: counseling@stcloudstate.edu

Web site: www.stcloudstate.edu/counseling

Sexual Assault Services

The Gender Violence Prevention Program at the Women's Center provides a combination of education, and high-quality victim services as a framework to respond to gender violence in both society and on college campuses. Services include individual support, advocacy, information and referral, support groups, and a loan library.

Location: Women's Center,

Gender Violence Prevention Program

Phone: 320-308-3995

E-mail: womenscenter@stcloudstate.edu

Web site: www.stcloudstate.edu/womenscenter

Student Health Services

The medical clinic provides a full range of medical services including diagnosis and treatment for illness and injury, routine physical and gynecological exams, and private discussions relating to personal concerns at an affordable cost. The on-site laboratory provides fast, efficient and reliable test results. A prescription transfer service and low-cost prescriptions make the pharmacy the best place for over-the-counter and prescription medications. The health promotions area provides up-to-date information on a variety of health care topics including nutrition, contraception, smoking cessation, stress management, and substance abuse. Services are available to all currently enrolled students. All patient/student contacts are confidential.

Location: Student Health Services, First Floor, Hill Hall

Phone: 320-308-3191

E-mail: healthservices@stcloudstate.edu

Web site: www.stcloudstate.edu/healthservices

U-Choose Program

The U-Choose Program is an educational campus prevention effort that focuses on the reduction of high risk alcohol use. The program includes a screening and intervention tool, a social norms program, educational and skills building programs and use assessment activities. Programs, speakers and materials are available to assist students in making informed decisions about alcohol.

Location: Atwood Memorial Center 219

Phone: 320-308-6175

E-mail: uchoose@stcloudstate.edu

Web site: www.stcloudstate.edu/uchoose

Technology

Computer Store

The Computer Store offers a wide range of computers, printers, software, and other technology-related items for purchase at educational discount prices.

Location: Miller Center B42

Phone: 320-308-4944

E-mail: computerstore@stcloudstate.edu

Web site: huskynet.stcloudstate.edu/computerstore

HelpDesk

HelpDesk is the technology support center for students. HelpDesk consultants are trained to assist with computers in offices, campus labs, or personal computers in a residence hall or off campus. Contact the HelpDesk for troubleshooting problems, technology-related questions, or information about HuskyNet. The staff members can remove spyware and viruses from computers and recover deleted files.

Location: Miller Center B43

Phone: 320-308-2077

E-mail: helpdesk@stcloudstate.edu

Web site: huskynet.stcloudstate.edu/helpdesk

HuskyNet

HuskyNet, short for Husky Network, is the access to technology services at SCSU. Through the use of their HuskyNet ID (username), students have access to an e-mail account, network file space and web space, the ability to perform coursework activities and locate technology-related resources. HuskyNet e-mail is an official form of communication at SCSU. All students are required to activate their HuskyNet ID, and check their account regularly for important announcements from SCSU offices and instructors.

Location: Miller Center B43

Phone: 320-308-2077

E-mail: huskynet@stcloudstate.edu

Web site: huskynet.stcloudstate.edu

Learning Resources and Technology Services (LRTS)

Learning Resources and Technology Services faculty and staff members are available and ready to help students get the most out of SCSU's information and technology resources. Most services are located in the Miller Learning Resources Center.

Location: Miller Center

Phone: 320-308-2084

E-mail: lrtsinfo@stcloudstate.edu

Web site: lrts.stcloudstate.edu



ResNet

For students living in campus residence halls, ResNet services provide access to the campus network and Internet through an Ethernet (wired) or Wi-Fi (wireless) connection in residence hall rooms. Technical support is available at the HelpDesk for ResNet issues.

Location: Miller Center B43

Phone: 320-308-4762

E-mail: resnet@stcloudstate.edu

Web site: huskynet.stcloudstate.edu/resnet

Financial

Banking Services

There are two campus providers of banking services.

TCF Bank provides a full range of banking products and benefits including Western Union, traveler's checks, coin counting, and VISA gift cards. A Campus Card checking account can be linked to the SCSU Campus Card ID, which turns the ID into an ATM Card. SCSU students, faculty and staff receive free checks, free Preferred On-line Banking, BillPay and a Free SCSU sweatshirt with their first deposit.

Location: Atwood Memorial Center 163

Phone: 320-308-6105

Web site: www.tcfbank.com

Affinity Plus Federal Credit Union offers banking and financial services to students.

Location: Atwood Memorial Center 164

Phone: 320-259-7187

Web site: www.affinityplus.org

Business Services

Business Services staff members can assist students with questions about tuition and fee accounts. Services include recording receipts, disbursing of financial aid, and managing accounts for off-campus agencies which pay tuition for specific students.

Location: Administrative Services 123

Phone: 320-308-4012

E-mail: businessservices@stcloudstate.edu

Web site: www.stcloudstate.edu/billing

Financial Aid

The Office of Scholarships and Financial Aid administers federal and state grants, work programs, and loans, as well as a large number of University scholarships. Staff members are available to answer questions on an appointment or walk in basis.

Location: Administrative Services 106

Phone: 320-308-2047

E-mail: financialaid@stcloudstate.edu

Web site: www.stcloudstate.edu/financialaid

Safety and Parking

Parking

Parking permits are required for all University parking lots. Permits for the entire academic year may be purchased online or in person. Parking information, regulations, and policies can be found at the website listed below.

Location: Public Safety Building

Phone: 320-308-3453

E-mail: pubsafe@stcloudstate.edu

Web site: www.stcloudstate.edu/parking

Public Safety

The Public Safety Department is open 24 hours per day. Working to provide the safest environment possible, uniformed Public Safety officers respond to all safety, security, or medical requests for assistance. For emergency needs, call 911 first and then call Public Safety at 308-3333. Public Safety officers support personal and property safety through crime prevention efforts such as providing on-campus escorts, monitoring campus bus services, responding to campus "blue light" and elevator emergency call stations, presenting security and safety awareness programs, and giving 24-hour vehicle "jump start" assistance.

Location: Public Safety Building

Phone: 320-308-3333

E-mail: pubsafe@stcloudstate.edu

Web site: www.stcloudstate.edu/publicsafety

Student Services

American Indian Center (AIC)

The American Indian Center provides a comprehensive array of services to support students' personal concerns and academic situations. The center staff offers tutoring, mentoring, social and cultural opportunities, and career development counseling on an ongoing basis. Outreach activities promote respect, awareness, understanding, and sensitivity to American Indian students, faculty, and staff and the rich cultural backgrounds from which they come.

Location: American Indian Center

Phone: 320-308-5449

E-mail: aic@stcloudstate.edu

Web site: www.stcloudstate.edu/aic

Career Services Center

The Career Services Center's mission is to assist students with career exploration and decision making, job/internship preparation, and help in making a successful transition beyond college life. Students are invited to attend seminars on major and career decisions, resume development, interviewing techniques, internship and job searching, as well as job fairs and other special career events. Career counselors are available to assist individuals by appointment. Information on majors and careers, job market trends, salary information, employment statistics of SCSU graduates is available in the Career Services Center and on the website. Resume and cover letter critiques as well as interviewing and internship/job search assistance are also available by appointment.

Location: Centennial Hall 215

Phone: 320-308-2151

E-mail: careerservices@stcloudstate.edu

Web site: www.stcloudstate.edu/careerservices

Center for International Studies

The Center for International Studies provides the campus community "onestop" services and support in study abroad, international admissions, international student and scholar advising, faculty international development, curriculum internationalization, and overseas institutional linkages.

Location: Lawrence Hall 101

Phone: 320-308-4287

E-mail: international@stcloudstate.edu

Web site: www.stcloudstate.edu/internationalstudies

Lesbian, Gay, Bisexual, Transgender Resource Center (LGBT)

The LGBT Resource Center is dedicated to providing an inclusive and educational environment for all SCSU students, staff, faculty, alumni, allies, and the community at large. The staff are committed to providing services and programs that foster student development and personal growth and cultivate an inclusive, open, and supportive community through education, collaboration, advocacy, services and programs. The LGBT Resource Center strives to promote full inclusion of LGBT persons and their allies at SCSU and to eliminate homophobia and heterosexism on campus and within various communities.

Location: Atwood Memorial Center 105

Phone: 320-308-5166

E-mail: glbt@stcloudstate.edu

Web site: www.stcloudstate.edu/glbt

Lindgren Child Care Center

The staff provides infant, toddler, and preschool-aged care to the children of students, staff, and faculty. The Center staff is committed to ensuring each child's health and safety while helping children establish trust in their environment, strengthening their self-identity, and igniting their curiosity through productive, satisfying activity.

Location: Engineering and Computer Center 122

Phone: 320-308-3296

E-mail: childcare@stcloudstate.edu

Web site: www.stcloudstate.edu/childcare

Multicultural Student Services (MSS)

The Office of Multicultural Student Services provides for the particular needs of students of color. The department provides comprehensive services by giving academic assistance, encouraging personal development, and offering multicultural programming.

Location: Atwood Memorial Center 154

Phone: 320-308-3003

E-mail: mss@stcloudstate.edu

Web site: www.stcloudstate.edu/mss

Non-Traditional Student Programs

Non-Traditional Student Programs is located in the Counseling and Psychological Services department and provides information and services to facilitate the integration of non-traditional students into the life of the University.

Location: Stewart Hall 103

Phone: 320-308-3171

E-mail: ontrst@stcloudstate.edu

Web site: www.stcloudstate.edu/counseling

Student Disability Services

As part of SCSU's response to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), the department facilitates and coordinates services leading to the academic success of students with disabilities.

Location: Centennial Hall 202

Phone: 320-308-4704 or 320-308-4080

E-mail: sds@stcloudstate.edu

Web site: www.stcloudstate.edu/sds

Student Employment Services

Student Employment Services lists on and off campus employment opportunities for students while attending SCSU. The office sponsors two student employment job fairs each year.

Location: Centennial Hall 215

Phone: 320-308-3756

E-mail: scsustudentjobs@stcloudstate.edu

Web site: www.scsustudentjobs.com

Student Legal Services

Currently enrolled students are offered free legal consultation on housing issues, criminal offenses, immigration, veterans' issues, domestic issues, employment law, and other topics. Appointments may be made with the Student Legal Services attorney through the Center for Student Organization and Leadership Development Office.

Location: Atwood Memorial Center 139

Phone: 320-308-3004

Web site: <http://www.stcloudstate.edu/csold/legalservices.asp>

Student Life and Development (Office of)

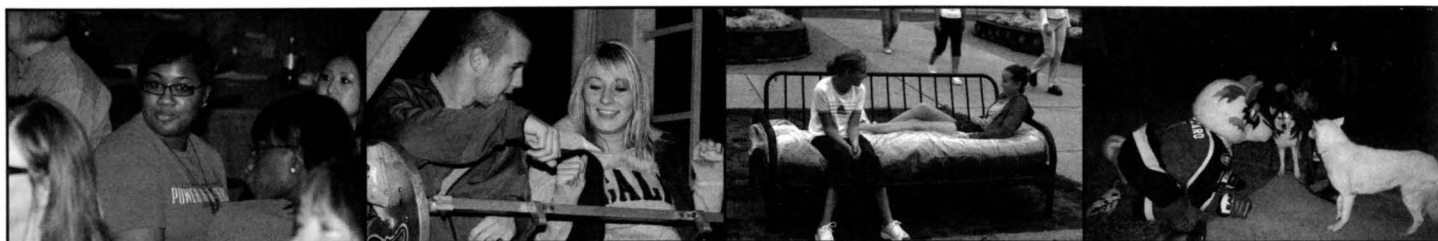
The Office of Student Life and Development houses the Vice President for the Division of Student Life and Development and staff responsible for the student conduct program and U-Choose program. The office leads and facilitates division and University initiatives that enhance and support student success.

Location: Atwood Memorial Center 219

Phone: 320-308-3111

E-mail: sld@stcloudstate.edu

Web site: www.stcloudstate.edu/sld



Veterans' Resource Center

The Veterans' Resource Center supports past and current veterans, military members, and their families. The Center assists with questions and concerns, advocates for veteran friendly policies and procedures, coordinates services, and provides information on partnering agencies.

Location: Administrative Services 101
 Phone: 320-308-2185
 E-mail: mnva@stcloudstate.edu
 Web site: www.stcloudstate.edu/veterans

Women's Center

The Women's Center offers educational programming, advocacy and support services, a resource library, and more to respond to the complex issues facing students. Issues addressed include sexual harassment, sexual assault, rape, dating violence, self-defense, poor body image, crisis pregnancy, pay equity, discrimination, women's leadership and empowerment. The Women's Center works with other departments, student organizations and individuals to address problems and develop solutions.

Location: Women's Center
 Phone: 320-308-4958
 E-mail: womenscenter@stcloudstate.edu
 Web site: www.stcloudstate.edu/womenscenter

Student Activities

Atwood Memorial Center

Atwood Memorial Center is the community center of the University, serving students, faculty, staff, alumni and guests. An art gallery, theatre, recreation center (the Underground), cultural center, dining choices, meeting rooms and lounges, administrative departments and student information and services are available throughout the center.

Location: Atwood Memorial Center
 Phone: 320-308-4636
 E-mail: atwood@stcloudstate.edu
 Web site: www.stcloudstate.edu/atwood

Center for Student Organizations and Leadership Development (CSOLD)

CSOLD provides leadership training and support for departments, individual students and groups, and registered student organizations and clubs. The department staff coordinates the student organization registration process and maintains the current listing of contacts for clubs and organizations. The Center houses a leadership program, Volunteer Connection, and Greek Life.

Location: Atwood Memorial Center 139
 Phone: 320-308-3004
 E-mail: csold@stcloudstate.edu
 Web site: www.stcloudstate.edu/csold

Sports Facilities and Campus Recreation

Sports Facilities and Campus Recreation organizes and provides a comprehensive array of programs that include: intramurals, special events, sport clubs, informal/open recreation, fitness programs, outdoor programs, aquatics, and other recreational services.

Location: Halenbeck Hall 102
 Phone: 320-308-3325
 E-mail: campusrec@stcloudstate.edu
 Web site: www.stcloudstate.edu/campusrec

Student Government Association

The Student Government Association is the student governing body that advances the needs of the student body and represents students on University committees and addresses their concerns. Members are elected annually. Executive officers and senators serve as representatives of the student body.

Location: Atwood Memorial Center 138
 Phone: 320-308-3751
 E-mail: stugov@stcloudstate.edu
 Web site: www.stcloudstate.edu/csold/studentorganizations

University Program Board (UPB)

UPB is a student organization which plans and implements a wide variety of diverse, educational, musical, recreational, cultural, and entertainment events. Throughout the year, the student coordinators and committees develop, organize, and implement a diverse mix of activities and events. UPB committees are open to all students.

Location: Atwood Memorial Center 118
 Phone: 320-308-2205
 E-mail: upb@stcloudstate.edu
 Web site: www.stcloudstate.edu/upb

Volunteer Connection

The Volunteer Connection helps organize volunteer opportunities for the SCSU community, serves as a clearinghouse of information about local nonprofits, promotes service-learning, and strives to build strong relations between SCSU and the larger St. Cloud community. The program is housed in the Center for Student Organizations and Leadership Development.

Location: Atwood Memorial Center 160
 Phone: 320-308-3004
 E-mail: volunteer@stcloudstate.edu
 Web site: www.stcloudstate.edu/volunteer

Dining and Residential Life

Catering/Sodexo/Dining Services

Atwood Memorial Center and Garvey Commons accommodate contract students and cash customers including students, faculty, staff and the public. Numerous meal plans are available for on- and off-campus students. Meal plans may be purchased at the Sodexo Office in Garvey Commons. Information concerning serving hours, meal plans and guest accommodations is available by contacting Sodexo.

Location: Garvey Commons and Atwood Memorial Center
Phone: 320-308-4499 (Garvey) or 320-308-4296 (Atwood)
Web site: www.scsudining.com

Residential Life

The Department of Residential Life is responsible for the operation of University residence halls and apartments for students. Residential Life works to provide a student centered dynamic living, learning environment that assists community members in achieving a successful academic career, attaining life skills, fostering leadership growth and development, and instilling socially just communities. Residential Life strives to be the heartbeat of community. The staff and student led organizations are essential to the development of engaged citizens and future leaders.

Location: Carol Hall
Phone: 320-308-2166
E-mail: reslife@stcloudstate.edu
Web site: www.stcloudstate.edu/reslife

Campus Resources

Atwood Information Desk

The Information Desk staff provides phone numbers, directions and information about campus. Popcorn, Jefferson Bus Lines tickets, SCSUTickets.com, balloons, flowers, mailing supplies, and phone cards are available at the desk.

Location: Atwood Memorial Center 169
Phone: 320-308-4636
E-mail: atwood@stcloudstate.edu
Web site: www.stcloudstate.edu/atwood

Bookstore

The University Husky Bookstore carries an extensive inventory of new and used textbooks as well as SCSU apparel and gifts, school supplies, computer products, cards, snacks, and other items. It is a shipping location for FedEx packages.

Location: Centennial Hall, 1st floor
Phone: 320-308-1489
E-mail: husky@bkstr.com
Web site: www.husky.bkstr.com

Campus Card

The Campus Card, often referred to as the campus ID, gives students access to resources and services across campus, including computing and technology resources, printing in computer labs, photocopying, library materials, residence hall laundry rooms, athletic facilities, and food services. The Campus Cash feature of the card is a prepaid, stored-value account that may be used

for campus food service purchases, off-campus vendors, vending machines, campus retail locations, laundry machines, copies, computer lab printing, purchases at the Husky Bookstore, tuition, and parking in pay lots.

Location: Atwood Memorial Center 162
Phone: 320-308-1683
E-mail: campuscard@stcloudstate.edu
Web site: www.stcloudstate.edu/campuscard

Copies Plus, Atwood Memorial Center

Copies Plus is a printing and design center staffed by student employees. They create business cards, thank you cards, graduation announcements, logo designs, posters, booklets, calendars, certificates, buttons, and other items. The staff can shrink wrap, take passport photos, send faxes, and burn DVD's. There is a self-service photo kiosk located next to Copies Plus.

Location: Atwood Memorial Center
Phone: 320-308-3759 (desk)
320-308-3799 (designer)
E-mail: copiesplusprint@stcloudstate.edu
Web site: www.stcloudstate.edu/atwood/copiesplus

Welcome Center at Coborn Plaza

The new St. Cloud State Welcome Center provides visitors and the campus community with information related to the University. The Welcome Center houses an information center, offices, SCSU merchandise and classrooms. The Welcome Center is part of Coborn Plaza which also consists of student apartments and retail shops.

Location: 5th Ave S and Ramsey Place

Transportation

Jefferson Bus Lines

Jefferson Lines offers transportation to Minneapolis, Fargo, Winnipeg, and Willmar. Tickets for Jefferson Bus Lines may be purchased at the Atwood Memorial Center Information Desk.

Location: St. Cloud Transit Center, 510 1st St. S
Phone: 1-800-451-5333 or 320-251-5411
E-mail: info@jeffersonlines.com
Web site: www.jeffersonlines.com

Metro (Local) Bus

Metro Bus provides many bus options for students seven days a week, early mornings and until after midnight. Metro Bus Fixed Routes, including University and Campus Clippers, Husky Shuttle, Sundowner and Late Nite routes are free to SCSU students through the Free Ride Program by swiping a valid SCSU ID. The main campus bus stop is located on the south side of the Miller Learning Resources Center. The Husky Shuttle runs from Q and K lots to Wick Science Building.

Location: Miller Center and K lot
Phone: 320-251-RIDE (7433)
Web site: www.ridemetrobus.com/college/scsu



Northstar Link and Northstar Line

The Northstar Link Bus provides alternative transportation to the Twin Cities. It provides bus service from the park & ride off of Hwy 10 direct to the Northstar Commuter Rail Line station in Big Lake. From there, students can ride the rail to downtown Minneapolis.

Location: 1919 Lincoln Ave SE, St. Cloud

Phone: 877-546-5010

E-mail: info@catchthelink.com

Web site: www.metrotransit.org/northstar

Ride Share Board

Current students may access the online Ride Share Board by using their HuskyNet ID and password. The board lists students who need transportation or can provide transportation for a single trip or on a regular, commuting basis.

Web site: www.stcloudstate.edu/atwood/rideshare.asp

Other Campus Resources

Listed below are publications and web resources that provide information on specialized topics.

Advising Handbook

www.stcloudstate.edu/advising/handbook

The handbook provides a guide for students in moving through the process of degree completion. Advisor assignments, registration, declaring a major, graduation audits and general education advising are among the topics covered.

Campus Directory

www.stcloudstate.edu/search is the site for the online A-Z Directory. A printed directory which lists phone numbers, office locations and email addresses for departments, programs, staff, faculty, and students is published in October and available at various locations around campus.

Emergency Procedures

www.stcloudstate.edu/emergency

The site contains emergency phone numbers and general procedures, reporting and observations, evacuation, medical emergencies, fire emergencies, severe weather, disruptive behavior, hostile confrontation, power outage, utility, hazardous materials, bomb threat/suspicious package, closing procedures, blue lights, and emergency resources.

Star Alert

<http://www.stcloudstate.edu/emergency/staralert.asp>

Star Alert, a free St. Cloud State emergency notification system, makes it possible for students and employees to receive notice – by

cell phone and/or e-mail – of campus-related emergencies that threaten life safety or severely impact campus operations. In an emergency, Star Alert will send a text message to the cell number(s) and/or e-mail address(es) individuals provide. Notifications identified as “Star Alert” messages will note the nature of the emergency, what action, if any, to take, and where to find more information. Star Alert will also provide notification of University closings.

Events Calendar

www.stcloudstate.edu/events

The site contains a list of athletic, cultural and educational events on campus.

LRTS Technology Handbook

husky.net.stcloudstate.edu/help/techhandbook.asp

Topics addressed relate to HuskyNet, HelpDesk, ResNet, computer availability and usage, and policies relating to technology use. Printed copies of the handbook are available in the Miller Center.

Residential Life Policy Handbook

www.stcloudstate.edu/reslife/policies

The handbook includes contact information, check in/out procedures, residence hall guidelines, sanctioning guidelines, and residential life policies. A printed version is provided to each student upon check in to the residence halls each semester. Additional copies may be obtained from a Residence Hall Director, or the Department of Residential Life Office located in Carol Hall.

Undergraduate Catalog

<http://bulletin.stcloudstate.edu/ugb>

The Undergraduate Catalog is the comprehensive source of academic information. Types of academic information included are: programs and courses, general information, colleges, general education requirements, and personnel. Printed copies may be obtained from the Records and Registration Office in the Administrative Services Building.

Graduate Catalog

<http://bulletin.stcloudstate.edu/gb>

The catalog includes information about graduate programs and courses, admissions requirements and procedures, and graduate assistantships. Printed copies are available from the Graduate Studies Office, located in the Administrative Services Building.

Student Organization Policy Guidebook

www.stcloudstate.edu/csold/studentorganizations

The guidebook provides information and resources to assist student organization leaders, members, and advisers.

STUDENT CODE OF CONDUCT

Introduction

St. Cloud State University aspires to foster an academic community that promotes the intellectual, personal, social and ethical development of its students. To achieve this, the University expects all members of the educational community to create safe environments conducive for the learning, growth and success of everyone.

The St. Cloud State University Student Code of Conduct documents our commitment to upholding these standards and expectations. It ensures a fair and educational process for determining responsibility when student behavior may have deviated from these expectations and provides appropriate educational sanctions when a student and/or student organization has not met the standards set forth in the Student Code of Conduct. Every effort will be made to balance the needs and rights of the individual and/or the student organization with the welfare of the community as a whole.

General Policy

St. Cloud State University has developed regulations and policies pertaining to students and student organizations. Students and student organizations are expected to be familiar with St. Cloud State University policies. Any student or student organization alleged to have violated an established policy or regulation of the University is subject to the conduct process according to the provisions outlined in the St. Cloud State University Student Code of Conduct. The regulations and policies should be interpreted broadly and are not designed to define misconduct in exhaustive terms. Additionally, charges of violations of local ordinances, state or federal laws may subject a student and/or student organization to the University conduct process. The Student Code of Conduct does not replace or reduce the requirements of civil or criminal laws.

Personal conduct on University-owned or University-controlled property or at University activities is subject to University jurisdiction. The University also may enforce its conduct policy and procedures, regardless of where misconduct occurs, when personal or organizational conduct directly, seriously, or adversely interferes with or disrupts the educational mission, programs, or other functions of the University. The University reserves the right to take necessary action to protect the safety and welfare of the University community.

Examples of when St. Cloud State University may hold students accountable for a violation of the Student Code of Conduct committed off campus include but are not limited to the following:

- Hazing; or
- Sexual and other violence; or
- The violation is committed when participating in a University affiliated, sanctioned or sponsored activity; or
- The victim and/or perpetrator of the violation is a member of the University community; or
- Underage consumption, open container, hosting underage drinking, and sale or providing of alcohol to underage students; or
- Possessing, selling or distributing illicit drugs; or
- The violation adversely affects the educational, research, or service functions of the University; or
- Violating city ordinances, state or federal laws.

Student Rights and Responsibilities

Student Rights

Student freedoms and rights include, but are not limited to:

- Freedom of inquiry, speech and assembly.
- Freedom from threats.
- Freedom from acts of violence.
- Freedom from unfair or obscene treatment from others.
- Freedom from interference from others in an unreasonable and unauthorized manner while in class, activities and public events.
- Freedom from theft and willful destruction of personal property.
- Right to study and to learn in an atmosphere of academic freedom.
- Right to procedural due process in the University conduct process.
- Right to be governed by justifiable academic regulations.
- Right to be informed of the regulations for academic and social conduct, and graduation requirements of the University.
- Right to petition for redress of grievances, academic and nonacademic.
- Right to be informed in writing of alleged violations of the Student Code of Conduct.

Student Responsibilities

Each student has the responsibility:

- To respect others' rights, their property, and University property.
- To recognize that one's choices and actions reflect upon self and the University community.
- To recognize the University has an obligation to provide environments that are conducive to learning and inquiry.
- To be fully acquainted with University policies and procedures, including the Student Code of Conduct.
- To adhere to the academic requirements determined by individual faculty, the colleges, and St. Cloud State University.



Definitions

- A. "Adviser" means an individual who has agreed to assist a student and/or student organization during conduct proceedings. The Complainant and Respondent may select an Adviser of their own choosing and at their own expense. The Adviser is limited to advising the student and/or student organization; may be present at the hearing but may not appear in lieu of the Respondent or Complainant; may not speak on behalf of the Respondent or Complainant; and may not participate in the hearing.
- B. "Code" means the Student Code of Conduct.
- C. "Complainant" means any person filing a complaint of alleged misconduct under the Student Code of Conduct.
- D. "Conduct Administrator" means a person designated by the University to be responsible for administering the Student Code of Conduct, in any incident.
- E. "Day" means a day when the University is open for business, regardless of whether classes are in session. When determining any deadlines set forth in the Student Code of Conduct, references to a number of "days" prior to or after occurrence of an event shall not include the day of the event.
- F. "Expulsion" is defined as permanent denial of the privilege of enrollment at the University.
- G. "Group" means a number of persons who are associated with each other and who have not registered as a student organization.
- H. "Hazing" is defined as an act which endangers the mental or physical health or safety of a person; subjects a person to public humiliation or ridicule; and destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, student organization, or athletic team.
- I. "Health" means physical or mental well-being.
- J. "May" is used in the permissive sense.
- K. "Member of the University community" means any person who is a student, faculty, staff, University official/administrator, or any other person serving the University in an official capacity. The Vice President for Student Life and Development or designee shall determine a person's status in a particular situation.
- L. "Organization or student organization" means any registered student organization.
- M. "Preponderance of evidence" is defined as a standard of responsibility that it is more likely than not that the Student Code of Conduct has been violated.
- N. "Plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgment; unacknowledged use of materials prepared by another person or agency engaged in selling or otherwise providing term papers or other academic materials; and commercialization sale or distribution of class notes without the instructors' permission.
- O. "Policy" means the written regulations of the University and the Minnesota State Colleges and Universities (MnSCU) as found in, but not limited to, the Student Code of Conduct, the University and MnSCU web pages, Student Handbook, Technology Handbook, Residential Life Handbook, and the University Catalog.
- P. "Respondent" means a student and/or student organization against whom a complaint has been filed under the Student Code of Conduct.
- Q. "Shall" and "will" are used in the imperative sense.
- R. "Student" means all persons who:
 - 1. Are enrolled in one or more courses, either credit or noncredit, through the University.
 - 2. Withdraw, transfer or graduate, after an alleged violation of the Student Code of Conduct.
 - 3. Are not officially enrolled for a particular term but who have a continuing relationship with the University.
 - 4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
 - 5. Are living in a University residence hall although not enrolled in the University.
- S. "Summary suspension" is defined as a suspension imposed without a formal hearing to ensure the safety and well-being of members of the University community.
- T. "Suspension" is defined as the denial of the privilege of enrollment for a specified period of time after which the student is eligible to return to the University. Conditions for re-enrollment may be specified.
- U. "University Official" means any person employed by the University and any person serving the University in an official capacity.
- V. "University premises" means all land, buildings, facilities and other property in the possession of, or owned, used, or controlled by the University.
- W. "University" or "Institution" means St. Cloud State University.

Conduct Responsibility

Responsibility for University student conduct matters is vested in the President of St. Cloud State University who delegates to the Vice President for Student Life and Development the task of policy development and adjudication of student conduct matters. Students, faculty and staff are asked to assume positions of responsibility by serving on the University Conduct Board. Final authority in conduct matters is, however, vested in the University Administration.

University Conduct Procedures

University conduct procedures have been established to guide the fair and uniform interpretation and enforcement of the St. Cloud State University Student Code of Conduct. These procedures are applicable to any student or student organization charged with a violation of the Student Code of Conduct. These conduct procedures are designed to allow for fact finding, decision making in the context of an educational community, and to encourage students to accept responsibility for their own actions.

The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the University. The focus of inquiry in conduct proceedings will be whether it is more likely than not that the Respondent violated the Student Code of Conduct. Formal rules of evidence will not be applicable, nor will deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to a Respondent and/or student organization or the University exists.

Violations of the Student Code of Conduct which may subject a student to suspension or expulsion from the University normally will be accorded a University Conduct Board hearing, except when final examinations, the University is officially closed, or breaks and holiday periods would prevent a timely hearing by the University Conduct Board; or when, in the judgment of the Vice President for Student Life and Development or designee, appearing before the University Conduct Board poses a threat to the physical well-being or safety of individuals involved in the process or is not in the best interest of the student and University. Under these circumstances, the Vice President for Student Life and Development or designee may apply any and/or all sanctions, including suspensions or expulsions from the University. Suspensions lasting more than ten (10) business days or expulsion from the University will be listed on the student's official academic transcript.

Conduct records are kept on file for seven (7) years. After a period of five (5) years, the student may make a request in writing to the Vice President for Student Life and Development that the notations of conduct action be removed from their transcript. Decisions will be made based on the circumstances surrounding the request and the original Student Code of Conduct violation(s).

Students and/or student organizations that violate the terms of University Probation may be referred to the University Conduct Board. If multiple offenses are pending, the determination of who adjudicates the case typically will be determined by the most serious offense pending. The University may utilize mediation or conciliation procedures in addition to, or in lieu of, formal conduct procedures.

Students and/or student organizations may be assisted by an adviser of their own choice and at their own expense. An adviser is limited to advising the student and/or student organization. The adviser may be present at conduct proceedings but may not speak or participate in a hearing, except to advise the student and/or student organization. An adviser may not appear in lieu of the student and/or student organization.

If a student and/or student organization fails to respond to a notice of a conduct hearing, the Conduct Administrator or University Conduct Board may review the information that is available and act upon the complaint in the student or student organization's absence. The student and/or student organization will be notified in writing of the actions taken, any sanctions (if applicable), and the opportunity to appeal decisions, according to criteria and procedures established in the Student Code of Conduct.

If a student has been notified of an alleged violation of the Student Code of Conduct and prior to a hearing withdraws or does not enroll for the next semester, a hold may be placed on the student's registration until the alleged violation is addressed.

Filing a Complaint

Any person may file a complaint against a student and/or student organization suspected of violating the Student Code of Conduct. A complaint shall be in writing and directed to a Conduct Administrator.

1. Complaints should be submitted as soon as possible after the incident.
2. The complaint must state facts, including the specific name(s), date, location, and description of the alleged act(s) of misconduct in sufficient detail to enable the Conduct Administrator to make a determination as to what fact finding is necessary and if sufficient information exists for an informal meeting on the alleged Student Code of Conduct violation.
3. A Student Code of Conduct complaint may be filed against a student and/or student organization that has also been charged with a violation of a local ordinance, state, or federal law. Proceedings under the St. Cloud State University Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the University. Determinations made or sanctions imposed shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the Student Code of Conduct were dismissed, reduced, or resolved in favor of or against the student and/or student organization.

Initial Review of a Complaint

1. Upon receipt of a written complaint, or incident report against a St. Cloud State University student and/or student organization, a Conduct Administrator shall review the complaint, make a determination as to whether an investigation of allegations needs to be conducted, and/or if the situation can be disposed of by mutual consent of the persons involved on a basis acceptable to the Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings.
2. To determine if there is sufficient basis to believe that a violation of the Student Code of Conduct may have occurred, the Conduct Administrator may interview the Complainant, Respondent and/or other witnesses, or request



additional information from others. The Conduct Administrator will conduct a preliminary review of the complaint to determine whether the alleged conduct could result in suspension or expulsion from the University.

3. If there is sufficient evidence to support the complaint, the Conduct Administrator shall send a written notice to the student and/or student organization. The written notice will include the basis of the complaint, the behavior that allegedly violates the Student Code of Conduct, and will inform the student and/or student organization of their responsibility to meet with a Conduct Administrator.
4. The notice will be sent through one or more official means of communication including HuskyNet, campus mail (for on-campus residents) or to the address recorded by the Office of Records and Registration. Students are expected to notify the Office of Records and Registration when they change addresses.
5. If a student and/or student organization fails to respond to the written notice, the Conduct Administrator may review the information that is available and act upon the complaint in the student and/or student organization's absence. The student and/or student organization will be notified in writing of the actions taken, any sanctions (if applicable), and the opportunity to appeal decisions according to criteria and procedures established in the Student Code of Conduct.
6. The Vice President for Student Life and Development or designee reserves the right to refer any complaint to another University official or the University Conduct Board.

Informal Conduct Meeting

1. The student and/or student organization will be given an opportunity to read and respond to the written complaint, present relevant information, and be provided with the nature of any other information regarding the complaint prior to accepting or not accepting responsibility for the alleged violation(s).
2. The student and/or student organization can make a decision at that time to seek a resolution through the informal conduct meeting process or request a formal conduct hearing with a Conduct Administrator or the University Conduct Board.
3. If the student and or student organization decides on an informal conduct meeting, the student and/or student organization will then have an opportunity if charged with a violation of the Student Code of Conduct to accept or

not accept responsibility for that violation. After considering the information available, the Conduct Administrator may make a decision at that time.

4. The Conduct Administrator shall inform the student and/or student organization in writing of their decision, including any applicable educational sanctions. The student and/or student organization can appeal any sanction(s), according to criteria and procedures established in the Student Code of Conduct.

Formal Conduct Hearing

Students and/or student organizations alleged to have violated the Student Code of Conduct, who dispute the complaint, and who are not subject to suspension or expulsion are entitled to a formal conduct hearing with another Conduct Administrator, if so requested by the student(s) and/or student organization(s) or determined by the conduct administrator.

1. Respondents will be given no less than five (5) business days notice in writing of the time, place, and date of the formal conduct hearing. The notice will also include written documentation of the complaint, and the alleged Student Code of Conduct violations. A student's and/or student organization's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.
2. The Respondent will have an opportunity at the formal conduct hearing to respond to the complaint and to present relevant information and witnesses.
3. The Respondent will receive a timely written notice of the Conduct Administrator's determination of whether or not a violation of the Student Code of Conduct was established ("responsible" or "not responsible") by a preponderance of evidence once the conduct hearing has ended. The notice will also include any applicable sanction(s) that have been imposed and the option available to appeal according to criteria and procedures established in the Student Code of Conduct.

University Conduct Board

Students and/or student organizations alleged to have violated the Student Code of Conduct for which a finding of "responsible" could result in suspension or expulsion from the University are normally accorded a hearing with the University Conduct Board.

The University Conduct Board will be composed of five (5) members: three (3) students, and two (2) faculty and staff members. One member will be designated the chairperson and preside over the hearing.

A student has a right to an adviser. If the Respondent is advised by an attorney at the University Conduct Board Hearing, the University reserves the right to have an attorney present at the hearing.

In order to preserve the confidential nature of the conduct process and to protect the privacy of all parties, University Conduct Board hearings will be closed. University Conduct Board hearings will be audio recorded. The Respondent may obtain a copy of the hearing transcript by making a request in writing to the Vice President for Student Life and Development or designee. The cost of transcribing the hearing will be shared equally between the Respondent and the University. The University is not responsible for technical malfunctions.

University Conduct Board Procedures

1. The Conduct Administrator will send a written notice to the student and/or student organization no less than five (5) business days prior to the date of the University Conduct Board hearing. The notice to appear will be delivered to the student and/or student organization by HuskyNet email or be sent by certified mail to the address listed with the Office of Records and Registration, and will include:
 - a. a statement of the date, time, and location of the University Conduct Board hearing;
 - b. a written statement specifying the alleged violations of the Student Code of Conduct in sufficient detail to enable the Respondent to prepare a response;
 - c. notice of student's and/or student organization's right to an adviser; and
 - d. list of the names of the University Conduct Board members selected for the hearing.
2. At least three (3) business days prior to the University Conduct Board hearing, the student and/or student organization will receive:
 - a. a list of the names of the material witnesses who may be called to speak at the University Conduct Board hearing on behalf of the University and/or Complainant; and
 - b. copies of all documents or written statements to be presented by the University at the University Conduct Board hearing.
3. At least three (3) business days prior to the University Conduct Board Hearing, the student and/or student organization will provide the Conduct Administrator any written documentation to be presented at the hearing by them, the Respondent, and the names of any material witnesses who will be called by them, the Respondent, at the hearing. It is the responsibility of the Respondent to notify these witnesses of the time, date and location of the hearing.
4. The Respondent may request the removal of a member of the University Conduct Board member on the grounds of personal bias by submitting a written statement to the Conduct Administrator setting forth the basis for the challenge no later than three (3) business days prior to the University Conduct Board hearing. The Conduct Administrator will determine whether to sustain or deny the

request. If the request is sustained, a replacement will be appointed to serve on the University Conduct Board.

5. The student and/or student organization will be afforded an opportunity to meet with the Conduct Administrator to discuss the University Conduct Board hearing process prior to the hearing.
6. A representative of the University will present the information which supports the charge(s) and will have the burden of showing that it is more likely than not that a violation of the Student Code of Conduct has occurred.
7. Material witnesses will be asked to leave the University Conduct Board hearing following their testimony. The Complainant and Respondent may remain throughout the entire hearing.
8. Usually, the order of presentation at the University Conduct Board hearing will be as follows:
 - a. The University Representative and/or Complainant will present an opening statement.
 - b. The Respondent may present an opening statement.
 - c. The Chairperson will call witnesses for the University or Complainant to provide statements.
 - d. The Chairperson will then call witnesses for the Respondent to provide statements.
 - e. At the conclusion of each witness' statement, he/she may be questioned by the Respondent, Complainant and/or University Representative and by members of the University Conduct Board. Any witness may be recalled.
 - f. Following the witnesses, summations may be presented.

University Conduct Board Deliberations and Recommendations

1. Only members of the University Conduct Board and the Board's adviser may be present during deliberations.
2. A simple majority of votes is necessary to make a recommendation that a Student Code of Conduct violation more likely than not occurred.
3. The University Conduct Board will render its recommendation to the Conduct Administrator in writing. The Conduct Administrator will review the process and recommendation and notify the Respondent of the final decision in writing.
4. The Respondent has the right to appeal the decision according to criteria and procedures established in the Student Code of Conduct.



St. Cloud State University Registered Student Groups and Organizations

1. Student groups and organizations may be charged with violations of the Student Code of Conduct. Initial investigations may be conducted by the Center for Student Leadership and Development (CSOLD) Office and referred to the Office of Student Life and Development. The University conduct procedures will be followed as outlined in the Student Code of Conduct.
2. A student group or organization and its officers may be held collectively and/or individually responsible when violations of the Student Code of Conduct by those associated with the group or organization have received the tacit or overt consent or encouragement of the group or organization or of the group's or organization's leaders, officers, or spokesperson(s). Usually, if more than three members are present at a function, it may be considered a student organization or group sponsored event.

The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the Conduct Administrator, to take appropriate action(s) designed to prevent or end violations of the Student Code of Conduct by the group or organization or by any persons associated with the group or organization who can reasonably be said to be acting in the group's or organization's behalf.

Failure to make reasonable efforts to comply with the directives of University representatives will be considered a violation of the Student Code of Conduct both by the officers, leaders or spokesperson(s) for the group or organization and by the group or organization itself.

Summary Suspension

At any time following the submission of a written complaint, the Vice President for Student Life and Development or designee may alter or suspend the rights of a student to be present on University premises and/or to attend classes for an interim period prior to resolution of the conduct proceeding. The Vice President for Student Life and Development or designee will base their decision on whether the allegation is apparently reliable and whether the continued presence of the student on University premises reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any University property, or any University function.

The decision to alter or suspend the rights of a student for an interim period will be communicated in writing to the student, and will become effective immediately. Notification will be delivered or sent by certified mail to the current address provided to the Office of Records and Registration and through HuskyNet email. Failure or refusal to take receipt of notification will not negate or postpone said action.

A student who is summary suspended or has their privileges altered for an interim period will be provided an opportunity to respond to the allegations of misconduct to the Vice President for Student Life and Development or designee no later than two (2) business days following the effective date of the summary suspension.

The summary suspension or altered privileges will remain in effect until a final decision has been made on the pending complaint or until the Vice President for Student Life and Development or designee determines that the reason for imposing the summary suspension or alterations of privileges no longer exists.

The student shall be provided an opportunity for a formal or informal hearing within a reasonable time period, not to exceed nine (9) business days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the Vice President for Student Life and Development or designee.

Prohibited Conduct

Note: Students who attempt to commit or assist others to commit prohibited conduct as defined below may be held accountable to the same extent as if one had committed the prohibited act.

1. Academic dishonesty, including but not limited to, cheating, plagiarism, misrepresentation of student status, and resume falsification. Plagiarism includes, but is not limited to, the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgment; unacknowledged use of materials prepared by another person or agency engaged in selling or otherwise providing term papers or other academic materials; and commercialization, sale or distribution of class notes without the instructors' permission.
2. Intentionally or recklessly interfering with, or causing disruption to, normal University or University sponsored activities including, but not limited to, teaching, research, University administration, fire, police or other emergency services, ceremonial events, scheduled interviews, co-curricular activities or other functions on University premises or officially arranged University activities off-campus. This includes a pattern of behavior in which the

nature, duration, and/or severity demonstrate a disregard for the basic rights of others in the University community, community standards, or the educational mission of the University.

3. Intentionally, recklessly or negligently causing physical harm to any person. This includes engaging in any form of fighting.
4. Intentionally, recklessly or negligently placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment (including, but not limited to, repeated phone calls, electronic messages, text messages, emails and postings on social networking sites), sexual harassment, stalking, hazing, intimidation, threats or other conduct which threatens or endangers that person's emotional, mental or physical well-being.
5. Actual, attempted or threatened sexual assault and misconduct. Sexual assault includes but is not limited to: sexual contact that involves coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; involvement in any sexual act, when the victim is unable to give consent (due to being asleep, unconscious, or incapacitated due to alcohol or drug consumption); intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast); and offensive sexual behavior directed at another without that individual's consent, such as indecent exposure or voyeurism. Consent must be informed, freely given, and mutually understood. This includes any violation of the St. Cloud State University Sexual Violence Policy.
6. Use or possession of weapons on University premises, unless expressly authorized by Minnesota law, MnSCU Board policy or University policy. "Weapon" is broadly defined to include, but is not limited to, all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy clubs, fireworks, and inappropriate use of vehicles.
7. Intentionally or recklessly activating a fire alarm without cause; tampering with or damaging fire safety equipment or initiating a false report, warning or threat of fire, explosion or other emergency on University premises.
8. Unauthorized use, possession, manufacture, or distribution of any controlled substance or illegal drugs and/or drug paraphernalia. This includes any violation of the St. Cloud State University Alcohol and Other Drug Policy.
9. Use, possession or distribution of alcohol on University premises or University-sanctioned or sponsored events except as expressly permitted by University policy. Violation of local and state alcohol laws in the St. Cloud community, including but not limited to, underage consumption, hosting underage drinking, and sale or provision of alcohol to underage students off-campus. This includes any violation of the St. Cloud State University Alcohol and Other Drug Policy.
10. Knowingly furnishing false information to University personnel; or the knowledgeable passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the University.
11. Forgery, unauthorized alteration or unauthorized use of any University document (e.g., parking permits), access devices (e.g., keys) or instrument of identification.
12. Theft, attempted theft, unauthorized borrowing, possession, taking or use of any University property or service wherever located, or the theft, attempted theft, possession and/or unauthorized borrowing, or use of public or private property.
13. Unauthorized presence in or use of University premises, facilities, and property. This includes, but is not limited to, unauthorized presence in another student's residence hall room or any University building.
14. Unauthorized or fraudulent use of the University facilities, telephone system, mail system, or computer system or use of any of the above for any illegal act or any act prohibited by the Student Code of Conduct.
15. Actual or attempted damage to, malicious use of, or abuse of any University, public or private property.
16. Failure to comply with the directions of University officials including, but not limited to, University Public Safety, residence hall staff, faculty or administrators acting in the performance of their duties; failure to present identification upon request to University personnel in the performance of their duties.
17. Gambling for money or other things of value on campus or at University sponsored activities except as permitted by law.
18. Falsely claiming to represent the University or a registered student organization of the University.
19. Actions which unreasonably interfere, obstruct or prevent the regular and essential operations of the University or infringe upon the rights of others to freely participate in its programs and services. This may include, but is not limited to, intentionally and substantially interfering with the freedom of expression of others; participating in a campus demonstration which disrupts the normal operations of the University; occupying a campus building after regular office hours; and intentionally obstructing or interfering with the freedom of pedestrian or vehicular movement on campus.



20. Violation of published University policies, rules or regulations including, but not limited to, technology/computer use, parking, smoking, solicitation, distribution of literature, sexual harassment, residence hall agreement and policies, and amplification and loud speaker use.
21. Parties and/or large gatherings which disturb the peace of campus residences or off campus neighborhood(s).
22. Alleged violation of local ordinances, federal or state law.
23. Interfering with conduct procedures or outcomes, including but not limited to, falsification, distortion or misrepresentation of information before a Conduct Administrator or the University Conduct Board; knowingly initiating a complaint without cause; harassment and/or intimidation of any member of the University Conduct Board, witness, or University personnel before, during or after a proceeding; and failure to comply with the sanction(s) imposed.
3. Restriction and Loss of Privileges: Denial or restriction of specified privileges (including contact with a specific person) for a designated period of time.
4. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
5. Discretionary Sanctions: May include but are not limited to work assignments, written assignments such as essays, service to the University and community, development and implementation of a program, or participation in alcohol, other drug, or other education programs.
6. Residence Hall Re-assignment: Required move to a different residence hall floor or building.
7. Residence Hall Contract Termination: Required to vacate premises within a specified period of time. Students may not return to the residence hall building or any residence hall. Students who are removed remain responsible for the full academic year's residence hall contract fees.

Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct. More than one of the sanctions listed below may be imposed for any single violation. Violations involving persons or organizations intentionally targeted because of their race, creed, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, public assistance status or inclusion in any group or class protected by state or federal law may result in enhanced sanctions.

Sanctions shall not begin until either the time for appeal has expired or until the appeal process is exhausted. The Vice President for Student Life and Development or designee may impose sanctions during the appeal process to ensure the safety and well-being of members of the University community or preservation of University property.

1. Warning: A notice in writing to the student that (1) the student has violated University policy and (2) that continuation or repetition of prohibited conduct may be cause for additional conduct action.
2. University Probation: A written reprimand specifying the violation for which the student has been held responsible. Students who are on University Probation are not considered to be in good standing with the University. According to University policies, participation in some University activities and programs may be restricted while on University Probation. University Probation is for a designated period of time and includes the probability of more severe conduct sanctions if the student is found to be in violation of any University policy during the University probationary period.
8. Suspension: Denial of the privilege of enrollment at the University for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified. Suspensions lasting more than 10 days will be listed on the student's academic transcript.
9. Expulsion: Permanent denial of the privilege of enrollment at the University. Expulsions will be listed on the student's academic transcript.
10. Revocation of Admission and/or Degree: Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
11. Withholding Degree: The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Code of Conduct, including the completion of all sanctions imposed, if any.

Student Group or Organization Sanctions

1. Any of those sanctions listed above.
2. Loss of registration as a registered student organization. The Center for Student Organizations and Leadership Development shall notify any national, regional or state governing body with whom the organization is associated or which sponsors social, academic, or sports events when such action is taken. Loss of registration includes loss of all student activity fee and University funding and all rights and privileges accorded to registered student organizations.
3. Loss or withdrawal of all student activity fee funding or other University funding and any other selected rights and privileges accorded to registered student organizations for a specified period of time.

Appeals

Appeal of Informal Conduct Hearing

When a student and/or student organization has accepted responsibility for violating the Student Code of Conduct as part of an informal conduct meeting, the Respondent may appeal only the sanction(s). In these instances, the appeal shall be in writing to the Conduct Administrator designated in the sanction letter within three (3) business days of the Respondent's receipt of the decision.

Appeal of Formal Conduct Hearing

Appeals shall be made to the Vice President for Student Life and Development or designee within three (3) business days of the Respondent's receipt of the decision of the formal conduct hearing. The appeal shall be in writing, stating the ground(s) for appeal. The appeal letter will be reviewed and, if there is adequate reason to believe that one or more of the grounds for appeal has merit, an appeal meeting may be scheduled with the Vice President for Student Life and Development or designee. The Vice President for Student Life and Development or designee will render a decision and notify the student in writing within five (5) business days of the appeal meeting. Failure to file an appeal or request an extension in a timely manner constitutes a waiver of any right to an appeal.

A student's adviser may attend an appeal meeting. In the event new evidence is relevant to the outcome of the decision, the Vice President for Student Life and Development or designee may request a re-hearing. The appeal decision is final.

Appeal of University Conduct Board Hearing

Appeals should be made to the Vice President for Student Life and Development or designee within three (3) business days of the Respondent's receipt of the decision. The appeal shall be in writing, stating the ground(s) for the appeal. The appeal letter will be reviewed, and if there is adequate reason to believe that one or more of the grounds for appeal has merit, an appeal meeting will be scheduled with the Vice President for Student Life and Development or designee. The Vice President for Student Life and Development or designee will render a decision and notify the student in writing. Failure to file an appeal or request an extension in a timely manner constitutes a waiver of any right to appeal.

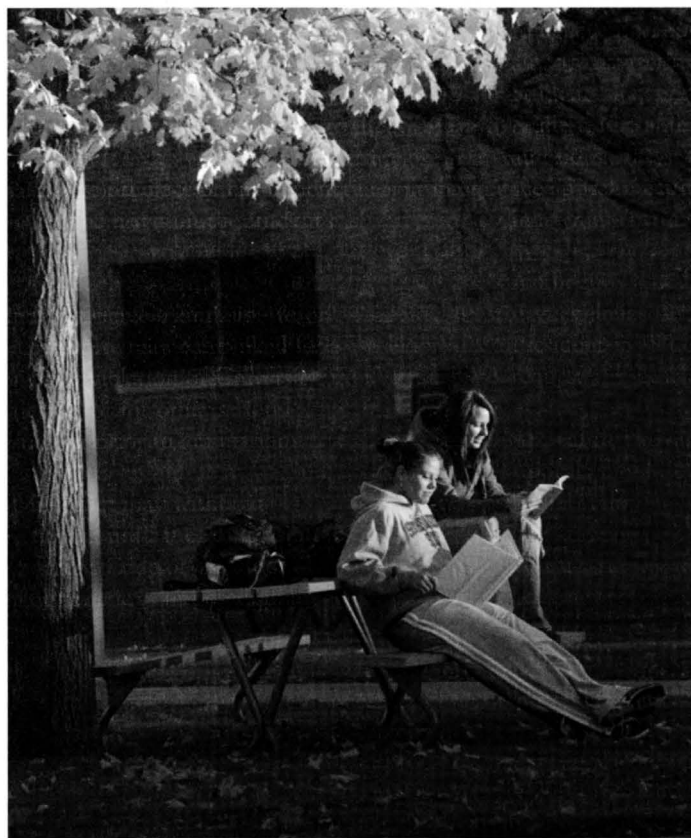
A student's adviser may attend an appeal meeting. In the event new evidence is relevant to the outcome of the decision, the Vice President for Student Life and Development may request a re-hearing. The appeal decision is final.

Students receiving suspension for more than nine (9) business days or expulsion and who have exhausted all campus appeal procedures may request a contested case meeting before an Administrative Law Judge supplied by the Minnesota State Hearing Examiner's Office in St. Paul, MN. This request must be submitted in writing within five (5) business days of receipt of the appeal decision. The Administrative Law Judge will issue a recommendation to the President of the University who will make the final decision.

Grounds for Appeal

1. Appeals must be based on the issue of substantive or procedural errors which were committed during the conduct process.
2. The specifics to be addressed on appeal are:
 - a. New or newly discovered evidence is of a character which may substantially affect the outcome.
 - b. There was a procedural error which substantially affected the outcome of the hearing.
 - c. The sanction is excessively severe.

The student and/or student organization must demonstrate that one or more of the above grounds for appeal has merit. If there is adequate reason to believe that one or more of the grounds for appeal has merit, an appeal meeting will be scheduled. The appeal decision will be final.





POLICIES AND RELATED INFORMATION

Alcohol and Other Drug Policy

I. Philosophy

This policy supports the mission of St. Cloud State University by:

Enhancing Learning and Service: St. Cloud State University seeks to provide an excellent learning environment and to provide support and service to our community and the broader community. We recognize the best educational environments are free from the adverse affects of high-risk and illegal alcohol and other drug use. We recognize also that high risk drinking among our students on or off-campus has a negative effect on academic performance and negative consequences for our community.

Respecting Individual Freedom and Responsibility: The University supports the individual freedoms accorded to our community members. However, we believe that with those freedoms come responsibilities to the University and the surrounding community. At a minimum, fulfilling those responsibilities requires that individuals understand and act in accordance with University policy and applicable local, state and federal laws.

Promoting Health, Safety and Well-Being: The misuse and abuse of alcohol and other drugs pose a serious threat to individuals and the University's ability to fulfill its educational mission. Excessive drinking among St. Cloud State University students is potentially associated with death, sexual assault, violence, injury, property damage, and a host of other negative effects.

Reducing these negative effects requires that we care for members of our community and our guests and visitors. Every member of the University community has a stake in promoting the goals listed above. As a result, University employees are expected to support this policy by:

- Supporting efforts to reduce or eliminate high-risk and illegal use of alcohol and other drugs.
- Holding students accountable for behavior that violates this policy, including referring incidents to University and/or law enforcement officials as appropriate.
- Supporting students' efforts to achieve healthy and productive lives by referring them to appropriate services, programs and activities.

Some employees have a greater responsibility in supporting compliance, including but not limited to, student organization advisers, Community Advisers, Public Safety Officers, and those traveling with students to off-campus events.

All University employees (non-students) are expected to comply with the employee policy regarding alcohol and other drugs. This policy can be found on the Office of Human Resources website, <http://www.stcloudstate.edu/humanresources/policies.asp>.

II. St. Cloud State University Alcohol and Other Drug Policy

St. Cloud State University and this policy comply with and support Minnesota State Colleges and Universities (MnSCU) Board policy, which prohibits excessive or illegal use, sale, or distribution of alcoholic beverages at Minnesota State Colleges and Universities and University-sponsored events on or off-campus.

A. Definitions

1. Student: means all persons who:
 - a. Are enrolled in one or more courses, either credit or non-credit, through the University.
 - b. Withdraw, transfer or graduate, after an alleged violation of the Student Code of Conduct.
 - c. Are not officially enrolled for a particular term but who have a continuing relationship with the University.
 - d. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
 - e. Are living in a University residence hall although not enrolled in the University.
2. Registered Student Organization: Any student group and/or organization that has successfully completed the registration process outlined in the Student Organization Guidebook and registers each academic year with the Center for Student Organizations and Leadership Development Office.
3. Travel Status: The period from departure until return to campus by students who have obtained travel authorization through the appropriate University representative for a University student event.
4. Events: Activities that include, but are not limited to, official meetings, practices, competitions or trips involving students, registered student organizations, or intercollegiate athletic teams.
5. University Premises, Property and Facilities: Any building or property owned by St. Cloud State University or that is controlled by the institution but owned by a third party.

B. Applicability of the Policy

1. Violation of the Alcohol and Other Drug Policy, the Student Code of Conduct, MnSCU and University policies including Residential Life policies, Technology policies and/or local, state, or federal laws regarding use, possession, or distribution of alcohol and/or other drugs, or drug paraphernalia which may result in issuance of a court summons, arrest, or referral for University conduct action or any combination of the above.
2. This policy applies to all on-campus and off-campus activities that are considered University activities, such as events and officially sanctioned field trips. This policy also applies to student organization-sponsored activities and events.
3. This policy applies to students, student groups and organizations, and their guests or visitors on University property and facilities engaged in a University activity. SCSU employees should refer to the Office of Human Resources for applicable policies.
4. Violations or alleged violations of local ordinances, state or federal laws may subject student(s) and/or student organizations to conduct action by the University when these violations occur on campus, on University owned property, during a University activity or event, or when behavior on or off-campus adversely affects the University's educational, research or service functions. Examples of off-campus behavior which may be subject to University conduct action include, but are not limited to the following: underage consumption, selling or otherwise providing alcohol to underage persons; hosting underage drinking or disruptive parties; actions that threaten or endanger the health or safety of individuals; using, selling or distributing illegal drugs; sexual violence; and hazing.

C. Alcohol and Other Drug Policy Section

1. On-Campus: The use, possession, distribution, manufacture or sale of any controlled substances, illegal drugs, or alcoholic beverage is prohibited on campus. Students may use and possess prescription drugs (including controlled substances) for which they have a valid prescription.
2. Off-Campus: As members of the University community, students are expected to behave responsibly and legally. University community members violating civil or criminal law may be subject to University conduct procedures when that conduct occurs off-campus and adversely affects the educational, research, or service functions of the University.

Unlawful behavior by individual students or student organizations should be reported to the University. If reported, the University may take appropriate conduct action.

The illegal use, possession, distribution, manufacture or sale of any controlled substance, drugs, or alcoholic beverages is prohibited for individual students and/or student organizations:

- at University events on or off-campus;
- on travel status when representing the University (e.g., as a member of athletic team, sports club, Student Government Association, student organizations and groups, member of a University group, delegation, etc.). Further restrictions or allowances for legal and responsible use of alcohol may apply to individual students or student groups on travel status, based on the specific program's needs and direction of the faculty or staff supervisors/advisors.

Student leaders, faculty, staff supervisors/advisors and coaches assume responsibility for ensuring University policies and local, state, and federal laws are followed.

3. Disruptive use of alcohol and other drugs is prohibited. Disruptive use of alcohol and other drugs, regardless of where consumed or ingested, includes behavior that disrupts the University community, endangers the health or safety of self or others, results in damage to University or personal property, or requires the intervention of University or community resources. Examples of disruptive use include, but are not limited to, disorderly conduct, excessive noise, violence, threats, vandalism, or intoxication (regardless of age), that leads to intervention by University personnel, law enforcement personnel or medical personnel.
4. The public display of advertising or promotion of alcoholic beverages or illegal drugs, in University buildings or any other public campus area including all University-owned housing areas is prohibited. This includes alcohol containers, banners, lighted beer/liquor signs, and large inflatable advertising.
5. The possession or display of alcohol "trophies," or other forms of empty alcohol containers, is not allowed on campus. The presence of empty containers, devices designed or intended to be used for the rapid consumption of alcohol (i.e., races, games, etc.), or drug paraphernalia, is prohibited. Possessing any of these materials may be considered evidence of use, consumption, or distribution.
6. The following advertising and promotional activities are prohibited for any student, University employee, registered student organization, or University office, department or program:
 - a. Using alcoholic beverages as awards or prizes in connection with University events;
 - b. Providing promotional items or advertising associated with alcohol and illegal drugs at University sponsored student events. This includes, but is not limited to, such items promoting alcohol or drug use on cups, shirts,



beverage can coolers, or any other items advertising or promoting alcohol or illegal drug use;

- c. Advertising alcohol and/or illegal drugs in University controlled or affiliated publications, or on University premises, including University affiliated web sites;
- d. Advertising that includes brand names, logos, prices, visual images or phrases that refer to consumption of alcoholic beverages and use of illegal drugs;
- e. Use of alcohol for recruiting and student organization fund-raising activities and events;
- f. Purchasing alcohol and other drugs with University or organization funds, including student activities fee allocations; and
- g. Consuming or transporting alcohol and other drugs in University vehicles.

- 7. The University does not regulate content or advertisements in autonomous student-edited media, such as student newspaper. Because of the belief that advertising alcohol perpetuates the culture of high-risk and underage drinking, the University encourages student media publications including, but not limited to, the University Chronicle to maintain internal policies which are compatible with this policy, to help promote student health and success.

D. Exceptions to these policies

- 1. An exception for instructional purposes in accordance with MnSCU Board Policy 5.18 allows for the use of alcohol in laboratory and classroom instruction or experiments.
- 2. Students may use and possess prescription drugs (including controlled substances) for which they have a valid prescription.
- 3. The Chancellor or the Office of the Chancellor, and the President of St. Cloud State University have delegated authority to approve use of alcohol at specific special events on campus or University sponsored events off campus. Approval shall be consistent with the Alcohol and Other Drug Policy and with MnSCU procedures. The procedures shall address the following: compliance with local ordinances and state law relating to sale; possession or consumption of alcohol; providing adequate dram shop/public liability insurance; and any other matters deemed necessary. Students who are of legal age to consume alcohol may choose to do so at these events.

- 4. Students studying overseas are expected to comply with the laws of the foreign country and the policies of the host institution or sponsoring program. Additionally, all enrolled students, including students who are studying overseas, must abide by all University policies, including but not limited to the Student Code of Conduct.
- 5. A "Good Samaritan" exception for violations of the Alcohol and Other Drug Policy will be recognized and honored. A student, who may be in violation of the alcohol and other drug policy, but comes to the aid of another student by seeking professional help, will not be cited for an alcohol and other drug policy violation through the University conduct process. This exception is subject to the discretion of the Vice President for Student Life and Development or designee. This exception will not be granted to those who flagrantly or repeatedly violate the Alcohol and Other Drug Policy. This exception does not suggest that laws or policies should be violated in order to help individuals.
- 6. The University recognizes that various violations of the Student Code of Conduct involve use of alcohol. The University encourages the reporting of conduct violations such as sexual assault, hazing, physical violence, harassment and others and, therefore, the University may choose not to hold Complainants accountable for Student Code of Conduct violations related to alcohol and other drugs when a more serious violation/crime has occurred.

E. Additional Information and Resources

- 1. Prevention, counseling, treatment services, and referrals.

The University recognizes that chemical abuse and chemical dependency impact academic and personal success. This policy is not designed to discourage people from seeking counseling or rehabilitation.

All information about those individuals who voluntarily seek drug or alcohol counseling or rehabilitation services will remain confidential. Seeking counseling or rehabilitation will not be used as a basis for conduct action or be used against an individual in any way. SCSU provides many varied programs to help individuals experiencing problems. Counseling is free and confidential to all SCSU students. Assistance with alcohol and drug issues can be received at:

Counseling and Psychological Services

www.stcloudstate.edu/counseling

103 Stewart Hall

(320) 308-3171

Confidential online alcohol screening is available through the Counseling & Psychological Services web site.

Student Health Services

<http://www.stcloudstate.edu/healthservices>

1st Floor, Hill Hall

(320) 308-3191

2. St. Cloud State University's employee (non-students) policy regarding alcohol and other drugs along with additional information can be found at the Office of Human Resources website at <http://www.stcloudstate.edu/humanresources/pdf/drug.pdf>
3. Minnesota State Colleges and Universities (MnSCU) Board Policy 5.18 can be found at <http://www.mnscu.edu/board/policy/518.html>
4. Relevant Minnesota Laws
 - a. Current Minnesota statutes including those related to alcohol and drugs are found at <http://www.leg.state.mn.us/leg/statutes.asp> [use "Search by key words or phrases" to find the specific topics of interest (e.g., alcohol, marijuana, etc.)]
 - b. For a summary of Minnesota alcohol-related statutes prepared by the National Institute for Alcohol Abuse and Alcoholism please see <http://alcoholpolicy.niaaa.nih.gov/stateprofiles/StateProfile.asp#FI>
5. Relevant Federal Laws
 - a. Drug Free Workplace Act of 1988
 - b. Public Law 100-690
 - c. Drug-Free Schools and Communities Act Amendments of 1989
 - d. Public Law 101-226

Academic Policies and Information

The most comprehensive information relating to academic issues may be found in the Undergraduate Catalog, which is available in the Administrative Services Building, or online at <http://bulletin.stcloudstate.edu/ugb/academic>. Information includes:

Academic Standards including grading system, grading appeals policy, grade points, computing grade point average, certification of scholastic achievement (Dean's List), academic requirements, suspension policy, procedure for reinstatement of suspended students, undergraduate academic forgiveness, and dismissal.

Federal and state regulations require that all students maintain satisfactory academic progress in order to be eligible to receive financial aid. The purpose of this requirement is to encourage all students to progress steadily at a reasonable rate toward graduation. Students must read the requirements if they are to receive federal, state, or institutional financial aid.

Academic Policies including application to major program of study, assessment, auditing of classes, cancellation of classes, change of

student class schedule, class attendance, correspondence, extension, workshop or field trip credit, forgeries, prerequisites, repeating courses for additional credit, repeating courses for improvement of grade, residence requirement, full time/part time enrollment status, and withdrawal.

Academic Credit Options including advanced placement, arranged courses, college level examination program, common market program-student exchange, credit-by-examination, experimental courses, independent study, international baccalaureate (IB), internships, and tri-college registration program.

Graduation including requirements and graduation with honors.

Academic Honesty

Course instructors are expected to take reasonable measures to prevent cheating and other types of academic dishonesty in the classroom. Where an instructor has convincing evidence of cheating, he/she may take the following action:

- A. Assign a failing grade to the paper, examination, report, etc. on which the student was caught cheating; or
- B. Assign a failing grade for the course in which the student cheated; or
- C. Assign other appropriate sanctions(s).

The student must be notified of the offense and sanction. The instructor should report the incident to the Student Life and Development office. Any conduct action would follow the University's Student Code of Conduct guidelines.

The student accused of cheating has the right to appeal the decision of the faculty member per established procedures.

For more information concerning academic honesty, refer to www.stcloudstate.edu/studenthandbook/code.

Policy and Procedure for Handling Student Complaints Concerning Faculty

Policy:

It is the policy of St. Cloud State University to address student complaints fairly and expeditiously. These complaints often are based upon misunderstanding between students and faculty. Thus, whenever possible, it is best to resolve them informally. It is important that anyone involved in a student complaint understands that this procedure is neither a judicial nor a disciplinary process.

Complaints concerning the assignment of grades are to be addressed using the University procedure for grade appeals. Complaints involving allegations of racial or sexual harassment or discrimination in violation of law or regulations of the Minnesota State Colleges and Universities (MnSCU) board should be brought to the attention of the Affirmative Action Office, <http://www.stcloudstate.edu/affirmativeaction>. Complaints about other University staff should be brought to the attention of the supervisor of that staff member. All other complaints involving faculty are to be addressed according to the following procedures and processes.



Procedure:

A complaint must be initiated during the semester or summer term when the concern arises or within two weeks of the first day of instruction of the next regular semester, regardless of the student's enrollment status. Time may be extended only by mutual agreement.

Step 1. Consultation with the faculty member.

When students have a concern, they are responsible for arranging a meeting with the faculty member to discuss it. Students should explain the nature of the concern. The faculty member may elect to respond at the meeting or at a later time, but within 10 duty days.

If a meeting cannot be arranged or if the faculty member's response is either not satisfactory to the student(s) or is not made within the required time, the student(s) may elect to proceed to Step 2.

Step 2. Mediation within the department.

If the matter is not resolved at Step 1, student(s) may request informal mediation assistance within the department by filing a complaint form (download the student complaint form in PDF format or obtain one from the Office of Academic Affairs, Deans' offices or departmental offices). The department will notify the faculty member through the department chair or another faculty member designated by the department that the complaint has moved to Step 2. If the student agrees, a copy of the complaint form will be given to the faculty member. Otherwise, the department chair or designated faculty member will summarize for the faculty member the general nature of the complaint prior to any mediation. This is neither a hearing nor a process within which a judgment as to error or wrongdoing is made. Its purpose is to utilize one or more third parties to reach understanding. The department may designate a mediator to handle all such complaints, or it may identify several mediators from which one or more individual(s) is(are) selected for a particular complaint. The department procedure must be in writing, simple and timely. A copy will be placed on file in the office of the Dean of the College.

If the department determines that this step is not appropriate in a particular case, it may refer the complaint to Step 3.

If an effort to mediate the complaint has not occurred within three weeks after receipt of the student complaint form by the department (exclusive of holidays, examination periods and time between semesters), the college dean must be notified and an explanation provided by the faculty member designated as responsible by the department. The dean will then determine whether the matter should continue at Step 2 or be taken to Step 3.

When student(s) or faculty members meet with department mediators, any individual of their choosing may accompany them. The participation of such persons shall be consistent with the process of informal mediation.

There will be no written or electronic record of the mediation effort except the student complaint form which is to be completed by the student(s) at the initiation of this step. Faculty who serve as mediators will not be called upon in any subsequent steps of this process or in related actions, except as agreed to by the parties and the faculty mediator.

If resolution is reached, a notation to that effect is made on the form and it is returned to the student. If mediation occurs but the matter is not resolved, the complaint form is to be returned to the student with a notation that mediation was not successful.

(NOTE: Departments will maintain a record of the number of complaints (without names of either party) received at Step 2, and whether complaints are resolved at that step. This information is solely to facilitate evaluation of the process.)

Step 3. Review by dean or designee

Students not satisfied with the outcome of Step 2 may request further review by delivering the student complaint form to the dean of the appropriate college within five working days of return of the form. Upon receiving the form, the dean (designee) will arrange to meet separately with the student(s) and the faculty member. Each may be accompanied by a person of her/his choosing. During these meetings, the dean will describe how the matter is to be reviewed and ask questions. The dean then may gather additional information, conduct other interviews, and may arrange for a joint meeting with the student(s) and the faculty member. Following this fact-finding process the dean will issue a written report. Both student(s) and the faculty member will be provided with a copy. The dean will complete this process within 30 days or will notify the parties as to the need for additional time.

If the dean determines that the complaint is without merit, the only record will be a copy of the student complaint form upon which such a notation has been made. The form will be placed on file with the student's permanent record for as long as may be necessary to permit response to potential legal actions. If the dean determines that the complaint is justified, an oral reprimand and/or other appropriate disciplinary action will be initiated, and the report will be placed in the official personnel file. The report will not by itself constitute discipline. Any disciplinary action arising out of a student complaint will be addressed in accordance with Article 24 of the agreement between the Inter-Faculty Organization (IFO) and the MnSCU board (or successor provisions regarding discipline).

Questions regarding this policy and related procedures should be directed to the Office of Academic Affairs. It is the intent of University administration that this policy and procedure be reviewed approximately every two years. Notwithstanding this intention, consideration will be given to suggestions for modification at any time.

Grade Appeals Policy

1. A student who considers a grade to have been determined improperly may, within two weeks, of the beginning of the next semester (not including summer terms), confer with the instructor.
2. Should step one not produce mutually satisfactory results, the student will contact the department chair to obtain a grade appeals form which will be presented to the departmental faculty committee with a copy to the instructor. This will take place within two weeks of the conference with the instructor (within four weeks of the beginning of the next semester, not including summer terms). The department chair then will refer the student to a standing departmental faculty committee and notify the faculty member of the grade appeal.
3. If the instructor in question is a member of the departmental faculty committee, the remaining members will choose another member to replace the instructor for the hearing of the appeal. The committee should resolve the appeal in the same semester the appeal is made, excluding summer sessions. If the contested grade is "F," the committee may let it stand or change it to "W," "U," or "S." If the contested grade is a passing grade, the committee may let it stand or change it to "S," meaning that the course would be counted toward graduation requirements but not be computed in the student's grade point average.
4. The student may request a review of the faculty committee's decision within two weeks of that decision only for the following reasons:
 - a. a procedural error which substantially affected the hearing's outcome;
 - b. failure of the faculty committee to hear the appeal or to render a decision; and
 - c. new or newly discovered information of a character which may have substantially affected the outcome.

The student will submit a written request for such a review to the Provost and Vice President for Academic Affairs indicating the basis for the review.

If such circumstances are found by the Provost and Vice President for Academic Affairs or his/her representative to exist, the Faculty Association Grade Review Committee, a six-member panel composed of one member from each unit, will conduct the review within the semester or subsequent semester or during the semester in which the request for a review is made.

The Faculty Association Grade Review Committee will be composed of two members from each unit, but only one member from each unit participating in any single panel

of review, with each unit represented on each panel but its representatives alternating. The Provost and Vice President for Academic Affairs or their representative shall convene and chair the committee as a non-voting ex-officio member.

Coordination, notification, and reports of the committee shall be handled through the Office for Academic Affairs. The affected student, the affected faculty member and other parties to the dispute have a right to appear at the Faculty Association Grade Review Committee meeting and to present oral and written information.

If the contested grade is "F," the committee may let it stand or change it to "W," "U," or "S." If the contested grade is a passing grade, the committee may let it stand or change it to "S" meaning that the course would be counted toward graduation requirements but not computed in the student's grade point average.

The decision to the Faculty Association Grade Review Committee is final, and is not appealable. Only the faculty member who assigned the grade, the departmental faculty committee, or the Faculty Association Grade Review Committee has the authority to change a grade using this process.

5. If the departmental committee and/or the Faculty Association Grade Review Committee fails to hear the grade appeal or the administration finds it necessary to change a grade directly, a written justification for such an action will be given to the faculty member and the Faculty Association Grade Review Committee.
6. If the faculty involved feels that any grade appeal decision is arbitrary, capricious or improper, he/she may appeal to the Faculty Association Ethics Committee.

Rights and Responsibilities under the Grade Appeals Policy

Introduction

Unless the instructor agrees to change the letter grade, a successful course grade appeal can result only in a final course grade change to W, S, or U. The grade appeals process cannot, for instance, result in the change of a grade of D- to a C. A grade of S counts toward graduation requirements but is not computed in the student's grade point average. A grade of U is not computed in the student's grade point average. To assign a grade of S during this process, the grade appeals committee must determine that the student's work in the course is equivalent to a grade of C- or better.

Definitions

Student refers to the student who is appealing a final course grade. **Instructor** refers to the instructor whose grade is being contested. **Committee** refers to the Departmental Grade Appeals Committee. **Trained person** refers to a student or faculty member who has successfully completed training through the SCSU Mediation Program.



Rights and Responsibilities

Throughout this procedure, the following processes, rights and responsibilities apply:

Student

1. The student has the responsibility to notify the instructor of the student's concern regarding a final grade. Notification may be face to face, by telephone, by email, by mail, or as facilitated by the department chair (see Department section below).
2. The student has the responsibility to present documentation and complete required forms.
3. The student has the right to contact the Student Government Association Academic Affairs Committee to receive assistance and coaching in the grade appeals process from a trained committee member.
4. The student has the right to be accompanied by a trained person to any meeting of the Grade Appeals Policy process, including the student's initial notification of the instructor.
5. The student has the right to speak to and to present evidence to the committee reviewing the grade appeal.
6. The student has the right to receive the committee's written recommendation.

Instructor

1. The instructor has the responsibility to present documentation and evidence to the student during the grade appeals process that is unbiased, truthful and accurate.
 - 1.1 The instructor must be available for a meeting during office hours, or a mutually agreed upon time.
 - 1.2 The instructor will explain the grading process and the grade given to the student. The grading process must be explicitly stated in the course syllabus that was made available at the start of the course.
2. 2.1 If invited by the committee, the instructor will meet with the committee. The instructor will explain the grades and grading process in question to the committee.
- 2.2 The instructor has the responsibility to present documentation and provide evidence to the committee that is unbiased, truthful and accurate.
3. The instructor has the right to speak to and to present evidence to the committee regarding the grade appeal.
4. The instructor has the right to receive the committee's written recommendation.
5. The instructor has the right to change the student's grade at any point in this process, based on a review of the student's performance or to correct clerical errors.
6. The instructor has the responsibility to maintain confidentiality.

Department

1. The department and/or chair has the right and responsibility to assist the student and instructor in reaching an informal

- resolution. To this end, the department or department chair may assist the student in notifying the instructor of the student's concern. The chair may refer the student to the Student Government Association Academic Affairs Committee to receive assistance and coaching on the grade appeal process. The chair may also contact an appropriate trained faculty facilitator, who will assist with facilitated meetings during the process as needed.
2. Early each fall semester, each department has the responsibility to establish a grade appeals committee and a departmental procedure for grade appeals that is within the general guidelines of this policy. A written copy of the departmental procedure will be given to any student who files a grade appeal. The departmental information sheet given to students will set forth the steps of a student grade appeals process.
3. The department has the responsibility to maintain confidentiality.

Committee

1. The committee has the responsibility to follow both the guidelines of this policy and the department procedure for grade appeals. Departmental policy cannot be in conflict with this University policy.
2. The committee has the responsibility to generate a written response, with copies given to the college dean and all involved persons and filed according to this policy and department policy.
3. The committee and dean have the responsibility to maintain confidentiality.

Advertising

To preserve the educational spirit of the campus in an effort to exercise some measure of control over the amount and appropriateness of materials displayed in academic facilities. St. Cloud State University has guidelines to be applied when materials are posted in all academic buildings or on the kiosks located on institutional grounds.

This policy applies to materials posted in all academic and administrative facilities and on institutional grounds. Materials may not be placed on the windshields of student, employee, or visitor vehicles for any reason at any time. Persons found in violation of this policy will be charged an hourly cleanup fee.

Those interested in posting materials in campus residence halls or in Atwood Memorial Center should refer to the policies adopted by those departments and/or contact the directors of those respective units. Persons unfamiliar with designated posting sites should contact building coordinators.

A complete list of guidelines for posting materials may be found at: www.stcloudstate.edu/humanresources/policies/advertising.asp.

Copyright Infringement Policies and Sanction Notice

Downloading or distributing copyrighted material, including through peer-to-peer files sharing, without the permission of the copyright holder is against the law. Illegal downloading or distribution of copyrighted materials can result in you being prosecuted in criminal court and/or sued for damages in civil court. Criminal penalties for first-time offenders can be as high as five years in prison and \$250,000 in fines. If sued in civil court, you may be responsible for monetary damages, attorneys' fees and civil penalties up to \$150,000 per work distributed. Use of St. Cloud State University resources for unauthorized distribution of copyrighted materials is forbidden.

St. Cloud State University prohibits illegal copyright infringement through its acceptable use policies as well as the Student Code of Conduct. Disciplinary action, including loss of use of the University information technology systems up to and including expulsion from the University could result from violations of this policy.

For more information on this topic and to see a list of legal alternatives, go to <http://huskynet.stcloudstate.edu/protectu/p2p.asp>

Data Privacy Information

FERPA

The Family Educational Rights and Privacy Act of 1974, its subsequent amendments and state data privacy laws provide the framework for student confidentiality.

These laws require that all information contained in University records be considered confidential except for directory information as described below.

Student records maintained by the University fall into two general categories: directory and educational records. Educational records are those records, files, documents, and other materials which contain information directly related to a student's academic progress, financial status, conduct files, etc., and are maintained by the University or a party acting on behalf of the University.

Educational records, with the exception of those designated as directory information, may not be released without the written consent of the student to any individual, agency, or organization other than to those University officials who have a legitimate need-to-know.

Other exceptions to releasing information without consent include, but are not limited to: officials of other institutions in which the student has applied or enrolled; authorized representatives of certain government agencies; and persons in an emergency, if the knowledge of the information, in fact, is necessary to protect the health or safety of the student or others.

Students at St. Cloud State University are entitled to review records, files, documents, and other materials containing information directly related to them which are maintained by the University.

In accordance with regulations issued by the Secretary of Health, Education and Welfare, students may request a hearing to challenge the content of education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of their rights. A student may insert in his or her records a written explanation respecting the contents of such records if suggested corrections or deletions are not made by the University. In addition, a student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Cloud State University to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, DC 20202-4605
www.ed.gov/offices/om/fpco/index.html

Request for Non-Disclosure

Directory information may be released without your authorization, unless you restrict its release. You may restrict release of your directory information by completing a Request for Non-Disclosure Form in the Office of Records and Registration in the Administrative Services building.

To prevent printing of your address and telephone number in the Campus Directory, you must file the form in the Office of Records and Registration prior to the deadline at the beginning of each fall semester.

Students who opt to restrict the release of address and phone number information will not appear in the Campus Directory, on most mailing lists used by SCSU student organizations, on mailing lists obtained from SCSU by non-University groups, or in the campus e-mail white pages.

Students who restrict directory information should be aware the restriction remains in effect until they formally notify the Office of Records and Registration in writing to remove it, even after the students graduate or cease enrollment. Some students have experienced considerable inconvenience by restricting their directory information, because the University is unable to verify degrees earned, dates of attendance, or enrollment status to any third parties, (including future employers), while the restriction is in effect.



Directory Information

The following information has been defined as directory information at St. Cloud State University:

- Student name
- Address (Local and Permanent)
- E-mail address
- Telephone listing
- Date of birth
- Class status (freshman, sophomore, etc)
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Dates of attendance
- Degrees and graduation honors received
- Most recent previous educational agency or institution attended

For more information: www.stcloudstate.edu/registrar/students/records/dataprivacy.asp.

Harassment and Discriminatory Conduct

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

Discrimination is defined as conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment that interferes with or limits the ability of the individual to participate in, or benefit from the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

Retaliation against any individual who makes a complaint under this policy is prohibited.

For the complete text of this policy, see www.mnscu.edu/board/policy/1b01.html

Any student who may be concerned about possible discrimination or harassment because of sex, race, color, sexual orientation, religion or any of the above, may contact the Office of Affirmative Action, 320-308-5123 or e-mail affirmativeaction@stcloudstate.edu.

Go to www.stcloudstate.edu/affirmativeaction for further information about your rights, to discuss conduct that is causing problems for you and what your options are or to access training resources to enable you to be your own advocate.

Hazing

Hazing, which includes any form of mental, physical, or emotional harassment, degradation, intimidation or harm, is strictly prohibited. Organizations found to be incorporating any form of hazing activities into their recruitment, new member or ongoing organizational activities, will face appropriate sanctions for violation of campus, local, and state policy and/or law. St. Cloud State University strongly discourages the use of alcohol and other substances as part of club, group, and organizational activities. Further information on hazing may be found in the Student Code of Conduct.

Missing Student Policy

The purpose of this policy is to establish procedures for the University's response to reports of a missing student, as required by the Higher Education Opportunity Act of 2008. This University policy applies to students who reside in University operated residence halls and apartments.

For purposes of this policy, a student may be considered to be a "missing student" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples include, but are not limited to, possible victim of foul play, expression of suicidal thoughts, alcohol or other drug abuse, a life-threatening situation, or recent contact with persons who may endanger the student's welfare.

I. Procedures for designation of emergency contact information

- Students age 18 and above and emancipated minors.
Residential students will be given the opportunity upon check in to a University operated residence hall/apartment, to designate an individual or individuals to be contacted by the University no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

- b. Students under the age of 18.

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the University is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

II. Official notification procedures for missing students

- a. Any individual who has information that a student may be missing must notify the Public Safety Department as soon as possible. Note: In order to avoid jurisdictional conflicts, the Public Safety Department will immediately notify local law enforcement authorities. The Public Safety Department will assist external authorities with these investigations as requested.
- b. The Public Safety Department will work with campus offices, the reporting person(s) and the student's acquaintances to gather all essential information about the student (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the student's physical and mental well being, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.
- c. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student may be endangered (e.g., witnessed abduction), the Public Safety Department will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.
- d. No later than 24 hours after determining that a student is missing, the Vice President for Student Life and Development or designee, will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
- e. For missing students who are 18 years of age or older, and did not designate an individual to be contacted, the Vice President for Student Life and Development or designee, will act in accordance with FERPA and Minnesota Government Data Privacy guidelines with regard to contacting a parent/guardian.

III. Campus communications about missing students

In cases involving missing persons, law enforcement personnel are trained to provide information to the media in a manner designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the University Communications Office. All inquiries to the University regarding missing students, or information provided to any individual at the University about a missing student, shall be referred to the Public Safety Department, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the University community with any information about a missing student, the University Communications Office shall consult with the Public Safety Department, local law enforcement authorities, and the Office of Student Life and Development to ensure that communications comply with FERPA and Minnesota Government Data Privacy guidelines and do not hinder the investigation.

Parking Information

Procedures and regulations have been developed and are monitored to maximize all available on-campus parking spaces for students, employees, and visitors of the University.

Authority for establishing parking and traffic regulations on the State University campuses was granted to the Minnesota State College and University Board and in turn to the State University campuses by Minnesota Statute, Section 169.966, subdivision 8 (1984) and the Minnesota State University Board Internal Rule 402.F.I.e. The President of St. Cloud State University has approved these regulations.

As an alternative to parking on campus, the Metro Transit System provides convenient bus service to the campus from many locations within the St. Cloud area. For more information, contact the Metro Transit System at (320) 251-RIDE or www.ridemetrobus.com/college/scsu.

Pedestrians have the right of way at crosswalks and street intersections at all times. At intersections controlled by signals, pedestrians shall comply with the signals.

Questions concerning parking regulations should be directed to the Public Safety Department, 320-308-3453, or by email at pubsafe@stcloudstate.edu. Further information on parking lots, student parking, enforcement, Metro Bus Program, area transportation, and Public Safety may be accessed from www.stcloudstate.edu/parking.

Public Expression

St. Cloud State University is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. In fulfilling its multiple missions as an institution of higher learning, it encourages the free exchange of ideas. The University will protect the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution.

St. Cloud State University maintains its right to place reasonable restrictions on time, place, and manner for acts of expression and dissent. Any acts that are disruptive to the normal operations of the University, including classes and University business, or that invade the rights of others will not be tolerated. Faculty, staff, and students engaging in a disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.



The complete policy on Public Expression, including use of public expression areas, freedom from obstruction, guidelines for expression, registration and use of campus facilities may be found at www.stcloudstate.edu/humanresources/policies/expression.asp.

Security Report

St. Cloud State University encourages all members of the University community to be fully aware of safety and security issues, campus-related departments and services and to take action to prevent and report illegal and other unsafe activities should they occur. Personal awareness, practicing personal safety, and reporting incidents of concern are the foundation of a safe community.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) of 1998-previously known as the Crime Awareness and Campus Security Act of 1990 and the Higher Education Amendments of 1992, St. Cloud State University monitors criminal activity for the campus, off-campus sites owned or maintained by SCSU and/or registered University organizations; and related curtilage. SCSU also documents a three year statistical history of these incidents. St. Cloud State University provides the information and statistics to University students and employees and to others upon request.

The St. Cloud State University's report and related information is available at the Department of Education's Security statistics search site at www.ope.ed.gov/security or www.stcloudstate.edu/publicsafety/securityreport

Sexual Violence Policy

St. Cloud State University seeks a safe and healthy environment for all members of the University community and visitors. Thus, St. Cloud State University has developed a Sexual Violence Policy to provide clear and concise information regarding definitions, processes and procedures for reporting and resolving incidents. This policy is also an affirmation of St. Cloud State University's commitment to providing resources for education, prevention, and support to assist victims of sexual assault.

St. Cloud State University recognizes that sexual assault is a serious problem that occurs among college students, as well as within other segments of society. The personal trauma experienced by victims and survivors and the nature of this crime undermines the trust essential in the process of obtaining an education and the fulfillment of St. Cloud State University's mission. Our goal is to foster and provide an environment of mutual respect and concern, and a safe community in which learning and growth can occur.

Policy Statement

St. Cloud State University prohibits sexual violence as it is an intolerable intrusion into the most personal and private rights of an individual. St. Cloud State University is committed to eliminating sexual violence in all forms. St. Cloud State University will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other board policies that may require separate proceedings. To further its commitment against sexual violence, St. Cloud State University provides reporting options, internal mechanisms and processes for dispute resolution, education and prevention training, and a variety of related services that are confidential, including advocacy and counseling.

Application of Policy to Students, Employees, and Others

This policy applies to all SCSU students, employees and others, where alleged incidents of sexual violence have occurred on SCSU property. Incidents of sexual violence alleged to have been committed by a student at a location other than on SCSU property are covered by this policy. Incidents of sexual violence alleged to have been committed by a St. Cloud State University employee at a location other than SCSU property are covered by this policy.

Individuals alleged to have committed acts of sexual violence on SCSU property and who are not students or employees are subject to appropriate actions by SCSU including, but not limited to, criminal or civil action or both.

Any individual may file a complaint or report under this policy.

Definitions

The following definitions apply to the Sexual Violence Policy:

Sexual violence. "Sexual violence" includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, as well as aiding acts of sexual violence.

Sexual assault. "Sexual assault" means an actual, attempted or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under the Student Code of Conduct and employee disciplinary standards. Sexual assault includes, but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.

2. Involvement in any sexual act, when the victim is unable to give consent.
3. The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior directed at another without that individual's consent, such as indecent exposure or voyeurism.

Consent. "Consent" is defined as informed, freely given, and mutually understood. If there is coercion, intimidation, threats, and/ or physical force, there is no consent. There is no consent, if the Complainant is mentally or physically incapacitated or impaired so that the Complainant cannot understand the fact, nature, or extent of the sexual situation and the condition is known or should have been known by a reasonable person. This includes conditions due to alcohol and/or drug consumption, or being asleep or unconscious. Whether the Respondent has taken advantage of a position of influence over the victim may be a factor in determining consent. Additionally, St. Cloud State University recognizes that silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent.

Non-forcible sex acts. "Non-forcible acts" include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

System property. "System property" means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities System that includes St. Cloud State University, its Board of Trustees, and Office of the Chancellor.

Employee. "Employee" means any individual employed by the Minnesota State Colleges and Universities System that includes St. Cloud State University and Office of the Chancellor, including student workers and graduate assistants.

If You are a Victim of a Sexual Assault

IMMEDIATE CARE AND ASSISTANCE

- Find a safe environment away from the assailant. Ask a trusted friend to stay with you. Remember, it's not your fault you were assaulted.
- Preserve evidence of the assault. Though you may want to, do not bathe or brush your teeth. Do not wash or get rid of any of the clothing that you were wearing. Write down as many details as you can recall.
- Report the assault to the police and to one of the offices listed below. They can assist you with the report process.
- Seek medical attention. It's important to test for STDs and pregnancy and to have evidence collected, even if you don't think you're injured.
- Call the SCSU Women's Center or the Central Minnesota Sexual Assault Center for confidential support and advocacy. The staff specialize in victim advocacy and can assist you in outlining all of your options and in making informed decisions.

Resources and Advocacy

SCSU Women's Center's Gender Violence Prevention Program advocates are available during regular business hours. 320-308-4958. www.stcloudstate.edu/womenscenter

Central Minnesota Sexual Assault Center operates a 24 hour confidential crisis line. 320-251-4357.

SCSU Counseling and Psychological Services provides short-term counseling and referrals. 320-308-3171. www.stcloudstate.edu/counseling

Medical Services and Evidence Collection

St. Cloud Hospital Emergency Trauma Center provides medical services and evidence exams. The hospital is located at 1406 6th Avenue North in St. Cloud. 320-255-5656.

SCSU Student Health Services offers STD testing and treatment, emergency contraception, pregnancy testing and documentation of injuries. 320-308-3191. www.stcloudstate.edu/healthservices

Anna Marie's Alliance provides services and safe housing for victims of domestic violence. 320-253-6900. www.annamaries.org

Reporting

SCSU Public Safety Department responds to emergencies on campus, provides documentation, and assists in reporting to the police. 320-308-3333. www.stcloudstate.edu/publicsafety

Student Life and Development, Atwood Memorial Center 219, takes reports of sexual assaults perpetrated by a student and provides information on the Student Code of Conduct process. 320-308-3111. www.stcloudstate.edu/sld

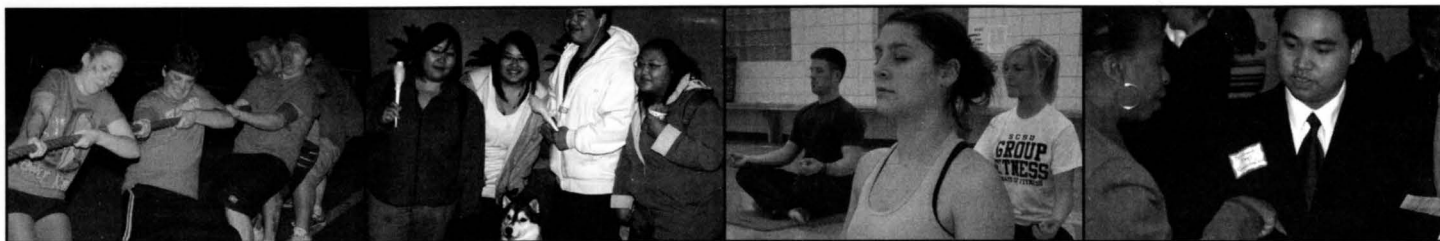
Office of Affirmative Action, Administrative Services 208, investigates sexual assaults when the alleged perpetrator is an employee or volunteer of the University. 320-308-5123. www.stcloudstate.edu/affirmativeaction

REDUCING YOUR RISK OF SEXUAL VIOLENCE

Pay Attention to Warning Signs

While there is no perfect profile of someone who will be sexually violent, there are some warning signs to pay attention to. These include:

- Domineering, overly controlling behavior and language.
- A tendency to disregard other's feelings and desires.
- Expression of hostility towards potential partners.
- The belief that certain actions entitle one to sex.
- Intrusion into your personal space.
- Touching you in a way that makes you feel uncomfortable.



Be Safe

- You are not obligated to perform sexual acts as payment, as a favor, or in order to be a “real man” or a “good woman.”
- Alcohol is a factor in many sexual assaults. It can impair your judgment and reduces your ability to recognize and react to warning signs.
- Never leave your drink unattended. Someone can slip a drug into your drink to incapacitate you.
- Be aware of the location of the blue lights on campus. Use the Sundowner or Late Nite buses if you live around campus. Avoid walking alone by calling a taxi. If you are walking alone on campus call for an escort from Public Safety at 308-3333.
- Look out for your friends. Share class and social schedules.
- Stay in a group when you go out.

Don't Be a Bystander-Keep Others Safe

- If you see a potentially dangerous situation, be willing to act, even if it means going against the crowd.
- Talk to your friends ahead of time about how they would like you to intervene if they are in an uncomfortable situation.
- Step in and separate the two people and let them know you are concerned.
- Use a distraction to redirect the focus. “Hey, I need to talk to you.”
- Recruit others to help intervene.

All students can play a role in combating sexual violence by holding perpetrators accountable, supporting the rights and choices of those who have been assaulted, and by making full use of campus resources.

Smoking Policy

St. Cloud State University is committed to providing a healthy environment in which to work and study. To achieve this objective, and in compliance with the Minnesota Clean Indoor Act (M.S. 144.411-144.147) and 1988 legislation (Minnesota Laws 1988, Chapter 666, Article 1, Section 44, Subd. 9-Smoking in State Buildings), smoking is not permitted in University academic and administrative buildings and state vehicles.

Excerpts from the policy:

- All employees and students are responsible for acting in accordance with this policy.
- It is expected that cigarette butts will be placed in receptacles provided.
- Smoking includes the carrying of a lighted cigarette, cigar, pipe, or any lighted smoking instrument.
- Violators of the Minnesota Clean Indoor Act are guilty of committing a petty misdemeanor. Additionally, violators of this policy, whether students or employees, will be subject to institutional disciplinary action.

The complete Smoking Policy, including the designated campus smoking areas, may be found at www.stcloudstate.edu/humanresources/policies/smoking.asp.

Student Organization Policies

Classifications

St. Cloud State University categorizes each student organization as either a Student Group or a Campus Program, based on the nature of the organization including, but not limited to, the required budget process, funding levels, or staff responsibility and accountability to the organization. The responsibilities associated with each type of established student organization are outlined in this section.

SCSU recognizes the Student Government Association as the governing body and official representative of the students.

Student Group: An association comprised primarily of students that upon completion of the established registration process is entitled to certain privileges, including access to a variety of resources on the SCSU campus. Student groups are those that primarily present events limited to their membership and campus community. These organizations are primarily interest groups. Any SCSU student can form a Student Group with ten members and a full time University faculty or staff member to serve as the Adviser. Student Groups must complete the annual registration process through the Center for Student Organizations & Leadership Development (CSOLD) and comply with all University policies and procedures.

Example of a Student Group: American Marketing Association

Campus Program: A SCSU program similar to a student group in purpose and composition and affiliated with a SCSU academic or administrative department with a designated faculty or staff administrator or Adviser responsible for the program from that department. All Campus Programs operations and activities shall be subject to the oversight of the department.

Example of a Campus Program: University Program Board

Responsibilities of Student Organizations

Involvement in student organizations provides students with valued learning experiences that bridge learning inside and outside the classroom learning environment. At SCSU, both Student Groups and Campus Programs are required to:

- Complete the annual registration process with the CSOLD Office by September 30 of each year (annual registration requirements for registered Student Groups and Campus Programs may vary and will be clearly outlined each year).
- Update the CSOLD Office, via the online club management system, of any changes to officers, Adviser, or members.
- Maintain a full time SCSU faculty or staff Adviser.

- D. Maintain a current copy of a constitution in the CSOLD Office (either by paper copy or via the online club management system).
- E. Comply with St. Cloud State University Affirmative Action policies, including Title IX, and state it under the membership section of their constitution.
- F. Abide by the laws of the State of Minnesota, Minnesota State Colleges and Universities (MnSCU) policies, the City of St. Cloud ordinances, SCSU policies, and all policies and procedures outlined in the SCSU Student Code of Conduct.
- G. Comply with the accounts policies set by the University and by the Student Government Association.
- H. Plan and implement programs and events that minimize risk to participants, the organization and the University, and accept responsibility for supervision of all sponsored programs.

Relationship to the University

Student Group

Student Groups are affiliated with the University and are responsible for managing their programs. Student Groups are not agents of the University and shall not represent themselves as such.

Campus Program

Some campus programs may have University employees with specific job responsibilities for their programs. Campus programs are subject to all University policies and procedures.

Categories

Each student organization is assigned a category based on their purpose. New organizations make a request for the category they want to affiliate with. The CSOLD staff, in conversation with the student organization leaders, makes the decision about the final category association.

The categories that organizations are assigned to are:

Arts	Language and Culture
Communications	Political and Social Concerns
Council/Advisory Groups	Recreation and Sports
Departmental/Academic Focus	Religious and Spiritual
Fraternities and Sororities	Service and Advocacy
Honoraries	Sport Clubs

Student organizations that wish to be re-categorized may contact the CSOLD department at Atwood Memorial Center 139, csold@stcloudstate.edu or 320-308-3004.

Annual Registration

To be considered a student group or campus program, student organizations must remain eligible and must complete an annual registration process through the CSOLD department before September 30 each year. Student organization registration is valid for one calendar year, ending on September 30. Each organization must complete the registration process set by the CSOLD department including one member of each organization attending the appropriate required Student Organization Workshop. The registration process and workshop dates will be publicized on the CSOLD department web site and sent directly to the listed President and Adviser for each group annually. The annual registration

requirements for student groups and campus programs may vary, and will be clearly outlined each year.

Additional Annual Registration Requirements for Fraternities and Sororities

Student groups that are members of the SCSU Fraternity and Sorority Learning Community will follow the registration procedures in the Fraternity and Sorority Policy and Program Manual, including annual registration of their student organization and fulfilling all reporting requirements as set forth in the Fraternity and Sorority Policy and Program Manual.

Additional Annual Registration Requirements for Sport Clubs

All Sport Clubs will be required to attend mandatory monthly Sport Club Council (SCC) meetings, lead by the Office of Intramurals & Sport Clubs beginning in September and running through May. Sport Clubs may also be asked to attend periodic seminars, speakers and/or other events required by the Sport Club office. In order to remain a club in good standing, clubs are also required to participate in setting up and taking down the Husky Dome as well as other events specified by the Sport Club office.

Purpose of Registration

Annual registration is meant to benefit organizations by requiring student organizations to revisit and reconfirm their purpose, constitution, various programs, and to confirm their Adviser. It is also meant to verify that student organizations have a minimum number of students involved to ensure that adequate interest for the organization exists. Annual registration also ensures that CSOLD has up-to-date contact information for officers, members and the Adviser (via the online club management system) to allow the University to communicate with the student organization and to provide support to programs and services.

Requesting a Budget from Student Government

Student organizations that have been registered for at least one calendar year at the start of the annual budget process, may request a budget from the Student Government Association during the annual budget process in the spring of each year. Organizations receiving a budget from the Student Government Association must comply with the policies and procedures of the Student Government Finance Committee and the University, including attendance at any mandatory trainings or budget meetings. Mandatory meetings, including Treasurer Trainings and Budget Clinics, are organized by the Student Government Association and are announced each year.

Use of Kitchen Facilities for Events

Student organizations that utilize the Sodexo kitchen facilities for their programs must attend the Student Organization Workshop (or other approved training) that covers the use of Sodexo kitchen facilities each fall semester. These workshops are planned and organized by the CSOLD department, Sodexo, and the Atwood Memorial Center Administrative Office and are announced each year.



Forming a New Student Organization

Any SCSU student can form a student organization as long as there is not another registered student organization with the same purpose, and they are willing to meet all the requirements of registered student organizations. The following steps are required to form a new student organization:

- Step 1: Complete the new student organization request form and turn it into the CSOLD office located in Atwood Memorial Center 139 or via email to csold@stcloudstate.edu. The electronic form is available online at www.stcloudstate.edu/csold/studentorganizations under "Start a New Organization".
- Step 2: Informational Meeting – A CSOLD staff member will contact you to set up a meeting to go over the steps it will take to become a registered student organization and to answer any questions.
- Step 3: Complete Requirements – After meeting with the CSOLD staff member, you will get an email with login information to a web page for your organization and a list of the requirements that need to be completed.
- Step 4: Adviser Verification – Your adviser will also get an email from the CSOLD department with information about what they need to do to confirm they are the Adviser and review the group's registration information.
- Step 5: Registered – Once you and your Adviser complete all of the required steps, you will both receive an email from the CSOLD department to let you know you are registered with the University, your organization's web site will be activated, and your group will be listed on the CSOLD web site on the list of registered student organizations. In accordance with MnSCU board policy, the Student Government Association will review the chartering of all new student organizations for approval by the institution president.

Note: Sport Clubs and Fraternities & Sororities may have additional requirements or steps to complete to form a new student organization. Additional requirements for either will be explained during Step 2 in the meeting with the CSOLD staff member. Questions regarding Sport Clubs can be directed to the Coordinator of Intramurals and Sport Clubs at 320-308-3923. Fraternity & Sorority questions can be directed to the CSOLD Assistant Director for Fraternities & Sororities at 320-308-5544.

Eligibility to Remain a Registered Student Organization

Student organizations must remain eligible to be considered a registered student organization each year. Eligibility requirements include:

- Must have a minimum of ten full time SCSU student activity fee paying members.
- Must maintain a full time SCSU faculty or staff member as an Adviser.

- Must have a minimum of three executive officers in good standing with the University, including above a 2.0 GPA.

Failure to Register

Student Groups

If a Student Group fails to complete the annual registration process, the organization will need to meet with the Assistant Director for Student Organizations in the CSOLD department and appeal their loss of registration. If the group fails to register or appeal their registration, the organization will lose all benefits afforded to registered student organizations. To register the student organization after the September 30 deadline each year, Student Groups will need to complete all steps required to form a new student organization, including waiting one calendar year from the new charter date to be eligible to apply for an annual budget from the Student Government Association.

Campus Programs

If a Campus Program fails to complete the annual registration process, the organization will need to meet with the Assistant Director for Student Organizations in the CSOLD department and appeal their loss of registration. Because Campus Programs are funded at a higher level than Student Groups, the Student Government Association and Fee Allocation Committee will determine the effects on budget for failure to complete annual registration.

Benefits of Registering

Besides the opportunity to develop personal leadership skills, registered student organizations receive additional benefits:

Accounts	Leadership Trainings
Atwood Center Space	Liability Insurance
Reservation	List Servs
Audio-Visual Equipment and	Mailboxes
Films	Newsletter
Budgets/Financial Resources	Office Space
Button-Making Machine	Popcorn Popper
Campus Calendar	Promotional Space
Cash Box Usage	Storage Space
Computers	Student Organization Fairs
Contracting for Speakers/	Supplies
Performers	Ticket Sales
Consultation	Reservations
Copies Plus	University Affiliation
Display Cases	Use of Quarry
Event Planning Assistance	Vehicle Rental
Financial Advising/Forms	Website Resources
Fundraising Opportunities	Work Room
HuskyNet Email Address, File	
and Web Space	
Leadership Library	

For more information on these benefits, see the Student Organizations Guidebook online at www.stcloudstate.edu/csold/studentorganizations.

Inactive Status

Some organizations become inactive due to member graduation or lack of interest. In such cases, the organization will continue to be listed by the CSOLD department as a registered group until the next annual registration period, or as determined by CSOLD staff, as a result of extenuating circumstances. If an organization does not complete the next annual registration requirements, the group will no longer be registered. Any funds remaining in an organization's account that is no longer active or registered will be liquidated. An organization can be restarted at any time by following the procedures outlined in this guidebook for new student organizations.

Role of the Adviser

The University requires that each student organization be advised by at least one faculty or staff member. Effective advising requires numerous skills normally associated with teaching or counseling and a willingness to commit time to these activities. Advisers play an important role in student organizations. By sharing knowledge about the University and personal experience, advisers provide professional expertise to student organization members, as well as foster rewarding mentorships with students. Advisers are rewarded in knowing that they have contributed significantly to the growth and development of students through co-curricular activities.

Requirements to be a Student Organization Adviser

- Must be a full-time SCSU employee during the academic year in which one serves unless otherwise approved by the CSOLD department.
- Serve without pay and not be provided release time from other professional duties unless specified in a job description.
- Represent and protect the interests of SCSU in all matters pertaining to the organization.

Choosing or Changing an Adviser

Student organizations are generally responsible for selecting their own Adviser unless it is specified in an employee's position description (note: the Coordinator of Intramurals and Sport Clubs in Campus Recreation is the official Adviser signing off on all financial forms for Sport Clubs). Student organizations are allowed to choose their Adviser in accordance with their constitution and/or operating documents, unless it is specified in an employee's position description. Any student organization may have more than one Adviser, though only one Adviser is specified to sign financial forms. All changes to Advisers should be updated through the online club management system and emailed to CSOLD at csold@stcloudstate.edu.

Benefits of Being an Adviser

There are several rewards associated with being the adviser to a student organization. They include:

- Observe and assist in the development of students.
- Receive recognition by the institution, the organization, and students.
- Serve as a reference for a student.
- Serve as a mentor for students.
- Observe culture changes in the life of the University and community.

- Teach, lead, and coach students.
- Form networks with colleagues involved as advisers in similar organizations.
- Provide service to the University.
- Participate in an organization whose purpose you support.

Responsibilities of a Student Organization Adviser

In assuming the role of a student organization Adviser, it is inherent that the Adviser has accepted and agreed to fulfill these responsibilities in the manner listed below:

- Serve as the official budget responsible person, including signing financial forms, budget requests, etc.
- Take an active role in advising the student organization.
- Know the general purpose of the organization and be familiar with all provisions outlined in the organization's constitution and by-laws and review annually the constitution with the organization membership.
- Meet with the organization president on a regular basis (at least twice each month is recommended as the minimum requirement).
- Attend organization meetings and events.
- Remain informed of all activities sponsored by and conducted by the student organization.
- Establish with the student organization president the manner in which the adviser will participate in the organization's activities; i.e., programs, social events, recruitment and new member activities, and meetings.
- Know the officers and members of the organizations.
- Be familiar with the status of the current membership of the organization.
- Know the organization's process for obtaining new members.
- Offer guidance to the organization on goal setting, organization management, program planning, problem solving, and group evaluation.
- To be knowledgeable of and adhere to University policies and procedures which pertain to student organizations and to inform the student organization officers and members of their responsibilities.
- Be knowledgeable of policies and procedures listed in the SCSU Student Code of Conduct.
- Review with the student organization membership the policies and procedures listed in the SCSU Student Code of Conduct.
- Report immediately to the CSOLD department any activities that may or will violate University policies.
- Review and adhere to the policies in the Student Organization Policy Guidebook.

Risk Management

Portions of this section adapted from

<http://www.snc.edu/studentorgs/handbook/riskmanagement.html>.

Involvement in a student organization at St. Cloud State University is a great opportunity to learn leadership skills, make lifelong friends, and positively influence the campus community. Risk management is the process of thinking through and planning for the potential and perceived risks involved in activities and taking actions and proactive steps to minimize these risks. The goal of risk management is to ensure that student organizations plan and host events that are safe and fun for everyone involved!



There are five major factors that often lead to legal risks for student organizations. Any one of these factors may be applicable to the organization as a whole, the organization's officers, or individual members:

Ignorance of the Law – Not being aware of the laws. For example, this could be applicable to the student organization that does not adopt behavioral expectations, stating that when members are involved in hazing or sexually violent situations, it is not the responsibility of the organization. The entire organization, officers, or individual members may be found responsible under the St. Cloud State University Student Code of Conduct. Individuals found responsible for some actions classified as hazing or sexual assault and prohibited by the St. Cloud State University Student Code of Conduct, may also be faced with criminal charges or civil claims in a court of law.

Ignoring the Law – Knowingly violating the law. For example, although an organization knows that serving minors alcoholic beverages is illegal, they continue to violate the law.

Failure to Act – Realizing a behavior or action needs to stop, but not doing anything to stop it. An organization that would allow risky behavior (such as a fist-fight or dangerous use of weapons or vehicles) to continue at a function could be held liable for the injury, because of its failure to take some sort of action to stop the behavior.

Failure to Warn – Not notifying participants of what risks are associated with an activity or event. An organization that sponsors an activity that requires proper techniques for safe participation must inform all participants of the inherent dangers involved. Courts have held parties responsible for harm that is foreseeable and could have been prevented.

Expense – Failing to spend money on ensuring safety at an event or activity. An organization that fails to appropriate funds to ensure and maintain safety at an event or activity that they sponsor may be liable in the event of an accident or injury.

Technology Policies and Regulations

As a student at St. Cloud State University you are entitled to use of the campus network and technologies. By using SCSU technology resources, you agree to abide by the policies and regulations set by SCSU, the Student Code of Conduct, Minnesota State Colleges and Universities and all applicable state and federal laws.

An abridged list of technology policies and regulations is below. All technology policies with complete texts can be found at husky.net.stcloudstate.edu under the "Technology Policies" link. Failure to comply with these policies and regulations may result in the loss of network privileges or other disciplinary actions.

- Minnesota State Colleges and Universities (MnSCU) sets policies and procedures for all of its members, including SCSU. You are responsible for knowing and abiding by all MnSCU regulations, especially the "Acceptable Use of Computers and Information Technology Resources" standards located at www.mnscu.edu/board/procedure/522p1.html
- In addition to other technology use policies, you are required to know and agree to the "Responsible Use of Computers" standard set by SCSU. Go to husky.net.stcloudstate.edu/policies/responsibleuse.asp to read the full details, including a summary of current computer laws.
- As an SCSU student, you are required to be ethical and responsible in your use of HuskyNet. You are also responsible for knowing and abiding by all HuskyNet policies and regulations which can be found at husky.net.stcloudstate.edu under the "Technology Policies" link.

Samples of HuskyNet policies include:

- Student HuskyNet account
- Account allocations
- E-mail usage
- E-mail as official communication to students
- Student Campus Desktop/iCampus Desktop users
- ResNet (Residential Hall Network) usage
- Open data jack usage

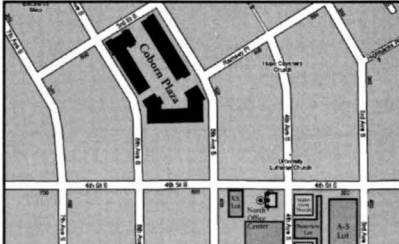

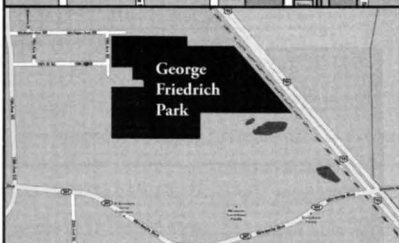

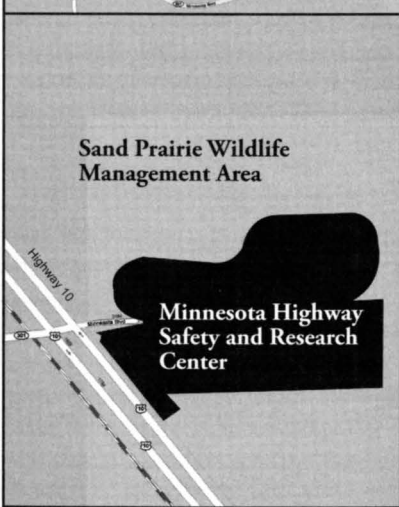



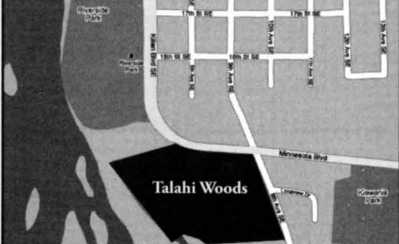

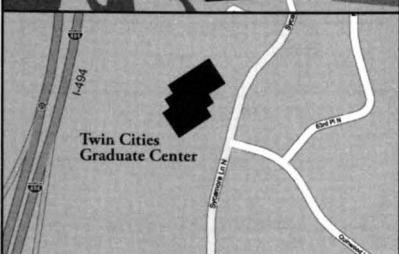



Notes

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ST. CLOUD STATE UNIVERSITY OFF-CAMPUS SITES MAP

Visit www.StCloudState.edu/campusmap/

		COBORN PLAZA APARTMENTS AND WELCOME CENTER Fifth Avenue South and Ramsey Place St. Cloud State leases a 455-student housing complex and 12,000-square-foot Welcome Center in Coborn Plaza. Located a block north of campus, Coborn Plaza honors the Coborn family whose grocery chain had a store on the site. Also, under construction is 19,000 square-feet of retail. The Welcome Center and housing complex are expected to open August 2010.
		GEORGE FRIEDRICH PARK East end of University Drive Purchased in 1934, this wooded property was home to granite quarries and then an outdoor swimming facility. It was closed to the public in the mid-1970s. It has water-filled quarries and scenic trails. Trees include native aspen, red cedar, oak and ash and introduced red pine and white pine. Access is from the east end of University Drive. The tract is bounded by Minnesota Correctional Facility-St. Cloud property on the south and U.S. Highway 10 on the east. A planned extension of University Drive is expected to skirt north of the park.
		MINNESOTA HIGHWAY SAFETY AND RESEARCH CENTER 1805 U.S. Highway 10 Located on 160 acres east of campus, the center's three miles of paved track and two miles of gravel track host year-round vehicle training. Offerings include driving skills courses for law enforcement personnel and construction truck operators. The center is north of Sand Prairie Wildlife Management Area on U.S. Highway 10.
		SAND PRAIRIE WILDLIFE MANAGEMENT AREA East of campus on U.S. Highway 10 St. Cloud State owns 70 percent of this 700-acre natural area, which is managed by the Department of Natural Resources. Sand Prairie has two restored wetlands, a restored prairie, native prairie brush land and woods. Beaver, deer, fox, green herons, American woodcock, blue-winged teal and other wildlife can be seen from the observation deck, boardwalk and trails.
		SELKE FIELD 1000 block of University Drive The former site of St. Cloud State football games and track meets is now the home of Husky softball. Youth soccer teams, club rugby teams and the like use the irrigated turf field. Named for former President George Selke, the 17-acre property is famed for its massive granite walls. It is located five blocks east of campus on University Drive.
		TALAH WOODS Minnesota Boulevard and Ninth Avenue Southeast Talahi Woods is on the Mississippi River south of Riverside Park. The elevated woody tract offers views of the Beaver Islands. It is fenced on its landward side, which abuts Killian Boulevard/Minnesota Drive/9th Avenue SE. Its trails are used by students and the public for casual recreation, especially cross country skiing. Faculty sometimes use it for class activities.
		TWIN CITIES GRADUATE CENTER 6401 Sycamore Court N., Maple Grove, MN 55369 St. Cloud State leases space in the Dex Building in Maple Grove for professional-level graduate classes and programs. Located near I-494 and Bass Lake Road, the Twin Cities Graduate Center's offerings include courses in educational counseling, business management, and regulatory affairs and services.

ST. CLOUD STATE UNIVERSITY CAMPUS MAP

Visit www.StCloudState.edu/campusmap/

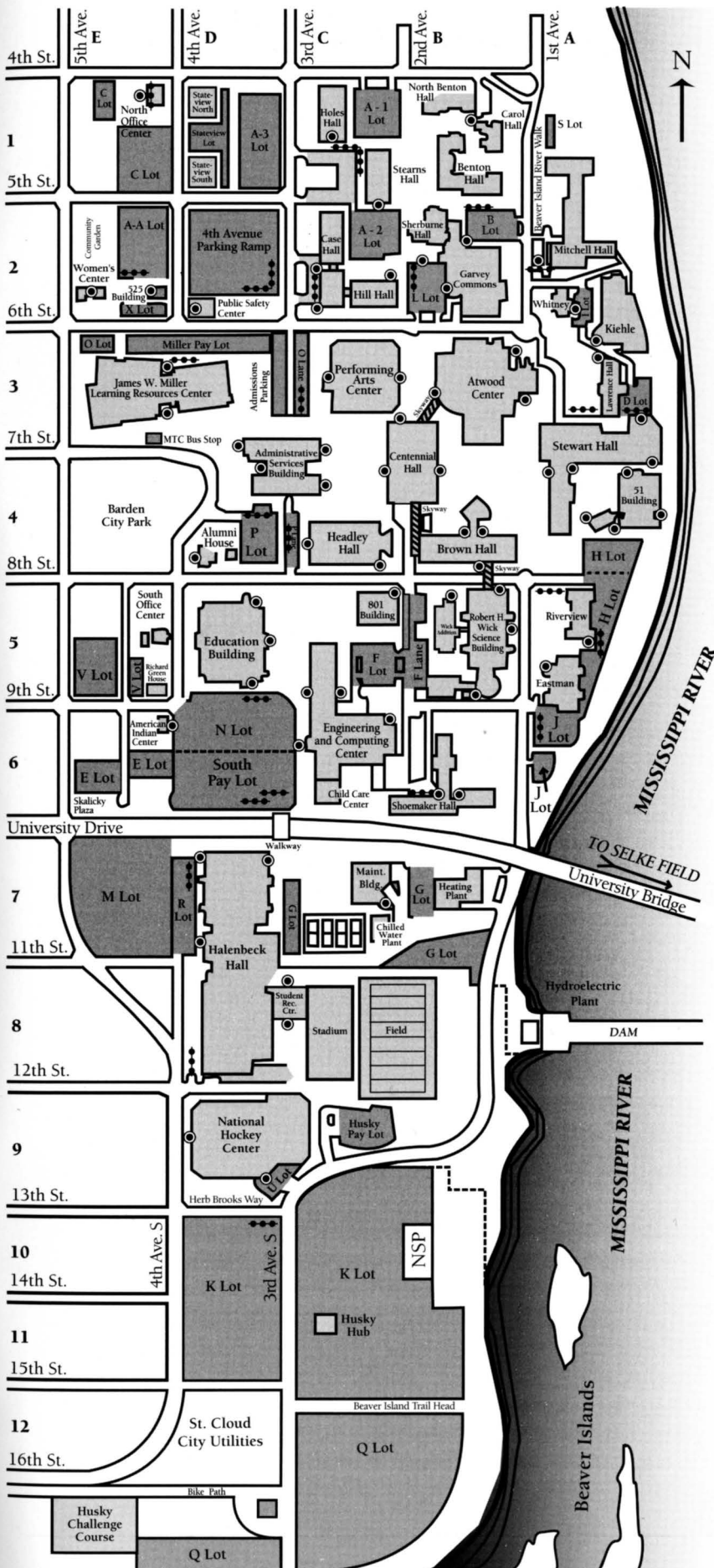
TO REACH THE CAMPUS

- **From Interstate 94:** Take Exit 171. Drive north into St. Cloud on Stearns County Road 75. At 22nd Street South turn east. At Clearwater Road turn north. Follow the signs to campus.
- **From U.S. Highway 10:** Exit west on Minnesota Highway 23. Cross the Mississippi River on the Granite City Crossing Bridge. At Fifth Avenue turn south. Follow the banners to campus.
- **From the southwest (Minnesota Highways 15 and 23 and Stearns County Road 75):** All routes link with Division Street. Turn south at Fifth Avenue. Follow the banners to campus.
- **From the east (Minnesota Highway 23):** Take the U.S. Highway 10 exit north. Turn west on East St. Germain Street. Continue west until you cross the Mississippi River on Veterans Bridge. Turn south on Fourth Avenue South.

LEGEND

AS	Administrative Services, 720 4th Ave S	C4
AH	Alumni House, 724 4th Ave S	D4
AIC	American Indian Center, 901 4th Ave S	E6
AMC	Atwood Memorial Center, 651 1st Ave S	B3
BTH	Benton Hall, 445 1st Ave S	B1
BH	Brown Hall, 151 8th St S	B4
BG	Buildings and Grounds	E1
CRH	Carol Hall, 425 1st Ave S	B1
CSH	Case Hall, 550 3rd Ave S	C2
CH	Centennial Hall, 201 8th St S	B4
	(Husky Bookstore)	
ECC	Engineering & Computing Center, 910 3rd Ave S	C6
EH	Eastman Hall, 850 1st Ave S	A5
EB	Education Building, 840 4th Ave S	D5
FLD	Field	B8
GC	Garvey Commons, 577 1st Ave S	B2
HaH	Halenbeck Hall, 1000 4th Ave S	D7
HH	Headley Hall, 225 8th St S	C4
HiHH	Health Center, 550 3rd Ave S	C2
HP	Heating Plant, 1025 1st Ave S	B7
HiH	Hill Hall, 550 3rd Ave S	C2
HoH	Holes Hall, 400 3rd Ave S	C1
Hub	Husky Hub, 1420 3rd Ave S	C10
HS	Husky Stadium, 1111 3rd Ave S	C8
MC	James W. Miller Learning Resources Center (library)	
	400 6th St S	D3
KVAC	Kiehle Visual Arts Center, 580 1st Ave S	A2
LH	Lawrence Hall, 650 1st Ave S	A3
MB	Maintenance Building, 211 11th St S	C7
MH	Mitchell Hall, 566 1st Ave S	A2
NHC	National Hockey Center, 1204 4th Ave S	D9
NOC	North Office Center, 401 4th Ave S	E1
NSP	NSP Building	B10
PA	Performing Arts Center, 620 3rd Ave S	C3
PR	Parking Ramp, 516 4th Ave So	D2
PSC	Public Safety Center, 526 4th Ave So	D2
RGH	Richard Green House, 827 4th Ave So	E5
	Ritsche Auditorium (Stewart Hall)	A4
R	Riverview, 826 1st St S	A5
SBH	Sherburne Hall, 525 1st Ave S	B2
SMH	Shoemaker Hall, 915 1st Ave S	B6
SOC	South Office Center, 809 4th Ave S	E5
SVN	Stateview North, 410 4th Ave S	D1
SVS	Stateview South, 422 4th Ave S	D1
STH	Stearns Hall, 410 3rd Ave S	C1
SH	Stewart Hall (Ritsche Auditorium), 702 1st Ave S	A4
SRC	Student Recreation Center, 1111 3rd Ave S	C8
WH	Whitney House, 576 1st Ave S	A2
WC	Women's Center, 520 5th Ave S	E2
WSB	Robert H. Wick Science Building (Planetarium), 825 1st Ave S	B5
801B	801 Building, 801 2nd Ave S	C5
51B	51 Building, 51 8th St S	A4
525	525 Building, 525 4th Ave S	E2

Handicapped Parking
Wheelchair Accessible Entrance
Skyway



St. Cloud State University Quickfind

Emergency Information

Note: From on-campus phones, dial 9 to get an outside line

Emergency (police, fire, ambulance).....	911
SCSU Public Safety.....	(320) 308-3333
SCSU Student Health Services (during business hours)	(320) 308-3191
St. Cloud Police (non-emergency).....	(320) 251-1200
St. Cloud Fire (non-emergency)	(320) 255-7284
St. Cloud Hospital (information).....	(320) 251-2700
Psychiatric, drug and alcohol (emergency)	(320) 253-5555
Central Minnesota Sexual Assault Center.....	(320) 251-4357

For additional phone numbers and emergency procedures refer to: www.stcloudstate.edu/emergency

General Information

The following is a list of frequently used phone numbers and websites. For a complete listing of offices, employees, programs, faculty, and students consult the online A-Z Office Directory at www.stcloudstate.edu/search or the Campus Directory. The campus information number is (320) 308-0121. For information weekdays after 4:30 pm and weekends, call Atwood Memorial Center at (320) 308-4636.

Office	Phone	Website
Academic Learning Center	(320) 308-4993	www.stcloudstate.edu/alc
Academic Advising	(320) 308-6075	www.stcloudstate.edu/advising
Atwood Memorial Center	(320) 308-4636	www.stcloudstate.edu/atwood
Bookstore	(320) 308-1489	husky.bkstr.com
Business Services	(320) 308-4003	www.stcloudstate.edu/billing
Campus Card	(320) 308-1683	www.stcloudstate.edu/campuscard
Campus Recreation	(320) 308-3325	www.stcloudstate.edu/campusrec
Career Services Center	(320) 308-2151	www.stcloudstate.edu/careerservices
Center for Student Organizations and Leadership Development	(320) 308-3004	www.stcloudstate.edu/csold
Computer Assistance		
HelpDesk	(320) 308-2077	huskynet.stcloudstate.edu/helpdesk
ResNet (Res. Hall Network)	(320) 308-4762	huskynet.stcloudstate.edu/resnet
Continuing Studies/Distance Ed.	(320) 308-3081	www.stcloudstate.edu/continuingstudies
Counseling and Psychological Services	(320) 308-3171	www.stcloudstate.edu/counseling
Escort Service	(320) 308-3333	www.stcloudstate.edu/publicsafety
Financial Aid	(320) 308-2047	www.stcloudstate.edu/financialaid
Lesbian, Gay Bisexual and Transgender Resource Center (LGBT)	(320) 308-5166	www.stcloudstate.edu/glbtr
Graduate Studies	(320) 308-2113	www.stcloudstate.edu/graduatestudies
International Studies	(320) 308-4287	www.stcloudstate.edu/internationalstudies
Learning Resources and Technology Services (Library)	(320) 308-2084	lrts.stcloudstate.edu
Math Skills Center	(320) 308-3840	www.stcloudstate.edu/mathskills
Multicultural Student Services	(320) 308-3003	www.stcloudstate.edu/mss
President's Office	(320) 308-2122	www.stcloudstate.edu/president
Parking	(320) 308-3453	www.stcloudstate.edu/parking
Public Safety	(320) 308-3453	www.stcloudstate.edu/publicsafety
Records and Registration	(320) 308-2111	www.stcloudstate.edu/registrar
Residential Life (Housing)	(320) 308-2166	www.stcloudstate.edu/reslife
Sexual Assault Services	(320) 308-3995	www.stcloudstate.edu/womenscenter
Student Disability Services	(320) 308-4704	www.stcloudstate.edu/sds
Student Health Services	(320) 308-3191	www.stcloudstate.edu/healthservices
Student Life and Development	(320) 308-3111	www.stcloudstate.edu/sld
University Program Board	(320) 308-2205	www.stcloudstate.edu/upb
Volunteer Connection	(320) 308-5693	www.stcloudstate.edu/volunteer
Women's Center	(320) 308-4958	www.stcloudstate.edu/womenscenter
Write Place	(320) 308-2031	www.stcloudstate.edu/writeplace

