

Family Educational Rights and Privacy Act (FERPA) /Student Records

As custodian of student records in compliance with the Family Educational Rights and Privacy Act of 1974, as amended, (FERPA) MSU-Bottineau assumes the trust and obligation to ensure the full protection of student records.

Student records maintained by MSU-Bottineau fall into two general categories; public directory information and educational records.

Public directory information is information concerning a student that may be released publicly. It includes the following: all names, addresses, electronic addresses and telephone numbers on record, date and place of birth, major field of study, student classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and graduation, degrees received, honors and awards received, names of previous educational institution attended, photographic, video or electronic images of students taken and maintained by the College.

Currently enrolled students may withhold disclosure of any category of public directory information. To withhold disclosure, written notification must be received in the Registrar's Office by the tenth day of each semester. Forms are available at the Registrar's Office. A request to withhold disclosure will remain in effect until the student notifies the Registrar's Office.

MSU-Bottineau assumes that failure on the part of any student to specifically request in writing the withholding of categories of public directory information indicates individual approval for disclosure.

Resident/Nonresident

Eligibility for resident student status (and the resulting avoidance of an obligation to pay nonresident tuition) is a technical matter that is controlled by a special North Dakota Law and State Board of Higher Education guidelines. Students whose eligibility may be open to question, especially those who have moved to North Dakota from another state, should be sure to familiarize themselves with these guidelines and their requirements regarding place of residence, voting, driver's license, auto license, state income tax filing, etc. Copies of the guidelines are available at the Student Services Office.

Equal Opportunity

MSU-Bottineau is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws for all individuals without regard to race, color, national origin, religion, gender, disability, age, sexual

orientation, marital status or veterans' status.

More specifically, MSU-Bottineau abides by the requirements of Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 as well as the implementing of regulations of the Department of Education.

This prohibition of discrimination in education programs and activities operated by the college extends to a wide variety of areas, including admission or access to, or treatment or employment in the college's programs and activities.

Inquiries concerning compliance may be directed to the college's Equal Opportunity Officer (Jan Wysocki, Thatcher Hall, 701-228-5454) or the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, telephone: 816-268-0550.

Sexual Harassment Policy

Minot State University-Bottineau's commitment to equal opportunity includes an assurance to its employees and students that they will be not subjected to sexual harassment, as such conduct is prohibited at this College. MSU-Bottineau defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education requirement;
2. Submission or rejection of such conduct by an individual is used as the basis for employment decisions, educational decisions (grades, etc.), affecting such individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or learning performance or creating an intimidating, or demeaning, or hostile, or offensive working classroom environment.

This definition is in compliance with Title VII of the Civil Rights Act of 1964.

Employees or students concerned about violations of this policy may request assistance from the Equal Employment Opportunity Officer housed in the Library in Thatcher Hall, or an appropriate administrator. In addition, the College's affirmative action plan and equal opportunity grievance procedure shall be available for any person who wishes to file a complaint alleging a violation of this policy.