

Undergraduate/Graduate Credits policy

Financial aid is available for classes taken at the student's classification: undergraduate classes count only for undergraduate students; graduate classes count for only graduate students. (Undergraduate classes don't qualify for graduate students.)

GRADUATION REQUIREMENTS

See University Bulletin

GRIEVANCE/COMPLAINT PROCEDURES

Academic

Students seeking a waiver of an academic policy or requirement should refer to the procedure for Appeal of Academic Policy. Harassing behavior related to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law is prohibited by policies of the Minnesota State Colleges and Universities. A complaint about such behavior occurring in the classroom or another academic setting should be presented to the Affirmative Action Officer. Students seeking to appeal a grade assigned for a course should consult first with the instructor of the course. If a resolution is not reached, the dean of the college that offered the course should be consulted.

Student complaints about other matters taking place in the classroom or another academic setting should first be discussed with the faculty or staff member responsible for the academic activity. If a resolution is not reached, the dean of the college that offered that academic activity should be consulted.

Discrimination/Harassment

See Nondiscrimination in Employment and Education Opportunity Policy.

Administrative

This general procedure is applicable only to those administrative actions for which no special grievance procedure has been

established. Special procedures have been established for certain academic, student conduct, discrimination/harassment, and employment related matters.

Students desiring to appeal actions or procedures of University administrative offices may do so as follows:

1. Discuss the concern with the administrator involved.
2. If satisfaction is not received, the student may appeal to the office or supervisor of the administrator involved.
3. The appropriate Vice President and, finally, the President of the University are available for further appeal of administrative grievances if necessary.

Housing Policies

See Residence Hall Handbook, Copies available from the Housing Office, Ballard Hall, 477-2118.

Immunization Policy

Minnesota Law (M.S.135A.14) requires that all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Students graduating from a Minnesota high school after Spring Semester, 1997 are exempt from this requirement. ATTENDANCE IN CLASS WILL NOT BE ALLOWED WITHOUT OFFICAL DOCUMENTATION OF THESE IMMUNIZATIONS AND MAY AFFECT RECEIVING FINANCIAL AID.

International Student Full-Time Status

All international students or (F-1 or J-1 status) must maintain full-time status. Undergraduate students must enroll in and complete at least 12 credits a semester; graduates must enroll in and complete 8 credits a semester. The Immigration and Naturalization Service (INS) will not allow students who are out of status to work on or off campus. Questions should be addressed to the ISA. Kimberly Gillette, FR 151, 477.2940.

Licensure Policy

All logos of Minnesota State University Moorhead have been trademarked,

including the official dragon; the words Dragons; Minnesota State University Moorhead; Minnesota State Moorhead; MSU Moorhead; the following as they pertain to Minnesota State Moorhead: MSU Moorhead, MSUM, Minnesota State, and MnSCU; and any other designs, marks, logo graphics, and/or symbols that are associated with the university.

All artwork and products (T-shirts, caps, etc.) must be approved by MSUM's Alumni Director (Betty Gunderson, 477-2497) or U.S. Licensing (280-0381).

1B.1 Nondiscrimination in Employment and Education Opportunity Policy

Minnesota State Colleges and Universities are committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

This policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, MnSCU will give due consideration to an individual's constitutionally protected

right to free speech and academic freedom. The system office, colleges, and universities shall develop and implement a complaint process to review complaints of discrimination/harassment, or sexual violence. This policy supersedes all existing system, college, and University non discrimination policies.

Race Discrimination/Harassment

Part 1. Definitions

Subpart A. Racial Discrimination is prohibited by state and federal law. Racial discrimination is defined as conduct that is directed at an individual because of his/her race, color, or national origin or that of his/her spouse and that subjects the individual to different treatment by agents or employees so as to interfere with or limit 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.

Subpart B. Racial Harassment is a form of race discrimination which is prohibited by state and federal law. Racial harassment is defined as verbal or physical conduct that is directed at an individual because of his/her race, color, national origin, or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect or creating a hostile work or educational environment. Racial 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 other persons having business at or visiting the educational environment.

Sex Discrimination/Harassment and Violence

Part 2. Definitions.

Subpart A. Sex discrimination is prohibited by state and federal law. Sex discrimination is defined as conduct that is directed at an

individual because of his/her gender or that of his/her spouse that subjects the individual to different treatment so as to interfere with or limit 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.

Subpart B. Sexual harassment is a form of sex discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose or effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating and intimidating, hostile, or offensive work or educational environment.

Sexual harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, and other persons business with or visiting the educational environment. Sexual harassment may occur when it is directed at members of the opposite gender or when it is directed at members of the same gender. It includes, but is not limited to:

- unwelcome pressure for sexual activity;

- unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact; physical contact may be appropriate, if necessary to restrain individuals to avoid physical harm to persons or property;
- demands for sexual favors or promises of preferential treatment with regard to an individual's employment or educational status accompanied by implied or overt threats concerning an individual's employment or educational status; or
- unwelcome behavior or words of a sexual nature directed at an individual because of gender.

Subpart C. Sexual violence: Acts of sexual violence are criminal behaviors and create an environment contrary to the goals and missions of the system and colleges and universities. Acts of sexual violence include:

1. Forcible acts, which include non-consensual contact, and/or sexual contact in which the victim is incapable of giving consent (such as when the complainant is under the influence of alcohol or drugs);
2. Nonforcible sex acts such as incest and statutory rape; and
3. The threat of an act of sexual violence. Sexual violence may include, but is not limited to: touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Subpart D. Sexual harassment and violence as sexual abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota Law. In such situations, the system office and colleges and universities shall comply with the reporting