



**Faculty Handbook  
Spring 2012**

**UNIVERSITY  
CENTER**

*at the center of it all*

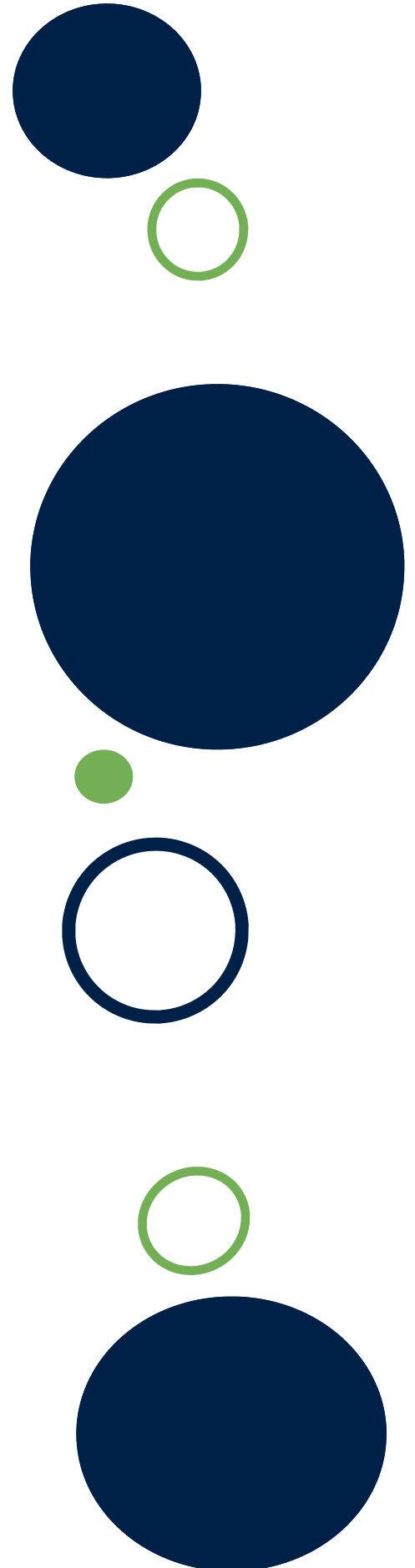
University Center

4801 Career Avenue

Sioux Falls, SD 57107

605-367-5640 • 1-866-220-7085

[www.SDUniversityCenter.org](http://www.SDUniversityCenter.org)



**Thank you for agreeing to teach for us this semester!**

**The information on the following pages outlines the policies and procedures at University Center.**

**Please feel free to call 367-5640 with any questions.**

**Sincerely,**

**Dr. Sharon Sopko, Director , Academic and Student Services Coordination**

**Sarah Rasmussen, Assistant Director, Academic and Student Services Coordination**

**Jennifer Schelske, Student Services Coordinator**

**Alan Fischer, Admission/Recruitment Coordinator**

**Chris Assmus, Program Assistant I**

**Jill Toland, Senior Secretary**

**Jason Rohrer Senior Secretary**

**Connie Parker, Senior Secretary**

**Martha Miller, Senior Secretary**

**Jill Pick, Secretary**

**Linda Roehrich, Secretary**

**Aaron Anthony, Jason Madsen, Nicole Rieckman, Ben Weins , Advisors**

**Vikki VanHull, Financial Aid Advisor**

**Randi Unverzagt, Library Assistant**

## TABLE OF CONTENTS

<b>Equipment</b> .....	1
<i>Podiums</i> .....	1
<i>Lap Top Policy</i> .....	1
<i>Classroom Set-Up</i> .....	1
<i>Software</i> .....	1
<b>Faculty Notification</b> .....	1
<i>Faculty Folders</i> .....	1
<i>Contact Information</i> .....	1
<b>Services</b> .....	1
<i>Copies</i> .....	1
<i>Print ID Cards</i> .....	2
<i>Center Shop (Bookstore &amp; Coffee Shop)</i> .....	2
<i>Book Orders</i> .....	2
<i>Policy &amp; Procedures Questions</i> .....	2
<i>Classrooms</i> .....	2
<i>Parking Decals</i> .....	2
<i>Resource Center</i> .....	2
<b>Tutorial Services</b> .....	2
<b>Syllabus</b> .....	2
<i>Last Day to Drop/Add and Withdraw</i> .....	3
<b>Desire2Learn</b> .....	3
<b>D2L Support Web Sites</b> .....	3
<b>ADA Policy</b> .....	3
<b>Web Advisor</b> .....	4
<b>Notifying Students</b> .....	4
<b>Copyright Laws</b> .....	4
<b>Attendance Check</b> .....	4
<b>Early Alert</b> .....	4
<b>No Show Policy</b> .....	4
<b>Faculty Evaluations</b> .....	4
<b>Final Exam Dates</b> .....	4
<b>Freedom in Learning</b> .....	5
<b>Visitor Policy</b> .....	5
<b>Testing Policy</b> .....	5
<i>Testing Students with ADA Accommodations</i> .....	6
<b>Weather Policy</b> .....	6
<i>Cancellation Policy for Inclement Weather</i> .....	6
<i>Tornado Policy</i> .....	6
<b>Security</b> .....	7
<b>Emergency Policies</b> .....	7
<b>University Policies</b> .....	8
<i>Appeal of Administration Decisions</i> .....	10

### Building Key

FADM—Administration Building

FSC1—Science and Technology Classroom Building

## **EQUIPMENT**

If you need assistance with the equipment in the classrooms, contact the UC Help Desk at 201-4887.

The Help Desk is located in Room 135 at FADM, and is open from 8:00 am-10:00 pm Monday through Thursday, 8:00 am-5:00 pm on Friday, and 9:00 am-4:00 pm on Saturday

The help desk assistants are available to help students, staff and faculty with classroom set-up, utilizing the classroom equipment, computer-related questions and DDN needs.

Equipment in most classrooms consists of an Elmo, computer, VCR/DVD, screen and white board. Equipment is controlled by a touch screen on each podium. Written instructions for the touch screen are listed on each podium.

### ***Podiums***

Podiums in the classrooms are wired in specific locations and they cannot be moved. Please do not remove any equipment from the podiums.

### ***Lap Top Policy***

You may bring your own laptop to use in classes, however, you are required to have it checked for security reasons. Please take your laptop to room 135 FADM to have the computer help desk staff check it.

### ***Classroom Set-Up***

You may change the arrangement of the classroom tables and chairs to fit your teaching style and needs. However, you **MUST** return the room to its original set-up for the following class periods. Do not remove chairs and/or tables from classrooms. Do not move podiums or equipment.

### ***Software***

The computers in the classrooms and labs provide Office 2010 programs and Internet access. If you have special software needs, please return the software request form and licensing information to Ryan Johnson, Senior Communications Network Specialist (Ryan.Johnson@usd.edu) three weeks prior to the beginning of the semester.

## **FACULTY NOTIFICATION**

Students need to contact the faculty member directly, **not the University Center office**, with questions, messages, or if they will not be in class. Please give them your contact number and/or email address.

### ***Faculty Folders***

The faculty folders are located in the Reception area of FADM and in the Faculty Office Suite at FSC1. It is **important** to check your folder before each class period for any messages, paperwork or other communications. Please do not remove folders.

### ***Contact Information***

Please provide Linda Roehrich (Linda.Roehrich@sduniversitycenter.org) with your current address, phone number and email address, or complete the faculty information form located in your mail folder. Email addresses will be provided by University Center for those who need one. All important faculty information and announcements will only be sent via email.

## **SERVICES**

### ***Copies***

Copies can be made by University Center Business Office (Room 133 FADM) for your class with a 2 day advance notice for small jobs (no more than 50 pages) and 4 days for large jobs (over 50 pages). Copy order requests are at the reception desk or the UC Business Office and need to be completely filled out. If you are doing your own copying, please utilize the copiers in FADM room 127 or room 211, or FSC1 room 141 or 221.

### ***Print ID Cards***

The Business Office (Room 133 FADM) will issue print cards to all faculty who teach at University Center. ID cards must be used by faculty who print in computer labs and classrooms. Students will obtain ID print cards for their own printing needs and should not rely on faculty to print for them during class.

### ***Center Shop (Bookstore and Coffee Shop)***

The Center Shop is open from 8:00 am to 7:00 pm Monday through Thursday and from 8:00 am to 5:00 pm on Friday. For inquiries call 782-3211. The Center Shop is located in room 168 at FADM.

### ***Book Orders***

Textbooks for all face-to-face and DDN classes in Sioux Falls must be ordered through the Center Shop Bookstore. Order forms must be returned within one month of receipt. Textbook orders must be renewed every semester (not automatically reordered).

### ***Policy and Procedure Questions***

Direct all of your questions and concerns to the Director of Academic and Student Services Coordination, or the Assistant Director of Academic and Student Services Coordination.

### ***Classrooms***

If you have questions or concerns regarding your assigned classroom, or if you need an additional classroom, please contact Connie Parker (Connie.Parker@sduniversitycenter.org). Every effort will be made to accommodate your request if classroom space permits.

In many instances there will be another class beginning approximately 15 minutes after your class ends. Please dismiss your class on time to allow the incoming faculty enough time to set up for their class.

### ***Parking Decals***

Parking decals are available for faculty at the front desk of FADM. Please park only in the designated faculty parking spots.

### ***Resource Center***

The hours for the Resource Center (room 205, FADM) are 9:00 am to 10:00 pm Monday through Thursday, 8:00 am to 5:00 pm on Friday, and 9:00 am to 4:00 pm on Saturday. Services provided by the Resource Center include reserving instructor materials for students use, library loans from the main campuses and assisting students with computer searches. See the testing policy for hours available for testing.

## **TUTORIAL SERVICES**

Please notify your students that basic tutoring services for general education math, English, and chemistry are provided free of charge for University Center students. Tutor hours and locations are posted and may vary. Tutoring is available through walk-in tutoring.

If you have any students you would like to recommend to become a tutor, please contact Martha Miller, Senior Secretary, at 605-367-5989.

## **SYLLABUS**

An electronic copy of your syllabus must be kept on file with the Office of Academic Coordination. You can send your syllabus to: **Connie Parker (Connie.Parker@sduniversitycenter.org)**

Make sure you include an email address and/or phone number where students can contact you.

### ***Last Day to Drop/Add and Last Day to Withdraw from a Class***

Within your syllabus schedule, include the last day to drop and add (with 100% refund) and withdraw with a “W” from the course, and all holidays and times that the class will not be meeting.

The Academic Calendar for Fall 2011 can be found on our website at:

[http://www.sduniversitycenter.org/Academic\\_Calendar\\_98.htm](http://www.sduniversitycenter.org/Academic_Calendar_98.htm).

### **DESIRE2LEARN**

Faculty are responsible for requesting a D2L site from their home university. They are also responsible for assisting students with the log-in procedure. University Center staff are not able to access D2L for students.

#### ***Desire2Learn Support Web Sites***

USD: <http://www.usd.edu/technology/links.cfm?catid=89>

DSU: <http://support.dsue.edu/d2l>

SDSU: <http://www3.sdstate.edu/academics/desire2learn>

NSU: <http://northern.edu/help/tutorials/d2l/index.htm>

BHSU: <mailto:BHSUHelpDesk@bhsu.edu>

### **ADA POLICY**

This is a suggested phrasing for use in your syllabus. Include this statement or another similar one in your syllabus.

“If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and \_\_\_\_\_, (the Director of the Office of Disability Services at the home university) as early as possible in the semester.”

- University Center—Jennifer Schelske, Student Services Coordinator, (605-367-5640) (initial contact)
- BHSU—Mike McNeil (605-642-6099)
- DSU—Keith Bundy (605-256-5121) ([www.departments.dsu.edu/ disability services](http://www.departments.dsu.edu/disability_services))
- USD—Ernetta Fox (605-677-6389)
- SDSU—Nancy Crooks (605-688-4504)
- NSU—Karen Gerety (605-626-2371)

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of `973 and Title II of the Americans with Disabilities Act).

The University of South Dakota has designated Ms. Roberta Ambur, Vice President of Administration & ITS, as the Coordinator to monitor compliance with these statutes. Section 504 obligates USD and Ms. Ambur to provide equal access for all persons with disabilities. Ms. Ambur can be reached at Room 209, Slagle Hall, Phone: 605-677-5661.

## **WEB ADVISOR**

The universities no longer use paper rosters or grade sheets. All instructors must access class rosters, mid-term and final grading reports through Web Advisor. **YOU MUST HAVE AN EMAIL ADDRESS IN ORDER TO ACCESS WEB ADVISOR.** If you do not have an email address, University Center will provide you one.

Contact the Office of Academic and Student Support Coordination for instructions on the use of Web Advisor.

Students will only be able to access their grades through Web Advisor.

## **NOTIFYING STUDENTS**

Notifying students of assignments required by the instructor prior to the first day or night of class is the responsibility of the instructor.

If your class is cancelled for any reason, please call the front desk at 367-5640 immediately and we will post a sign in your classroom and on our website. We encourage you to establish an e-mail distribution list or Desire2Learn site for your class so that you may contact students directly. **We will not contact students.** The instructor will need to contact the students with additional information about assignments for the missed class.

## **COPYRIGHT LAWS**

Remember that copyright laws do exist and apply to web site materials. Please direct any questions to your campus copyright representative.

## **ATTENDANCE CHECK**

It is extremely important you verify attendance and report discrepancies during the 100% refund time frame. Your university needs to know who on the roster has not attended or who is attending but is not on the roster. This verification is important for financial aid, drop and withdrawal procedures. University Center staff will attempt to contact no shows and students in attendance who have not registered.

## **EARLY ALERT**

Faculty who have concerns with student absences and/or academic difficulties are encouraged to use the on-line Early Alert system found on the University Center website ([http://www.sduniversitycenter.org/Policies\\_and\\_Procedures\\_202.htm](http://www.sduniversitycenter.org/Policies_and_Procedures_202.htm)). An advisor will attempt to contact the student(s) and will provide feedback to the faculty member. All classes at University Center are available for Early Alert. Faculty may begin submitting Early Alerts following the add/drop dates. Faculty may contact Ben Weins (Benjamin.Weins@SDUniversityCenter.org) with questions pertaining to the Early Alert system or for the log-on information needed to access the Early Alert form.

## **NO SHOW POLICY**

At the beginning of each semester, a student roster will be placed in each faculty's mail folder or mailbox. Faculty are asked to notify the Office of Academic and Student Services Coordination of any student who is on the roster but not attending the class during the drop/add period. Students will be contacted by the Office of Academic and Student Services Coordination staff to verify the student's plans to attend class, drop or withdraw.

## **FACULTY EVALUATIONS**

Student surveys will be provided each semester by the Office of Academic and Student Services Coordination.

## **FINAL EXAM DATES**

Sioux Falls classes do not follow the on-campus final exam schedule. Final exams are to be given during the final week of the semester at the regular class time.

## **FREEDOM IN LEARNING**

Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college which offers the class to initiate a review of the evaluation.

## **VISITOR POLICY**

The Visitor Policy allows an individual to take a University Center course for a reduced rate of \$100 (maximum of two courses per semester). Visitors will be able to sit in on the class and listen to the lecture, but are not required to turn in any assignments, tests or any other graded work. Visitors are responsible for purchasing the required books or any other classroom materials as needed. This policy applies to an individual who is not currently taking classes in the Regental system, when there is space available in the class and with instructor permission.

## **TESTING POLICY**

Make-up exams may be given to those students who, for extenuating reasons, cannot take an exam at the appointed time. Extenuating circumstances would cover illness, child's illness, weather, and other emergencies. Appointments and other outside activities that can reasonably be scheduled at another time are not considered emergencies and students should be expected to take the exam at the appointed time.

Make-up exams for students should be left in the Resource Center, room 205. The Resource Center testing hours are 9:00 am-10:00 pm on Monday through Thursday, 8:00 am to 5:00 pm on Friday, and 9:00 am to 4:00 pm on Saturday. There is no testing available on Sunday. If the resource center staff is not available, leave exams and instruction sheets with the Receptionist. **DO NOT LEAVE EXAMS AT AN UNATTENDED DESK.**

A make-up exam instruction sheet can be picked up at the Reception Desk or the Resource Room and must accompany every exam. In the case of multiple section classes (e.g. MATH 101, PSYC 101, SPCM 101, etc.) a section number must be included. Instruction sheets that are unclear (student's name, deadlines, instructions, etc.) will be returned to the instructor for clarification.

University Center does not provide in-class proctors. It is the students' responsibility to set up testing appointments by phoning 367-5989. Walk-ins will not be accommodated except for COMPASS testing.

The following guidelines must be followed:

- Full-time faculty housed at University Center are responsible for administering their own make-up exams.
  - The testing staff will **attempt to accommodate** a full-time faculty member and student when a mutual testing time cannot be arranged. The faculty member must adhere to the rules established for on-campus and adjunct faculty.
- On-campus and adjunct faculty (and full-time University Center faculty teaching during the summer) may arrange for make-up testing through the Resource Center.
  - The maximum number of make-up exams allowed per **section** is 5. **On-campus and adjunct faculty** should notify the Director/Assistant Director of Academic and Student Services Coordination for the need to exceed the limit of 5 in extenuating circumstances.
  - A deadline date must be included on the instruction sheet. Expired exams will be returned to the instructor and students who have not scheduled an appointment by the deadline date will need to contact the instructor for alternative testing procedures.
  - Faculty are **NOT** allowed to drop a student off for exam proctoring.

- Students requiring special accommodations should contact the Student Services Coordinator at 367-5640. The Resource Center staff does not accommodate students requiring exam reading or one-on-one testing.
- The Resource Center staff will assist with COMPASS, CLEP, exit and TekXam testing.
- Pharmacy and Nursing are responsible for administering make-up exams to their students.

The following applies to students who do not take classes at one of the four participating universities, USD, SDSU, DSU or NSU and who request test administration services.

- Students enrolled in correspondence or Internet courses from any college or university other than one of the five partner universities, who require testing accommodations will be assessed a \$25 per test administration charge for any non-University Center course.
- Students taking classes on-campus at USD, SDSU, DSU, NSU or BHSU and asking to take their campus course exams in Sioux Falls will not be assessed a \$25 per test administration charge.
- Students not enrolled or intending to enroll in the Regental system who seek to take a standardized test (e.g. Compass) will be assessed a \$25 per test administration charge.
- The student is responsible for paying the test administration charge prior to the test and should not expect reimbursement for these costs.
- University Center can and will serve as a center for certain other tests (e.g. CLEP) and will assess charges according to the fee schedules permitted as a recognized testing site.

### ***Testing Students with ADA Accommodations***

If a student requests accommodations for distraction free location and/or extended time, contact Jennifer Schelske, Student Services Coordinator at 605-367-8465, or Jennifer.Schelske@sduniversitycenter.org. All exams must be emailed to Jennifer Schelske. It is the student's responsibility to communicate with faculty and the Student Services Coordinator to schedule an appropriate time. Accommodations will be made at FADM; therefore, 24 hours notice is recommended for any accommodations.

## **WEATHER POLICIES**

### ***Cancellation Policy for Inclement Weather***

Please listen to the following television stations for class cancellations due to inclement weather:

KDLT—TV      KSFY—TV      KELO—TV

Students will not be called if all classes are cancelled due to weather conditions. If you are unable to teach because of weather conditions, it will be your responsibility to notify your students.

### ***Tornado Policy***

In the event of a tornado, seek shelter in an interior room on the first floor. Shut the door of the room to reduce the risk of injury from flying glass and other debris. Rooms 152, 245, 250 and 253 at FADM and rooms 107 and 108 at FSC1 are all appropriate places to seek shelter.

## **SECURITY**

### **UC Security:**

Security Office (Daytime Hours) 605-367-5289

Security Contact (Daytime Hours) 605-201-2371

SF Finest Security (Evening Hours) 605-728-7233

## **EMERGENCY POLICIES**

### ***Medical Emergency/Death***

- Call 911—stay with the dispatcher until told to hang-up
- Stay with ill/injured person
- Contact administrator
- Request students leave the classroom
- Send somebody to flag down emergency vehicle
- If you are not teaching a class—go to Business Office

### ***Fire/Explosion***

- ACTIVATE ALARM
- ASSIGN student to special needs student
- LEAVE BUILDING IMMEDIATELY (best EXIT noted above classroom doorway)
- INSTRUCTOR—Last one out
  - All students are out
  - Window/doors closed
  - Lights off
- REMAIN OUTSIDE until the ALL CLEAR is given by authorized person

### **Instructors:**

- If you are teaching a class—take roll

### ***Tornado/Hazardous Weather***

- Alarm sounds
- Assign student to special needs student
- Move into interior hallway or windowless classroom—lowest level possible
- Turn away from windows or other expanses of glass
- Cover head (with clothing if possible)

If evacuation is not possible, take shelter under desks or tables

Wait for the ALL CLEAR

**Instructors:**

- If you are teaching a class—take roll, if there is damage STAY with students
- If you are not teaching a class and there is damage—go to the Business Office

***Hazardous Material Spill*****Outdoors**

- Stay indoors
- Close windows—no air leaks
- Secure all doors—nobody in or out (except authorized person)
- WAIT for the ALL CLEAR/OTHER INSTRUCTIONS

**Indoors**

- LEAVE BUILDING AS ORDERED (or same as fire)
- Assign student to special needs student
- WAIT for the ALL CLEAR before reentering/OTHER INSTRUCTIONS

**Instructors:**

- If you are teaching a class—take roll

***Armed Intruder/Hostage/Lock Down***

- LEAVE building immediately—if possible
- Assign student to special needs student
- If a cell phone is available, DIAL 911—REPORT LOCATION OF INTRUDER
- **Lock Down—Procedure**
  - Place colored card (contained in folder identified as “security measures” located in each classroom) where it can be seen
    - Red—injury/need assistance
    - Green—OK
  - LOCK DOOR
  - LIGHTS OFF
  - KEEP QUIET
  - WAIT FOR ROOM TO BE CLEARED—By authorized person

If intruder gains access to your room, you should follow orders from the subject. If while in your room, the intruder begins assaulting people—LEAVE the building if at all possible.

**Instructors:**

- If you are teaching a class—take roll
- If you are not teaching a class—go to the Business Office

## **UNIVERSITY POLICIES**

### ***Disability Policy Statement (ADA)***

All benefits, services, and education opportunities are offered without regard for ancestry, age, race, citizenship, color, creed, religion, gender, disability, national origin, sexual orientation, or Vietnam Era veteran status. Persons of disability desiring to request reasonable accommodations must register with the Disability Services Officer from their home institution. In order to make sure requests are received and acted upon in a timely manner, the student should contact the Student Services Coordinator at the Sioux Falls location as soon as possible upon admission.

### ***Privacy of Student Records***

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law which states (a) that a written policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of each student's educational records.

University Center accords all the rights under the law to any person enrolled as a student. No individual or group outside the organization shall have access to nor will the organization disclose any information (except directory information) from students' educational records without the written consent of students except to the following personnel: employees of USD, SDSU, DSU, NSU and University Center as designated by the Executive Dean; officials of other institutions in which students seek to enroll; organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests; persons or organizations providing student financial aid; accrediting agencies carrying out their accreditation function; persons in compliance with a judicial order; and persons in an emergency in order to protect the health or safety of students or other persons.

### ***Student Conduct***

The following regulations, while not all-inclusive, identify forms of conduct that infringe upon those expectations, disrupt the orderly progress of institutional activities, and so, expose the actions to discipline.

#### **A. Academic Dishonesty.** Acts of dishonesty, including, but not limited to the following:

1.
  - a. Use or giving of unauthorized assistance in taking quizzes, tests or examinations.
  - b. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out assignments, or
  - c. Acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff.
2. Plagiarism, which is defined as, but is not limited to, the following:
  - a. The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement consistent with accepted practices of the discipline.
  - b. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

#### **B. Disruption of Educational Process**

Disruption of or interference with the activities of persons who are studying, or otherwise engaging in activities that are consistent with the normal and expected uses of institutional facilities.

#### **C. Acts of Aggression** including threats, intimidation, coercion or other conduct that threatens or endangers the health or safety of any person.

#### **D. Sexual Conduct**

Subjection of another person to any sexual act against that person's will or without consent, including any conduct that would constitute a sex offense, whether forcible or non-forcible, under SDCL 22-22-1 through 22-22-7-2.

**E. Harassment**

Discriminatory conduct including sexual harassment, racial harassment, or harassment on any other groups, directed against individuals.

**F. Theft**

**G. Damage to Property**

**H. Possession of Stolen Property**

**I. Hazing**

No student organization or person shall conduct or condone hazing activities.

**J. Failure to Comply**

Failure to comply with directions of institutional officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so.

**K. Unauthorized Access** to any institutional premises, institutional equipment, data processing systems or information management or storage materials, facilities or systems.

**L. Violation of Other Policies**

Violation of published South Dakota Board of Regents policies.

**M. Bomb Threats**

**N. Alcohol or Drug Violations**

No possession, use or distribution of alcohol, marijuana or controlled substances is permitted on the campuses or Regental institutions except where specifically authorized by South Dakota Board of Regents policy.

**O. Possession of Dangerous Weapons**

Illegal or unauthorized possession of firearms, other items defined as dangerous weapons (including firearms, knives, fire works, explosives, or dangerous chemicals) on institutional premises.

**P. Disturbing the Peace**

Conduct classified under state law or local ordinance as disorderly, lewd and indecent or a breach of the peace.

***Reporting Concerns/Grievance Procedure***

Faculty or students should report concerns regarding sexual harassment and other forms of harassment to the University Center Executive Dean or the Director of Academic and Student Services Coordination. Confidentiality will be maintained to the maximum extent possible in resolving the problem. If a complainant chooses to exercise his/her right to file a formal complaint, the South Dakota Board of Regents Complaint Procedure will be used in the investigation and resolution.

Complainants, witnesses and other persons who have assisted, testified, or participated in any manner in any phase of an investigation will be protected. This policy and applicable Board of Regents, State and Federal regulations prohibit retaliation, coercion, interference and/or intimidation, or any other adverse act. Persons committing such adverse actions will be subject to disciplinary actions.

- Expulsion—Mandatory separation of the student from the institution for a period of no less than six years. **A student who has been expelled from one Board institution may not be enrolled at another until the period of expulsion has expired.**

### *Appeal of Administrative Decisions*

Administrative officers of each university participating in University Center have the responsibility and authority to make decisions within their respective areas of jurisdiction. As in the case of a concern or complaint regarding a grade in a course or other academic issues, a student should first discuss the concern with the official directly responsible for the area involved (i.e. the course professor). If the matter cannot be resolved at that level, a student should contact the Director or Assistant Director of Academic and Student Services Coordination at University Center. This review process, wherein an official at a given level reviews the decisions of a subordinate, extends to the level of the President of the university. In reviewing a decision, an official will examine the relevant information and the rationale upon which the decision was based. The decision of the subordinate may be reversed (or a re-examination by that official be directed) wherein the review discloses a significant error.

For more information regarding the appeals process, contact the Director or Assistant Director of Academic and Student Services Coordination at (605) 367-5640.