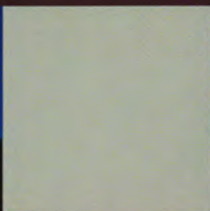
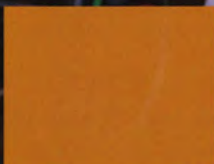


ST. CLOUD STATE UNIVERSITY



FACULTY HANDBOOK
2006-2007



ST. CLOUD, MINNESOTA

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Message from the Provost

Dear Colleague,

This Handbook contains information for all faculty, especially those new to SCSU, about the academic, administrative, and personnel policies and procedures at the university. It briefly describes various offices, services, and resources, and provides links to web pages that offer more information. The web version of the Handbook will link directly to the source material.

The Handbook is a compilation and/or summary of existing university and system policies, and applicable law. Official policies are promulgated by the Board of Trustees of the Minnesota State Colleges and Universities, by the Office of the Chancellor, and by various offices at the university. Contractual matters are addressed in the Master Agreement Between the MnSCU Board of Trustees and the IFO.

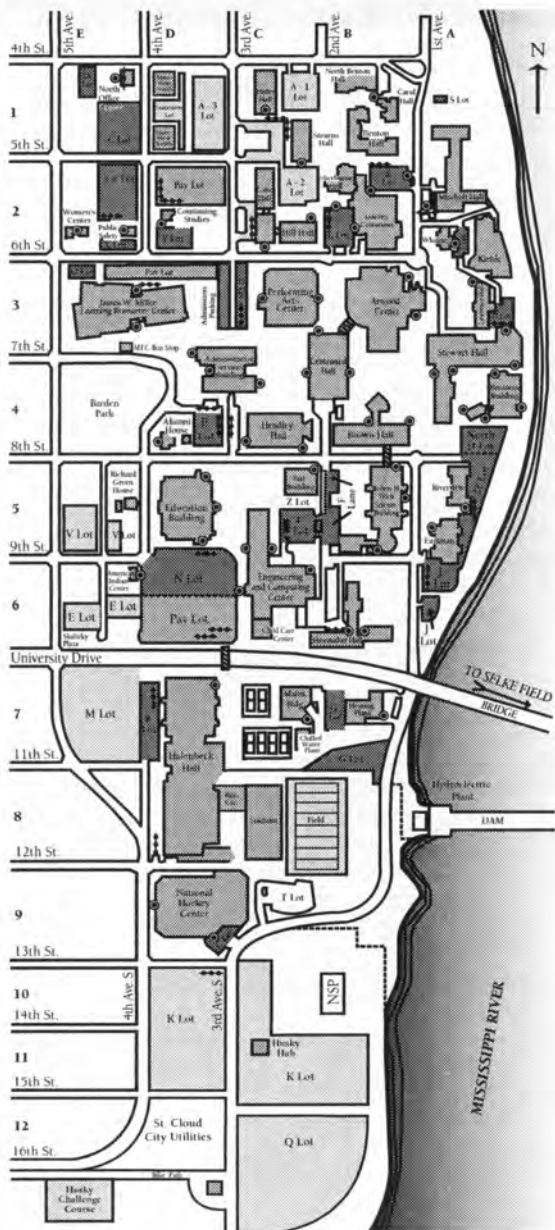
We have taken pains to ensure that the information in this Handbook is accurate as of October 2006. In addition, St. Cloud State University and the MnSCU system are complex organizations, and changes in policies and procedures take place on a regular basis, so some of the material may become outdated. We will do our best to keep the online version updated, but it is up to you to ascertain you are using the most accurate and up to date information.

This Handbook provides information on a number of topics, but it is not exhaustive and cannot address every topic related to the faculty's life at the university. The Handbook is not intended to and does not constitute an express or implied contract of employment, and should not be construed as such, nor does it alter terms and conditions of employment at the university. For complete information on statutes, policies, personnel plans and other governing documents, consult the official text.

We welcome comments and suggestions for ways to improve future iterations of the Handbook, which will be updated on a regular basis. Please send comments and corrections to cmimbra@stcloudstate.edu.

Michael Spitzer
Provost and Vice President for Academic Affairs
October, 2006

SCSU Campus Map



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.

Excellence and Opportunity

St. Cloud State University, located 70 miles northwest of the Twin Cities along the oak-crowned banks of the Mississippi River, provides a high-quality education at an affordable price. With the highest student enrollment (approximately 16,000) of any public undergraduate college or university in Minnesota, the university offers more than 175 majors, minors and pre-professional programs in Business, Education, Fine Arts & Humanities, Science & Engineering, and Social Sciences, and 50 master's degrees.

Minnesota State Colleges and Universities (MnSCU)

The Minnesota State Colleges and Universities (MnSCU) system is the state's primary provider of public higher education at the undergraduate level, offering two- and four-year academic and occupational education programs and select master's degrees. These educational opportunities help prepare students for work, life, and additional education. All MnSCU institutions place major emphasis on service to Minnesota, providing access to quality education to all citizens throughout the state. St. Cloud State University is a MnSCU institution, and one of the seven universities in the system.

Website: <http://www.mnscu.edu/about/index.html>

Common Acronyms

University Governance

AAC	Academic Affairs Council: the group of Deans and key administrators who advise the Provost of the University.
CIS	Center for International Studies
COB	College of Business
COE	College of Education
COFAH	College of Fine Arts and Humanities
COSE	College of Science and Engineering
COSS	College of Social Sciences
CS	Continuing Studies
DAC	Dean's Advisory Council: the group of Department Chairs who meet with and advise the Dean in each of the University's colleges.
GS	Graduate Studies
LRTS	Learning Resources Technology Services
MNSCU	(pronounced min-skew) Minnesota State Colleges and Universities: St. Cloud State University is part of the system of Minnesota State Colleges and Universities. SCSU is the largest of the seven universities included in the system. MNSCU also includes the State's technical and community colleges. The system is overseen by the Chancellor and by a Board of Trustees (often referred to as "the Board") appointed by the Governor of Minnesota.

PC	President's Council; the group of Vice Presidents and other key administrators and University leaders who advise the President of the University.
SCSU	St. Cloud State University
US	Undergraduate Studies

Unions and Shared Governance

IFO	Inter-Faculty Organization: the IFO is the statewide union representing university faculty employed at all seven MNSCU universities. The IFO's statewide offices are located in the Twin Cities. The IFO is led by a union president elected by its membership and a statewide Executive Committee composed of representatives from each of the five universities.
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The following unions represent staff, directors, and administrators at all MNSCU institutions with the exception of those upper level administrators who are known as “excluded management.”

AFSCME	American Federation of State, County, and Municipal Employees
EC	Executive Committee: the Faculty Association's Executive Committee composed of elected representatives of each of the University's colleges.
FA	Faculty Association: the Faculty Association is the local chapter of the Inter-Faculty Organization at St. Cloud State University. Faculty Senate is an FA structure within university governance. The FA is led by a local (SCSU) president elected by local members

	(SCSU faculty) and by an Executive Committee composed of elected representatives.
MAPE	Minnesota Association of Professional Employees
M&C	Meet and Confer: regularly scheduled meetings of the FA Executive Committee and representatives of the administration for the purposes of working through shared governance issues, concerns, and problems.
MMA	Middle Management Association
MSUAASF	Minnesota State University Association of Administrative and Service Faculty

Faculty Evaluation, Tenure, and Promotion

EPT	Evaluation, Tenure, and Promotion Committee. Departments have the responsibility of reviewing faculty work plans and reports as well as applications for tenure and promotion and providing feedback to faculty and recommendations to deans. Some departments function as committees of whole; others elect an EPT committee.
PDP	Professional Development Plan: each faculty member is contractually obligated to write professional development plans that include goals under each of the five categories outlined in Article 22 of the IFO contract (excellence in teaching, scholarship, ongoing professional development, service to students, and service to university and community).
PDR	Professional Development Report: each faculty member is contractually obligated to write professional development reports detailing

progress toward meeting goals elaborated in their Professional Development Plans.

Key University Committees

AAC	Affirmative Action Committee
CARE	Community Anti-Racism Education Committee
EMX	Enrollment Management
GECC	General Education Curriculum Committee
IRB	Institutional Research Board
SPC	Strategic Planning Committee
TLTR	Teaching and Learning Technology Resources
UCC	University Curriculum Committee

Key University Terms

D2L	Desire 2 Learn (the University's instructional software platform)
DGS	Division of General Studies
FTE	Full-time Equivalent
FYE	First Year Experience or Full-Year Equivalent
HR	Human Resources
NEF	New Entering First Year Students
NET	New Entering Transfer Students
UDWR	Upper Division Writing Requirement

Academic, Social, and Cultural Support Services

AIC	American Indian Center
ALC	Academic Learning Center
MSC	Math Skills Center
MSS	Multicultural Student Services
WP	Write Place (the University's writing center)

Faculty Development

CETL	Center for Excellence in Teaching and Learning
SLC	Service-learning Coordinator

Section I:
Academic Offices, Services,
and Policies

Academic Advising

The purpose of academic advising is to help individual students realize their potential.

Suggested functions of academic advising include:

- Providing students with accurate information on policies, procedures, and programs of the University;
- Assisting students in choosing educational objectives commensurate with their interests and abilities and in exploring the possible consequences of their choices;
- Making students aware of the support services and other educational resources that may be pertinent to their educational objectives at this University.

This process requires constructive, individualized relationships between students and qualified members of the academic community who can and will provide the time and atmosphere conducive to extensive discussion of the above and related areas.

All advisors are expected to provide sufficient time for their advisees to be able to see them with reasonable ease and frequency. Office hours must be posted. Special arrangements should be made to accommodate pre-registration advising.

Advising procedures include:

- Discuss and approve student's course selection for pre-registration.
- Provide advisor access codes to undergraduate students not admitted to a major and all undergraduate engineering students. Students needing advisor access codes will not be allowed to register until they've obtained their advisor access code from their advisor.
- Review the student's progress toward successful degree completion, including general education and major course requirements.
- Encourage timely submission of the student's graduation planning document.

- Encourage undergraduate students to apply for graduation two to three semesters prior to completing degree requirements. Application forms are available in the Office of Records and Registration, AS-118.

The Advising Center is responsible for coordinating the activities of faculty advisors as well as their orientation and training; for assisting advisors in all appropriate ways, including coordinating University support services as they apply to academic advising; and for assessing academic advising and related activities. If faculty advisors leave the University or are unable to continue their advising function, the department chairperson works with Advising Services to reassign the advisees and notify the students of the change. A student who wishes to change his/her advisor should contact the new advisor or the chair of the major department to obtain the new advisor's name and return the completed Advisor Change form to the Advising Center.

Students needing advisor access codes for pre-registration must see their advisors prior to their scheduled pre-registration time/date. Advisors should arrange expanded opportunities to see students during this time.

Students complete their course registration using the registration website at <http://www.stcloudstate.edu/registrar/>

Faculty Advising of First Year Students:

The faculty advisor frequently provides the most significant contact a first year student has with the university academic experience. The relationship between student and advisor is of tremendous potential importance to the student's intellectual and personal development and to the University's fulfillment of its academic mission. Its effect on student attrition and retention is also of great practical importance to both the student and the University.

All new students are notified in writing regarding their academic advisor assignment. The Advising Center offers assistance to students, particularly first year students and new transfers, in making the best use of the academic opportunities and various

services offered by the University. For more information, contact the Advising Center, Centennial Hall Room 229, at 320.308.6075.

Website: <http://www.stcloudstate.edu/advising>

Academic Calendar

Fall Semester 2006

Monday-	Faculty Workshop Days
Tuesday, Aug. 28-29	
Wednesday-	University Convocation
Thursday, Aug. 30-31	
Monday, Sept. 4	Labor Day Holiday - Move-in day
Tuesday, Sept. 5	Advising and Registration Day
Wednesday, Sept. 6	Classes begin
Friday, Nov. 10	Veteran's Day Observed (Offices closed, classes in session)
Wednesday, Nov. 22	Thanksgiving Break begins at 5:00 p.m.
Thursday-	Thanksgiving Break
Friday, Nov. 23-24	
Thursday-	Registration. No registration
Sunday, Dec. 7-31	access code needed; no credit hour restrictions
Tuesday, Dec. 12	Last day of classes
Wednesday, Dec. 13	Study Day (No classes)
Thursday-	Final Exams
Friday, Dec. 14-15	
Sunday, Dec. 17	Graduate Students: Graduate Hooding and Commencement (morning)
Sunday, Dec. 17	Undergraduate Students: Undergraduate Commencement (afternoon)
Monday-	Final Exams
Wednesday, Dec. 18-20	
Thursday-	Grading days - Grades due to Records
Friday, Dec. 21-22	by 4:00 PM Tuesday
Tuesday, Dec. 26	Grading days - Grades due to Records
	by 4:00 PM Tuesday

Spring Semester 2007

Monday, Jan. 15	Martin Luther King, Jr. Holiday (No classes, offices closed)
Tuesday- Wednesday, Jan. 16-17	Faculty Workshop Days
Thursday, Jan. 18	Classes begin
Monday, Feb. 19	President's Day (Offices closed, classes in session)
Monday- Friday, March 5-9	Spring Break
Wednesday, April 4	Faculty Forum Day (No day classes. Night classes meet.)
Friday, May 4	Last day of classes
Monday- Friday, May 7-11	Final Exams
Friday, May 11	Graduate Students: Graduate Hooding and Commencement
Saturday, May 12	Undergraduate Students: Undergraduate Commencement
Monday- Thursday, May 14-17	Grading days - Grades due to Records by 4:00 PM Thursday

Intersession 2007

Monday, May 21	Intersession begins
Monday, May 28	Memorial Day Holiday (No classes, offices closed)
Friday, June 8	Last day of Intersession

Summer Sessions 2007

Monday, June 11	Summer Session I classes begin
Wednesday, July 4	Independence Day Holiday (No classes, offices closed)
Friday, July 13	Last day of Summer Session I classes
Monday, July 16	Summer Session I grades due to Records by noon
Monday, July 16	Summer Session II classes begin
Thursday, Aug. 16	Last day of Summer Session II classes
Monday, Aug. 20	Summer Session II grades due to Records by noon

Website: <http://www.stcloudstate.edu/events/academic.asp>

Website: http://www.stcloudstate.edu/registrar_for_drop/add/withdrawaldates

Academic Freedom

It shall be the policy of the Minnesota State Colleges and Universities to maintain and encourage full freedom, within the law, of inquiry, teaching, and research. The Employer shall not discriminate against an employee for engaging in political activities or holding or voicing political views, so long as the exercise of this right does not interfere with his/her responsibility as an employee.

The Employer agrees not to use any mechanical or electronic listening or recording devices except with the employee's express consent; provided however, that nothing herein shall be construed to preclude the recording of formal proceedings where a record or minutes is customarily maintained.

In the exercise of academic freedom the employee, while engaged in classroom teaching activities, may, without limitation, discuss his/her own subject in the classroom; he/she may not, however, claim as his/her right the privilege of persistently discussing in the classroom matter which has no relation to the subject. In extramural utterances, the employee has an obligation not to represent himself/herself as an institutional spokesperson unless so designated by the President.

An employee is entitled to full freedom in research activities and in the publication of results, so long as such activities do not interfere with the performance of his/her job duties. Research conducted at the direction of the University may only be published upon written permission of the President.

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>
<http://www.mnscu.edu/board/goalsvalues.html>

Academic Integrity

Students are expected to practice the highest standards of ethics, honesty, and integrity in all of their academic work. Any form of academic dishonesty (e.g., plagiarism, cheating, and misrepresentation) may result in disciplinary action. Possible

disciplinary actions may include failure for part or all of a course, as well as suspension from the University. Course syllabi should reflect faculty expectations for academic integrity.

Work submitted by a faculty member as her/his own course work in connection with an application for a position, promotion, tenure, salary increase, or other academic activity must be academically honest and a product of his or her own efforts. (A.II, 2.4, SUB.d.2, Professional and Ethical Standards for Employees and Students).

Academic Probation and Suspension

This policy applies to any student once she/he accumulates six or more attempted credits at SCSU. It also applies to students registering for five or fewer credits when they accumulate six or more attempted credits.

1. Students are required to maintain a 2.0 cumulative grade point average for all SCSU coursework. If a student falls below a 2.0 cumulative average at the completion of any semester or summer term, the student will be placed on academic probation for his/her next semester of enrollment.
2. During the probationary semester, the student is required to raise the cumulative grade point average back to a 2.0 or above. By careful planning for academic success, including retaking courses for improvement of grade, the student should be able to bring the cumulative grade point average back to a 2.0 or above at the end of the probationary semester. A student who fails to raise the cumulative grade point average to a 2.0 during the probationary semester will be suspended from the university for one semester.
3. If, at the end of the probationary semester with at least six credits of enrollment, the student has achieved a 2.3 or better term grade point average, but has not been able to bring the cumulative grade point average back up to 2.0, the student will be granted one additional semester of probation. A student who fails to bring the cumulative

grade point average back up to 2.0 if granted a second semester of probation will be suspended for one semester.

4. Any subsequent suspensions will be for one full academic year.
5. Students on probation may take summer courses. If students register for six or more credits during summer, then summer will be considered their probationary semester. If students register for five or fewer credits, then summer courses will be considered part of the probationary semester along with fall. Students who are on suspension may not take summer courses.
6. Students on probation may withdraw from classes, but any semester with any recorded enrollment, including withdrawn coursework, will count as the probationary period.
7. Students on probation will be allowed to pre-register for the next semester, but their enrollment will be administratively cancelled if they are suspended.
8. Students on probation must make an appointment at the Academic Advising Center to discuss their academic progress or they lose their right to appeal any subsequent suspension.

Website: <http://bulletin.stcloudstate.edu/ugb/academic/standards.asp>

To learn whether probation and suspension impact financial aid, contact the Office of Scholarships and Financial Aid at 320.308.2047.

Accreditation

Institutional Accreditation

Institutional accreditation speaks to the overall quality of the organization without making judgments about specific programs. Institutional accreditation is accreditation of all programs, sites, and methods of delivery. The accreditation of individual programs, such as those preparing students to

practice a profession, is carried out by specialized or program accrediting bodies that apply specific standards for curriculum, course content, and faculty qualifications.

Higher Learning Commission (HLC)

What is HLC Accreditation?

HLC Accreditation is a process whereby a higher education institution engages in comprehensive self-study. The self-study process involves applying quality indicators developed specifically for higher education institutions to help them evaluate their strengths and challenges. St. Cloud State University (SCSU) is proud of its long and rich history with HLC accreditation dating back to 1915. We are now beginning the exciting challenge of engaging in our own self-study to prepare for our HLC accreditation visit to be conducted in Spring 2007.

Why is accreditation important?

Accreditation has two fundamental purposes: a commitment to quality assurance and ongoing institutional and program improvement. The status of accreditation also means:

- excellence in education
- high quality
- commitment to standards
- accountability

What is the self-study process?

The self-study process typically takes two years to complete. It requires a strong self-evaluation by the institution that results in a report submitted to the Higher Learning Commission (HLC). At the end of the process, a team of peer reviewers from different institutions across the nation will conduct a three-day visit on our campus. They will evaluate and affirm the quality of our institution, using the HLC criteria as the foundation for their evaluation. The peer reviewers will provide information intended to help improve the quality of our education and services.

What approach is SCSU taking to complete our self-study?

To ensure that our self-study is comprehensive and includes all voices on campus, a committee structure was developed to address different core components of the HLC Criteria for Accreditation. Committee members include faculty, students, staff, and administrators from all units on campus. Community members and alumni were also invited to participate.

Committees will conduct in-depth research and data collection on specific core components in their area. A draft report from each committee will be submitted to the campus community for additional review and comment. After campus review, a final report will be submitted to the HLC co-chairs, who will then draft our self-study report. The drafts will be available to the campus community for input prior to final revisions at <http://www.stcloudstate.edu/nca/>. The final report will be submitted to the HLC 60 days before the campus visit.

Website: <http://www.stcloudstate.edu/nca/>

Adding and Dropping Courses

Students may drop or add courses to their semester course schedule by using the Online Registration System. Dropping a course by the deadline means the course is removed from the class schedule, students are not financially responsible, and the course does not appear on their transcript. Late drop and add policies are available on the following website.

Website: <http://www.stcloudstate.edu/registrar/students/registration/drop-add.asp>

Admissions

For undergraduate admissions information visit

Website: <http://www.stcloudstate.edu/scsu4u/>

For graduate admissions information visit

Website: <http://www.stcloudstate.edu/graduatestudies/>

For continuing studies admissions information visit

Website: <http://www.stcloudstate.edu/continuingstudies/>

For international admissions information visit

Website: <http://www.stcloudstate.edu/internationaladmissions/>

Arranged Courses (Individual Study)

A student who cannot take a regular course as scheduled for good reason may request to take it by arrangement. Permission of the instructor of the course and the department chairperson must be obtained on the application form available in the Office of Records and Registration (AS-118) or from the department chairperson.

Website: <http://bulletin.stcloudstate.edu/ugb/academic/creditoptions.asp>

Assessment of Prior Learning

Assessment of prior learning is a means of granting academic credit for learning such as that gained through life experiences including employment, volunteer work or personal experience with a clear relationship to a specific course or courses offered by the university. The content of the prior learning need not be identical to the content of the course, but the student should be prepared to demonstrate that he/she has met the same learning goals.

Website: <http://bulletin.stcloudstate.edu/ugb/academic/creditoptions.asp>

Attendance

Student performance documentation is a requirement of all faculty. These records are not only used for grading, but are vital in assisting the registrar in reporting the last date of attendance for such matters as financial aids, tuition reimbursement, and various withdrawals. Lack of sufficient documentation on the

last day of a student's attendance can result in the University having to repay the federal government for financial aid given to the student. For these reasons, the University expects faculty members to keep attendance/participation records on all students registered in their classes. Any attendance policy, and its consequences, must be included in all syllabi distributed to each student. Because of the demonstrated benefits of attendance to student success, faculty members are encouraged to submit through the Early Notification System the names of any student whose lack of attendance/participation is impairing her/his success.

In order to comply with federal regulations pertaining to attendance verification for financial aid eligibility purposes, a last date of attendance must be determined for students who have never attended/participated in class or have stopped attending/participating in class and have not officially withdrawn from the University. Please access your online class list at <http://www.stcloudstate.edu/registrar/>, click on Online Services Sign-In, and enter a last date of attendance for the student(s). This action will record a grade of FN (Failure for Non-attendance) on the student's academic record. If the student is an athlete or international student, you will be directed to contact the Office of Records and Registration as these students have specific requirements in order to maintain their enrollment status at SCSU. More specific information pertaining to this process will be communicated each semester.

Attendance/Participation Records

Attendance/participation records are not limited to the traditional "taking the roll." An attendance/participation record is any method that documents class attendance and/or class participation. Attendance records may take many forms, which include, but are not limited to the following:

- A regular attendance record such as calling the class roll or use of a seating chart
- Use of electronic card swipes

- Regular class assignments that record the date a student submitted the assignment
- In-class graded activities, such as quizzes, writing assignments, exams or laboratory write-ups
- End-of-class activities, such as 1-minute papers on the class or end-of-class question cards
- Electronic response records (e.g. “clickers”) to in-class electronic activities
- On-line class activities, such as completion of on-line assignments and/or quizzes
- Any other activity that establishes a record of class participation and/or attendance

Website for attendance policy in the undergraduate bulletin: <http://bulletin.stcloudstate.edu/ugb/academic/policies.asp>

Auditing Courses

A student who wishes to attend the class sessions of a course but who does not wish to receive credit for it must register as an auditor. The same registration procedure is followed and the same fees charged as for credit courses. Auditors must attend class but the taking of quizzes and examinations is optional. Auditors who fail to meet the attendance requirements may receive a mark of “U” (unsatisfactory) rather than a mark of “AU” (auditor). Courses audited cannot be counted toward graduation requirements. Courses audited are counted as part of the student load. The audit option must be designated at the time of registration for the course.

Website: <http://bulletin.stcloudstate.edu/ugb/academic/policies.asp>

Authorized Excused Absences

All university scheduled events that are approved by the Provost’s office shall assure students participating in such events the right to make up exams and other class requirements that may have been missed as a result of authorized excused

absences. Faculty and coaches responsible for the approved university activity will provide a schedule of activities and names of students involved in advance. The student is responsible for informing the instructor of the absence in advance and making up the exam/class requirements in a timely manner. The instructor will determine the nature, time, and place of the make-up work. The make-up test/class requirements will be fair and comparable to that given in class. Any questions that arise will be resolved through the respective Dean's office.

Center for Excellence in Teaching and Learning (CETL)

The Center for Excellence in Teaching and Learning supports and sustains a dynamic and energized teaching and learning community at St. Cloud State University. CETL draws on the expertise of St. Cloud State University faculty and staff to provide the University community with a variety of programs ranging from one-on-one consulting and mentoring to workshops, seminars, and in-house conferences focused on pedagogy, scholarship, best practices in teaching, learning, and academic program development and support. We create opportunities for tenured, probationary, fixed term and adjunct faculty as well as instructional and support staff to talk, network, and learn from trusted colleagues. Additionally, CETL sponsors campus visits by national experts on issues and ideas of interest and importance to SCSU faculty, staff, and students. CETL strives to promote a culture of inquiry and empowered critical engagement by providing opportunities for the University community to explore and debate issues central to excellence in teaching and learning, and to the professoriate.

The CETL is located in Miller Center, Room 310, and is open from 8:30 – 4:30, Monday through Friday. You may contact the CETL by telephoning 320.308.5282 or by emailing cetl@stcloudstate.edu

Website: <http://www.stcloudstate.edu/teaching>

Change of Grade / Grade Appeal

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 1 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;
 - 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 Vice President for Academic Affairs indicating the basis for the review. If such circumstances are found by the Vice President for Academic Affairs or her/his representative to exist, the Faculty Association Grade Review Committee will conduct the review within the semester or subsequent semester in which the request for a review is made. 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 of 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.

Website: <http://www.stcloudstate.edu/studenthandbook/code/grading.asp>

Rights and Responsibilities under the Grade Appeal 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 appeal 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 appeal 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 Appeal 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 appeal 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 Appeal 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 appeal 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.

Website: <http://www.stcloudstate.edu/studenthandbook/code/grading.asp>

Cheating

Course instructors are expected to take reasonable measures to prevent cheating 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 sanction(s).

The student must be notified of the offense and sanction. The instructor should report the case to the Student Life and Development office. Any disciplinary action would follow university code of conduct guidelines. Disciplinary records will be kept by Student Life for a period of five years.

The student accused of cheating has the right to appeal the decision of the faculty member to her/his adviser, department chairperson, academic dean, associate vice president for academic affairs, and if necessary, the university president.

Website: <http://www.stcloudstate.edu/studenthandbook/policies/cheating.asp>

Class Lists

1. Faculty obtain their class lists through the Registration System. Go to www.stcloudstate.edu and click on the Registration link.
2. Click on the Online Services Sign-In web site link.
3. At the login screen, enter your SCSU ID (Tech ID). If you don't know your ID, you may look it up by clicking on the Lookup tab.
4. Enter your PIN (Personal Identification Number). Your PIN is set initially to your birth date in year, month, and day order (yymmdd). After entering the system for the first time, you will be required to change your PIN to a number known only to you. If you have forgotten your PIN, please contact Human Resources at 308.3203. If you are having other difficulties, please call the Faculty Help Line at 308.2168.
5. After you have successfully logged in, click on the "Employee" Tab.
6. On the left hand side of the screen is a link to your "Class Lists."

Other options on the site include advisor lists of currently enrolled students, advisor lists of all student advisees, grade entry for end of term, overrides, searches for open sections, and searches for closed sections.

Website: <http://www.stcloudstate.edu/registrar/faculty/classlists.asp>

Commencement

Commencement exercises are conducted at the end of fall and spring semesters. Students graduating during summer term are invited to participate in a commencement ceremony in the preceding spring semester or following fall semester. Fall semester commencement exercises for undergraduates are normally held at the Halenbeck Hall Gymnasium. Spring semester commencement exercises for undergraduates are normally held at the National Hockey Center.

The evening graduate hooding and commencement ceremony involves graduate students only and is held in Ritsche Auditorium for the December ceremony and in Halenbeck Hall for the May ceremony. While attendance is not compulsory, students are urged to participate. Graduates will receive instructions from the School of Graduate Studies regarding commencement exercises. Invitations are available for purchase through the Husky Bookstore. Gowns and permanent caps and hoods may be purchased for a minimal fee from the Husky Bookstore and are required.

Faculty members wear academic regalia on this occasion, and commencement exercises occur on faculty duty days.

Website: <http://www.stcloudstate.edu/commencement/>

Continuing Studies

The Center for Continuing Studies, with a commitment to life long learning, extends the resources of the university to individuals seeking personal and professional growth. In keeping with the mission of St. Cloud State University, the Center for Continuing Studies offers courses and programs throughout the Midwest region. A variety of off-campus courses are available using many delivery methods. The delivery methods include on-site courses in specific locations, university courses offered to high school students in their high school, interactive television (ITV) delivery, and online. Faculty members interested in

teaching a course through Continuing Studies should contact Continuing Studies directly.

Website: <http://www.stcloudstate.edu/continuingstudies/>

Course Offerings

Schedules of courses to be offered each semester and during intersession and summer are prepared by departments, approved by the dean of the college, submitted to the registrar, and are submitted via the integrated statewide records system. A schedule of dates related to this process is sent to academic departments each term.

Course Syllabi

The course syllabus is prepared to provide students with information on the course content, course requirements, and course expectations. Examples of items incorporated into a syllabus include department name, course number, course title, professor's name, office number, phone and fax numbers, department phone number, professor's e-mail address, office hours, class meeting time, required texts/readings, course description, description of course outcomes, statement on diversity, academic honesty, special accommodations, instructional strategies, course requirements, class schedule, evaluation method, grading policy, and attendance policy.

Website: <http://www.mmscu.edu/board/policy/322.html>

Credit by Examination

An undergraduate student may earn a maximum of 32 semester hours of credit by examination. Entering freshman students are eligible to take examinations for credit if they have a "B" average in high school in the area to be examined and for all high school work. Requests for exceptions will be considered when test

scores or other evidence suggests greater ability than the high school record indicates.

All other students who meet the qualifications listed below may apply to take credit examinations:

1. The student must have a "B" average for all university work taken in the subject area of the examination.
2. A student should have a "C" average for all university work taken at St. Cloud State University. A student must have completed at least one semester and at least 15 credits in order to apply to take credit examinations.
3. Students may not take examinations at a level below that of courses already taken in an area. For example, a student who has completed a 200-level course in a specific subject area may not take an examination for credit in a 100-level course in the same area without the special approval of the dean. Exceptions may be made in the case of transfer students who, in the judgment of the chairperson of the department involved, have not had previous opportunity to cover the material in the 100-level course.
4. Students having completed 75 or more semester hours may not receive credit by examination in courses at the 100- or 200-level. Departments may recommend exceptions to this policy.
5. A student may not take an examination in a course more than once.

Credit received by examination counts toward residence, general education, major and minor requirements. Examinations are graded on a satisfactory/unsatisfactory basis. Only "satisfactory" grades are entered on the student's permanent record.

Examinations for credit may be requested in any course. The final authority for determining whether a student may take a course by examination rests with the department chairperson involved.

Students are not required to take the examination in the same semester in which they apply. For example, students are encouraged to apply in the spring semester for examinations to be taken in the fall, thus permitting the use of summer for reading and preparation.

Application forms are available in the Office of Records and Registration, 118 Administrative Services Bldg., 720 Fourth Avenue South, St. Cloud, MN 56301-4498. Cost of credit-by-examination is one-third the cost of a student's tuition rate per credit.

Website: <http://bulletin.stcloudstate.edu/ugb/academic/creditoptions.asp>

Degree Requirements

Under the authority of the Minnesota State Colleges and Universities Board, St. Cloud State University awards the Specialist degree, the degrees of Master of Science, Master of Arts, Master of Business Administration, Master of Social Work, Bachelor of Science, Bachelor of Arts, Bachelor of Applied Science, Bachelor of Elective Studies, Bachelor of Fine Arts, Bachelor of Music, Associate in Arts, and Associate in Elective Studies.

Undergraduate Degree Requirements

A minimum total of 120 semester hours of credit is required for any four-year degree. A minimum total of 60 semester hours of credit is required for any two-year degree. All baccalaureate candidates must have completed a minimum of 45 credits of coursework at the upper division (300-400) level.

Candidates for a Bachelor of Science degree in an education program must meet the following academic standards in order to qualify for graduation:

1. General scholarship 2.50.
2. Admission to teacher education.
3. Successful completion of student teaching.

Candidates for non-teaching degrees must meet the following academic standards to qualify for graduation:

1. General scholarship 2.00 or greater as determined by the department.
2. Major field 2.00 or greater as determined by each department.
3. Minor field 2.00.

Students can be directed to <http://www.stcloudstate.edu/registrar/students/graduation/> for further information related to the graduation application process.

Website: <http://bulletin.stcloudstate.edu/ugb/academic/graduation.asp>

Graduate Degree Requirements

Specialist and Master's Degree

It is the responsibility of the graduate dean to certify that a student has met all the following requirements for the degree sought.

1. Application for graduation accompanied by a \$20 non-refundable fee must have been submitted at the beginning of the semester in which the degree is to be granted.
2. The student must have satisfactorily completed all courses required for the approved program. All changes must be substantiated by an approved petition.
3. The student must have maintained a 3.0 (B) grade point average in the major, in the total program, and in all graduate courses taken at St. Cloud State University.
4. Courses in which a mark of C-, D, F, FN, or U was earned will not be accepted for graduate credit. The honor point deficiency created by such marks must be made up by marks of A in other courses.
5. The student must have satisfactorily completed the required final examination(s), written, oral, or both.

6. A student completing a thesis, field study, creative work, or starred paper(s) must have submitted three approved copies to the School of Graduate Studies for binding, together with the required binding fee. Two additional abstracts must have been submitted by those completing a thesis or field study.

Sixth-Year Certificate

It is the responsibility of the graduate dean to certify that a student has met all the following requirements for the certificate completion.

1. Application for completion accompanied by a \$20 non-refundable fee must have been submitted at the beginning of the semester in which the certificate is to be completed.
2. The student must have satisfactorily completed all courses required for the approved program. All changes must be substantiated by an approved petition.
3. The student must have maintained a 3.0 (B) grade point average in the major, in the total program, and in all graduate courses taken at St. Cloud State University.
4. Courses in which a mark of C-, D, F, FN, or U was earned will not be accepted for graduate credit. The honor point deficiency created by such marks must be made up by marks of A in other courses.

Fifth-Year Certificate

In order to complete the Child and Family Studies fifth-year certificate program, the candidate must have met the following requirements:

1. The student must have earned a minimum of 30 semester credits of creditable work: in secondary school programs, 10 of these credits must have been taken in courses open only to graduate students; in elementary school programs, 10 of these credits must have been completed at the graduate level.

- a. The student must have earned a minimum of 21 semester credits in the major and related areas.
 - b. The student must have earned a minimum of six semester credits in professional education.
 - c. The student must have completed ED 615, Methods of Educational Research.
2. The student must have maintained a 3.0 (B) grade point average in the major, in the total program, and in all graduate courses taken at St. Cloud State University.
 3. Courses in which a mark of C-, D, F, FN, or U was earned will not be accepted for graduate credit.
 4. At the beginning of the semester when the student plans completion of the required course work, an application for completion of the program, accompanied by a \$20 non-refundable fee, must be filed with the School of Graduate Studies.

Graduate Certificate Programs

In order to have a certificate posted to the transcript, a student must have met the following requirements:

1. Filed an application for completion in the School of Graduate Studies.
2. Satisfactorily completed all courses required on the certificate program of study.
3. The student must have maintained a 3.0 (B) grade point average over all the graduate courses completed at St. Cloud State University.
4. Courses in which a mark of C-, D, F, FN, or U was earned will not be accepted for graduate credit. The honor point deficiency created by such marks must be made up by marks of A in other courses.

Website: <http://bulletin.stcloudstate.edu/gb/policies/graduation.asp>

Division of General Studies

The Division of General Studies was established in 1981 to provide special assistance to students who, through high school rank and standardized test scores, demonstrate the need for assistance in order to succeed at SCSU. Students in General Studies receive the benefits of selected general education courses, developmental skills courses, career planning opportunities and a special advising system, as well as the option to enroll in courses available to all first year students. The Division of General Studies accepts a limited number of students whose high school class rank and standardized test scores are below the 50th percentile and above the 33rd percentile.

Faculty-Authored Texts

According to the Inter Faculty Organization Master Agreement 2005-2007, faculty members shall not engage in any transaction as a representative or agent of the State with any business entity in which they have a substantial direct or indirect pecuniary interest. This shall not preclude the use in teaching of materials prepared by faculty members. Faculty members preparing materials for sale to students shall notify the President/designee.

For information about intellectual property and ethical standards, visit the MnSCU website <http://www.mnscu.edu/board/policy/326.html>, and Article 27, Section C of the IFO 2005-2007 Contract available at <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>.

Final Examinations

1. During the week preceding final examination week, each instructor will publicize the day, hour and room for the final examination and indicate how the time will be utilized.
2. All 1 credit course final examinations will be held on the last regular class meeting of the course before final examination week.

3. All 2, 3, 4, and 5 credit courses and evening classes not specifically assigned to special examination periods will have final examinations in their regular classrooms as indicated below.
4. Final examinations for all evening classes beginning at 5 p.m. or later will be given at the final meeting of the class during final examination week in their regular classrooms. The final examination will be given on the first evening of the night class if the class meets more than once each week.
5. Any student scheduled to have more than two final examinations on one day may request to have one of them rescheduled. Normally the instructor with the highest numbered course will reschedule. However, if the higher numbered course is one for which a "common" exam is scheduled, the instructor of the next higher numbered, non-common exam course will reschedule. It is the student's responsibility to request rescheduling of any examination prior to the final withdrawal date of that semester. Disputes should be referred to the appropriate dean.

Website: <http://www.stcloudstate.edu/registrar/students/registration/finals.asp>

Final Term Grades

Grade rosters will be sent to instructors approximately one week prior to final examinations. Specific information pertaining to reporting grades is communicated each term. Grades are reported online - <http://www.stcloudstate.edu/registrar/faculty/gradinginstructions.asp> or via scanned bubble sheets. Please refer to the Academic Calendar for grade reporting deadlines.

First Year Experience (FYE)

The First Year Experience (FYE) at SCSU is designed to help students make a successful transition from the high school

level to the university level. The FYE embraces diversity and is designed to be flexible enough to serve the range of needs and interests that students bring to SCSU.

The FYE is based on learning communities. Learning communities are relatively small groups of students that live in the same residence hall and take a series of courses together. Each learning community is focused on a particular theme, discipline, or area of interest. The over-riding goals of the learning communities are to build a sense of community within the student cohort and to build for each student a sense of connection to SCSU.

Website: <http://www.stcloudstate.edu/fye/>

General Education

The general education program, which equals about one third of the total credits required for the baccalaureate, is the liberal arts part of a student's degree. This distinguishes a college degree from a career training program. While encouraging broad educational experiences and providing the opportunity for students to explore their interests, it provides for the development of transferable skills which apply to all career choices. Skills emphasized include communication, research methods, critical thinking, and analyzing and synthesizing information.

Students should expect their general education program to:

- contribute to their competency in university-level academic skills;
- allow for exploration of subjects outside their major-minor;
- broaden their scope of knowledge and range of educational experience;
- promote the pursuit of life-long activities that enhance personal growth and well-being; and

- develop and extend their capacity for inquiry, critical judgment and examination of human values.

The Associate in Arts degree general education requirements are identical to the bachelor's degree general education program.

General education courses are offered at all levels of the undergraduate experience, including the junior and senior years. All students are encouraged to work closely with their academic adviser to select the most appropriate general education program and to assure that the basic requirements have been met.

Specific detailed general education requirements for specific degrees are in the Undergraduate Bulletin. All students working toward an A.A., B.A., B.Mus., B.E.S., B.F.A., or B.S. degree must fulfill the basic general education requirements.

Website: <http://bulletin.stcloudstate.edu/ugb/gened.asp>

Grade Books (Maintaining Records)

Students have a right to appeal grades. The newly approved guidelines for the Grade Appeal Policy require faculty to provide the necessary information for determining a student's grade. Returning faculty are thus required to maintain student grade records until two weeks into the subsequent semester. However, an appeal becomes difficult when the faculty member who assigned the grade has left the university and there is no record of the student's work.

The following policy ensures the student's right of appeal and the faculty's right to maintain their own course records.

Adjunct faculty, fixed-term faculty, permanent faculty, and teaching assistants in their last term of employment are required to leave contact information with their departments. They are also expected to keep a grade book or record for courses they taught during their final term. This record may be in any form or media that the faculty considers appropriate. The record should indicate not only the final course grades but also the graded elements that constitute the course grade along with information

on how the final course grade was assigned. If attendance was a determiner of the course grade, appropriate attendance records should be included. The faculty member is expected to keep the record for one semester after the final term of employment and make it available to the department in the event of a grade appeal.

Grading System

The academic achievement of students is recorded by the following system: A, excellent; B, very good; C, average; D, passing; and F, failing. The mark of IP is given to students whose work at the end of a term is still in progress. Such grades will be restricted to those classes in which it has been planned by the instructor that it may reasonably take more than one term to complete all assignments, e.g., field work and internship assignments, contract-based courses, and classes which must be taken in a series before any grade is earned. An IP grade must be completed within one year; if not removed within this time limit the "IP" (In progress) is changed to "F" (failure) or "U" (unsatisfactory). "S" means satisfactory performance; "U" means unsatisfactory. "W" means withdrawn. "AU" means the student audited the course without being evaluated. A student who registers to audit a course and then fails to meet the attendance requirement established by the instructor may be given a mark of "U." A grade of "Z" is recorded when the instructor has failed to submit a grade for the student.

After the published last date to withdraw from courses the transcript will indicate the grade submitted by the instructor. If extenuating circumstances warrant other considerations, an appeal may be made through the Office of Records and Registration (AS-118). Students who register for a course but do not attend the class and do not withdraw officially will be given a mark of "F."

When a student who is otherwise doing satisfactory work in a course is unable, for reasons beyond her/his control, to complete all course requirements during the term, that student will be given an "I" for incomplete. Such incompletes must be resolved

by the student within one semester, except that an incomplete given in spring semester must be resolved by the end of the following fall semester. If it is not resolved within the time limit, the "I" (incomplete) is changed to "F" (failure) or "U" (unsatisfactory). A grade of "Z" is changed to an "F" (failure) after one semester. The instructor may set a shorter timeline for removal of the incomplete.

Submission of grades is the sole responsibility of faculty.

Website: <http://bulletin.stcloudstate.edu/ugb/academic/standards.asp>

Computing Grade Point Average

A student's grade point average is a numerical ratio of the total credits attempted and the total grade points received. The method of computing GPA is to multiply the credit hours a class is worth (4-credit class, 3-credit class, 2-credit class, 1-credit class) by the GPA (honor) points for the grade received.

GPA (honor) points:

A+ = 4.00	A = 4.00	A- = 3.67
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = 0.67
F = 0	FN = 0	

Only courses taken at St. Cloud State University or courses taken through an approved off-campus program are used in computing grade point average. When an undergraduate course is repeated, only the highest mark is used in the calculation of the grade point average.

Marks of "I" (incomplete), "IP" (in progress), "AU" (auditor), "W" (withdrawn), "Z" (no grade submitted) do not represent credit earned and are not included in the computation of grade point average.

Website: <http://bulletin.stcloudstate.edu/ugb/academic/standards.asp#gpa>

Graduate Assistants

Graduate assistantships are academically-related employment appointments reserved for graduate students. SCSU offers three types of assistantships: program assistants, research assistants, and teaching assistant positions. A program support assistantship performs duties of a specific nature connected with academic program support. Research assistantships perform research studies and activities connected to a department or professor.

Requests for use of graduate assistant time must be processed through the department chairperson. A graduate assistantship serves as on-campus employment for full-time graduate students. A graduate assistantship is an excellent way to help a student fund his/her graduate degree. Benefits include a stipend, tuition waiver, and in-state tuition.

Website: <http://www.stcloudstate.edu/graduatestudies/current/ga.asp>

Graduate Studies

The School of Graduate Studies will provide useful information to prospective students, current students, faculty, staff, alumni, and the community. There are currently more than fifty graduate programs leading to Specialist, Master of Arts, Master of Business Administration, Master of Engineering Management, Master of Music, and Master of Science degrees. Information on fifth-year and sixth-year programs and graduate certificate programs is also offered.

Faculty and students can also learn about admissions, student services, financial aid, degree programs, publications, and policies. If you need additional information, please contact the School of Graduate Studies and take advantage of the wealth of expertise provided by our staff.

Website: <http://www.stcloudstate.edu/graduatestudies/>

Graduation with Honors

Students who complete an associate or baccalaureate degree program will be graduated with honors in accordance with the following:

Cum Laude—Awarded to graduates who have achieved a grade point average of at least 3.250 but less than 3.500.

Magna Cum Laude—Awarded to graduates who have achieved a grade point average of at least 3.500 but less than 3.750.

Summa Cum Laude—Awarded to graduates who have achieved a grade point average of at least 3.750.

Only course work completed at St. Cloud State University or through an approved off-campus program will be used to determine academic honors. To be eligible for consideration, graduates of associate degree programs must have been in residence for at least one semester and have completed a minimum of 30 credits at St. Cloud State University graded A-F; graduates of baccalaureate degree programs must have been in residence at least two semesters and have completed a minimum of 30 upper division (300-400) credits at St. Cloud State University graded A-F. Reminder: A minimum total of 45 credits of course work at the upper division (300-400) level is required for graduation from a baccalaureate degree program. No rounding up of grade point averages will be computed.

Website: <http://bulletin.stcloudstate.edu/ugb/academic/graduation.asp>

Honors Program

The Honors Program at St. Cloud State University provides an alternative approach to completing general education requirements. It offers innovative classes taught by select faculty to academically talented students. Honors is a small learning community within the greater University. Students get to know each other and their professors well as they pursue their many individual interests throughout the University. Through

the Honors Club, students play an active role in shaping the program, assisting in course selection, planning curriculum, organizing social activities, and recruiting new Honors faculty and students.

Website: <http://www.stcloudstate.edu/honors/>

Independent Study (Individual Study)

Recognizing the diversity of interest, preparation and talent among students, St. Cloud State University desires to individualize education as much as possible. This program permits a student to earn from one to four hours of credit for individual study in an area or topic not offered in a regular course.

In working out the arrangements for this special study, the student should consult with and receive the approval of the instructor with whom the work will be done and the chairperson of the department. Application forms are available in the Office of Records and Registration, 118 Administrative Services Building.

Website: <http://bulletin.stcloudstate.edu/ugb/academic/creditoptions.asp>

InforMedia Services (IMS)

InforMedia Services provides instructional design, technological, and pedagogical assistance and support to faculty, staff, and students.

InforMedia Services offers training and workshops and instructional technology support at no charge to SCSU faculty, staff, and students. Training and workshops are designed to provide the skills necessary to utilize the technology resources available at St. Cloud State University. Special workshops can also be arranged for individuals or groups.

Website: <http://ims.stcloudstate.edu/>

Instructional Technology (D2L)

What is D2L

D2L is short for Desire2Learn, the course management software that St. Cloud State University and all other schools in the Minnesota State Colleges and Universities System are now using. D2L allows instructors to create course web sites to supplement face-to-face courses or to provide instruction for distance learning online courses.

Course Management Tools

D2L allows students to access course materials through a standard web browser. Instructors can set up their D2L courses to include a variety of materials including communication tools, course files, evaluation tools and feedback. Some examples:

- A home page for each course
- Course calendar (schedule)
- Quizzes and surveys
- Chat and discussions
- News
- Drop box
- Grades
- Pager system to let others in class know you're online
- Course file uploads and links by modules or topics.

D2L technology is developed by Desire2Learn, Inc., a company that specializes in creating e-learning solutions for on-campus students, distance education, continuing education, and other programs.

Website: <http://huskynet.stcloudstate.edu/d2l/>

Website: <http://www.desire2learn.com>

Intellectual Property

Policy Statement. The Minnesota State Colleges and Universities Board of Trustees endeavors to develop and maintain a post-secondary educational system marked by academic excellence. Research and development of original works and inventions that require intellectual property protection are a vital part of the academic community. The Board of Trustees recognizes and acknowledges that MnSCU institutions may create or commission the creation of such works on its behalf and adopts as its policy the traditional commitment to faculty and student ownership in scholarly work.

Applicability. This policy applies to agreements between colleges, universities, the Office of the Chancellor and their respective employees, student employees and students.

Intellectual Property. Intellectual property is any work of authorship, invention, discovery, or other original creation that may be protected by copyright, patent, trademark, or other category of law.

Intellectual Property Rights. Intellectual Property Rights means all the protections afforded the owner or owners of an original work under law, including all rights associated with patent, copyright, and trademark registration.

Jointly Created Work. A jointly created work is one where two or more authors contribute to the work and intend that it result in a unified, single work.

Websites: <http://www.mnscu.edu/board/policy/326.html>
<http://www.stcloudstate.edu/osp/policies/intellectual.asp>

Online and Distance Learning

The Center for Continuing Studies is committed to providing quality academic programs to students who are time and/or place bound and cannot come to our campus to attend classes during the day. As a part of this mission, they offer classes and degrees

through distance learning for students without their having to attend on our campus.

The courses offered by distance learning are the same academic courses that you will find on our campus and most are taught by tenured faculty in their disciplines. As the most highly accredited university in the state, students can feel confident that their distance learning experience offers the same academic rigor that one would find on our campus. SCSU utilizes leading-edge technology to deliver Distance Learning Courses.

Website: <http://www.stcloudstate.edu/continuingstudies/distance/>

Organizational Chart (Academic Affairs)

Provost/Vice President for Academic Affairs:	Michael Spitzer
College of Business Dean:	Diana Lawson
College of Education Dean:	Kate Steffens
College of Fine Arts and Humanities Dean:	Roland Specht-Jarvis
College of Science and Engineering Dean:	David DeGroot
College of Social Sciences Dean:	Sharon Cogdill (Interim)
Continuing Studies Dean:	John Burgeson
Graduate Studies Dean:	Dennis Nunes
Learning Resources and Technology Services Dean:	Kristi Tornquist
Undergraduate Studies Dean:	Mark A. Nook
Advising Center Director:	Steve Klepetar
	Julie Bresnahan-Stark (Administrative Director)
Academic Learning Center Director:	(Vacant)
Center for Excellence in Teaching and Learning Director:	Frances Condon
First Year Experience Director:	(Vacant)
Honors Program Director:	David Boyer
Associate Vice President, Curriculum:	Mitch Rubinstein (Interim)
Associate Vice President, Enrollment Management:	Mahmoud Saffari
Admissions:	Jeff Rhodes

Registrar:	Susan Bayerl
Assistant Vice President, Faculty Relations:	Rex Veeder (Interim)
Assistant Vice President, International Studies:	Margaret Vos (Interim)
Assistant Vice President, Research and Faculty Development:	Richard Rothaus
Assistant Vice President, Planning and Outreach:	(Vacant)
Special Projects:	Christine Imbra (Part-time)
Assessment Director:	James Sherohman

Website: <http://www.stcloudstate.edu/president/orgchart.asp>

Overrides

Faculty and Department managers may enter overrides for students: late add approval, special permission, and permission to register for a course that is full.

Website: <http://www.stcloudstate.edu/registrar/faculty/overrides.asp>

Post-Secondary Enrollment Options (PSEO) Program

The Post-Secondary Enrollment Options Program, (PSEO) was established by the Minnesota Legislature to enable high school students to attend a post-secondary program instead of attending the remaining two years of school at their respective high schools or in addition to attending their high schools. The intent of the program is to provide challenges for those gifted students who seek additional academic rigor. For information on this program contact the Office of Admissions.

The Office of Admissions for Undergraduates is located in Administrative Services 115 or the telephone is 320.308.2244.

The Center for Continuing Studies 320.308.3081

Website: <http://www.stcloudstate.edu/continuingstudies/>

Website: <http://www.stcloudstate.edu/scsu4u/pseo/>

Prerequisites and Co-Requisites

A student who fails in the first course of a sequence cannot take the following courses in that sequence until the failure has been made up. Prerequisites for a course, as stated in this bulletin, must be met before the course is taken unless permission to omit the prerequisite is obtained from the department chairperson concerned.

If a course lists a co-requisite, an advisor must be certain the student registers for all classes that are part of the co-requisite.

Website: <http://bulletin.stcloudstate.edu/ugh/academic/policies.asp>

Program Approval Process

The following is the Program Approval Process for undergraduate and graduate programs. The program approval process is identical, except that a graduate program is reviewed by an external evaluator.



Repeating Courses

Repeating Courses for Additional Credit

Students may enroll in some courses more than once. Courses in this category are specified in the course description section. The maximum number of credits allowable is also stated in the course description. For each enrollment, the student receives credit hours and a grade.

Repeating Courses for Improvement of Grade

Students may repeat courses at their own discretion in an effort to improve grades. In such cases, no additional credit will be allowed. The highest grade earned will be the student's official grade for the course. No courses or grades will be removed from the transcript. The university may limit the number of times a student may repeat a course.

Website: <http://bulletin.stcloudstate.edu/ugb/academic/policies.asp>

Residency Requirement

Residence credit is earned on the campus of St. Cloud State University or in its approved off-campus programs. To be eligible for graduation under a four-year curriculum a student must have been in residence at least two semesters and must have earned at least 30 semester hours of credit in residence. However, some departments may require more than 30 semester hours of credit in residence. To be eligible for graduation under a two-year curriculum, a student must have been in residence at least one semester and at least 20 credits must have been earned at St. Cloud State University. Six credits must be earned in residence during the semester immediately preceding graduation.

Transfer students are required to take at least 9 semester hours in their major field and 6 semester hours in their minor fields in residence unless waived by the department.

(Note: Residency credit is not related to student residency requirements for in-state tuition.)

Website: <http://bulletin.stcloudstate.edu/ugb/academic/policies.asp>

Satisfactory/Unsatisfactory

A grade of S means satisfactory performance. A grade of U means unsatisfactory performance. The use of this grading method for a course is approved via the curriculum process. Satisfactory/Unsatisfactory grades are not computed in the grade point average.

Website: <http://bulletin.stcloudstate.edu/ugb/academic/standards.asp>

Semester Schedule Times and Rules

MWF

8:00	— 8:50	(0800 — 0850)
9:00	— 9:50	(0900 — 0950)
10:00	— 10:50	(1000 — 1050)
11:00	— 11:50	(1100 — 1150)
12:00	— 12:50	(1200 — 1250)
1:00	— 1:50	(1300 — 1350)
2:00	— 2:50	(1400 — 1450)
3:00	— 3:50	(1500 — 1550)
4:00	— 4:50	(1600 — 1650)

TH

8:00	— 9:15	(0800 — 0915)
9:30	— 10:45	(0930 — 1045)
11:00	— 12:15	(1100 — 1215)
12:30	— 1:45	(1230 — 1345)
2:00	— 3:15	(1400 — 1515)
3:30	— 4:45	(1530 — 1645)

Night classes:

5:00-7:45 (1700-1945) -OR- 6:00-8:45 (1800-2045)
 (One night per week, MTWH-no Friday night classes)
 These times include a 15-minute break.

Night classes that are not three-credit classes must begin at one of the two approved times and meet for 50 minutes per credit hour.

Scheduling Policies and Guidelines:

1. Two-credit classes may meet on MW, WF, TH (50 minutes each day), or ME.
2. Three-credit classes meet on MWF or TH at any available hour.
3. Four-credit non-lab classes must meet on MWF and either T or H during the closest TH time block. (To avoid room and time conflicts, it is suggested that even-hour classes meet on T and odd-hour classes meet on H.)
4. Five-credit classes may meet all five days for 50 minutes at 8:00, 11:00 or 2:00, or in a two-hour block period on MW and one of those two hours on F. They may also meet all five days within the closest MWF and TH time blocks.
5. Labs of two or more hours and other block classes begin only at the bolded times. One-hour labs may begin at any available starting time.
6. Graduate-only classes may meet on schedules developed to meet student demand.
7. Departments should make every effort to match class size to room capacity so that room utilization is maximized.
8. Classrooms with a capacity of 100 or more will be scheduled by Academic Affairs. Departments should request those classrooms through their Dean. Priority will be given to departments which have historically used those classrooms at or near capacity and to departments which need special equipment contained in those classrooms.

9. Exceptions to these policies may be made only by the Office for Academic Affairs upon the recommendation of the Dean of the College.

Website: <http://www.stcloudstate.edu/documents/dailyschedule/default.asp>

Student Advising

Normally, the faculty member will be responsible for ten (10) hours weekly for student advising and other contacts with students, at times and approved locations, either on or off campus, posted at the faculty member's office.

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

Student Course Load

An undergraduate student enrolled for 12 credits or more is considered a full-time student. The recommended normal load is 15-16 credits (six credits in a summer term). The maximum allowable load without special permission is 18 credits (9 credits in a summer term). Students who wish to enroll for more than the established maximum must secure permission from their college dean. Students who have not been admitted to a major program of study must secure permission from the associate vice president for academic affairs. A student's load includes the total of all courses carried, including correspondence, extension, and any other college courses taken concurrently with those at St. Cloud State University.

Course load for graduate students is defined as follows:

- Full-time — a minimum of eight credits per semester.
- 3/4 time to 1/2 time — a minimum of six credits per semester.
- The maximum credit load (undergraduate, graduate, and transfer credits combined) is 16 credits per semester during the regular academic year. The maximum credit limit for summer is 12. Fifteen credits will be allowed

during the summer if three credits are taken during the intersession.

- Any exception must be approved by the student's adviser and the Dean of Graduate Studies, by means of a petition. The petition can be found online at <http://www.stcloudstate.edu/graduatestudies/forms/current.asp>.
- Any student exceeding the load limit without proper authorization shall lose the credits in excess of the authorized load.

Website: Undergraduate Bulletin

http://bulletin.stcloudstate.edu/ugb/academic/policies.asp#status_

Website: Graduate Bulletin

<http://bulletin.stcloudstate.edu/gb/policies/default.asp>

Summer Session

There are many summer educational opportunities at St. Cloud State University. Classes are divided into three sessions:

- Intersession – mid May to mid June
- Summer Session I – mid June to mid July
- Summer Session II – mid July to mid August

Summer sessions offer something for everyone. Many of the regular courses are offered during the University's two five-week summer sessions. In addition, there are a wide range of short courses, workshops, field experiences, and tours. There are evening courses for those who find it more convenient to take classes in the evening.

The summer sessions at St. Cloud State University will provide students with opportunities to:

- enroll in classes they were not able to take during the regular academic year to catch up, stay on schedule, or graduate earlier
- enroll in a class that may have been filled during the fall or spring semester

- enroll in a class to update and enhance their professional skills
- earn credits that will transfer to other universities
- take a class in an environment in which classes are often smaller and less formal
- grow as they pursue their educational goals.

For more information:

Office phone: 320.308.2113

Toll free: 1.800.369.4260

Fax: 320.308.5371

E-mail: summer@stcloudstate.edu

Website: <http://www.stcloudstate.edu/summer>

Upper Division Writing Requirements

Each student must fulfill an upper division writing requirement. Generally, this will involve satisfactory completion of a writing intensive course at the 300/400 level within the student's major. For further information see the sections for individual departments or programs in the Bulletin or consult directly with departments. Note: Applies only to new students entering in or after Fall Semester 2005.

Website: <http://bulletin.stcloudstate.edu/ugb/gened.asp>

Withdrawals

Students may withdraw from a course or courses without special permission after the drop/add period and before the withdrawal deadline. The course(s) will appear on the transcript, the withdrawal will be recorded as a "W" grade and students will be held financially responsible for the course(s). The grade point average is not affected by withdrawals, but they may affect the

student's satisfactory progress for financial aid. See the Office of Records and Registration in AS-118 for more information.

Website: <http://bulletin.stcloudstate.edu/ugb/academic/policies.asp>

Section II:

Administrative Offices,
Services, and Policies

Academic Buildings

Administrative Services (1975). Houses the Offices for the President, Administrative Affairs, Academic Affairs, University Communications, Sponsored Programs, Admissions, Affirmative Action, Business Services, Career Services Center, Financial Aid Office, School of Graduate Studies, Human Resources, Office of Records and Registration, Veteran Services, and Mailroom.

Brown Hall (1958). Classrooms and faculty offices. Named for Joseph C. Brown, president, 1916-1927.

Business Building (1968, 1993). G.R. Herberger College of Business classrooms and offices, Center for Business Research. Named for G. R. Herberger, self-made business man, 1904-1999.

Eastman Hall (1929). Facilities for physical education and recreation, including a swimming pool and gymnasium. Named for Alvah Eastman, former member of the State University Board.

Education Building (1971). Facilities for secondary, elementary and special education together with community psychology, psychology laboratories, communication disorders, guidance and counseling, and student teaching are located in this building.

Engineering and Computing Center (1958, 1962, 1986). Classrooms, laboratories, and facilities for academic computing, engineering, mathematics, and statistics.

Halenbeck Hall (1965, 1980). Health, physical education, and recreation building with a main gym seating 7,500, a swimming pool, diving pool, two small gyms, 200 meter track, racquetball courts, wrestling room, weight room, climbing wall, and dance studio. Named for Dr. Philip L. Halenbeck, a St. Cloud physician.

Headley Hall (1962). College of Science and Engineering building with shops, laboratories, classrooms and offices plus a lecture auditorium seating 150. Named for John W. Headley, president, 1947-1951.

Kiehle Visual Arts Center (1952, 1974). Art Department studios and classrooms. Named for David L. Kiehle, president, 1875-1881.

Lawrence Hall The oldest structure on campus, this building was named for renowned educator and former SCSU president Isabel Lawrence. After standing empty for 30 years, it was renovated to house 50 pairs of international students and students in foreign languages or international affairs. The Center for International Studies and offices of foreign language faculty occupy the lower floors.

Miller Center (2000). The Miller Center opened in August 2000, providing a state-of-the-art facility for accessing information and technology. Named for James W. Miller, a donor to the university's capital campaign.

Performing Arts Center (1968). Music and theatre classrooms and offices, with a main theatre seating 450, a studio theatre and recital hall seating 300, rehearsal hall, private practice studios.

Riverview Building (1911). English department classrooms and offices and foreign language laboratories.

Robert H. Wick Science Building (1972). This four-story structure includes, in addition to classrooms and laboratories, a planetarium, museum, green house, observatory, aquarium, meteorology laboratory, and high energy linear accelerator for nuclear research. It is connected to Brown Hall by a skyway. Named for Robert H. Wick, president, 1965-1971.

Stewart Hall (1948, 1976, 1988-1990). Classrooms, offices, student media, TV studio, radio station, and auditorium seating 1,000. Named for Warren H. Stewart, State University Board member, 1938-1948.

Buildings and Grounds assumes responsibility for the care, maintenance and operation of university facilities. Services provided include: building maintenance, capital improvement planning and administration, repair and improvement, cleaning, event set-up, grounds care, parking facilities, snow removal, recycling/trash removal, university motor pool, key control,

freight delivery, heating, ventilation and air conditioning. For more information see the Building and Grounds website.

Website: <http://www.stcloudstate.edu/bldgsgrounds>

Acceptable Use of Computers and Information Technology Resources

Faculty members and users must comply with laws and regulations, Board policies and System procedures, contracts, and licenses applicable to their particular uses. This includes, but is not limited to, the laws of libel, data privacy, copyright, trademark, gambling, obscenity, and child pornography; the federal Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking” and similar activities; state computer crime statutes; student conduct codes; applicable software licenses; and Board policies 1.B.1, prohibiting discrimination and harassment; 1.C.2, prohibiting fraudulent or other dishonest acts; and 3.26, concerning intellectual property.

Users are responsible for the content of their personal use of System information technology, and may be subject to liability resulting from that use.

Users must use only system information technology they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information technology resources does not, by itself, imply authorization to do so.

Users are responsible for use of System information technology under their authorization.

For further information see MnSCU Board Policies (5.22 Acceptable Use of Computers and Information Technology Resources).

Website: <http://www.mnscu.edu/board/procedure/522p1.html>

For e-mail policy and ethical standards, visit <http://huskynet.stcloudstate.edu/policies.asp>

Alcohol and Other Drug Use

St. Cloud State University recognizes that the unlawful possession, use or distribution of alcohol and other drugs is a significant social problem with a potential for causing severe effects to SCSU's work force and student population. SCSU recognizes that drug dependency may be an illness. Consistent with this understanding, however, SCSU has an obligation to ensure that its employees perform their jobs efficiently, safely, and in a professional business-like manner. Additionally, SCSU has an obligation to ensure that its students maximize their educational opportunities in an open, supportive environment.

While persons who are at least 21 years old may possess or consume alcoholic beverages in a legal manner away from campus, no person may possess or consume alcohol on State property other than on those special occasions when a nonprofit group may obtain and use a special license and permit. A person or organization is prohibited from accepting donations or charging for alcoholic beverages served off-campus without the required liquor license. No person on a city street, sidewalk or parking area shall consume, dispense or possess uncapped containers of any alcoholic beverage including beer. Off-campus purchase of a keg requires a city permit, property owner's permission for a permit and is limited to one keg per residence. Violation of any of these prohibitions and requirements is a misdemeanor. No employee shall report to work under the influence of alcohol, marijuana, controlled substances, or other drugs which affect her/his alertness, coordination, reaction, response, judgment, decision-making or safety. No employee shall operate, use or drive any equipment, machinery or vehicle of the State while under the influence of alcohol, marijuana, controlled substances, or other mood-altering drugs. Such employee is under an affirmative duty to immediately notify her/his supervisor that he/she is not in appropriate mental or physical condition to operate, use or drive State equipment. No employee shall unlawfully manufacture, distribute, dispense, possess, transfer or use a controlled substance in the workplace or wherever the State's work is being performed. During work hours or while on the State's premises, no employee shall use,

sell, possess or transfer alcoholic beverages, with the following exceptions:

- (1) Consumption, possession, sale or purchase of alcohol when authorized by a Commissioner under separate statutory or executive agency authority;
- (2) Possession of alcohol while being transported in a State vehicle in compliance with applicable statutory requirements;
- (3) Possession of alcohol while in an employee's personal vehicle on the State's premises in compliance with applicable statutory requirements.

Additionally, employees shall not participate in these activities during rest breaks or during overtime work. Engaging in off duty sale, purchase, transfer, use or possession of illegal drugs or controlled substances may have a negative effect on an employee's ability to perform her/his work for the State. In such circumstances, the employee is subject to discipline. When an employee is taking medically authorized drugs or other substances which may alter job performance,* the employee is under an affirmative duty to notify the appropriate supervisor of her/his temporary inability to perform the job duties of the position. Employees are discouraged from consuming alcoholic beverages during lunch or dinner meals when returning immediately thereafter to perform work on behalf of the State. Employees are advised that in any situation subsequent to the intake of alcohol where the employee must continue conducting the State's business, any employee whose condition or behavior adversely affects her/his work performance shall be subject to possible discipline, up to and including discharge.

**defined as changed behavior which may limit an employee's ability to safely and efficiently perform the job duties, or poses a threat to the safety of the employee or others*

Website: <http://www.stcloudstate.edu/humanresources/pdf/drug.pdf>

American Indian Center

The purpose of the St. Cloud State University American Indian Center is to respond to the self-defined educational needs and goals of the current American Indian students and communities alike. To this end, the American Indian Center, utilizing both internal and external resources, empowers indigenous people through quality educational programming. The center's outreach activities promote awareness, better understanding, and sensitivity to the American Indian Culture.

Early in the 1990s, a number of campus community members became concerned about meeting the unique needs of the American Indian students attending St. Cloud State University. Indian programming had become a component of the Minority Student Programs. After much study and conferring, and through the efforts of an advisory committee, an American Indian Center was established in 1993. Educational, social, and cultural programming specific to American Indian students began. Outreach activities for both Indian and non-Indian communities also were developed. The number and quality of programs continues to grow and are now carried on throughout the year.

Website: <http://www.stcloudstate.edu/aic>

Atwood Memorial Center (Student Center)

The Atwood Memorial Center, which opened its doors to the public in 1966, is named for Allen A. Atwood, one of the many people who originally recognized the need for an alternative to the environment provided by classrooms, libraries and residences. A bronze bust of Mr. Atwood by sculptor Otto Dallmann was donated by the Atwood family and is on display on the main floor.

More than 11,000 people a day pass through Atwood, thousands of meetings take place under this roof in a year, and our central

location on the campus makes us a gathering place for both commuting and residential students.

Website: <http://www.stcloudstate.edu/atwood/>

Bookstore

The Husky Bookstore is the university's designated bookstore with exclusive rights on campus. In addition to selling books, apparel, gifts and supplies, the Husky Bookstore offers several faculty services, including submitting information about the textbooks that will be adopted next semester, reviewing peer critiques of a potential textbook selection, and adding course-pack materials.

Husky Bookstore
Centennial Hall
SCSU
Telephone: 320.308.1489
Fax: 320.259.0401

Website: <http://www.husky.bkstr.com>

Budget

The Board of Trustees of the Minnesota State Colleges and Universities, based on enrollment forecasts submitted by the state universities, develops system-wide tuition receipt estimates and incorporates them with anticipated state appropriations. An overall system-wide biannual spending plan is developed with allocations divided and distributed among the campuses consistent with existing credit hour oriented formulas. These preliminary allotment totals provide each member of the Minnesota State Colleges and Universities with a spending ceiling, an amount it must not exceed as it determines internal allocations.

The president is ultimately responsible for the use of University resources and expenditure of all funds. The provost and vice president for academic affairs is responsible for allocating funds

to the specific colleges. The deans of the colleges are responsible for directing funds to their specific departments. Questions concerning allocation of department funds should be directed to the specific chairs.

Campus Card

Your Campus Card is your official SCSU ID. Faculty can use the Campus Card for checking out materials at the library, campus dining, printing and photocopying, and for accessing campus recreational facilities. The Campus Card may be obtained at the Campus Card Office, Atwood Memorial Center, first floor (308.1683).

The Campus Card is also used to access instructional spaces. You can swipe your campus card to access a room, and then use your instructor station touch screen to unlock the room doors for the class period. The Miller Center has some of these rooms, and when Centennial is renovated there will be a number of additional rooms with swipe access.

Campus Card is university property and must be relinquished upon request.

Website: <http://www.scsucampuscard.com>

Center for Holocaust and Genocide Education

Statement of Purpose

Teaching the Holocaust and genocide and in addition developing sensitivity to and understanding of anti-semitism, racism, sexism, hatred, and oppression.

Recognizing the victims of the Holocaust and genocide and giving voice to survivors, liberators, and eye witnesses so as to educate future generations.

Fostering academic research especially as it concerns pedagogical materials and continuing to serve as a repository for Holocaust and genocide materials.

Sponsoring programs which promote Holocaust and genocide education and making available print and non-print materials to students, educators, scholars and community groups.

Serving to enhance greater awareness of the Holocaust and genocide through exhibits, seminars and symposiums, and other special presentations, e.g. testimonies, speeches, and discussions.

Ongoing teaching and analyzing the Holocaust and genocide from interfaith, interdisciplinary and international perspectives

Hours

Monday: 9:00 a.m. - 4:00 p.m.

Tuesday: 9:00 a.m. - 4:00 p.m.

Wednesday: 9:00 a.m. - 4:00 p.m.

Thursday: 9:00 a.m. - 4:00 p.m.

Friday: 9:00 a.m. - Noon

Address

Center for Holocaust and Genocide Education

St. Cloud State University

Miller Center 235

720 4th Ave South

St. Cloud, MN 56301-4498

320.308.4205

320.308.4097 (fax)

CHGE@stcloudstate.edu

Website: <http://www.stcloudstate.edu/chge/>

Center for Student Organizations and Leadership Development (CSOLD)

Getting involved in student organizations can be one of the greatest, most rewarding experiences students have while they are in college. SCSU has 210 student organizations that reflect the diversity of student life on campus. By joining an organization students will have the opportunity to network and socialize with other students who have similar interests. Additionally, they will interact with a wide variety of faculty, staff, and even community members depending on the organization they choose to be involved in.

CSOLD also provides the following support and resources for students and student organizations:

- Support when starting a new club or organization
- Annual recognition of student organizations
- Leadership training
- Resources for event planning, retreats, goal setting, teambuilding, and much more!
- Mailboxes for recognized student organizations
- Supplies (tag board, markers, stapler, tape, etc.)
- Approving posters for Atwood and sharing information about posting policies on campus
- Co-Curricular Transcripts
- Leadership Library
- Promotional Displays
- Contracting for performers and/or companies
- Financial advising/forms for spending funds
- Digital cameras to check out
- Button Maker

Website: <http://www.stcloudstate.edu/csold/>

Child Care

St. Cloud State University's Lindgren Child Care Center provides infant, toddler, and preschool-aged care to the children of SCSU students, staff, and faculty. The center is committed to ensuring your child's health and safety, helping children establish trust in their environment, strengthening their self-identity, and igniting their curiosity through productive, satisfying activity. As a place where theory is put into practice, Lindgren Child Care Center is a training and laboratory resource to the entire campus, and a model of excellence for the community of St. Cloud.

The center provides child care services 7:30 a.m. to 5:00 p.m., Monday through Friday, Fall and Spring Semesters. During the summer services are available 7:00 a.m. through 4:20 p.m., Monday through Friday. The center is closed according to the University schedule of holidays and days that classes are not in session. There also may be professional development days when the center is closed.

122 Engineering and Computing Center
Saint Cloud State University
720 Fourth Avenue South
Saint Cloud, Minnesota 56301

Website: <http://www.stcloudstate.edu/childcare>

Code of Conduct for Students

St. Cloud State University is committed to the creation and maintenance of an academic community which fosters the intellectual, personal, social and ethical development of its students. Respect for the rights of others and self-discipline are essential for the fulfillment of these goals. The Code of Conduct is designed to explain the rights and responsibilities inherent in membership in this community.

The code of conduct for students is located in the Student Handbook.

Website: <http://www.stcloudstate.edu/studenthandbook/code/default.asp>

Community Anti-Racism Education Initiative (C.A.R.E)

Website: <http://www.stcloudstate.edu/continuingstudies/customized/caremcari.asp>

Computer Assistance

The SCSU HelpDesk serves as technology resource for students, faculty, and staff at SCSU. HelpDesk consultants answer general technology questions and troubleshoot problems. The HelpDesk is also the support center for HuskyNet and supports both on and off-campus users. For further information contact the HelpDesk directly at HelpDesk@stcloudstate.edu

Website: <http://husky.net.stcloudstate.edu/helpdesk/>

Copyright

Among the many missions of a university, none is more important than the development and exchange of ideas, information and discoveries. Daily, members of a university community interact with other individuals or groups, with printed books, journals, handouts, and manuscripts, with audio and video resources, and with digitally stored and transmitted resources. This website discusses the rationale for policies with regard to intellectual property rights and applicable state and federal laws, compliance issues and establishing ownership.

Website: <http://www.stcloudstate.edu/tltr/1998techplan/appendix5.asp>

Website: <http://lrts.stcloudstate.edu/announcement/copyrightprimer.asp>

Website: <http://www.mnscu.edu/board/policy/327.html>

Disability

Employees: ADA (Americans with Disabilities Act)

SCSU employees may make requests for accommodations or assistance. The ADA Reasonable Accommodation Request Form can be found on the website: <http://www.stcloudstate.edu/humanresources/forms.asp>.

The Human Resources Office will provide the employee with a written decision concerning the ADA request after reviewing medical information, work assignments, and discussing ADA request arrangements with the appropriate supervisor and considering the employee's suggestions.

If after receiving the Human Resources Office's decision, the employee disagrees, he/she will have five working days to appeal the decision in writing to the Vice President of Student Life and Development (320.308.3111). The appeal form must explain why the employee disagrees with the decision of the Human Resources Office.

The Vice President of Student Life and Development shall render a decision on the ADA appeal within ten working days. The employee, supervisor, and Human Resources will be informed, in writing, of the decision of the Vice President of Student Life and Development.

If there is a conflict of interest on a particular case, the Vice President of Student Life and Development may recuse himself/herself from the ADA appeal process and another individual may be delegated with the responsibility. Another administrator may be delegated with the responsibility to hear ADA appeals if the Vice President of Student Life and Development is unavailable to attend to appeal matters.

If the individual believes the decision is based on illegal discriminatory reasons, then he/she may file a complaint with the Affirmative Action Office.

Website: <http://www.stcloudstate.edu/humanresources/policies/adaappeals.asp>

Reasonable Accommodations in Employment

This procedure sets forth the process to be used for responding to requests for reasonable accommodations in employment based on an applicant's or employee's disability. The scope of this procedure is limited to reasonable accommodations, and is not intended to fully describe other provisions of the Americans with Disabilities Act or the Minnesota Human Rights Act.

It is the policy of MnSCU to encourage the employment and promotion of any qualified individual including qualified individuals with disabilities. The system office, college or university will not discriminate in providing reasonable accommodations to qualified individuals with a disability in regard to job application procedures, hiring, advancement, discharge, employee compensation, job training or other terms, conditions, and privileges of employment.

For further information see MnSCU Board Policies (1B.0.1 Reasonable Accommodations in Employment)

Website: <http://www.mnscu.edu/board/procedure/1b0p1.html>

Students: Student Disability Services (SDS)

Mission

The Office of Student Disability Services provides access to academic programming and advocacy for students with disabilities in the pursuit of SDS educational goals.

Vision

Student Disability Services will foster a greater sense of awareness and social equity to enable St. Cloud State University to become recognized as an institution that

respects and empowers independence and academic success among students with disabilities.

Core Values

We are committed to:

Providing the highest quality services possible to our constituents

Respecting differences and working toward greater diversity and inclusiveness

Demonstrating civility in all discourse

Use of fiscal and human resources to serve students in fulfilling the goals of Student Life and Development and the University mission

SDS is SCSU's program to provide support service for students with a physical, cognitive or mental/emotional disability. Our goal is to provide facility and programmatic access through reasonable accommodations to allow students with disabilities an equal opportunity for academic success.

Services Offered

Based on student need and instructor/student/SDS staff consultation, the following services may be provided:

Priority Registration

Sign Language/Oral Interpreting

Note Taking:

Volunteer note taking in classes as needed

Learn How to Become a Volunteer Note Taker

Alternative Testing:

Extended time on tests

Individually read tests

Test answers proofread or written from student dictation

Taped Textbooks:

Through SDS office

Through publishers: i.e. E-text, CD-ROM

Support Services:

Student support for coping in college

Orientation to buildings: elevators, accessible routes, restrooms, automatic doors, etc.

SCSU campus map with accessible entrances

Referrals to other appropriate support services

Faculty Assistance:

Concerning accommodation of disabilities in the classroom and/or lab, testing situations etc.

Office Hours

Monday-Friday 8:00 am - 4:30 pm

Summer and Break Hours vary.

Website: <http://www.stcloudstate.edu/sds/>

Discuss and Announce Listserv Policy

The following guidelines relate to the two university faculty and staff listservs, SCSU-Discuss and SCSU-Announce.

A message that is for the purpose of personal profitability is not allowed.

The lists will be self-regulating.

No anonymous postings are permitted.

Initially these lists will contain the names of all faculty and staff, part-time and full-time, who have e-mail accounts on University servers. Participants will be allowed to remove themselves at any time from the list.

In accordance with the Minnesota Department of Employee Relations Administrative Procedure No. 32, and Minnesota Statute Section 43A.38, Subd. 4, political transmissions are

prohibited. This would include transmissions which advocate the election of particular candidates for public office at either the federal, state or local level.

SCSU-Announce

This electronic list will serve as a resource for SCSU faculty, staff and administrators to communicate announcements that reflect the professional nature of their work environments. General announcements can be posted to this list from any faculty or staff account. The posting should not require or inspire an e-mail response to the whole list. Office or departmental accounts may also post messages to this list.

SCSU-Discuss

This list supports communication between faculty, staff and administrators by disseminating messages that are created in the spirit of civil discourse. Items may include, but are not limited to, academic topics, opinion pieces, university policy, issues, surveys and postings intended to inspire discussion.

Instructions

Instructions on how to use these lists and how users can add or remove themselves from the list, if they wish, are located at <http://huskynet.stcloudstate.edu/listserv>.

Public Folders

Messages posted to SCSU-Announce and SCSU-Discuss are also saved in public folders. People may choose to read the messages sent to these lists by opening the folder rather than subscribing directly to the list. People may post messages directly to the public folder, too, but these messages will not be distributed to listserv subscribers. Messages posted into the Public Folders are only available for viewing in the public folder.

Access to the public folders is supported by the Outlook client and Outlook Web Access (OWA) with a Web browser. In

Outlook, the public folders are located at the bottom of the Folder List section. The folders are opened and closed by using point and click on the icons. The public folders in OWA are opened by clicking on the Public Folders section on the toolbar at the top.

Usage Policies

Activities on SCSU-Announce and SCSU-Discuss are governed by St. Cloud State University policies, MnSCU policies and State of Minnesota statutes. People should consult the University's e-mail policy for the acceptable use policy governing e-mail.

Website: <http://huskynet.stcloudstate.edu/policies/email.asp>

Early Notification System

The Early Notification System is a completely electronic system designed to improve communication to students and their advisors concerning a student's academic performance during the first few weeks of the semester. This system was operated on a limited basis for the first time during spring semester 2006. The system has been designed to be as error-free as possible and is easier to use than one might assume from the length of this document. Instructions are also available on each of the web pages in the system. If you have any questions or encounter problems, please contact Mark Nook at manook@stcloudstate.edu or by phone at 308.5272.

Faculty members can access the system anytime from the beginning of the third full-week of the semester through the end of the fifth full-week. Faculty members can enter, edit, and/or change data on student performance at anytime during this period. After 11:59 pm on Friday of the fifth full-week, the system will not be available for further input. At the beginning of the sixth week an email will be sent to each student for whom instructors entered data. An email will also be sent to the advisor of each student for whom data was entered. The email sent to the advisor will contain data on each of the advisees she/he serves with a synopsis of the students' performance reports.

An email will be sent to each instructor who entered data so that they have a record of their entries. Finally, a spreadsheet with all entries made by all instructors will be sent to the Dean of Undergraduate Studies.

The system allows faculty members to indicate Improvement Needed or Excellent Performance in several areas for each student. There is also a comment box where messages of up to 200 characters can be entered. Any information entered into this system, including comments, will be sent to the student as well as the student's advisor.

Login Instructions

The system is accessed through the internet at <http://www5.stcloudstate.edu/EarlyNotification/login.asp>. You will be asked to login using your 8-digit SCSU Tech ID number and PIN. Your SCSU ID number is found on the front of your SCSU ID card; you must use all 8 digits including any leading zeros. Your PIN is the same as you use to enter your grades or check your class roster on the SCSU Registration site. If you have not yet accessed the Registration site, your PIN has been preset to either your date of birth in YYMMDD format or the last six digits of your Social Security Number. If you have forgotten your PIN or have trouble logging on to the system, please call 320.3083936.

After logging in, you will be asked to select the course and section for which you want to enter information. The page will display a drop-down box with courses and sections that you are assigned.

Data Entry

Once you have selected a course and section, you will be taken to the page to enter student information. The page contains a table with the names and tech ID numbers of each student arranged in alphabetical order by last name. Data can be entered for students regardless of their status by clicking on any of the check boxes or entering text in the comments box.

Check any and all boxes that apply for students you feel should be contacted because their work is below acceptable levels or is extremely high.

Multiple boxes can be checked for a student, but for a given student, boxes can only be checked within the poor performance or excellent performance areas, not both.

In the event that you place checks in both poor and excellent performance boxes, you will be taken to an error page and asked to reenter the data.

Feel free to make more specific comments if you think they would be helpful to the student. The comments are limited to 200 characters and will be sent to the students and their advisors.

Email messages will be sent to the student, the student's advisor, and to you for each student that you enter information. A synopsis of all information entered into the Early Notification System will be collected by the Dean of Undergraduate Studies.

Data can be added, edited, and changed at anytime up until the system closes.

Early Notification System Data Entry Table Column Descriptions

Name

Student's last name, first name, and middle initial.

Tech ID

Student's tech ID as listed on class roster.

Status

Special enrollment status of a student.

The cell is blank for normally enrolled students.

'W' indicates that the student has withdrawn from the class.

'AU' indicates that the student is auditing the class.

Data can be entered for any student regardless of status.

Poor Attendance

Used to indicate that the student has not been attending regularly. This box should be checked if a student's performance is not meeting class requirements or is jeopardizing the student's success in the class.

Poor Assignments

Indicates that the student has not been performing up to standard on assignments in the class. This box should be checked if the student's performance on assignments is jeopardizing the student's success in the class.

Poor Exams

Indicates that the student has done poorly on exams, quizzes, or tests in the class. This box should be checked if the student's performance on exams, quizzes, and/or tests is jeopardizing the student's success in the class.

Poor Participation

Indicates that the student does not regularly participate, or participates at a below standard level in the course. This could be in class discussions, group activities or other class activities. This box should be checked if the student's performance in class participation is jeopardizing the student's success in the class.

Poor Tutor

This box should be checked if you believe that tutoring would be beneficial for the student. The student will receive

notice to contact the instructor about tutoring options for the class.

Excellent Class

Indicates that the student is doing excellent work overall in the class.

Excellent Exams

Indicates that the student is doing excellent work on the exams, quizzes, and/or tests in the class.

Excellent Participation

Indicates that the student's participation in the class is excellent.

Comments

All comments will be sent to the students and their advisors. The field is limited to 200 characters. Any message that you want to send to the student can be entered here.

At the bottom of the data entry page are four buttons with the following functions:

Save & Continue

Saves entered data and allows you to continue to enter data on that course and section

Save & Print

Saves the data and sends you to a printable page of the data you have entered.

Save & Select Another Class

Saves the data entered and returns to the course selection page so another course can be selected.

Select Another Class

Does not save the data entered since the last save and returns to the course selection page.

When finished, please remember to logout.

Emails

Around the sixth full-week of classes a series of emails will be generated from the data entered. An email will be sent to each individual student for whom an instructor enters data. They will receive a poor performance email that contains information from all their classes for which a poor performance was indicated and an excellent performance email that contains information from all their classes for which an excellent performance was indicated. Students for whom poor performance, excellent performance, or comments are not entered will not receive a notification from this system. Another email will be sent to the advisor of any student that received a poor performance, excellent performance, and/or comment through this system. The report sent to an advisor will contain the information on all their advisees who received a notification. Another email will be sent to each instructor who entered data in the system with a synopsis of the data they entered. Finally, statistics on use of the system will be sent to the Dean of Undergraduate Studies.

Help Us Improve the System

Please let us know if your experience any problems. If you have any questions please contact the Dean of Undergraduate Studies at 308.5272.

Website: <http://www5.stcloudstate.edu/EarlyNotification/login.asp>

E-mail

What is HuskyNet?

HuskyNet, short for Husky Network, is your access to technology resources at St. Cloud State University. Through use of the HuskyNet site and your HuskyNetID (username), you can e-mail, maintain a personal file or web space, perform coursework activities, and locate resources. When locating, using, or seeking assistance with technology resources at SCSU, make HuskyNet your starting point.

Why HuskyNet?

HuskyNet is a collaborative effort between technology departments on campus in an effort to reduce confusion and provide a more cohesive and consistent technology environment. HuskyNet is a virtual collection of technology related services, many of which are accessible through a common username and password at St. Cloud State University.

Need Help with HuskyNet?

The campus HelpDesk is available to assist students and faculty seeking general assistance with technology related issues. They are also the support center for HuskyNet. The HelpDesk is located in Miller Center (library) room 43 in the basement. They may also be reached by e-mail to helpdesk@stcloudstate.edu or by phone at 320. 308.2077.

Policy for E-mail as Official Communication to Students

The purpose of this policy is to establish e-mail as an official means of communication with students. The use of e-mail expedites and reduces the cost of communicating valuable and timely information to students. Official e-mail is intended to meet the academic and administrative needs of the campus community.

Implementing HuskyNet e-mail as an official means of communication between University offices and students requires the guarantee of timely receipt of announcements and notifications, and the ability to verify delivery of these messages.

HuskyNet e-mail is recognized as an official communication channel for all students at St. Cloud State University (SCSU). The HuskyNet address will be designated as their e-mail contact in the Integrated Statewide Records System (ISRS); students will not be permitted to change or replace this address within ISRS. SCSU requires students to activate their HuskyNet e-mail account once it is assigned to them, and students are expected to receive, read and act expeditiously upon communication distributed through HuskyNet e-mail. Students will not be held responsible for their inability to access messages due to problems with the HuskyNet e-mail system, whether the downtime is scheduled or unscheduled.

Students are required to use their HuskyNet e-mail in accordance with all approved federal, state, MnSCU, and SCSU statutes and policies.

Website: <http://husky.net.stcloudstate.edu/husky.net/info.asp>

Website: http://husky.net.stcloudstate.edu/policies/stu_email_official.asp

Emergency Closing

Any decision to close the university is made by the President or designee.

Any decision to cancel classes is made after consultation, as appropriate, with the highway patrol, Metropolitan Transportation Commission (MTC), MnDOT, MnSCU, the Weather Service, and SCSU Meteorologist.

Any decision to close the university or cancel classes or events will be announced, if at all possible, before 6 a.m. for day classes and events, and before 3 p.m. for evening classes and events.

Closing/cancellation decisions will be announced as follows:

Radio: WJON/WWJO, KCLD/KNSI/KZBK/99.9Lite, WCCO AM, KVSC and WYRQ/KFLM/KLTF.

Television: WCCO Channel 4, KSTP Channel 5, KMSP Channel 9, KARE- 11, KSTC Forty5 and UTVS.

Telephone: Call 320-308-0121, 320-308-2244, 1-800-369-4260 or 1-877-654-SCSU for a taped message regarding closings/cancellations.

Voicemail: There will be a recorded message available to those that use the SCSU voicemail system.

E-Mail: There will be red-flagged email messages sent to those with an active SCSU e-mail account.

Internet: Closing or cancellation information will be on the SCSU website at www.stcloudstate.edu

When classes or events are cancelled, all employees are required to report for work and attend to their regular duties. For those who cannot report to work, the usual procedures for taking leave apply.

When SCSU is closed, all students and employees are relieved of their responsibilities for the specified period. The affected shifts will be indicated in the public announcement: day shift generally 8:00 a.m. to 4:00 p.m., evening shift 3:00 to 11:30 p.m., and late shift 10:30 p.m. to 7 a.m. Unless announced otherwise, all employees should assume SCSU will return to normal operations at the start of the next shift.

When SCSU is closed, employees with responsibilities that are considered essential in nature are required to perform their duties. These services are necessary to meet the needs of students who live on campus and to address the university's exposure to liability. Supervisors in each area designate specific categories and numbers of employees who are required to report for work. The following areas are the only ones that will continue to provide services during a closed status: Heating Plant, Food Services, University Public Safety, Residential Life, snow removal, or other critical maintenance and repair.

All offices are to close and activities are to cease as soon as reasonable after a closing announcement has been made. However, a two-hour delay is acceptable in Atwood Center, Intercollegiate Athletics, the Miller Center, and Recreational Sports to allow for clearing students and securing the facilities.

If closing or cancellation of an event is announced midday or after an event has begun, building coordinators and/or supervisors will notify employees.

Separate announcements regarding cancellation or postponement of events such as performances, conferences, or athletic competitions are made after assessment of the university's ability to make allowances for the events.

Website: <http://www.stcloudstate.edu/humanresources/policies/weather.asp>

Website: <http://www.mnscu.edu/board/policy/404.html>

FAX Services

FAX technology is available throughout the University campus. Faculty should contact the department office manager, chair or dean for information concerning use.

Family Educational Rights and Privacy Act (FERPA)

The federal Family Educational Rights and Privacy Act and Minnesota Government Data Practices Act are the primary laws that regulate the handling of student records at the university. Student records include nearly all personally identifiable information maintained or created in any format. Faculty members are encouraged to use the resources provided to understand their responsibilities to protect the privacy and security of the records with which they are entrusted.

The laws afford all students certain rights: 1) to view and obtain a copy of most records about themselves; 2) to challenge the

accuracy or completeness of a record (in the case of grades, accurate recording of the grade); 3) to control the disclosure of their records to third parties, as permitted by law; and 4) to make a complaint to the U.S. Department of Education and/or Minnesota Department of Administration if violations of rights are alleged.

These laws also regulate in detail how university officials, including faculty, must handle student records. Most student records are “private” and may only be shared with other university personnel on a need-to-know basis. Disclosure to third parties (employers, spouses, other students, parents and others) is authorized only by a signed release from the student or other specific legal authority. Faculty in possession of private student records must protect the privacy and security of student records at all times, including secure disposal by shredding or other appropriate means.

Certain information is “directory data” at the university, which means it is public and available to anyone upon request; the list is subject to change. See the current list of directory data at <http://bulletin.stcloudstate.edu/ugb/generalinfo/studentrecords.asp>. Students also have the right to suppress their directory data and not permit the university to disclose it without further authorization. Check with the Registrar’s Office before releasing directory data to third parties.

To see the university’s FERPA Policy, see: <http://www.stcloudstate.edu/registrar/students/records/dataprivacy.asp>

For more resources on data privacy see: <http://www.ogc.mnscu.edu>

For questions and compliance assistance, contact the special advisor to the president.

Foreign National Hiring

All individuals hired by the university must produce legal authorization to work in the United States. Human Resources should be consulted during the hiring process, especially of professional employees, to ensure that appropriate inquiries are

made and for assistance in verifying or obtaining timely work authorization, where necessary.

As soon as a foreign national has accepted employment, inform Human Resources at 320.308.3076.

Some work visas take several months for the INS to process, so it is important to do this as early as possible.

The various types of work visas that foreign nationals at SCSU have are H-1B, J-1, TN, F-1 OPT or CPT.

For details describing employment visas visit <http://www.stcloudstate.edu/humanresources/policies/foreignhire.asp>

For more information also visit the website of the U.S. Department of State <http://www.state.gov/> and Destination USA <http://www.unitedstatesvisas.gov/>

Fraudulent and Other Dishonest Acts

MnSCU is committed to creating an environment where fraudulent and other dishonest acts are not tolerated. All employees are responsible for complying with the State Code of Ethics (<http://www.revisor.leg.state.mn.us/stats/43A/38.html>), other state statutes and board policies that govern their conduct, and ensuring that all resources entrusted to them are used ethically, prudently, and for their designated purpose. In addition, to ensure that MnSCU resources are used appropriately, managers and supervisors are responsible for educating employees about proper conduct, creating an environment that deters dishonesty and maintaining internal controls that provide reasonable assurance of achieving management objectives, and detecting dishonest acts. Furthermore, managers and supervisors must be cognizant of the risks and exposures inherent in their area of responsibility and be aware of symptoms of fraudulent or dishonest acts, should they occur.

For more information on this policy, including responsibilities for investigating potential incidents of fraud or other dishonest acts, taking remedial actions, and reporting evidence to the

Legislative Auditor and other appropriate authorities, see the MnSCU Board Policies 1C.2 at <http://www.mnscu.edu/board/policy/1c02.html>.

Gay, Lesbian, Bisexual, Transgender (GLBT) Services

The mission of Gay, Lesbian, Bisexual, Transgender (GLBT) Services at St. Cloud State University is to provide education, advocacy, resources, referrals, and safe spaces for Gay, Lesbian, Bisexual, Transgender, and allied students, faculty, and staff. GLBT Services empowers students, faculty, and staff to create sensitive environments in all realms of the university as we work to foster a positive institutional climate for GLBT people and their supporters. In this capacity, the office serves all at the university.

Goals

Visibility - to make GLBT students aware of the services that exist as a resource and support system for them. By being out and visible the office expresses to the campus community that GLBT people are, in fact, an important part of this community.

Education - to educate about issues of homophobia, heterosexism, discrimination, and harassment.

Safe Spaces - to create a safe environment for GLBT Students to complete their education and explore their identity.

Collaborations - to build bridges with a variety of groups on and off campus--especially other student groups, organizations, and departments that challenge others on issues of racism, sexism, classism, ageism, ableism, homophobia, and heterosexism.

Contact Information

Email: glbt@stcloudstate.edu

Phone: 320. 308.5166

Fax: 320. 308.5190

Address: 216 Atwood Memorial Center
Saint Cloud State University
720 Fourth Avenue South
Saint Cloud, Minnesota 56301-4498

Website: <http://www.stcloudstate.edu/glbti>

Gifts

Per Minnesota Statute 43A.38, employees in the executive branch in the course of or in relation to their official duties shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the state for any activity related to the duties of the employee unless otherwise provided by law. However, the acceptance of any of the following shall not be a violation of this subdivision:

- (a) Gifts of nominal value or gifts or textbooks which may be accepted pursuant to section 15.43.
- (b) Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause.
- (c) Payment of reimbursement expenses for travel or meals, not to exceed actual expenses incurred, which are not reimbursed by the state and which have been approved in advance by the appointing authority as part of the work assignment.
- (d) Honoraria or expenses paid for papers, talks, demonstrations, or appearances made by employees on their own time for which they are not compensated by the state.
- (e) Tips received by employees engaged in food service and room cleaning at restaurant and lodging facilities in Itasca State Park.

Website: <http://www.revisor.leg.state.mn.us/data/revisor/statutes/2005/43A/38.html>

Keys

To obtain a key for a campus building or office area, please contact the department office manager or chair. Keys must be returned to Buildings and Grounds when employees resign or otherwise terminate their employment at SCSU and/or when employees take an extended leave (including sabbatical leaves). Keys should not be transferred or loaned to non-SCSU personnel.

Website: <http://www.stcloudstate.edu/humanresources/policies/keys.asp>

Library Access

The Learning Resources & Technology Services (LR&TS) staff and faculty are available and ready to help you get the most out of SCSU's computing and information resources. LR&TS and most of its services are located in the James W. Miller Learning Resources Center on the northwest edge of the campus. In addition, each college has an LR&TS liaison who works specifically with the particular college.

Miller Center hours during semesters

Monday-Thursday: 7:00 a.m. to 2:00 a.m.

Friday: 7:00 a.m. to 8 p.m.

Saturday: 10 a.m. to 2 p.m.

Sunday: 10 a.m. to 2:00 a.m.

For hours during finals weeks, breaks, summer sessions and holidays

Consult the Miller Center hours listing at

Website: <http://lrts.stcloudstate.edu/about/hours/default.asp>

HelpDesk

Miller Center B43
(320) 308-2077
E-mail: helpdesk@stcloudstate.edu

Web: <http://huskynet.stcloudstate.edu/helpdesk/>

Contact the HelpDesk whenever you need computing or technical assistance. Staff members answer how-to and troubleshooting questions on a variety of topics, including HuskyNet services, campus technology and personal computer hardware and software. They help with setting up your computer system to use HuskyNet Wireless and to dial into the SCSU network from off campus.

Hours during semesters

Monday – Thursday: 8 a.m. to 10 p.m.

Friday: 8 a.m. to 5 p.m.

Saturday: 10 a.m. to 6 p.m.

Sunday: 1 p.m. to 9 p.m.

Hours during breaks

Monday – Friday: 8 a.m. to 4 p.m.

Summer hours

Monday – Thursday: 7:30 a.m. to 6 p.m.

Friday: 10 a.m. to 2 p.m.

For extended hours visit: <http://lrts.stcloudstate.edu/about/hours/default.asp>

Class Library Instruction

Library instruction/orientation for classes is available upon request. To schedule a session or if you have questions about the library instruction program, please contact Library Instruction Coordinator at 320.308.2086.

Website: <http://lrts.stcloudstate.edu/>

Lost and Found

St. Cloud State University does not have a central lost and found. Faculty should check with their department office manager, Dean's office, or the department of public safety.

Mail Services

The Mailroom, the central point for all incoming and outgoing mail at the University, is located in 122 Administrative Services.

Federal mail is delivered once a day to the Mailroom and to each dorm, usually around 10:00 a.m. (this may vary). Campus mail is picked up from the mailroom and delivered to the buildings at 8:00 a.m. and at 11:00 a.m. Federal mail is picked up by the Post Office once a day at around 2:00 p.m. (again this may vary).

The mailroom provides Federal mail, UPS, Federal Express and DHL for departments on campus with an active account. We do not handle any personal mail unless it has already been stamped. We are able to let you know the amount of postage required but stamps will have to be purchased elsewhere (the Bookstore and Atwood Center both sell postage stamps). Due to postal regulations, we are unable to accept any stamped packages over one pound; these must be presented in person to the Post Office. For further information contact Business Services Office at 320.308.4003.

Website: <http://www.stcloudstate.edu/businessservices/>

Maintenance Requests

For requests involving maintenance (e.g., desk needs repairing, office too hot or too cold, etc.), please contact your department office manager.

Mediation Program

Members of the SCSU community may request mediation to help resolve a workplace dispute or an impasse. Mediation does not replace or interfere with current dispute-resolution procedures like grievances, but it provides an alternative means of addressing disputes and solving problems.

Mediation is not compromise, negotiation, or arbitration. It leaves the power to solve problems in the hands of the people best able to understand those problems. Unlike arbitration or negotiation, mediation uses no judge to make decisions for people. Unlike compromise, mediation offers a structure to help people find win/win solutions.

In 1997 the Faculty Association and the administration at St. Cloud State University established the first phase of our mediation project and offered training to faculty and administrators. Since that time, members of other bargaining units have joined the project.

If you are a member of

- American Federation of State, County, and Municipal Employees (AFSCME)

- Faculty Association (FA)

- Minnesota Association of Professional Employees (MAPE)

- Minnesota Managers Association (MMA)

- Minnesota Nurses Association (MNA)

- Minnesota State University Association of Administrative and Service Faculty (MSUAASF)

- SCSU administration (excluded managers)

You can request mediation, be trained as a mediator, and take part in our project. If you are a member of a different bargaining unit, you may be eligible as well. Please contact one of the mediators or a member of the Mediation Coordinating Committee for more information.

Website: <http://www.stcloudstate.edu/mediation>

Multicultural Resource Center

The Multicultural Resource Center is a specialized resource center dedicated to providing multicultural information and services to students, faculty, and staff of St. Cloud State University and also to members of the larger community. The Center is designed to help people learn about historically excluded racial and ethnic groups in the United States of America, and broaden everyone's knowledge and understanding of the historical and contemporary experiences of people of color in the Midwest.

For more information on the MRC or to find out how you can support the work of the MRC, contact the Director of the MRC at 320.308.6476 or the Associate Director at 320.308.6478. The MRC is located in the Miller Center in rooms 136 and 137.

Multicultural Student Services

Multicultural Student Services provides for the particular needs of students at St. Cloud State University. Their goal is to provide comprehensive services by giving academic assistance, encouraging personal development and offering multicultural programming.

The Multicultural Academic Support Center provides direct academic services to students. The center helps students build the skills needed to successfully complete college and serves as a focal point of interaction between students, faculty and the campus community. Services available at the Multicultural Academic Support Center are:

- Tutoring for individuals and small groups.
- Academic advising and counseling.
- Assistance with class scheduling.
- Listings of jobs, internships and scholarships.
- Monitoring academic progress.
- A computer lab with IBM and Macintosh.

A quiet study area.

The Athletes For Success in the Classroom program, working in partnership with the athletic department, provides academic support and a positive learning environment for student athletes at SCSU. Services provided by the Athletes For Success in the Classroom include:

- Help with time management and study skills.

- Tutoring, on-site and campus-wide.

- Academic counseling and advising.

- Assistance with course scheduling.

- Monitoring academic progress.

The Multicultural Tutoring Program provides on-site tutorial services in conjunction with SCSU's Academic Learning Center. Tutoring is available in the following areas on a daily basis or by request at the Dr. Richard R. Green House:

- Math, up to beginning calculus

- General science, chemistry and biology

- English

- Social studies, including geography, social science, sociology, political science and history

- Human relations

- General business

The Mentoring Program provides newly enrolled freshman students with useful information so they can make informed decisions about social life. Faculty and staff of color offer support and guidance to help new students become successful in their college careers.

The Multicultural Activities Center plans a variety of social and co-curricular programs such as Recreation Nights, Asian cultural celebrations, the annual Martin Luther King, Jr. Birthday celebration, Black History Month, Chicano History Month activities and other multicultural programming with the specific

interests of every student in mind. All students are welcome to participate in planning and organizing events and programs.

Advanced Preparation Program (APP) Summer Scholarship Program, 106 Atwood Center, is open to incoming first-year students who are admitted to SCSU. Students receive in-depth academic assessment, take classes and get the experience of college life. It's demanding, and it's also a lot of fun! Students remember the program, the weekend activities, and the friendships for a lifetime.

Website: <http://www.stcloudstate.edu/mss>

Office Supplies

See office manager or the department chair for information concerning office supplies.

Parking

Lots include: AA, B, C, D, F, G, H, I, J, K, L, N, O, P, R, S, U, W, X, XX, Y

Note: All employee lots are enforced 52 weeks a year, including breaks.

Employee parking lots require valid (employee) permits as follows:

7:00 am to 7:00 pm - Monday through Thursday

7:00 am to 3:00 pm Fridays

Other specific considerations/ enforcement procedures in employee lots are:

All "signed" parking stalls in employee parking lots are enforced 24 hours, 7 days a week.

No parking is permitted in employee lots between 3:00 am and 7:00 am, Monday through Friday

Any permit is valid (in employee lots) from 3:00 p.m. to 3:00 a.m., Monday through Thursdays with the following exceptions:

H- lot (north section, closest to Business Building)

F- lane

P- lot (east two rows, closest to Headley Hall)

U and S- lots

For permit information contact Public Safety 320.308.3333.

Website: <http://www.stcloudstate.edu/parking/parkinglots.asp#lots>

Posting Policy / Promoting Events on Campus

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

All materials must be posted on designated bulletin boards or mall kiosks and may not exceed 14" x 22" in size. Materials must be mounted with thumb tacks. Only one announcement per program or event may be affixed to each designated site. Further, materials may not be posted on top of other announcements which have been previously posted.

The following restrictions apply to materials advertising programs and events which are not sponsored by academic or administrative units:

Student organizations must obtain approval from the Director of University Organizations (Atwood Center). Director-managed organizations are exempt from this requirement.

All others must obtain approval from the Director of Buildings and Grounds (North Office Complex).

Publicity or displays that could result directly or indirectly in personal gain must also receive approval from the Office of Administrative Affairs (AS205).

Unless otherwise authorized, materials should not be posted any sooner than one week before the announced program or event. Materials should be removed the first class day after the program or event by persons who originally posted the information. Failure to promptly remove materials may result in the refusal to honor future posting requests.

On the last day of each academic semester and/or summer session, the general maintenance staff will remove all announcements posted on designated bulletin boards. The security staff will, likewise, clear mall kiosks of all announcements at this time.

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 clean-up fee.

Those interested in posting materials in campus residence halls or in Atwood Center should refer to the policies adopted by those operations and/or contact the directors of those respective units. Persons unfamiliar with designated posting sites should contact building coordinators. For a complete list of building coordinators, contact Administrative Affairs at 320.308.2286.

Website: <http://www.stcloudstate.edu/humanresources/policies/advertising.asp>

No SCSU-hosted web page may include advertisements in which an individual or entity is given an opportunity to promote products or services in exchange for remuneration. Contributors (underwriters/sponsors) or official University-related activities may be acknowledged for their contribution to the activity. This acknowledgment must be included as a part of an overall recognition of all contributors included together on the same page, rather than spread over multiple pages of the site (i.e. banner advertisements). Beyond the names of the

contributors, logos and slogans associated with the contribution may be used. Specifics regarding products or services, pricing, links to associated web sites, calls to action (“stop by our show room”), or inducements are prohibited. Any exceptions to this policy will be handled on a case-by-case basis, and require a recommendation from Web Council and approval of President’s Council.

Website: <http://www.stcloudstate.edu/legalpolicies/advertising.asp>

For information about use of the SCSU logo, standardized formats, and copyright policy, visit <http://www.stcloudstate.edu/ucomm/styleguide/default.asp>

Precinct Caucus Day

Under state law, certain campus activities are limited on days on which political party precinct caucuses, state primary or general elections are held. As noted below, different requirements apply for precinct caucus days, and primary and election days.

Event Scheduling

No public meetings may be conducted by state boards or agencies after 6:00 p.m. on the day of a major political party precinct caucus. This limitation applies to the Minnesota State Colleges and Universities Board of Trustees and Office of the Chancellor. Minnesota Statutes section 202A.19, subd.6 (2004).

In addition, under Minnesota Statutes section 202A.19 subd. 3 (2004), state colleges and universities are prohibited from scheduling any event, including classes, which will take place after 6:00 p.m. on the day of a major political party precinct caucus:

No Minnesota state college or university may schedule an event which will take place after 6:00 p.m. on the day of a major political party precinct caucus unless permission to do so has been received from the Board of Trustees of the Minnesota state colleges and universities.

Employees Attending Precinct Caucuses

The law allows employees who are entitled to attend a major political party caucus, and who provide the employer at least ten days written notice, to be absent from work for the purpose of attending the caucus during the time for which the caucus is scheduled. The employer may not impose a “penalty or deduction from salary or wages on account of the absence other than a deduction in salary for the time of absence from employment.” Minnesota Statutes section 202A.19, subd. 2 (2004).

Website: <http://www.ogc.mnscu.edu/otherlegaltopics.html>

Primary and Election Day Requirements

Under state law, certain campus activities are limited on days on which state primary or general elections are held. As noted below, different requirements apply for precinct caucus days, and primary and election days.

Event scheduling

On general election and primary days, The Office of the Chancellor, Board of Trustees, colleges and universities are prohibited from scheduling events, other than regularly scheduled classes between 6:00 p.m. and 8:00 p.m. Classes regularly scheduled during those hours may be held as usual:

Except for regularly scheduled classes, no Minnesota state college or university shall schedule an event between 6:00 p.m. and 8:00 p.m. on the day that an election is held in any political subdivision in which the university or college is located.

Minnesota Statutes section 204C.03, subd. 2 (2004). This provision also applies to elections within the political subdivision (such as the county or city) in which the college or university is located, as well as state primaries or general elections to fill vacancies in the office of United States senator or

representative, state senator or state representative. Minnesota Statutes sections 204C.03-.04 (2004).

Employee Voting Rights

Minnesota Statutes section 204C.04, subd. 1 (2004) addresses the right of employees to take time off to vote the morning of a general election or state primary:

Every employee who is eligible to vote in an election has the right to be absent from work for the purpose of voting during the morning of the day of that election, without penalty or deduction from salary or wages because of the absence. An employer or other person may not directly or indirectly refuse, abridge, or interfere with this right or any other election right of an employee. In accordance with state policy, employees wishing to vote during work hours must arrange for time off in advance to minimize disruption of the department's normal activities.

Website: <http://www.ogc.mnscu.edu/otherlegaltopics.html#electioninfo>

Website: <http://www.doer.state.mn.us/cmr-prsl/1400.pdf>

Public Safety (Department)

The St. Cloud State University Public Safety Department is present as a support unit to the broader mission and goals of the university. It strives to provide the safest and most stable environment possible in which education may be pursued without the fear or presence of crime or violence. By supporting and educating students, employees, and visitors of the university in areas of personal safety and providing response in situations of need, Public Safety will be built on a foundation of proactive service and crime prevention that reflects and preserves the human dignity of those whom we serve.

Office Location

St. Cloud State University
525 4th Avenue South
St. Cloud, MN 56301
(Corner of 4th Ave. S and S. 6th Street)

Important Phone Numbers:

Safety/Security Concerns: 308.3333
Parking/General Office: 308.3453
TDD/TTY: 308.2010
Emergencies 911
St. Cloud Police: 251.1200

Website: <http://www.stcloudstate.edu/publicsafety/>

Recycling

St. Cloud State University operates a recycling program, which is designed to recover fiber products, which includes most paper materials, and container products, including those made from glass, plastic and metal. Receptacles are placed in designated areas of buildings and are emptied periodically.

Service Learning

Volunteer Connection is St. Cloud State University's community service center. The mission is to provide students the opportunity to develop leadership skills, a sense of belonging, and civic responsibility through involvement in meaningful service. Volunteer Connection strives to promote reciprocal service that benefits both the individual and the community. In addition, the Volunteer Connection provides a variety of service learning opportunities.

Website: <http://www.stcloudstate.edu/volunteer/>

Sponsored Programs

External Grants and Contracts: Sponsored Programs staff specialize in grant development and administration. Through a wide array of services, we help faculty and staff secure and manage external funds for programs and research.

Internal Grants: Through a number of competitive grant programs, St. Cloud State University provides internal funding to encourage promising research, creativity, scholarship and service. In addition, a portion of indirect costs collected on external grants and contracts is returned annually to principal investigators, their units, and their colleges to support continued efforts and activities in these areas.

In addition, the Office of Sponsored Programs deals with post-award administration, research at SCSU, the institutional review board, and the student research colloquium.

Website: <http://www.stcloudstate.edu/osp/>

Stationery, Letterhead, Envelopes, and Business Cards

The University has adopted official presentations for letterhead, envelopes, and business cards. To present a consistent image in communications with its public, all SCSU offices, programs, departments, and areas must follow the official standardized presentation formats.

On SCSU business cards, the following is required information: Name, Title, Office/Department, Box Number, Address, and Office/Department Phone Number. Optional information may include: Fax Number, E-Mail, Cell Phone Number, Toll Free Number, Pager Number, Web Site or other contact methods. Personal statements or slogans are not allowed on SCSU business cards, letterhead, or stationery. Department slogans, which have been officially adopted and approved, may appear on the back of the business cards. The entire department or office

must have the slogan appear on the business cards to ensure consistency.

Letterhead and stationery must include the office or department name, location, phone number and fax number. For more information contact Printing Services at:

Phone: 320.308.2105

Fax: 320.308.6407

printingservices@stcloudstate.edu

Website: <http://www.stcloudstate.edu/ucomm/styleguide/default.asp>

Strategic Plan (Strategic Themes and Goals)

Academic Distinction: The University will strive for excellence by providing a rich, diverse, and global curriculum.

Goal A: The University will produce an intellectual atmosphere conducive to a comprehensive learning experience by focusing on quality in-class and out-of-class experiences.

Goal B: The University will strive for excellence in upper-division liberal arts and professional (major and minor) programs.

Goal C: The University will provide excellent graduate education through continuous quality improvement.

Service Community: The University will emphasize and support services and activities that lead to higher retention, satisfaction and success for students, faculty, and staff.

Goal A: Student retention rates will be above the peer group average.

Goal B: Student graduation rates will be above the peer group average.

Goal C: Employees will be positive about their work experience at SCSU.

Goal D: Conflicts will be resolved locally in a pro-active and positive manner.

University Community Relations: The University will support and recognize partnership development and community engagement efforts that contribute to the well being and stability of the University and its external stakeholders.

Goal A: The University will receive adequate and increasing support from its external community.

Goal B: The University will serve as a resource for the surrounding community.

Diversity & Social Justice: The University will strive to create and maintain a welcoming environment for students, faculty, staff and administration from all walks of life.

Goal A: The University's diversity profile of students, faculty, staff and administration will be above its peer group average.

Goal B: The University will provide meaningful diversity education for the entire campus, including support for curricula that include diverse perspectives.

Technology: The University will use appropriate technologies to enhance teaching, learning, research, creativity, scholarship, and service.

Goal A: Students will have the technological skills necessary to compete in the marketplace.

Goal B: Faculty will use technology to enhance teaching, research, and scholarship.

Website: <http://www.stcloudstate.edu/strategicplanning/>

Telephone Services

DIALING CODES

Internal: 5 Digit Extension Number (8 + 4 digit extension)

Main Information Line: 320.308.0121

Local: 9 + (7 or 10) Digit Number

Long Distance: 9 + 1 + Area Code + Number + current Access Code

VOICE MESSAGING SYSTEM

Prefix: 308

TO ACCESS YOUR MAILBOX:

On Campus:

1. Dial 8-5577 or press Message Key
2. Press “#”
3. Enter Password then “#”

Off Campus:

1. Dial 320.308.5577
2. Enter 8+four digit ext. then “#”
3. Enter Password then “#”

Website: <http://www.stcloudstate.edu/telephoneservices>

Travel

Faculty and staff anticipating official University business trips should familiarize themselves with University travel requirements and procedures. Most procedures and reimbursement levels for travel are set by the State of Minnesota or through the collective bargaining process. A motor pool is available for employee use when authorized. Only SCSU employees may drive State or rental vehicles. Only SCSU employees and students may be passengers in State or rental vehicles. Refer to MnSCU Travel Management Policy for specific information concerning the following items:

- Reimbursement
- Meals
- Travel via state owned vehicles
- Travel via commercial carrier
- Registration expenses

- Personal expenses
- Lodging - special expenses
- Advances

MnSCU Board Procedure 5.19.3 Part 8 and Minnesota Statute 15.435, require any credits or other benefits issued by an airline to a public employee or any other individuals authorized to travel including students who use public funds to pay for airline travel to accrue to the benefit of the public body providing the funding. Employees or any other individuals authorized to travel including students who frequently fly and have airline frequent flyer programs for their personal travel shall obtain a separate airline frequent flyer program number to record and report receipt of credits or other benefits when using state funds.

Website: <http://www.stcloudstate.edu/businessservices/travel/>

Website: <http://www.mnscu.edu/board/procedure/519p3.html>

Vehicle Registration

Vehicles parked regularly on campus must be registered at Public Safety.

Website: <http://www.stcloudstate.edu/parking/>

Web Policies

St. Cloud State University recognizes the value and potential of personal publishing on the Internet, and also allows and encourages students, staff and faculty to experiment with producing personal WWW pages. However, the University accepts no responsibility for the content of those pages.

The links from the personal homepage section are the personal homepages of St. Cloud State University students, staff and faculty. While these pages do not in anyway constitute official St. Cloud State University content, we hope you find the information in them useful, or at least entertaining.

University personnel do not edit or pre-approve the personal homepages, but any pages found in violation of the SCSU Code of Conduct, or other University policies will be immediately removed from SCSU's computing resources and the owner of the information may be subject to disciplinary action by the University.

The views and opinions expressed in the pages are strictly those of the page authors, and comments on the contents should be directed to the page authors.

Website: <http://www.stcloudstate.edu/legalpolicies/>

Women's Center

Mission

To promote women and respond to issues affecting the status of women on campus and in the larger society. Services are free and open to students, staff, faculty, and community members.

Hours

Academic year hours: 8:00 a.m. to 4:30 p.m. Monday-Friday

Summer hours: 8:00 a.m. to 4:30 p.m. Monday-Thursday

Mailing address

University Women's Center - WC

St. Cloud State University

720 Fourth Avenue South

St. Cloud, MN 56301

E-mail address: womenscenter@stcloudstate.edu

Phone number: 320.308.4958

Fax number: 320.308.6408

Services

Baby café: St. Cloud State University mothers have access to a comfortable, private space designed specifically for breastfeeding

or expressing milk. The lactation room, dubbed Baby Café, contains a rocking chair, changing table, hospital-grade electric breast pump for women who don't own a pump or prefer not to bring one from home, and a refrigerator for temporary storage of breast milk.

Programming: The Women's Center offers a variety of educational programming including presentations, panels, forums and workshops that examine a variety of issues related to gender, sexism and feminism. Most of our programming is of interest to a diverse constituency including students, staff, faculty and community members, and to both women and men.

Advocacy: Victims of sexual harassment, sexual assault, harassment based on sexual orientation, and relationship violence (dating or domestic) are encouraged to report these crimes and obtain assistance from the Women's Center. The staff can help people learn about legal rights, how to file complaints, and campus and community services designed to help victims of violence and harassment.

Resource Library: The Women's Center houses a small, specialized resource library that holds books and other materials by and about women that address a variety of topics of interest to women: domestic/dating violence, multi-racial and multicultural issues, sexual assault, homophobia, eating disorders, women and work, and financial management.

Sexual Violence Prevention Program: The Sexual Violence Prevention Program exists in response to the pervasive problem of sexual assault on college campuses, and in the larger society. A combination of education, meaningful policies, and victim-centered services is the framework for the program at SCSU.

The Women's Center is the designated department at St. Cloud State University to collect reports of sexual assault, and students, staff and faculty are urged to report such incidents. Third party reports are accepted and anonymity is preserved. We work closely with the Public Safety Department and St. Cloud Police Department in order to serve the needs of victims. For information, or to report a sexual assault, contact the Women's

Center's Sexual Violence Prevention Program at 320.308.3995 or 308.4958.

Student Activism: The Women's Equality Group (WEG), Campus Advocates Against Sexual Assault (CAASA), Today's Women and Students for Choice have their offices at the Women's Center, but many of their meetings and activities are in Atwood Memorial Center.

Website: <http://www.stcloudstate.edu/womenscenter/>

Work Revision Requests

Faculty members are required to submit absence and work revision forms (for example in the case of a long-term grant absence or work-related absence from the University) to their department chair and college dean. Office managers in each department have these forms available.

Section III:
Personnel Policies and
Procedures

Absence from Duty

It is the responsibility of each faculty member to report his/her temporary absence from duty. Leave verification forms may be obtained from department support staff. The completed form is to be submitted to the chairperson for processing. Except in an emergency or unexpected absence due to illness, the request should be presented at least ten (10) days in advance of the requested absence days. Questions concerning absence from duty should be directed to the appropriate supervisor or the Human Resources Office.

Affirmative Action Policy

Minnesota State Colleges and Universities are committed to and support aggressive affirmative action steps and programs intended to remedy the historical under representation of persons of color, women, and persons with disabilities in the workforce. The SCSU Affirmative Action office is located in AS-208.

Website: <http://www.mnscu.edu/board/policy/1b02.html>

Board of Trustees

The Minnesota State Colleges and Universities are governed by a 15-member Board of Trustees appointed by the governor. The Board has policy responsibility for system planning, academic programs, fiscal management, personnel, admissions requirements, tuition and fees, and rules and regulations.

Website: <http://www.mnscu.edu/board/index.html>

Consulting

Faculty members are permitted to engage in consultation consistent with the standards set forth in the effective IFO/MnSCU Board Agreement.

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

Disability Discrimination & Harassment Policy

Disability discrimination is prohibited by state and federal law. Disability discrimination as defined by law is conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that subjects the individual to different treatment by agents or employees without legitimate non-discriminatory reason 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.

Disability harassment is a form of discrimination which is prohibited by state and federal law. Disability harassment is defined as verbal or physical conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Disability 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.

For further information see MnSCU Board Policies 1B.1 (Nondiscrimination in Employment and Education Opportunity) and MnSCU System Procedure 1B.1.1 (Report/

Complaint of Discrimination/Harassment Investigation and Resolution), or the SCSU lead investigator.

Website: <http://www.mnscu.edu/board/policy/1b01.html>

Grievance Policy

In the event a complaint arises between the employee and the employer which cannot be settled informally, a grievance procedure has been established.

The IFO-MnSCU collective bargaining agreement states the following:

The IFO and the Employer agree that they will use their best efforts to encourage an informal and prompt settlement of any complaint that exists with respect to the interpretation and/or application of this Agreement or Employer policies and practices related to terms and conditions of employment. However, in the event such complaint arises between the Employer and the IFO or faculty member which cannot be settled informally, a grievance procedure is described herein.

No determination shall be made by the Employer in the grievance procedure which diminishes, amends, or otherwise modifies the provisions of this Agreement.

Step I: In the event satisfactory resolution is not achieved through informal discussion, the grievant, within thirty (30) days following the act or omission giving rise to the grievance or the date on which the grievant reasonably should have known of such act of omission if that date is later, shall complete and forward to the Academic Vice President the written signed grievance form (Appendix A) which shall be signed by the Association grievance representative.

If the grievant, exclusive representative, or Academic Vice President requests a meeting, the parties shall within seven (7) days of receipt of the grievance arrange a meeting and endeavor to mutually resolve the grievance. The Academic Vice President shall then respond to the grievance in writing within ten (10)

days of the meeting of the parties. If the exclusive representative, employee(s), or Academic Vice President does not request a meeting at Step I, the Academic Vice President shall respond to the grievance in writing within ten (10) days of the receipt of the grievance at Step I.

Step II: If the grievance is still unresolved after the response of the Academic Vice President or designee, it may be presented to the President/designee by the exclusive representative or the employee(s) or his/her designee within ten (10) days after the receipt of the Step I response. If the grievant, exclusive representative, or President requests a meeting, the parties shall within seven (7) days of receipt of the grievance arrange a meeting and endeavor to mutually resolve the grievance. The President shall respond to the grievance in writing within ten (10) days of the meeting of the parties. When the exclusive representative, employee(s), or President do not request a meeting at Step II, the President shall respond to the grievance in writing within ten (10) days of receipt of the grievance at Step II.

Step III: If the grievance is still unresolved at Step II and the local Association or employee(s) desire to appeal, it shall be referred by the IFO, in writing, to the Chancellor within twenty (20) days after the response at Step II. The Chancellor or his/her designee and the IFO representative shall within ten (10) days of the receipt of the grievance arrange a meeting at a time mutually agreeable to the parties. If the grievance is settled as a result of such meeting, the settlement shall be reduced to writing and signed by the Chancellor or his/her designee, and the IFO representative. If no settlement is reached, the Chancellor or his/her designee shall give a written response to the IFO within ten (10) days following the meeting.

Step IV: If the grievance is still unresolved after the response of the Chancellor or his/her designee, the exclusive representative may, within fifteen (15) days, request arbitration by serving a written notice on the other party of its intention to proceed with arbitration.

The Chancellor or his/her designee and the IFO representative shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. Expedited arbitration, as defined by the American Arbitration Association, shall be used with respect to all disciplinary actions clearly labeled by the Employer as either an oral or written reprimand. If expedited arbitration is used, the parties will make their best efforts to hold the arbitration hearing within 45 days of the receipt of the Step IV notification. If a party is unable to agree to a hearing within the 45 day period, the arbitration shall proceed, except that the other party may give notice that the expedited procedures will not be followed. Expedited arbitration may be used by the parties with respect to other disputes upon mutual agreement of the IFO and the Employer's Step III representative.

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

HIV/AIDS Policy

The St. Cloud State University HIV/AIDS policy is based on recommendations of the Center for Disease Control, the U.S. Public Health Service, and the Minnesota Department of Health.

Purpose:

To assist the university in responding to issues and questions posed in relation to HIV infection and AIDS. Guidelines are developed to:

Protect individual rights of confidentiality and freedom from discrimination.

Promote an on-going educational program that provides current, accurate information to the university community.

Promote behaviors that reduce/minimize the risk of acquiring HIV infection.

General Guidelines:

HIV is not easily transmitted. It is not spread through casual contact; therefore, employees and students who are HIV positive do not pose a health risk to other members of the academic community. HIV is transmitted via blood or body fluids that contain blood; a) during intimate sexual activities, b) by transfusion of infected blood or blood products, c) from infected mothers to infants, and d) sharing used needles contaminated by infected IV drug users.

OSHA standards of Universal Precautions/Exposure Control Plans must be followed when handling blood, body fluids, used needles and equipment or surfaces that are contaminated with blood or body fluids.

Guidelines concerning the handling of confidential medical information about students or employees with a positive HIV status will follow the general standards for confidentiality as established by the amendment to the Family Education Rights and Privacy Act of 1974 and the Minnesota Data Practices Act, Minnesota Statutes Chapter 13. (The duty of physicians and other health care providers to protect the confidentiality of information is superseded by the necessity to protect others only in a very specific, threatening circumstance.)

Admission of students or employment decisions for those applying to attend or work at the university will not include consideration of the existence of HIV.

Individual requests for special considerations or accommodations as a result of HIV infection will be reviewed and recommendations will be made by the Unit Director/ Department Chair in collaboration with Health Services Administrator and/or Medical Director.

Medical care for students who are HIV positive is available at the on-campus Student Health Service. Testing for individuals concerned about their HIV status is also available.

Any individual with a positive HIV status whose personal behavior poses imminent risk to members of the university

community will be evaluated on an individual basis consistent with university policies and judicial proceedings.

Website: <http://www.stcloudstate.edu/humanresources/policies/hiv.asp>

Insurance

Eligibility

Employees in the following employment class are eligible to participate in the health insurance plans:

Regular full-time employees

Regular part-time employees

Seasonal employees

See Collective Bargaining Agreement for specific eligibility requirements, maintenance eligibility, and employer's contribution.

Initial Effective Date

Most SEGIP (State Employee Group Insurance Program) coverage will be effective 35 days after date of hire. However, coverage requiring evidence of insurability will be effective immediately after underwriting approval; and enrollment in a pre-tax account beyond 35 days from date of hire will go into effect upon enrollment.

Dependents

Eligible dependents are: spouse, children, and grandchildren. "Dependent child" includes member's (1) biological child, (2) child legally adopted by or placed for adoption with member, or (3) foster child, and (4) stepchild. "Dependent grandchild" includes a member's (1) grandchild placed in legal custody, (2) grandchild legally adopted by member or placed for adoption with members, or (3) grandchild who is the dependent child of the member's unmarried dependent child. Under (1) and (3)

above, the grandchild must be dependent on the member for principal support and maintenance and live with the member.

Open Enrollment

There shall be an open enrollment period each year for health coverage; dental coverage open enrollment generally occurs in alternate years. Open Enrollment changes become effective the first day of the new calendar year.

Benefits

Health and Dental Coverage - Eligible employees may select coverage under one of the health and dental plans offered by the employer. See Collective Bargaining Agreement or Summary Plan Description for plans and coverages.

Life Insurance Coverage – The employer agrees to provide and pay for term life coverage and accidental death and dismemberment coverage for all employees eligible for an employer contribution. See Collective Bargaining Agreement for specific amount of coverage.

Optional insurances such as additional life coverage, short-term disability, long-term disability, and accidental death and dismemberment are available for the employee to purchase. See Summary Plan Description for details.

Deductions for health, dental and life insurance coverage will begin the paycheck immediately before the coverage effective date. No deductions will be taken from the last paycheck. Deductions for pretax expense accounts for new employees will begin the first period following the effective date of coverage.

Procedures:

Newly hired employees will be able to make their enrollment choices through employee self-service.

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

Inter-Faculty Organization (IFO)

IFO accepts the responsibility of the exclusive bargaining representative for faculty.

IFO Master Agreement 2005 – 2007

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

Leaves

Regulations related to leaves for faculty (sabbatical leaves, court-related leaves, military leaves and others) are found in the current IFO/MnSCU Board of Trustees Agreement.

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

Legal Holidays

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Website: <http://www.mnscu.edu/students/admissions/calendars.html>

Mandated Reporting

Employees are reminded that as “a professional or professional’s delegate...engaged in the practice of education,” they are required by Minnesota Statute §§ 626.556 and 626.5561 to report: 1) neglect, or physical or sexual abuse of minors; 2)

deprivation of parental rights or kidnapping of a minor; and 3) prenatal exposure to controlled substances.

In Minnesota, a minor is anyone who is not yet age 18. Employees are not required to determine if an individual is a minor; however, if it is known or if there is a reason to believe that an individual is a minor, Minn. Stat. § 626.556 will apply.

The statutes may be accessed at <http://www.leg.state.mn.us/leg/statutes.htm>

Website: <http://www.stcloudstate.edu/humanresources/policies/reporting.asp>

Minnesota Clean Indoor Air Act

The Minnesota Clean Indoor Air Act prohibits smoking in all public places other than in designated smoking areas.

Smoking Policy

St. Cloud State University is a smoke-free environment, and as such smoking is not allowed in any campus building. There are a few outside areas around campus, however, that have been designated for use by smokers. Smokers are asked to use the designated areas and the cigarette receptacles found in those areas.

Website: <http://www.stcloudstate.edu/humanresources/policies/smoking.asp>

Nondiscrimination in Employment Opportunity

Minnesota State Colleges and Universities is 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, or sexual orientation. In addition, discrimination

in employment based on membership or activity in a local commission as defined by law is prohibited.

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.

This policy is directed at verbal or 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, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing system, college, and university non-discrimination policies.

For further information see MnSCU Board Policies 1B.1 (Nondiscrimination in Employment and Education Opportunity) and MnSCU System Procedure 1B.1.1 (Report/Complaint of Discrimination/Harassment Investigation and Resolution), or the SCSU lead investigator.

Website: <http://www.mnscu.edu/board/policy/1b01.html>

Overload

Additional assignments acceptable to the faculty member, such as teaching extended campus offerings, may be assigned to the faculty consistent with the effective IFO/MnSCU Board of Trustees Agreement. Unclassified employees' overload assignment will be paid at the rate provided in the current collective bargaining agreement. Normally overload shall not exceed five (5) semester credits each academic year.

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

Payroll

Minnesota Statute (Chapter 177.23.subd.4) requires all employees to sign up for direct deposit. Forms are available at the Employee Self Service website or from the Payroll department. Submit forms to the Payroll department in 124 Administrative Services. Employees may also view and update their direct deposit information using the employee self service website.

The Employee Self Service website is available to faculty and staff employees to access their pay stub information, W-2, payroll forms, and payroll announcements. This secure website requires employees to sign in with their payroll ID number and password. New employees will be asked to complete a card which will be mailed to them after their employee ID number has been established.

Website: <http://www.stcloudstate.edu/businessservices/payroll/>

Personnel Files

The University maintains one (1) official personnel file for each employee to which the employer may have access consistent with the law. Regulations for the inclusion or exclusion of materials and access to the same are detailed in the IFO/MnSCU-Board of Trustees Agreement.

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

Printing Services

Printing Services is located in the basement of Brown Hall near the northeast door. Printing Services is the central duplicating, xeroxing, color copying, and printing facility for university-related materials. Please note that Printing Services does not accept off-campus or student organization copying.

For more information contact Printing Services at:

Phone: 320.308.2105

Fax: 320.308.6407

printingservices@stcloudstate.edu

Website: <http://www.stcloudstate.edu/printingservices/>

Professional and Ethical Standards

A detailed statement of ethical standards applied to faculty is provided in Article 27, Section C. of the IFO/MnSCU-Board of Trustees Agreement.

Section C. Ethical Standards: External Service and Other Activities.

Subd. 1. External Employment and Other Activities.

- a. A faculty member shall be free to accept such external employment as does not interfere with the full and proper

performance of duties to his/her respective university as outlined in this Subdivision.

- b. Faculty members shall not engage in any external activity which interferes with their regular duties.
- c. During a period of full-time employment, a faculty member shall not receive either an annual retaining fee or a regular salary from any external source unless the arrangement has been approved in advance by the President/designee. This provision does not apply to such things as the writing of books or articles, the creation of computer software or artistic works, or the giving of occasional speeches or consultations.
- d. A full-time faculty member serving as a regular paid consultant or staff member for another Minnesota state agency shall do so with an appropriate leave of absence and deduction of pay at the university.
- e. During a period of full-time employment, a faculty member shall not engage in external consulting, employment, or other activities which require the faculty member's absence from the campus for more than an average of one (1) full duty day per week in any academic year.
- f. During a period of full-time employment, a faculty member who holds office in a scholarly or professional organization or who performs editorial or other duties for learned journals must report such duties to the President/designee if these duties require the faculty member's absence from campus for more than five (5) consecutive duty days in any single academic term.
- g. Faculty members engaging in private practice shall not use the official stationery of the university or of the Chancellor, or give as a business address the university, its buildings, its departments, or the office of the Chancellor.

Subd. 2. Conflict of Interest.

- a. The technical equipment of the System or university shall not be used by a faculty member for personal use without

- notice to and the consent of his/her Employer and the payment of a reasonable fee for the privilege enjoyed.
- b. Faculty members shall not use their position to secure special privileges or exemptions for themselves or others.
 - c. Faculty members shall not engage in any transaction as a representative or agent of the State with any business entity in which they have a substantial direct or indirect pecuniary interest. This shall not preclude the use in teaching of materials prepared by faculty members. Faculty members preparing materials for sale to students shall notify the President/designee.
 - d. Research Funded by the University. A conflict of interest shall be deemed to exist:
 1. Whenever a faculty member and/or his/her immediate family in the aggregate own or have options to purchase five percent (5%) or more of voting stock in any company with which the faculty member has a university research project.
 2. Whenever a faculty member and/or a member of his/her immediate family holds a position as an operational officer in a company with which the faculty member has a university research project.
 3. Whenever a faculty member has an on-going private consulting agreement with the same company with which he/she has a university research project, if the agreement and the project relate to the same subject matter.
 - e. Research Funded by External Sources.
 1. Prior to accepting support from a private sector sponsor, a faculty member must disclose all his/her, and/or his/her immediate family's, directly-related commercial connections and financial interests in that sponsor to the President/designee.
 2. No agreement or contract for sponsored research projects shall be entered into which prohibits a faculty member from publishing research results, except that the sponsor has the right to delete proprietary

information from manuscripts prior to publication. A faculty member may agree in writing to delay publication until patents are filed. Faculty members who publish results shall agree to acknowledge in the publication the role played by the university in the research project or in support of the project. (See also Subd. 3.c. below.)

- f. If a faculty member believes that a conflict of interest may be created, he/she may (1) avoid entering into the business relationship which may create the situation, or (2) notify the President/designee in writing of the activity and the nature of the possible conflict of interest. Upon receipt of such notice, the President/designee shall obtain an advisory legal opinion regarding the matter. Copies of such an advisory legal opinion shall be provided to the faculty member, the IFO, and other affected parties.

Subd. 3. Confidentiality.

- a. Faculty members shall not accept employment or engage in any business or professional activity which they might reasonably expect would require or induce them to disclose confidential information acquired by reason of their official position.
- b. Faculty members shall not disclose to unauthorized persons confidential information obtained by them by reason of their official position nor shall faculty members otherwise use such information for personal gain or benefit.
- c. A faculty member may enter into a confidentiality agreement with the sponsor of a research project in which the faculty member elects to participate, if such an agreement is required by the sponsor. However, such a confidentiality agreement shall be subject to the limitations specified in Subd. 2. e. 2. above.

Subd. 4. Patents and Intellectual Property.

- a. A faculty member shall be entitled to complete ownership and control of any patentable discoveries

or inventions, or of intellectual property, except where the faculty member's normal workload was reduced for purposes of the development project, where the university has provided substantial support for or involvement in the project, or where the inventions or discoveries are produced as a result of agreements or contracts between the university and external sponsors.

- b. Ownership of intellectual property, or of patentable discoveries or inventions, shall be shared by the faculty member and the university in an equitable ratio if the intellectual property, or the discoveries or inventions, are produced under one or more of the following circumstances:
 1. with substantial university support and involvement;
 2. with release time granted with the expectation that patentable information or products will result;
 3. under an assigned duty and/or work-for-hire arrangement with an external sponsor. Whenever possible, an equitable ratio of ownership shall be established in advance and incorporated into an agreement between the university and the faculty member. Fees involved in copyright and patent application shall be shared on the basis of the equitable ratio of ownership established above.
- c. A faculty member engaged in research which may lead to patentable or non-patentable inventions or discoveries, or intellectual property, shall maintain a log which includes dates and hours worked on the project, activities engaged in, and university facilities and resources involved.

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

Website: <http://www.revisor.leg.state.mn.us/data/revisor/statutes/2005/43A/38.html>

Website: <http://www.revisor.leg.state.mn.us/data/revisor/statutes/2005/43A/39.html>

Professional Development & Evaluation

(Article 22 & Article 25)

As the primary professionals in the teaching/learning process of the university, faculty place continuous emphasis on the development and improvement of their professional competence and productivity. Professional growth occurs in areas such as effective teaching, scholarly or creative activity, and active involvement in the university community and professional organizations. Faculty scholarship and current knowledge of the discipline, together with a desire to improve pedagogy, are instrumental to good teaching.

The purpose of professional development is to provide for continuing improvement in teaching, in other student interactions, in the quality of scholarly activity and other service to the university and community. The purpose of evaluation is to provide faculty with information which will contribute to their professional development. The evaluation processes are intended to be supportive of a faculty member's desire for continuing professional growth and academic excellence. This process contributes to various personnel activities and supports the interest of each faculty member to achieve continuing professional growth and to pursue the highest possible level of academic excellence.

The criteria shall include:

1. Demonstrated ability to teach effectively and/or perform effectively in other current assignments.
2. Scholarly or creative achievement or research.
3. Evidence of continuing preparation and study.
4. Contribution to student growth and development.
5. Service to the university and community

Website: <http://www.hkmscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

Professional Improvement

Funds are available for faculty improvement grants. Such funds are granted based upon proposals written by faculty members and reviewed by faculty and administration. Funds are also available for professional travel and the purchase of books, journals, and software. The department, through a democratic process, determines an equitable process for the distribution of these funds. See Article 19 of the IFO/MnSCU Board of Trustees Agreement.

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

Professional Meetings

Faculty may be absent from the University to participate in University and non-University related professional meetings, conferences, and activities. Absence and travel request forms must be completed and approval obtained ten (10) class days in advance from the appropriate dean/administrative unit head and appropriate vice president.

Promotion

Refer to Article 25 of the IFO/MnSCU-Board of Trustees Agreement for information concerning promotions.

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

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.

Website: <http://www.stcloudstate.edu/humanresources/policies/expression.asp>

Racial Discrimination & Harassment Policy

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.

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, or national origin or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of 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.

For further information see MnSCU Board Policies (1B.1 Nondiscrimination in Employment and Education Opportunity), or the SCSU lead investigator.

Website: <http://www.mnscu.edu/board/policy/1b01.html>

Retirement

Refer to Article 15 Section A of the IFO/MnSCU-Board of Trustees Agreement for information concerning

Phased Retirement Program

Refer to Article 15 Section B of the IFO/MnSCU-Board of Trustees Agreement for information concerning

Annuitant Employment Program

Refer to Article 15 Section C of the IFO/MnSCU-Board of Trustees Agreement for information concerning

Supplemental Retirement

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

Sabbatical Leaves

Sabbatical leaves are provided to maintain the high level of academic excellence necessary to meet the missions of the Minnesota State Colleges and Universities and its institutions. Sabbatical leaves may be awarded for various reasons related to scholarly or professional growth, development, or renewal, including creative endeavors that promise to enhance the professional effectiveness of the applicant. Typical sabbatical undertakings include, but are not limited to, activity that enhances teaching or research, writing, work related to the visual and performing arts (creation or performance), post-terminal degree study, and travel for the purpose of study or research.

Subpart A.

Employees accrue sabbatical leave credit under the relevant collective bargaining agreements or the Personnel Plan for Minnesota State Colleges and Universities Administrators.

Application to take a sabbatical leave is made to the President, Chief Academic Officer or the Chancellor as specified in the collective bargaining agreement or the Personnel Plan for Minnesota State Colleges and Universities Administrators. The application should contain a description of the project, including an elaboration of the benefits to the college, university, or the Minnesota State Colleges and Universities system.

The faculty member or administrator awarded such a leave is required, within a specified period of time following return from leave, to submit a report of sabbatical leave activities.

Following sabbatical leave, all employees are required to return to college, university, or Minnesota State Colleges and Universities system service in accordance with the collective bargaining agreement or Personnel Plan for Minnesota State Colleges and Universities Administrators.

Subpart B.

Salary while on sabbatical leave varies within the provisions of the collective bargaining agreement or Personnel Plan for Minnesota State Colleges and Universities Administrators.

Sabbatical leave pay may be supplemented by fellowships, grants, or other sources provided that activities resulting from additional compensation are not in conflict with the purposes of the sabbatical leave.

Sabbatical leave pay may be supplemented by continued normal consulting arrangements, provided they do not conflict with the purpose and spirit of the sabbatical program.

For further information see MnSCU Board Policies (4.7. Sabbatical Leaves)

Website: <http://www.mnscu.edu/board/policy/407.html>

Sexual Violence Policy

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State Colleges and Universities is committed to eliminating sexual violence in all forms and 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, Minnesota State Colleges and Universities provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

This policy applies to all Minnesota State Colleges and Universities students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on System property. Incidents of sexual violence alleged to have been committed by a student at a location other than on System property are covered by this policy pursuant to the factors listed in Minnesota State Colleges and Universities Board Policy 3.6, Part 5. Incidents of sexual violence alleged to have been committed by a Minnesota State Colleges and Universities employee at a location other than System property are covered by this policy.

Individuals alleged to have committed acts of sexual violence on System property who are not students or employees are subject to appropriate actions by Minnesota State Colleges and Universities, including, but not limited to, pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Board Policy 1B.1.

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" 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 Minnesota State Colleges and Universities student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

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.

Involvement in any sexual act when the victim is unable to give consent.

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).

Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, 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 was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

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.

For further information see MnSCU Board Policies (1B.1 Nondiscrimination in Employment and Education Opportunity), or the SCSU lead investigator.

Website: <http://www.mnscu.edu/board/policy/1b01.html>

For information about Zero Tolerance for Workplace Violence, visit <http://www.stcloudstate.edu/humanresources/policies/workplaceviolence.asp>

State Vehicles

State owned vehicles are to be used for official state business only.

Authorized drivers are state employees, contract employees if authorization to drive a state vehicle is specifically mentioned in their contract, students who have been given permission by college or university administration, and an individual assisting an employee or student with a disability, if approved by the employee's supervisor, or for students the college or university administration.

Drivers shall have a valid U.S. driver's license and shall observe all ordinances and laws pertaining to the operation of motor vehicles.

Only authorized persons are permitted to ride in state-owned vehicles. Authorized persons include state employees, other persons participating in related state programs, or an individual assisting an employee or student with a disability, if approved by the employee's supervisor, or for students the college or university administration.

Website: <http://www.mnscu.edu/board/procedure/519p3.html>
<http://www.stcloudstate.edu/bldgsgrounds/info.asp>

Summer Teaching

Faculty members have equal access to summer teaching assignments. Access, however, shall not override curricular determinations or qualifications. Refer to the effective IFO/MnSCU-Board of Trustees Agreement for specific information concerning summer sessions.

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

Tenure

A probationary faculty member becomes a candidate for tenure when s/he submits a tenure request, which documents contributions to the department, college, and University in the areas of teaching, scholarly and artistic achievement, professional growth and development, and service to the University and community. A tenure request will normally be submitted for evaluative action during the fifth year of continuous full-time service in a tenure earning position. All tenure requests, whether or not approved, will be acted upon and forwarded through channels. All supporting materials will accompany the application until the procedures have been completed.

Refer to the IFO/MnSCU-Board of Trustees Agreement for specific information concerning tenure.

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

Tuition Waiver

Full-time faculty members and part-time probationary, part-time non-tenure track and part-time tenured faculty members shall be entitled to enrollment, in courses at any university in the System without payment of tuition or fees, except laboratory and special course fees. Such enrollment shall not exceed twenty-seven (27) credits for a year. Effective fall semester 2004, such enrollment shall not exceed thirty (30) credits for a year. For purposes of

this provision, a year begins the first day of fall semester and concludes the day before the beginning of the succeeding fall semester.

Part-time fixed-term, adjunct and community faculty shall be entitled to enrollment in courses at any university in the System without payment of tuition or fees, except laboratory and special course fees. However, the number of credits available to part-time fixed-term faculty, adjunct faculty and community faculty members for this tuition and fee waiver shall be equal to the number of credit hours taught by the part-time fixed-term, adjunct or community faculty member within that year as described above.

The tuition and fee waiver must be used in the period from the first day of fall semester to the day before the succeeding fall semester in which the faculty member is employed. The faculty member's spouse, or dependent children may share this right within the credit limit established above, with waiver of tuition only. Proof of financial dependency shall not be required.

Refer to the effective IFO/MnSCU-Board of Trustees Agreement for specific information concerning tuition waivers (Art.27.Sec. G). Other bargaining units should refer to their contract.

Website: <http://www.hr.mnscu.edu/LR/Contracts/IFO/05-07/contract.pdf>

University Communications

The office of University Communications provides comprehensive public relations and marketing services for St. Cloud State University and the St. Cloud State University Foundation. This includes Media relations, publications, graphic design, advertising and photography services for all departments on the SCSU campus. University Communications provides daily news stories and announcements on the St. Cloud State University home page, maintains the Style Guide, and produces Outlook magazine for all SCSU alumni. The office is located in Administrative Services Building - 207.

Website: <http://www.stcloudstate.edu/ucomm/>

University Motor Pool

The university maintains a fleet of vehicles for use by employees for field trips, meetings, and other work related activities. The fleet includes vehicles ranging from five-passenger cars to fifteen-passenger vans. Vehicles may be scheduled by calling Buildings and Grounds (308.2266) with a request. A schedule is developed each Friday for the following week based on a priority list. Academic activities involving students are a higher priority than trips for student organizations or administrative travel. A complete list of policies is included in the University Procedures Manual (every department and administrative office has this Manual). Keys for a scheduled vehicle may be picked up in the Buildings and Grounds Office one business day prior to departure. The motor pool vehicles are parked adjacent to the Heating Plant.

Further information regarding what to do if problems arise while operating the vehicle, as well as information pertaining to gas card usage and location can be found in the Travel Handbook which is located in the glove box of each vehicle.

Vacations / Class Breaks / Examination Week

Class or semester breaks occur at the end of each academic semester and represent a short vacation period or break for students, classified seasonal employees, and teaching faculty who have regular nine-month appointments. Faculty having extended duty day contracts are required to be on duty, during those specified additional days. At the end of each semester the academic calendar provides an examination week which is comprised of days on which final examinations or class periods are held. Classes normally scheduled for this week are not to be made up in advance or shifted to another period merely to lengthen free or vacation time. Contact the department chair, dean, or appropriate vice president for information concerning vacations/class breaks/examination week.

Worker's Compensation

The State of Minnesota Workers' Compensation Program covers injuries or illnesses sustained by employees in the performance of their duties. Employees are responsible for promptly reporting an injury to their supervisor. The Workers' Compensation Law requires the prompt filing of injury/illness reports. Deans are responsible for reporting injuries and illnesses, resulting in lost days from work, to the Human Resources office, within five days of their knowledge of the incident. The Department of Labor and Industry assesses fines for late reporting. Late reporting fines will be charged to the employee's home department. Faculty are responsible for notifying their deans of an injury and for assisting them in the prompt and accurate completion of the reporting forms.

Website: <http://www.stcloudstate.edu/humanresources/policies/workerscomp.asp>

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