HANDBOOK OF STUDENT RIGHTS and RESPONSIBILITIES
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This information is available in alternative formats for people with disabilities. For more information, call Disability Services at 651-793-1540; 651-772-7687 (TTY).
INTRODUCTION

This handbook provides concise, easily accessible information on the rights and responsibilities of students, along with a short description of services available to students at Metropolitan State University. References are made to offices and not individuals.

Other essential university publications include the Catalog, Class Schedule, the Catalyst, and the university’s Website.

Catalog: This publication lists program and course offerings by college, provides course descriptions which describe what learning will take place in the classroom, and gives background information about the university and its faculty. It should be used in conjunction with the Class Schedule, which is published each term.

Class Schedule: This publication provides course offerings and important general information, such as tuition costs, course location guide and registration information. It is mailed to admitted students prior to the start of each term. Copies are available at the Saint Paul and Minneapolis campuses and other major classroom sites. Consult the Class Schedule for all pertinent information related to registration.

Catalyst: The official newsletter contains announcements and information concerning new learning opportunities, internships, important deadlines, university policy and procedures, special events and programming, and new faculty and staff listings. It also includes updates occurring after publication of the Class Schedule. The Catalyst is posted on-line every two weeks at http://www.metrostate.edu/catalyst. Copies are also available at the Saint Paul and Minneapolis campuses.

Website. A wealth of information, including the class schedule, policies, and office contact information is available on the Metropolitan State University Website, http://www.metrostate.edu.

Notice

It is our intention to provide resources relevant to the academic, extracurricular, and social lives of students.

Every effort has been made to ensure the accuracy of the material contained within the Handbook of Student Rights and Responsibilities as of the date of publication. However, all policies, procedures, academic schedules, program information, and fees are subject to change at any time by appropriate action of the faculty, the University administration, the Minnesota State Colleges and Universities Board of Trustees or the Minnesota Legislature without prior notification. The provisions of this handbook do not constitute a contract between the student and the University. The information in this handbook is for use as an academic resource and is subject to change at any time.

Upon printing of the Handbook of Student Rights and Responsibilities, all previous issues are revoked.
CONTACT INFORMATION

General Information 651-793-1212

Academic Advising Centers
  College of Arts and Sciences 651-793-1457
  College of Management – Graduate 612-659-7258
  College of Management – Undergraduate 612-659-7269
  College of Professional Studies 651-793-1341
  First College 651-793-1783

Academic Affairs 651-793-1920

Admissions Offices
  Minneapolis Campus at MCTC 612-659-7300
  Saint Paul Campus 651-793-1300

Bookstore 651-793-1670

Business Office 651-793-1880
  Cashier 651-793-1878

Counseling Services (not academic) 651-793-1558

Diagnostic Assessment Service 651-793-1537

Disability Services Office 651-793-1540
  TTY 651-772-7723

English as a Second Language Institute 651-793-1532
  ESOL Assessment 651-793-1533

Equal Opportunity and Diversity Office 651-793-1270

Financial Aid 651-793-1414

Grades 651-793-1230

Graduation Office 651-793-1231

Information Technology
  IT Student Support 651-793-1515
  Computer Centers:
    Saint Paul Campus 651-793-1634
    Midway Center 651-999-5845
    Minneapolis Campus 612-659-6000

International Students Office 651-793-1531
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Library and Information Services</td>
<td>651-793-1616</td>
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<td>Math and Writing Centers</td>
<td>651-793-1460</td>
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<tr>
<td>Multicultural Support Services</td>
<td>651-793-1534</td>
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<td>Records Office</td>
<td>651-793-1224</td>
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<td>Registration</td>
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<td>Saint Paul Campus</td>
<td>651-793-1300</td>
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<tr>
<td>Minneapolis Campus at MCTC</td>
<td>612-659-7300</td>
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<td>Safety and Security</td>
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<tr>
<td>Saint Paul Safety Desk</td>
<td>651-793-1717</td>
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<tr>
<td>Saint Paul Security Cell Phone</td>
<td>651-775-0444</td>
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<tr>
<td>Library and Learning Center Security</td>
<td>651-775-0715</td>
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<tr>
<td>Midway Center Security Cell Phone</td>
<td>651-775-6122</td>
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<tr>
<td>Minneapolis Security-Non-Emergency</td>
<td>612-659-6910</td>
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<td>Minneapolis Security-Emergency</td>
<td>612-659-6900</td>
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<tr>
<td>Graduate Program Office (CM)</td>
<td>612-659-7258</td>
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<tr>
<td>Student Affairs, Saint Paul Campus</td>
<td>651-793-1520</td>
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<td>Student Life and Leadership Development</td>
<td>651-793-1550</td>
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<td>Student Senate</td>
<td>651-793-1554</td>
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<td>Testing Centers</td>
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<td>Academic Testing Center</td>
<td>651-793-1460</td>
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<td>Student Affairs Testing Center</td>
<td>651-793-1533</td>
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<td>Transcript Information Line</td>
<td>651-793-1226</td>
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<td>TRIO</td>
<td>651-793-1525</td>
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<td>TTY</td>
<td>651-772-7687</td>
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GENERAL STUDENT INFORMATION

Metropolitan State University 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, sexual orientation, or membership or activity in a local commission as defined by law. Please refer to the Equal Opportunity and Diversity web site for further information on Metropolitan State University’s commitment to nondiscrimination.

Address and Telephone Changes [http://www.metrostate.edu/registration/update.html](http://www.metrostate.edu/registration/update.html)
If you have moved, plan to move, or have had work or home telephone numbers changed, you must provide your new address and phone number(s) to the Registrar’s Office. This can be done over the Metropolitan State University web site at [http://www.metrostate.edu/registration/update.html](http://www.metrostate.edu/registration/update.html) or by calling the Gateway Student Services Center, or writing to the Records Office. Be sure to include your full name and your student ID number. Notifying the university of address and/or telephone number changes ensures proper corrections on your records. This is also necessary for prompt notice of scheduling changes for classes or workshops in which you may be registered.

Bookstore/Textbooks [http://www.metrostate.edu/academic/books.html](http://www.metrostate.edu/academic/books.html)
The bookstore stocks all course materials that are required and recommended for your courses and has a full selection of used books to save you money on your purchases. For your convenience, books may be purchased directly from the store or through our Internet site on efollett.com. Books ordered through efollett.com may be held in the store for pick up or shipped to your home or business via UPS. In addition to selling used books, the store will buy your books back year round. Books are available in the store two weeks before classes begin. The bookstore on the St. Paul Campus is located in the Library and Learning Center and has extended hours for the back-to-school book rush. Hours for the bookstore are in the Class Schedule or on the [www.metrostate.bkstr.com](http://www.metrostate.bkstr.com) website. The bookstore will accept refunds or exchanges with a receipt within the bookstore policy, which is posted in the store. The bookstore accepts VISA, MasterCard, Discover, and American Express. Approved personal checks are accepted with a driver's license and Student ID. The bookstore staff may be contacted at 651-793-1670.

Class Cancellations (Low Enrollment)
Metropolitan State University reserves the right to cancel any class not meeting minimum enrollment requirements. If this becomes necessary, the university will notify registered students and registration fees will be refunded in full. Students should be sure to include/update daytime telephone numbers at the Registration Office.

Class Cancellations (Weather/Emergencies)
On rare occasions, classes may be cancelled due to severe weather or other conditions. The decision to cancel classes is made as early in the day as possible. If classes are cancelled, announcements are made on the main university Web site and several radio stations, including:

<table>
<thead>
<tr>
<th>AM Stations</th>
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<tr>
<td>WCCO, 830</td>
<td>KFAN, 1130</td>
<td>KQRS, 92</td>
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<tr>
<td>KRSI, 950</td>
<td>KDWB, 630</td>
<td>KS95, 94.5</td>
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<td>KSTP, 1500</td>
<td>WWTC, 1280</td>
<td>KNOW, 91.1</td>
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Closed Classes
Because the university is committed to having small classes and individualized learning, most classes have a limit of 40 students and may even have a lower maximum enrollment. Students wishing to enroll in a closed class must request permission from the department chair.

Computer Labs ____________________________ http://www.metrostate.edu/it/index.html
Metropolitan State offers open computer labs at each of the three campuses, as well as computer classrooms. Free printing is provided for each registered student. There are computer lab assistants and student consultants available to assist students. Lab hours vary by campus location. Hours may alter during semester breaks, holidays, and summer terms. Lab hours, locations, and software information is posted at the above URL.

NetDirect Account Activation Required
Metropolitan State provides each student with a NetDirect account. A NetDirect account includes an individual network login to university computers and network resources, an official university e-mail account, and a NetDirect Portal login. Via the NetDirect Portal, students have access to their email accounts, Internet accessible file storage, access to grades and online registration, library research tools, and other useful resources. Each student must activate their NetDirect account online at: http://webtools.metrostate.edu/netdirect/activate/.

IT Student Support
IT Student Support is Metropolitan State University’s central student support center for computing services and information technology.

Contact IT Student Support:
E-mail: IT.StudentSupport@metrostate.edu
Phone: (651)-793-1515

Standard Hours:
Monday –Thursday  7:00 a.m. - 7:00 p.m.
Friday  7:00 a.m. - 5:00 p.m.
Saturday  8:30 a.m. - 12:30 p.m.

Computer Usage
Metropolitan State University's discrimination and harassment policies apply to employee and student use of University technology resources. While Metropolitan State University respects and encourages freedom of expression and freedom to learn, we request that individuals respect the privacy of others and use discretion when viewing potentially sensitive materials on University computers. Please refer to Policy 4050, Appropriate Use of Computing Policy at https://db.metrostate.edu/webapps/drep/ACF6546.pdf

Counseling ____________________________ http://www.metrostate.edu/counsel/
Metropolitan State’s Student Counseling Service provides confidential counseling services free-of-charge to its students. The Counseling Service also offers individual counseling as well as workshops, consultations and referrals. Contact the Student Counseling Services Office to schedule an appointment to see a counselor or obtain more information on workshops and services.
Data Privacy
Metropolitan State University protects the confidentiality of student records in compliance with the Federal Educational Rights and Privacy Act and the Minnesota state statute, “Official Records – Collection, Security and Dissemination.”

Official student files are maintained by the Registrar’s Office. Upon written request, students have the right to inspect their university records.

Certain information collected by the university is considered to be “directory information,” which is available to the general public. This includes the student’s name, area of study, dates of attendance, degrees and awards received, and the most recent educational institution attended. Students who wish to restrict the release of any or all of the above information may do so by contacting the data privacy officer. The university will not release information other than the items listed above without your specific written permission, except to those officials or agencies with specific legal authorization.

A copy of the university’s policy on the collection, storage and dissemination of data is available from the Data Privacy Officer, located in the Registrar’s Office.

Disability Services  [http://www.metrostate.edu/studentaff/disability.html](http://www.metrostate.edu/studentaff/disability.html)
Metropolitan State is committed to ensuring equal education opportunities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and will not discriminate on the basis of physical or mental disability. The university will provide all qualified students with disabilities equal opportunity to benefit from its programs and services by making reasonable accommodations and/or academic adjustments.

All accommodations will be made on a case by case basis with the understanding that the university cannot make changes which fundamentally alter the nature of a program of service.

**Who qualifies for accommodations?**
- Any student or prospective student with a documented disability.

Documentation of disability must be provided with the initial request for service.
Student confidentiality is respected in accordance with data privacy laws.

**How to request accommodations:**
1. Call the Disability Services Office any time and make an appointment to discuss your needs. Due to data privacy laws, students must seek out services.
2. Complete the necessary forms:
   - Disability Services intake form
   - Release of Information form
   - Documentation of Disability
     Forms are available in the Disability Services Office, in your advisor's office and in the admissions/registration areas.
3. Stay in touch with the Disability Services staff. Contact them several weeks before the start of each semester to discuss accommodation needs for specific classes.

Accessibility
Metropolitan State University facilities are accessible to people with disabilities. For specific issues related to facilities or parking, call 651-793-1718.
**Drug-free Schools and Campuses (University Policy #1060)**

Metropolitan State University endorses the concept of drug-free schools as expressed in the Drug-free Schools and Communities Act of 1989. Compliance with this law is required for continued federal funding and eligibility for federal student loans. Metropolitan State prohibits the unlawful possession, use or distribution of drugs and alcohol by students and employees on university property or as part of university activities. Additional details of this policy are contained in University Policy 1060, Drug Abuse Prevention Program, available through the Website at [http://www.metrostate.edu/policies/pdf/Policy1060.pdf](http://www.metrostate.edu/policies/pdf/Policy1060.pdf) Any student having concerns or problems with alcohol or drugs can receive free, confidential counseling and referral through the Student Affairs Office.

**Email**

Metropolitan State University has designated email as an official method of communication with students. The university expects students to be responsible for all information sent to them via their official university email account. The University’s appropriate use of email policy is posted at: [http://www.metrostate.edu/policies/pdf/Policy1050.pdf](http://www.metrostate.edu/policies/pdf/Policy1050.pdf). New students’ email accounts must be activated through the NetDirect Portal site: [http://db.metrostate.edu/webmain/production/netdirect](http://db.metrostate.edu/webmain/production/netdirect). Following initial activation, students may access their email from via the university’s website, [http://www.metrostate.edu](http://www.metrostate.edu) and logging into the Netdirect Portal. Activation and access may be accomplished from any Internet-enabled computer off campus, or from the university’s Saint Paul, Minneapolis and Midway campus computer centers.

**Equal Opportunity**

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

In adhering to this policy, Metropolitan State University abides by the requirements of Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments to the Civil Rights Act, Chapter 363 of the Minnesota Human Rights Act and other applicable state and federal laws.

For additional information or to request a copy of the university’s equal opportunity/ affirmative action plan, sexual harassment policy, or discrimination/harassment grievance procedure, call the Equal Opportunity and Diversity Office.

**Harassment**

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission is prohibited. Further, Metropolitan State University shall work to eliminate violence in all its forms. In certain circumstances physical intervention by designated university staff may be deemed necessary to avoid physical harm to persons or property.
The policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, the university will give due consideration to an individual’s constitutionally protected right to free speech and academic freedom.

Health Insurance [http://www.metrostate.edu/studentaff/health.html](http://www.metrostate.edu/studentaff/health.html)

Metropolitan State students taking at least 6 credits of undergraduate, OR at least 3 credits of graduate classes, are eligible for health insurance coverage. Coverage is also available for dependents. For coverage, they must pay the required premium within 10 days after the semester starts. More information is available through the Student Affairs Office at the Saint Paul Campus.

All international students and visiting scholars engaged in educational activities are required to purchase the Minnesota State Colleges and Universities international student accident and illness insurance plan, unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that might occur. See the section on International Students in the Catalog.

Identification Cards [http://www.metrostate.edu/library/id.html](http://www.metrostate.edu/library/id.html)

Your ID card is an essential tool for checking out books in our library, using the InterLibrary Loan service, & checking out books from other MnSCU libraries. We strongly encourage you to get your photo ID as soon as possible. It only takes 3-5 minutes and once completed your privileges are automatically renewed with each new semester you register.

IDs are made at the Saint Paul Library location. Hours are from 8:00 a.m. - 11:00 p.m., Monday through Thursday; 8:00 am - 6 pm, Friday & Saturday, and 12-6 p.m. on Sunday. Please call ahead to verify, 651-793-1616.

Immunizations [http://www.metrostate.edu/studentaff/immun.html](http://www.metrostate.edu/studentaff/immun.html)

All students born in 1958 or later are required to be in compliance with Minnesota College Immunization Law (Minnesota Statue 135 A.14). This law requires that these students be immunized for measles, mumps, and rubella, after the student was at least one year old. Tetanus and diphtheria vaccines must have been received within the past 10 years. It further requires that students provide documentation of the month and year each immunization was given. The Metropolitan State Student Immunization Record form for this purpose must be submitted to the Admissions Office within 45 days of the semester that the student is first registered. Students who fail to submit the required information cannot remain enrolled.

Orientation [http://www.metrostate.edu/studentaff/orient.html](http://www.metrostate.edu/studentaff/orient.html)

After completing admission requirements and receiving notification of acceptance to the university, degree-seeking students are required to register for and attend one of the scheduled New Student Orientation sessions before or during their first semester of courses.

Students are introduced to academic support systems, general education/liberal studies (GELS) requirements, creative learning strategies, career services, library services, scholarship and financial aid information, diagnostic assessment information, advising and student services, and student clubs and programs. Call 651-793-1212 to register for an orientation session. There is a $10.00 nonrefundable fee. Students will be billed after registration.
Refunds
Students must officially drop or withdraw from the university to be eligible for a refund. Refunds are mailed within 2-3 weeks. Certain fees, such as application, graduation, orientation and transcript fees are non-refundable for all students. Financial aid recipients are strongly advised to contact the Financial Aid Office before they drop or withdraw from courses.

When you register for a class, you are reserving university (public) resources for yourself, and we assume you will attend that class. The university invests resources in your enrollment, even if you do not attend the entire course. Thus, the Minnesota State Colleges and Universities System has adopted the following refund schedule:

Full refunds for fall and spring term courses will be granted as follows:
- Courses dropped through the end of the first week of the term
- Courses beginning the second week of the term or later – within one business day of the first class session.

Appeals
The Registrar’s Office handles appeals regarding dropped classes. Students are expected to be aware of the university’s timeline for dropping and withdrawing from courses. A Registration Appeal Form is available at: http://www.metrostate.edu/registration/forms.cfm or by contacting the Gateway Student Services Center. Appeals will only be considered in extenuating circumstances.

Official Withdrawal
Official withdrawal is defined as terminating enrollment in all registered courses for an academic semester. A student must request that an official withdrawal from Metropolitan State University be processed. Dropping courses via the Web, touchtone telephone or in-person does not initiate an official withdrawal.

Withdrawal requests and questions are handled by the Registrar’s Office. Mail to Metropolitan State University, Registrar, 700 E. Seventh St., Saint Paul, MN 55106-5000; or telephone 651-793-1300; or fax 651-793-1235. The following information is needed for withdrawal processing: full name, mailing address (where the refund, if any, will be sent) daytime telephone number, social security number and the academic term of withdrawal.

Please note that refunds for Title IV financial aid recipients are determined by federal guidelines, which supercede these guidelines. Federal regulations require Metropolitan State University to give first priority to repaying financial aid programs in the event of a refund of tuition and fees resulting from withdrawal from the university.

Registration
Registration times are assigned based on the total number of completed credits (combined transfer credits and Metropolitan State University credits). Registration times are printed on the back of the Class Schedule and can be found online at http://www.metrostate.edu/registration/timetable.cfm. Students may not register earlier than their scheduled registration time.

Students may register in person or online. Online registration instructions are available in the Class Schedule and at http://www.metrostate.edu/registration/index.html.
Registration for Coursework at Other Institutions
Admitted students may take coursework at other institutions to meet university requirements. See your advisor to be sure the course meets your degree objective and complete the Advisor Approval Registration form necessary for this type of registration. Students register and pay for the course at the other institution. Coursework at other institutions must be completed at a C-level grade or higher. An official transcript must be sent to the Metropolitan State University Records Office from the other institution upon completion of the course.

Students receiving financial aid must complete and attach the Consortium Agreement form to Metropolitan State University’s registration form. The Consortium Agreement form may be picked up at the Financial Aid Office.

Security Services [http://www.metrostate.edu/security/]

Emergencies and Crimes
Medical rescue, fire, and police should be contacted during an emergency by dialing 9-911 from inside the Minneapolis and Saint Paul campuses, and the Midway Centers. Security staff and/or municipal police and emergency personnel will respond to emergencies occurring in facilities used by the university. After calling 9-911 it is important that you contact the safety officer at that location to assist in the emergency. See Security Service contact numbers.

Safety/Escort Services
University security staff are available to assist you in protecting yourself by providing regular foot patrols, safety and security alerts and notices, as well as various safety and security posters and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening. Call for an escort, for example, to and from the parking areas on the Minneapolis and Saint Paul Campuses, and the Midway Center.
Saint Paul Campus: 651-775-0444
Minneapolis Campus 612-659-6910
Midway Center 651-775-6122

Security Service Contact Numbers

Saint Paul Campus
Safety Desk 651-793-1717
Cell Phone 651-775-0444
Library and Learning Center Cell 651-775-0715

Midway Center
Cell Phone 651-775-6122

Minneapolis Campus
Non-emergency 612-659-6910
Emergency 612-659-6900

Any safety interests or concerns should be reported to the Director of Safety and Security at 651-793-1725.
Crime Report

Each year, the Security and Safety Office creates and publishes an annual Campus Security Report offering three years of campus crime statistics. The Crime Awareness and Campus Security Act requires that this report include crime categories relating to homicides, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor/drug/weapon offenses and hate crimes or crimes of prejudice. This report further includes policy statements, program descriptions and procedures to follow in response to criminal activities. Information relating to the notification of registered sex offenders that are enrolled or employed by this university can be obtained by visiting the MN Department of Public Safety Bureau of Criminal Apprehension’s Predatory Offender Registration and Tracking Program at http://www.doc.state.mn.us/level3/search.asp

The Metropolitan end of year Campus Security Report is located on the Web at: http://www.metrostate.edu/security/pdf/secrpt03.pdf The report is mailed to students, prospective students, and employees. It is also available from the Security Office, Saint Paul Campus, Founders Hall and from the safety literature display cases in the Saint Paul, Minneapolis and Midway Centers. The Campus Security Report is available in alternative formats through Disability Services.

Smoking in University Facilities (University Policy #1070)

Smoking and/or use of smokeless tobacco is prohibited throughout all indoor space owned, leased, rented or donated for the use of Metropolitan State University. It is also prohibited at or near the front entrance of all leased or owned buildings and in the courtyard area at the Saint Paul campus. Normally, smoking and/or use of smokeless tobacco may occur in designated areas outside facilities. “Smoking” includes use of lighted cigarettes, cigars, pipes, or any other lighted smoking materials. Refer to Policy 1070, available on the Internet at http://www.metrostate.edu/policies/pdf/Policy1070.pdf for further information.

Nothing in this policy shall prohibit the lighting of tobacco by an adult as a part of a traditional Native American spiritual or cultural ceremony as permitted by Minnesota Statutes 1997, 144.4165. For the purpose of this section, a Native American is a person who is a member of a Native American tribe. Arrangements for such ceremonies must conform to local fire code requirements and be approved by the Facility Use and Scheduling office in advance.

Student Conduct (University Policy #1020)

Each student at Metropolitan State University has the right to an education, and it is the responsibility of the university to provide an environment that promotes learning and protects the safety and well-being of the university community. Any action by a student that interferes with the education of any other student or interferes with the operations of the university in carrying out its responsibility to provide an education will be considered a violation of the Student Conduct Code, University Policy #1020. Refer to the Student Conduct Code available on the Internet at http://www.metrostate.edu/policies/pdf/Policy1020.pdf for further information.
ACADEMIC INFORMATION

Academic Advising
Advising services are available to all admitted students. Students who have declared a major will be assigned an advisor in the appropriate college or school. Admitted students who have completed 0-16 credits and have not specified an interest in any major will be assigned an advisor in First College. Students who have completed more than 16 credits and have not specified an interest in any major will be assigned an advisor in the College of Arts and Sciences. Regular contact with your advisor is important as she or he is there to help and guide you along your academic journey.

Note: In addition to obtaining information from your academic advisor, you must enroll in an orientation session and participate in university workshops designed to answer your questions about specific programs and courses of study.

Since many faculty members are not available in the summer, we recommend you call the appropriate college or school Advising Center.

Changing Advisors
There are a number of legitimate reasons you might want to change advisors. Whatever the reason, call or write your college or school’s Advising Center and give your name, Student ID Number, present advisor’s name and the name of the advisor you would like. Your request will be honored if possible.

Academic Problems and Complaints
If you believe you have a justifiable complaint about a grade or classroom procedure, you should first talk about the problem with the instructor. Most problems can be worked out this way. If this does not resolve the problem, contact the appropriate department chair.

To register a complaint about a faculty member’s teaching method, put your concerns in writing and send this information to the appropriate department chair. The university respects confidentiality and your name will not be revealed to the instructor without your permission. Most faculty members want to be better teachers and are willing to accept constructive criticism.

Should the problem go unresolved, you can also contact the academic appeals officer at 651-793-1552.

Academic Appeal Procedure (Academic Appeal Procedure 300)

Academic Progress (Undergraduate Academic Standing Review Policy 2050)
The university expects you to succeed in your courses and make progress toward your degree. To remain in good academic standing at Metropolitan State University, students must meet three criteria: earn a 2.0 or better GPA each term that they are registered; maintain a cumulative GPA of at least 2.0; and successfully complete at least 50% of the cumulative Metropolitan State University credits attempted. Students who do not meet these standards in a semester will
receive an academic warning. A student who continues to fall below standards will be put on Academic Probation, and potentially, Dismissed for Academic Reasons. Notice of unsatisfactory progress will also be sent to the student’s advisor, and if the student is an international student, to the International Student Advisor. Refer to Policy 2050, Undergraduate Academic Standing Review, available from the Internet at http://www.metrostate.edu/policies/pdf/Policy2050.pdf for further information. If you encounter academic difficulty at any time, we urge you to seek help promptly from your instructors, your academic advisor, and other support services offered by the university.

Notes:

- Students receiving financial aid must meet additional standards to remain eligible to receive aid.
- Revised academic standard criteria are currently under discussion for implementation in Fall, 2007. Under the proposed revised standards, students would be required to successfully complete at least 2/3 of their cumulative attempted Metropolitan State credits.

Assessment of Prior Learning
A framework for assessing learning that has occurred in nonacademic settings, such as through work or community experience is provided to students. You may present evidence of such college-level learning to faculty in the subject area who will evaluate and verify what you know and can do. The appropriate college must approve prior learning before you register. A form describing the prior learning, signed by the department chair or designated representative must be attached to each registration form. The Catalog contains examples of prior learning. Students can call First College for additional information and assistance.

Course Completion Requirements
All work for learning activities must be completed according to the following schedule:

- Courses – Students must meet deadlines set by course instructors. With an instructor’s permission, however, students may take an “Incomplete” (I) if most course requirements have been completed, but a final exam, group project or paper has not been submitted. All remaining work must be submitted by the instructor’s deadline. It is important to note that after one semester, any incomplete automatically changes to either an “F” or an “NC.”
- Independent Studies – Students must complete work within 20 weeks (140 days) after the beginning of the semester or after registration for an independent study, whichever is later.
- Internships – Students must complete work within 180 days from the date of the internship registration.
- Other – Work for theory seminars and assessment of prior and other institutional learning must be completed and evaluations submitted within 90 days of registration.

Diagnostic Assessment http://www.metrostate.edu/diagnostic/index.html
In accordance with policy adopted by the Board of Trustees of the Minnesota State Colleges and Universities, each college and university shall require all students to complete an incoming student assessment that includes basic measures of reading comprehension, writing, and mathematics on system-endorsed tests. Students should consult the GELS worksheet sent from the Admissions Office that specifies the assessment(s) they need to complete. Students whose first language is not English and who have difficulties with the English language should take the ESL version of the required assessments.
The assessment results provide important insights into a student’s current skills in reading, writing and math. Course placements based on assessments are, in most cases, recommendations. Students use the information to select courses most suited to their academic needs. Placement results can also demonstrate that the student has met writing and mathematics prerequisites for specific courses. Additional information is available through the Diagnostic Assessment Office.

**English as a Second Language Placement**
Diagnostic assessment is required of all students, including students for whom English is a second language (ESL) (international-visa status, immigrant–visa status, permanent resident and citizen). The purpose of diagnostic assessment is to help you succeed in your college studies. The results provide you with important insights into your skills in English and mathematics. This information helps you and your advisor select courses most suited to your academic needs. Plan to take the assessment with an ESL section as soon as possible after being admitted. This will make it more likely that you will be able to receive your placement advice before beginning your course studies. In any case, you must complete the assessment before or during your first semester.

**Grading Policy**
Metropolitan State University’s grading policy offers students the option of having any of their work graded on a “competence/no competence” basis, rather than receiving grades. Students must choose this option at registration or submit a signed request to the instructor by the second class session of a course, or before the first major assessment for other learning opportunities. After that time, students cannot change from a graded to an ungraded option or vice versa.

**Grade Point Average**
A student’s grade point average is calculated by dividing the total number of quality points received by the total number of graded credits attempted. This excludes those credits for which the student received a grade of W or I, or learning which was recorded as a competence (S) or no competence (NC). Transcripts requested prior to graduation include a cumulative unofficial grade point average.

The chart below indicates the letter grades and the quality points used to calculate grade point averages.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Point/Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent 4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Good 3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Adequate 2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>Partially adequate 1.0</td>
</tr>
<tr>
<td>F</td>
<td>No grade or credit</td>
</tr>
</tbody>
</table>

Note: D work cannot be used to meet requirements for program majors or prerequisites. Other notations on student’s transcripts include: competence (S), no competence (NC), incomplete (I), withdrawal (W) and auditing/visitor (AU).
Auditing (AU)
Audit indicates that a student is visiting a course and not taking it for credit.

Competence (S)
Satisfactorily work equivalent to grade of C- or better.

No Competence (NC)
Unsatisfactory work equivalent to a grade of D or F cannot be used to meet academic requirements.

Incomplete (I)
An instructor can assign a grade of incomplete to a student who has made significant progress, but not completed an offering. If an Incomplete is not completed within one semester, it automatically becomes an F or a no competence. In extenuating circumstances, the instructor has the authority to review and change an incomplete that has been converted to an F or a No Competence at any time.

Withdrawal (W)
Students may formally withdraw from a course up through the end of the twelfth week of the semester and from a faculty-designed independent study within 12 weeks of registration. This is recorded on a graded transcript as a W.

Repeat (R)
Students may repeat courses or other learning in which they receive grades of D, F or NC. If learning is repeated, both the grade and symbols indicating all times the course was repeated are recorded on the transcript. If learning is repeated more than once, the grade point average includes all attempts after the first one. Students who receive a grade higher than a D may not repeat the learning, except as an auditor/visitor, without the approval of the dean of the college or school. The Gateway Student Services Center has Repeated Course forms, which should be filled out and turned in for each repeated course.

Posting of Grades at the End of a Semester
Faculty are required to submit grades by midnight of the third business day after the end of the semester. Grades are available for viewing online or by requesting a transcript shortly after that deadline.

Graduation
Degree candidates are certified for graduation when they have completed all the requirements for their program or majors, as outlined in the program materials and/or approved degree plans.

Students must first notify the graduation desk of their intention to graduate, and then must schedule a graduation planning meeting with their advisors to make sure that they have successfully completed their work and to ensure that all program requirements have been met. At the meeting, the student completes a graduation planning form, which is sent to the Graduation Desk. This meeting must be completed approximately six weeks prior to the actual graduation date. Specific graduation dates and deadlines are published regularly in the Catalyst, the Class Schedule, and in the academic calendar on the university’s Website. Students are responsible to be sure all evaluations are received within the published deadlines.

All graduating students are encouraged to participate in the commencement ceremony most
closely following their completion.

**Graduation with Honors for Undergraduate Students**

Students with grade point averages in the top ten percent of their school or college are recognized in the commencement program as honors graduates. The actual grade point average will vary by college and school. Students who meet the ten percent threshold will be notified in writing prior to commencement.

**Major/Program**

**Program Declaration**

When students know which major, minor or program they wish to pursue, or decide to develop an individualized program, they must apply to the appropriate department or program. Advisors in the colleges and schools review the work students have completed, and what they intend to do, and indicate approval for that learning on **Major/Program Declaration forms**. Those forms, which become a part of each student’s record, document their approved programs of study. All students are expected to file program declaration forms after they have completed 45 semester credits; they must complete the form before completing 80 semester credits. If the form is not filed on time, the student will not be able to register without an advisor’s approval. Students should work with advisors to plan their general education and liberal studies course work.

**Requirements**

Major and program requirements are described in the college and school sections of the catalog and in program materials. Each college and school offers workshops to explain the requirements for their programs, including college-specific individualized programs. First College offers workshops to assist students in developing interdisciplinary individualized degree programs.

**Degree Plan/Program Changes**

A change in the major thrust or direction of a degree plan (for example, changing the major area of study from marketing to accounting) should be discussed with your advisor. You must complete a new major/program declaration form and submit it to the appropriate department or program. In some cases you will need to attend a program information meeting in the new area of study.

**Plagiarism**

In simple terms, plagiarism is using another person’s words or ideas and presenting them as your own, without acknowledging the original source. **This is a very serious offense and qualifies as grounds for expulsion**.

Plagiarism often takes the form of a student copying information from one source and presenting it in a paper or report without the use of footnotes or direct mention of the source in the body of the paper. Naturally, students are expected to read and use a variety of sources when writing a paper, but when the exact words (or words with slight modification) or ideas of others are used, the sources should be properly acknowledged. When instructors read student papers, they want to know which ideas are the student’s and which belong to other sources.

**It is also unacceptable to submit another person’s paper or examination as your own.** You should be aware that the university scribes to plagiarism detection software, and that your papers may be selected randomly for plagiarism checking. In instances of plagiarism, instructors may
impose sanctions such as a **failing grade**. If you have questions about the use of footnotes or other notations, talk to your instructor, consult the Library and Information Services web site at [http://www.metrostate.edu/library/cite.html](http://www.metrostate.edu/library/cite.html), or seek assistance in the proper way of writing a paper by contacting the Writing Center.

* Additional information on expulsion is included in the “Student Conduct Code.”
Metropolitan State University

Policies and Procedures
Section 1. Policy

Each student at Metropolitan State University has the right to an education, and it is the responsibility of the university to provide an environment that promotes learning and protects the safety and well-being of the university community. Any action by a student that interferes with the education of any other student or interferes with the operations of the university in carrying out its responsibility to provide an education will be considered a violation of this code. Disciplinary action will be handled in an expeditious manner and will reflect due process.

Section 2. Authority

This policy is issued pursuant to the Minnesota State Colleges and University System rules and regulations.

Section 3. Effective Date

This policy shall become effective upon signature by the President, and shall remain in effect until modified or expressly revoked.

Section 4. Responsibility

The Dean of Student Services is responsible for implementation of this regulation. Any questions of interpretation regarding the Student Conduct Code shall be referred to the Dean of Student Services.

Section 5. Proscribed Conduct

Allegations of discrimination, harassment, violence or academic dishonesty shall be adjudicated under separate procedures in accordance with Metropolitan State University’s policies on those issues.

Section 6. Jurisdiction of the University

The university reserves the right to take necessary and appropriate action to provide an environment that promotes learning and protects the safety and well-being of the university community.

University jurisdiction is asserted when violations of the Student Conduct Code occur on university premises. In addition, university jurisdiction shall extend to violations of the Code committed off campus when:
A. the violation is committed while participating in a university-sanctioned or sponsored activity; or
B. the victim of the violation is a member of the university community; or
C. the violation constitutes a felony under state or federal law; or
D. the violation adversely affects the education, research or service functions of the university.
Section 7. Violations

The provisions of this policy do not affect the rights of persons in authority to take any immediate and temporary actions necessary to retain the classroom or program atmosphere, and to uphold established policies, regulations, and laws. Any student engaged in the following behaviors is subject to the disciplinary sanctions outlined in this policy.

A. Acts of dishonesty, including, but not limited to the following:
   • cheating or plagiarism; including submission of work that was already submitted for credit in a previous course at Metropolitan State without consent of second instructor.
   • deliberately furnishing false information to any university official, faculty member or office; including falsification of research and fabrication of data.
   • forging, altering, or misusing any college document, record, or instrument of identification, including copyright violations;
   • tampering with the election of any university-recognized student organization.

B. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities, including its public service functions on or off campus, or any authorized non-university activities, when the act occurs on university premises.

C. Physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of any person.

D. Attempted or actual theft of and/or damage to the property of the university or property of a member of the university community or other personal or public property.

E. Hazing, for the purpose of initiation, admission, affiliation or membership in a group or organization, which endangers the mental or physical health or safety of a student or which destroys or removes public or private property.

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

G. Unauthorized possession, duplication or use of keys to any university premises or unauthorized entry to or use of university premises.

H. Violation of published university policies, rules, or regulations.

I. Violation of federal, state, or local law at university-sponsored or supervised activities.

J. Use, possession, or distribution of narcotic drugs or other controlled substances except as expressly permitted by law. In keeping with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226), this conduct code clearly prohibits the unlawful possession, use or distribution of drugs and alcohol by students and employees on Metropolitan State property or as any part of the university activities.

K. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and university regulations, or public intoxication.

L. Illegal or unauthorized possession of firearms, explosives, other weapons, fireworks, or dangerous chemicals on university premises.

M. Participation in a campus demonstration which disrupts the normal operation of the university and infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

N. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised functions.

O. Conduct which is disorderly, lewd, or indecent; breaching the peace; or aiding, abetting, or
procuring another person to breach the peace on university premises or at functions sponsored by or participated in by, the university.

P. Theft or other abuse of computers, including but not limited to:
  • unauthorized installation of software; unauthorized entry into a file, to use, read or change the contents or for any other purpose;
  • unauthorized transfer of a file;
  • unauthorized use of another individual’s identification and password;
  • use of computing facilities to interfere with the work of another student, faculty member or university official;
  • use of computing facilities to send obscene or abusive messages;
  • use of computing facilities to participate in pornographic materials;
  • use of computing facilities to interfere with normal operation of the university computing system.

Q. Abuse of the Student Judicial System, including, but not limited to:
  • failure to obey the summons of the Student Conduct Committee or the Conduct Code Officer;
  • falsification, distortion, or misrepresentation of information before a judicial body;
  • disruption or interference with the orderly conduct of a judicial proceeding;
  • institution of a judicial proceeding knowingly without cause;
  • attempting to discourage an individual’s proper participation in, or use of, a judicial system;
  • attempting to influence the impartiality of a member of a Student Conduct Committee prior to and/or during the course of the judicial proceeding.
  • harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a judicial proceeding.
  (Note: sexual harassment is covered by the Sexual Harassment Policy);
  • failure to comply with the sanction(s) imposed under the Student Conduct Code;
  • influencing, or attempting to influence, another person to commit an abuse of the judicial system.

Section 7.1 Violation of Law and University Discipline

If a student is charged only with an off-campus felony violation of federal, state, or local laws, but not with any other violation of the Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the university community. In such cases, no sanctions may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (i.e., "no contest" or "nolo contendere.")

University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Conduct Code. For example, university disciplinary proceedings may be instituted if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried off prior to, or simultaneously with, or following civil or criminal proceedings off-campus.

When a student is charged by federal, state or local authorities with a violation of law, the university will not request or agree to special consideration for that individual because of his or
her status as a student. If the alleged offense is also the subject of a proceeding before a Student Conduct Committee under the Student Conduct Code, however, the university may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters will be handled internally within the university community. The university will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Regarding Violations: Nothing herein shall be construed to deny students their legally or constitutionally protected rights.

**Section 8. Judicial Process**

A. Charges and Informal Process

Any member of the university community may file charges against any student for violations of the Student Conduct Code. Charges should be in writing for the record but can proceed on verbal notification to the Conduct Code Officer. Any charge should be submitted as soon as possible after the event takes place, preferably within three (3) working days.

The Conduct Code Officer may conduct a preliminary investigation to determine if the charges are valid by meeting with the complainant(s) and accused student(s) involved within five (5) days of receiving the complaint. Upon determination that the charges are valid, the Conduct Code Officer shall do the following:

- provide written notice to the accused student that a complaint has been filed alleging that the student has violated the Student Conduct Code. This notice shall state the specific violation(s) alleged and the dates the alleged violation(s) occurred and shall be sent within five (5) days of violation determination.
- provide the student with a copy of the Student Conduct Code.
- provide the student with a copy of the Tennessen Warning.
- inform the student of the nature of evidence available to support the charges.
- give the student not less than 48 hours to prepare for the meeting, and specify a date and time when the student is required to meet with the Officer to attempt an informal resolution of the charges.
- inform the student that failure to appear for the information meeting shall result in referral of the charges for a formal hearing before the Student Conduct Committee.

If a mutually acceptable resolution cannot be reached during the informal meeting, the Conduct Code Officer shall refer the case to the Student Conduct Committee. If a resolution is reached, all parties shall sign the written confirmation of the resolution and the Conduct Code Officer shall send copies to all parties, including any applicable sanction, within 48 hours after the meeting.

B. Formal Hearings

The Student Conduct Committee: Members must meet criteria determining lack of bias as established by the Student Conduct Committee. Members include: a student nominated by the Student Senate and advising staff associate; and four resident faculty representatives from the undergraduate faculty, one from each college. In the case of a graduate student,
one graduate faculty member shall be added. A student may choose to add a non-voting advocate, selected by the student, from the university’s faculty or staff. Committee members serve for a one-year term. The committee is chaired by a faculty member selected by the committee from committee membership. Committee meetings, procedures and decisions are recorded and kept on file. The members shall elect a chair who shall preside over judicial hearings and a vice chair who shall preside in the chair’s absence, and a recorder. A majority of the full membership of the committee shall constitute the quorum necessary to hear any case.

When a case is referred to the Student Conduct Committee, the Conduct Code Officer shall forward to the committee:

- statement describing the alleged violation of the Student Conduct Code;
- the name and address of the student charged;
- the name and address of the complainant; and
- all relevant facts and statements, including the names and addresses of witnesses to the alleged violation.

The Chair shall determine the date, time, and place of the hearing, which shall be at least three days after delivery of written notice of the hearing to the accused student. Such notice to the student shall include:

- statement of date, time, and place of hearing;
- to the extent known, a list of witnesses expected to appear and a summary of their testimony;
- a summary description of any documentary or other evidence that may be presented in support of the charge;
- notice that the student’s failure to appear shall not prevent the hearing from proceeding as scheduled and may lead to imposition of sanctions in the student’s absence.

The hearing shall be conducted in the following manner:

- The Conduct Code Officer shall first present the charges and supporting evidence, including testimony of any witnesses. The accused student shall have opportunity to challenge evidence and to ask questions of any witnesses introduced by the Officer. The complainant shall be available for testimony.
- The accused student shall next present evidence or testimony to refute the charges. The Officer may challenge evidence presented by the student and may ask questions of witnesses introduced by the student.
- Only those materials and matters presented at the hearing shall be considered as evidence. The Chair shall exclude irrelevant, immaterial, or unduly repetitious evidence.
- Hearings shall be held in closed session unless the Student Conduct Committee determines there is a compelling reason for the hearing to be open and neither the accused student nor the complainant presents an objection.
- The student shall be given the opportunity to speak in his/her own defense, and to question any witnesses, and have an advisor present. The advisor may provide advice to the student, but may not participate in any questioning. When there is likelihood that a student involved in conduct proceedings shall face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advisor.
- Meetings, procedures, and decisions will be recorded and kept on file.
• The hearing shall be audio tape recorded, and the tape shall be kept on file in the office of the Conduct Code Officer for a period of three years.
• Upon conclusion of the hearing, the Student Conduct Committee in closed session shall consider the evidence presented and decide by majority vote to exonerate the student or to impose one of the sanctions stated in this policy.
• The Committee shall send written notice of the outcome of the hearing to the accused student, including any sanction imposed. The notice shall inform the student of the opportunity to appeal the Committee’s decision to the Dean of Student Services.
• Records pertaining to students’ histories of student conduct shall be kept for a minimum of five years and kept separate from students’ regular records. The only persons having access to these records shall be the President, the Vice President of Student Affairs, the Dean of Student Services, and the Student Conduct Officer. Any other person who wishes to review these files must have permission from the Vice President of Student Affairs.

C. Sanctions
The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
• Warning (Disciplinary Reprimand): An oral and/or written notice to the student that the student is violating or has violated institutional regulations. Disregard of this warning will result in further action.
• Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and provides a student with an opportunity to prove to the university that s/he will contribute in a positive manner and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. A statement reading: See discipline record may be attached to the permanent file. The notation will be removed upon graduation.
• Compliance: Carrying out a rule as a condition of admission or continuing enrollment.
• Denial of Related Privileges: For example, if violation is related to use of Computer Center, use of Computer Center may be denied.
• Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement by a designated date.
• Discretionary Sanctions: Work assignments, service to university, sensitivity training, or other related discretionary assignments (such assignments must be coordinated by the Conduct Code Officer).
• Suspension: Denial of the privilege of enrollment for specified period of time after which the student is eligible to return. Conditions for readmission will be specified in writing. Notice of suspension will appear on permanent record and may be removed upon graduation, however, during the suspension period, a student cannot qualify for graduation or register for or attend classes or other university functions.
• Hold on Records: The university may withhold official transcripts, grades, diplomas, or other official records pending the disposition of cases, if such action is reasonably necessary to preserve the university’s ability to enforce its policies.
• Expulsion: Permanent separation of the student from the university. An expelled student shall not be allowed on university property. Fee refunds will be determined in accordance with the university refund policy as approved by the Committee of Trustees.
D. Other Sanctions

Summary Suspension: A suspension imposed by the Conduct Code Officer or a person in authority without a formal hearing to ensure the safety and well-being of members of the university community. In such cases the Officer shall first give the student oral or written notice of the intent to determine whether a summary suspension is an appropriate action. Such notice shall state the following.

- Specify the alleged violation(s) of the Student Conduct Code;
- Provide the nature of any evidence in support of the charge;
- State the date, time, and place of the summary suspension hearing, which shall be within 36 hours of the deliver of notice to the student; and
- Give an oral or written explanation of the summary suspension which may be imposed on the student.

At the place and time designated for the summary suspension hearing, the Officer shall consider the following:

- the evidence relating specifically to the probability of danger to members of the campus community occasioned by the continued presence of the student on campus;
- provide the student with an opportunity to show why continued presence on the campus does not constitute a danger to others;
- give immediate oral notice of his/her decision to be followed by written notice within 24 hours; and
- if summary suspension is warranted, summarily suspend the student for no more than 9 days, with a hearing before the Student Conduct Committee to have commenced by the end of the suspension period.

E. Appeals

A decision reached by the Student Conduct Committee may be appealed by accused students to the Dean of Student Services within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the office of the Dean of Student Services.

An appeal shall be limited to review of the verbatim record of the initial hearing and supporting comments for one or more of the following purposes:

1. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures allowing the accused student a reasonable opportunity to prepare and to present a rebuttal of the charges and evidence.
2. To determine whether the evidence confirmed that a violation of the Student Conduct Code occurred.
3. To determine whether the sanction(s) imposed were appropriate for the specific violation of the Student Conduct Code.

Following a review of the hearing and the appeal presented by the student, the Dean of Student Services shall render a decision. The Dean may uphold the Student Conduct Committee’s decision and sanction, may determine that the decision was reached in error or inappropriately, or may determine that the sanction was inappropriate. In the latter case, the Dean may issue a lesser sanction. If the Dean believes that the sanction was reached in error inappropriately, the Dean may require that the Committee hear the case de novo, or may choose to exonerate the student.
The Dean shall notify the student in writing of his/her decision and of any new sanction imposed. The Dean’s decision shall be final with the institution and MnSCU. If the sanction involves suspension for 10 days or more, the student shall be informed of the right to a contested case hearing under Chapter 14 of Minnesota Statues. Chapter 14 states that an appeal may be made to an administrative law judge at the Office of Administrative Hearings, Minneapolis, Minnesota. The attorney assigned to the System by the Attorney General shall represent the university at this hearing. The administrative law judge shall make a report, which contains a recommendation, to the university president. Within no more than twenty (20) days following receipt of recommendation, a decision will be made by the university president. The decision of the university president is final. During this appeal process the student shall have the right to attend classes and to receive services related to the university program until a final decision has been made, unless the process is the result of actions deemed harmful or potentially harmful to other persons or property.

Section 9. Review

The Student Conduct Code shall be reviewed every three (3) years under the direction of the Conduct Code Officer.

Occasionally there are changes of staff titles mentioned in this document. The Dean of Student Services may make editorial changes relating to this document, in relation to titles of people, as long as the substance of the document is not affected. After these guidelines are published, the institution reserves the right to change these guidelines without notice to comply with changing local, state or federal legislation. Should such a change be necessary, the institution will make reasonable efforts to inform the campus community of those changes. Questions should be directed to the Dean of Student Services.
APPENDIX A

Definitions of Useful/Related Terms

A. University means Metropolitan State University.
B. Behavioral Contract is a written document completed by the student and the Conduct Officer.
C. Complainant is any individual who initiates a disciplinary complaint or referral.
D. Student includes all persons taking classes at the university, both full and part time, and persons not officially enrolled for a particular term but who have a continuing relationship with the university.
E. Faculty member means any person hired by the university to conduct classroom activities.
F. Administrator includes any person employed by the university, performing assigned administrative or professional responsibilities.
G. Member of the university community includes any person who is a student, faculty, member, administrator or any other person employed by the university.
H. University Premises includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by, the University including adjacent streets and sidewalks.
I. Organization means any number of persons who have complied with the formal requirements of the university recognition.
J. Student Conduct Committee means any person or persons authorized by the Officer of Student Conduct to determine whether a student has violated the Student Conduct Code, and to recommend imposition of sanctions.
K. Officer of Student Conduct means an administrator authorized by the President of the university to administer the Student Conduct Code, and to impose sanctions upon student found to have violated the Student Conduct Code.
L. Shall is used in the imperative sense.
M. May is used in the permissive sense.
N. Policy is defined as the written regulations of the university as found in, but not University Catalog, University Rules and Regulations, and any other official university publication.
O. Days means scheduled class days (excluding Saturdays and Sundays.)

Occasionally there are changes of staff titles mentioned in this document. The Dean of Student Services may make editorial changes relating to this document, in relation to titles of people, as long as the substance of the document is not affected. After these guidelines are published, the institution reserves the right to change these guidelines without notice to comply with changing local, state or federal legislation. Should such a change be necessary, the institution will make reasonable efforts to inform the campus community of those changes. Questions should be directed to the Dean of Student Services.
University Policy #1040 - Excerpts

Data Privacy

Note: At time of printing, this policy was being revised. Please refer to the university’s Website at http://www.metrostate.edu/policies/index.html for the latest version of the Data Privacy Policy when it becomes available.

Section 1. Authority
This university procedure is established in compliance with federal laws and state statutes relating to data privacy and to the rights of individuals to data collected and maintained about them by the university. (Federal Law: Family Educational Rights and Privacy Act, Public Law 90-247, Section 438, Title IV, as amended, 88 Stat. 571-574; 20 U.S.C. 1232g; and 45 CFR Part 99) (State Law: MN Stat. 15.162-15.169 13))

Section 5. Definitions

5.1. Data on Individuals
Subject to state statutes, "Data on individuals includes all records, files and processes which contain any data in which an individual is or can be identified and which are retained or intended to be retained on a permanent or temporary basis. It includes data collected, stored, or disseminated by manual, mechanical, electronic or any other means" (MN Stat. 15.162, Subd. 3). Data concerning individuals, which Metropolitan State University collects, may be categorized as public, private or confidential. Unless a state statute or federal law currently exists which makes a data element private or confidential, or unless the Commissioner of Administration, pursuant to the Minnesota Act has granted an emergency classification, data is presumed to be public.

5.5. Directory Information
"Directory information" includes the following information relating to a student: name, address, telephone number major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended by the student.

Section 7. Policies and Data Collection

7.1. Data Collection
Metropolitan State University shall collect and maintain public, private or confidential data on individuals only as necessary for the management and implementation of the educational mission and programs of the university, or as mandated by the federal government.

7.2. Type and Location of Education and Personnel Records

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Student Records (including admissions information, degree candidates files, narrative transcripts, graduate files, and special enrollment, non-degree and inactive student files)</td>
<td>Academic Affairs Division</td>
</tr>
<tr>
<td>b. Financial Aid Records</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>c. Personnel Records</td>
<td>Personnel and Employee Relations Office</td>
</tr>
<tr>
<td>d. Research Records</td>
<td>Institutional Research Office</td>
</tr>
</tbody>
</table>
Section 8. Access to Data

8.1. Access to Data - Individual Subjects
Upon request to a responsible authority, an individual shall be informed whether she/he is the subject of stored data and whether such data is classified as public, private or confidential. If she/he requests it, the subject of stored public or private data shall be shown the data without any charge to him or her and, if the subject desires, will be informed of the content and meaning of that data. After the individual has been shown the data and informed of its meaning, the data need not be disclosed to her or him for six months thereafter unless a dispute or action pursuant to the federal law or state statute is pending or additional data on the individual has been collected. The responsible authority shall provide copies of the data, upon request by the individual subject of the data, provided that the cost of providing copies is borne by the requesting individual. Minnesota Stat. 15.165 subd. 3 (Supp. 1977) specifies that the responsible authority shall comply with requests for data within five working days or inform the party requesting the data of the delay to fill the request and the responsible authority will then have five additional days to fill the request.

8.3. Access to Data - Third Parties

8.31. The university will obtain the written consent of the individual before disclosing personally identifiable information about the individual, except for directory information and as provided by 6.3. and 8.2. above.

8.32. Personal information shall be transferred to third parties only on the condition that the university notify such party that the information transferred may not be given to any other party without the written consent of the subject of the information.
University Policy #1050

Student Email Policy
(Use of Email for Official University Correspondence with Students)

Section 1. Policy

Metropolitan State University has designated email as an official method of communication with students regarding topics of an academic or administrative nature. Upon registration, the university will assign an email account to each student and expects students to be responsible for all information sent to them via their university email account.

Section 5. Implementation

A. Assignment of Student Email Account
   Official Metropolitan State University email accounts are assigned to all registered students. Students access their email accounts via the NetDirect Portal. These student email accounts have addresses comprised of the user’s name and the domain @go.metrostate.edu. For example, Chris Johnson’s email address would be johnsoch@go.metrostate.edu.

B. Activation of Student Email Account
   Students must initially activate their email accounts at the designated NetDirect Portal site: http://db.metrostate.edu/webmain/production/netdirect/. To complete the activation process, students will be required to provide their Metropolitan State Tech ID and PIN numbers.

C. Subsequent Use of Student Email Account
   Following the initial activation, students may access their email accounts via the NetDirect Portal at the Web site: http://netdirect.metrostate.edu/NetDirectPortal/portal/cn/Welcome/Welcome. Students must provide their user name and password in order to log on to the NetDirect Portal. Metropolitan State University students are expected to check their university email accounts regularly, as they are responsible for all information sent to them via their university email account, some of which may be time-sensitive.

D. Access to Student Email Account
   Students may access their Metropolitan State University email accounts from Internet-enabled computers off campus. Additionally, in recognition of the importance of technology in student education, the university provides computer centers at the Saint Paul, Minneapolis and Midway Centers. Students may access their email accounts in these computer centers.

E. Redirecting of Email
   Students who wish to have their official Metropolitan State University email forwarded to an alternative account (e.g., America Online, Yahoo, Hotmail, etc.) may do so, at their own risk. The university will not be responsible for the timely delivery of email that is redirected to alternate accounts, and students will retain responsibilities associated with official communications that are sent to their university accounts.
F. Term of Student Email Accounts
Student email accounts will be deleted one year after the time of last registration. The university will provide a one-month warning via email prior to the cancellation of email accounts of alumni and former students.

Section 6. Definitions

Username – consists of eight alphanumeric characters derived of the first six letters of the student’s last name and the first two letters of the student’s first name (Example: Chris Johnson would be johnsoch). Duplicates are addressed by adding 02, 03, 04 etc. to the username (Example: johnsoch02).

Password – is set by the student. Passwords have a minimum of 6 alphanumeric characters, and can be reset if forgotten.

Tech ID - the eight digit number is on the front of the Metropolitan State ID. The Tech ID number may also be obtained from the Gateway Student Services Center.

PIN number -
• Student’s birth date in the format YYMMDD (e.g. July 4, 1976 is 760704) OR
• The last six digits of the student’s social security number OR
• The last four digits of the student’s social security number OR
• A self-generated password created by the student.
The PIN number may also be obtained from the Gateway Student Services Center.

Section 8. Privacy

As with all electronic communication, users of the student email system must not assume that email is private or confidential. Users must exercise diligent caution in communicating sensitive material.

Section 9. Appropriate Use of Student Email

Metropolitan State University provides resources in support of its mission to continuously enhance life long learning by improving students’ understanding and utilization of computing resources and information technology. As an institution of higher education, the University intends to provide the community with open and unrestricted avenues of communication as long as such use is in compliance with state and federal laws, and other Metropolitan State and MnSCU policies. The use of Metropolitan State University's computer systems and networks is a privilege and responsibility granted to faculty, staff, and students. Metropolitan State University expects all members of its community to use these resources appropriately.
University Policy #1060 - Excerpts
Drug Abuse Prevention Program

Section 1. Authority
Each institution of higher education that receives federal funds, participates in certain federal contracts, or maintains federal financial aid eligibility for students must certify that it has a drug abuse program in operation that applies to all employees and students at the institution. This university procedure is established in accordance with the requirements as set forth in Section 487(a)(10) of the Federal Higher Education Amendments of 1986, the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act of 1989.

Section 4. Implementation

4.A. Annual Notice to Employees and Students
Clearly defined standards of conduct that prohibit the unlawful possession, use or distribution of drugs and alcohol by students and employees on the institution's property or as part of any institution activities have been developed as University Policy #1020 (Student Conduct Code) and State of Minnesota Policy on Alcohol and Other Drug Use By State Employees. The state policy is distributed to all employees as part of new employee orientation and annually thereafter. All new degree candidates receive the Student Handbook, which references the Code of Conduct, as part of Orientation and are notified annually of the Code in The Catalyst.

Descriptions of legal sanctions, health risks and standards of conduct are distributed to new employees, new students and annually to all members of the university community in accordance with legislation.

Sanctions for violation of the Code of Conduct are defined in Policy 1020 and the Student Handbook, and "Consequence of Violations" of the state policy is set forth in section VI of the state policy.

Counseling, assessment and referral for personal problems, including drug abuse, are available to all state employees through the Employee Assistance Program (EAP). Information about this program is provided as part of new employee orientation and at least once a year for all employees. EAP posters are continuously posted on University bulletin boards. The Student Affairs office provides community information and referral for students interested in drug abuse programs and prevention. This service is referenced in the class schedule. The Student Affairs office provides in-service training for advisors and community faculty about drug abuse problems and making appropriate referrals.

4.B. Biennial Review. The university will conduct a biennial review of the program to determine its effectiveness, implement needed changes, and ensure consistent enforcement of sanctions as warranted.
University Policy #1070 - Excerpts
Smoking

Section 1. Authority
This policy is established in accordance with M.S. 1986 Section/6B.24 and the Minnesota Clean Indoor Air Act, subd. 1 & 6 and subd. 9 as enacted at the 1988 legislation session, effective January 1, 1989.

Section 3. General Policy:
Smoking and/or use of smokeless tobacco is prohibited throughout all indoor space owned, leased, rented or donated for the use of Metropolitan State University. It is also prohibited at or near the front entrance of all leased or owned buildings and in the courtyard area at the Saint Paul campus. “Smoking” includes use of lighted cigarettes, cigars, pipes, or any other lighted smoking materials.

Nothing in this policy shall prohibit the lighting of tobacco by an adult as a part of a traditional Indian spiritual or cultural ceremony as permitted by Minnesota Statutes 1997, §144.4165. For purposes of this section, an Indian is a person who is a member of an Indian tribe. Arrangements for such ceremonies must conform with local fire code requirements and be approved by the Faculty Use and Scheduling office in advance.

Normally, smoking and/or use of smokeless tobacco may occur in designated areas outside facilities. They include:
• Saint Paul Campus: at the north side of New Main approximately 50 feet from the entrance to the Commons Café and at the south side of New Main on the lower level one plaza located between New Main and the Auditorium building immediately adjacent the lower level one tunnel.
• Minneapolis Campus: approximately 50 feet from the main entrance on Hennepin Avenue.
• Midway Center: approximately 50 feet from the east entrance.
• Other: smoking outside of other facilities leased by the university must be done according to the policies governing each of the leased facilities.
All University Policy #1090 - Excerpts
Emergency Situations

Section 1. Policy
This policy is established to determine the necessary steps in case of a medical, fire, or other emergency situation.

Section 6. Implementation
Location: All students and staff should be aware of their location, including the room and floor number for the various Metropolitan State University sites as follows:

- Saint Paul Campus 700 East Seventh Street, Saint Paul, and appropriate floor/room
- Minneapolis Campus 1501 Hennepin Avenue, Minneapolis, and appropriate floor/room
- Midway Center 1450 Energy Park Drive, Saint Paul, and appropriate level/room

Contact: In the case of Fire, Medical or Security (such as bomb threat or assault/robbery or other physically threatening situation) staff should ALWAYS immediately call 911. Then, call Metro State Administrative Affairs with the same information at 651-793-1718. Ask the evening and weekend answering service to immediately relay emergency information to administrative personnel. In any situation, remember, PLEASE DO NOT ATTEMPT TO DO MORE THAN YOU ARE TRAINED TO DO!

EMERGENCY PROCEDURES

MEDICAL EMERGENCY
CALL 911. Give the Emergency Center dispatcher the following information:
- Nature of the medical emergency:
- Your location... Metro State building location and include your floor number and room number

CALL the Administrative Affairs office with the same information 651-793-1718. Ask the answering service to contact administrative personnel on evenings and weekends.

DO NOT ATTEMPT TO MOVE THE VICTIM. Administer CPR and/or First Aid as appropriate, if you are properly trained, BUT NEVER DO MORE THAN YOU ARE TRAINED TO DO.

FIRE EMERGENCY
In the event of actual fire; or if smoke is present in the building...
CALL 911. Give the Emergency Center Dispatcher the following information:
- Nature of the emergency:
- Your location...Metro State building location, include your floor number and room number

CALL the Metro State Administrative Affairs office with the same information at 651-793-1725. Ask the answering service to contact administrative personnel on evenings and weekends.

For a small trash fire, Fire Extinguishers may be used, but NEVER DO MORE THAN YOU ARE
TRAINED TO DO.

EVACUATE THE AREA IMMEDIATELY IF SIGNIFICANT FIRE OR SMOKE IS PRESENT. DO NOT USE THE ELEVATORS...USE STAIRWAYS ONLY!

If the building Fire alarms are sounding and flashing, EVACUATE THE BUILDING IMMEDIATELY. Do not stop to call the Fire Department. Metro State buildings are monitored for this type of alarm and the Emergency Dispatch Center is notified automatically.

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EVACUATION PROCEDURES
If evacuation of the building is declared by Fire, Police or Administration, please leave the building area via posted routes. Do not stand around on sidewalks or in hallways. Do not enter the building until Facilities/Security give the "All Clear."

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ELEVATOR MALFUNCTION
In the event of an elevator malfunction, first attempt to restart the elevator by pressing a floor location button. DO NOT ATTEMPT TO FORCE THE ELEVATOR DOORS OPEN.

If the elevator does not restart, open the telephone panel in the elevator and call the emergency number listed.

GIVE THE OPERATOR THE FOLLOWING INFORMATION:
- Building location
- Elevator number (found in phone panel)
- Floor number (if known)
- Number of people in elevator
- Direction the car was headed

REMAIN CALM. PRESS EMERGENCY OR ALARM BUTTON TO NOTIFY BUILDING USERS. Do not attempt any unusual method of leaving the elevator or of starting the elevator.

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WEATHER EMERGENCY
A SEVERE WEATHER WARNING is an alert issued by the National Weather Service. Public warnings will be given by five (5) minute steady siren sounds over the Ramsey County Civil Defense Warning System.

In the event of a Tornado or Severe Storm Warning, IMMEDIATELY:
- move away from the perimeter of the building and glass areas
- go to enclosed areas in the building core and/or to the lower level areas
- do not remain in areas that have glass exposed to the outside
You may return to normal functions when you hear the "All Clear" sound from the Emergency Sirens or when an "All Clear" is announced over the Building Paging System, or when Facilities/Security notifies you of the "All Clear."
BOMB AND TERRORISTIC THREATS
Bomb Threats are normally just that... threats. However, each situation should be considered individually. In the event of such a threat, above all... REMAIN CALM.

DO NOT TOUCH ANY SUSPICIOUS OBJECT. Do not evacuate unless told to do so by proper authorities.

WHAT TO DO IN AN EVACUATION
Should a partial or full building evacuation become necessary, the following procedures will need to be followed:
1. Evacuation information will be communicated to each floor by Facilities/Security staff. If evacuation is due to fire, the emergency sirens will sound. A member of Emergency Response and/or Facilities/Security staff will contact appointed floor captains or coordinators to direct the evacuation.
2. Form a line in the corridor leading to the stairwells.
3. Proceed by STAIRWELL to a safe floor/exit as directed.
4. Pre-determine two evacuation assistants for each disabled individual. When circumstances mandate that rescue personnel need to evacuate individuals, one appointed evacuation assistant is asked to move the individual into the fire exit stairwell landing and remain there with the individual until rescue personnel respond. The second evacuation assistant will immediately seek and inform a fire fighter of the exact location of the individual needing evacuation.

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Policy # 2050 - Excerpts
Undergraduate Academic Standing Review

Section 1. Policy
The following policy applies to all undergraduate students admitted to degree status at Metropolitan State University.

In order to remain in good academic standing, undergraduate students admitted to degree status are expected to earn a 2.0 or better GPA each term that they are registered; to maintain a cumulative GPA of at least 2.0, and to successfully complete at least 50% of the cumulative Metropolitan State University credits attempted.

The goals of the Academic Standing Policy are to:
• Define and maintain the academic standards of the university;
• Intervene with students who do not meet university requirements in order to support retention of students who encounter difficulties;
• Provide for efficient use of state and university resources;
• Provide standards and systems that are fair, consistent with graduation requirements, and appropriate for both full time and part time students.

Section 5. Definitions

A. Good Academic Standing: A student is in Good Academic Standing when the student’s cumulative GPA and most recent term GPA are both 2.0 or better and the student’s cumulative completion ratio is 50% or better.

B. The term and cumulative GPAs are calculated on the basis of Metropolitan State and Consortium Agreement courses posted to the Metropolitan State transcript that include grades of A-F. Grades of S, NC, W, IP, Z, and missing grades are not included in the GPA calculation.

C. The successful completion ratio (at least 50% of credits attempted) is computed by dividing the number of credits successfully completed (i.e., graded A through C-, and S) by the number of credits attempted (i.e., with grades of A-F, S, NC, I, W, IP, Z and missing).

\[ \text{Credits Completed: Grades } A \text{ through } C-, \text{ and } S \times 100 = \% \]
\[ \text{Credits Attempted: Grades } A-F, S, NC, I, W, IP, Z \text{ and missing.} \]

D. Metropolitan State University credits include all courses for which students enroll at Metropolitan State University, and courses from other institutions listed on the Metropolitan State University transcript as consortium agreement courses.

E. Full academic year means three successive academic terms, including fall, spring, and summer terms.

Section 6. Notification of Progress
At the end of each fall, spring, and summer term, after the deadline for posting grades, the university will review the academic standing of each student registered for that term. All students not in good standing will be notified of their status.
Section 7. Academic Standing Procedure
The following procedure applies to all undergraduate students admitted to degree status at Metropolitan State University.

A. Academic Warning
Students who were previously in good standing who, upon review, have a term GPA below 2.0, a cumulative GPA below 2.0, or a cumulative completion ratio below 50% will be placed on Academic Warning status.

Students placed on Academic Warning will receive an official notice that explains the university’s academic standing policy, encourages the students to meet with their assigned academic advisors to discuss their situation, and refers the students to resources available for improving academic performance. A notice of this status will be placed on the university’s internal academic records; however, students on Academic Warning may register for the succeeding term.

B. Academic Probation
Students who in the previous term were on Academic Warning status and who are found, upon review, to have a cumulative and/or term GPA below 2.0 will be placed on Academic Probation status.

Students placed on Academic Probation will be sent an official notice that notifies them of their status, explains the academic standing policy, refers them to sources of academic assistance, and informs them of what steps they must take to register. These steps must include meeting in an individual appointment with their assigned academic advisor before their next registration. A notice will be placed on the student’s internal academic record, and a hold will prevent registration for the succeeding term without approval from the assigned advisor.

Students placed on Academic Probation will remain on Academic Probation until they are returned to Good Academic Standing or are subject to Academic Dismissal.

C. Return to Good Academic Standing
Students previously on Academic Warning or Academic Probation, whose term and cumulative GPA are both above 2.0 and whose cumulative completion ratio is 50% or higher will, upon review, be returned to good standing and notified of this change in their status.

D. Dismissal for Academic Reasons
Students previously on Academic Probation who are found to have a term GPA below 2.0 will, upon review, be dismissed for academic reasons.

Students dismissed for academic reasons will be officially notified of this action. If they have registered for the succeeding term, and have not successfully appealed the dismissal, their registration will be cancelled and any tuition or fees they have paid will be refunded. Academic Dismissal, unless reversed on appeal, is in effect for at least one full academic year (i.e., one full academic year includes the fall, spring, and summer terms).

An Academic Dismissal hold will be placed on the student’s record to prevent registration or release of financial aid. Notice of the Academic Dismissal will also appear on the student’s official university transcript. Students on Academic Dismissal status will not be approved to
receive any Metropolitan State University degree or certificate.

E. **Financial Aid**

Students may need to meet other academic progress standards to be eligible to receive financial aid. Students should contact the Financial Aid Office for information.

F. **International Students**

International students may need to meet other academic progress standards for immigration/naturalization purposes. They should contact the university’s International Student Advisor for information.

**Section 8. Return from Academic Dismissal and Change of Academic Status**

The following procedure applies to all undergraduate students admitted to degree status returning from academic dismissal at Metropolitan State University.

A. **Return from Academic Dismissal**

Students who wish to return from Academic Dismissal after not registering for Metropolitan State courses for at least one academic year, but less than three years, may request reinstatement by submitting a letter to the university official(s) designated by the Provost, who exercise discretion in readmission decisions. The letter must explain their reasons for return and the actions they have taken to address the factors that led to their previous academic difficulty. Their requests for reinstatement may be approved only if they do one of the following.

1. Adequately address how they have corrected the factors leading to past difficulty and illustrate how they may reasonably be able to complete the requirements of their academic program; or
2. provide proof that they have successfully completed at least 12 credits of transferable coursework from an accredited institution of higher education after the date of Academic Dismissal from Metropolitan State, which represents evidence of potential for academic success.

Students approved to return from Academic Dismissal will be placed on Academic Probation and must complete all actions required for students on Academic Probation prior to registering for their next term.

Students who wish to return from dismissal who have not taken courses at Metropolitan State for more than three years must reapply to the University through the Admissions office. They may be readmitted only if they meet criteria 1.) or 2.) in the previous paragraph. If readmitted, they will return on Academic Probation and must complete the degree and program requirements in place at the time of their return.

Students approved to return from Academic Dismissal will have the dismissal notification removed from their university transcript.

B. **Changes in academic status**

1. **End-dating:** Changes in a student’s academic standing (e.g. removal or enddating of any Academic Warning, Academic Probation, or Dismissal) other than through established review procedures, will not occur without the approval of the university official(s) designated by the Provost.
2. **Repeat courses:** Students placed on Academic Warning or Academic Probation may repeat a course and thereby have a course removed from their GPA, according to university policy. That change will affect the student’s cumulative GPA, which will be reflected in the succeeding term’s academic standing review. However, removing a grade from a student’s GPA will not retroactively affect any academic standing action taken based on including that grade in the student’s term and cumulative GPA.

3. **Students returning after an absence:** Students who wish to return to the university after an absence of more than three years must apply for readmission through the Admissions office. The Admissions office will review applications for readmission and approve readmission in a manner that is consistent with this Academic Standing policy and procedure.

**Section 9. Progress Toward Degree Completion**
A. Upon admission to the university, students will be given information about the number of Metro State credits (in addition to transfer credits) needed to complete their general education/liberal studies (GELS) requirements.
B. Upon declaring a major/program, students will be informed of the number of Metro State credits needed to augment transfer credits in order to meet major/program requirements.
Procedure #300
Academic Appeal Procedure

Section 1. Purpose
The Academic Appeal procedure provides an orderly process of appeals for decisions related to grades, and program and graduation requirements. Prior to filing a formal appeal, students are encouraged to work with faculty and other staff, as appropriate, to resolve their concerns.

Section 5. Ombudsperson
A staff member in Student Affairs serves as ombudsperson to work with students, faculty, department chairs and deans/executive directors to investigate the facts and seek resolution and to assist students in preparing formal appeals. The ombudsperson assists students in formulating and filing appeals. The ombudsperson may be present during the hearing, but shall not participate in or be present during the deliberations of the Academic Appeals Committee.

Section 6. Appeals of Program and Graduation Requirements
A. Students must meet graduation requirements consistent with University Policy 2020.
B. To begin the formal appeal process, students must complete and submit an appeal form (available from the student ombuds office) within 60 working days of the decision which has been appealed. The written appeal must include pertinent information, such as the requested resolution of the grievance and any evidence or reasons that the student believes warrants the requested resolution. The burden of proof rests with the student filing the appeal.
C. Upon receipt of the appeal form, the ombudsperson forwards copies to the department chair, (if appropriate) academic advisor and the appropriate dean/executive director.
D. If the chair does not resolve the appeal with 10 working days of receiving the form, the appeal is considered denied and the student ombudsperson forwards the appeal to the appropriate dean/executive director.
E. The appropriate dean/executive director (or designee) must notify the student and the ombudsperson of his/her decision within 20 working days of receiving the notification. This is the final level of appeal for program and graduation requirements.

Section 7. Grade/Evaluation Appeals
A. An instructor’s grade will not be changed during the appeals process unless there is clear and convincing proof that the evaluation had been arbitrary and/or capricious and was unfair to the student.
B. Formal appeals must be initiated within 60 working days of the posting of grades or evaluations. During those 60 days, before initiating the formal appeal process, students have the right, and are encouraged, to try to resolve the appeal informally.

1. Informal Appeal Process
   For an appeal about a grade or evaluation, the student should first attempt to resolve the issue informally with the instructor. If the issues are not resolved with the instructor, the student may contact the department chair. When appropriate, the student should be referred to other staff, including the ombudsperson, academic advisor, and appropriate dean/executive director for help in resolving the grievance.

2. Formal Appeal Process
   If the informal process is not successful or not used, the student may make a formal appeal. A formal appeal must be started within 60 working days of the posting of the grade or evaluation. Once the formal process has started, the student must use the appropriate
university forms and meet time requirements as stated on the appeal form and in this policy.

a. To begin the formal appeal process, students must complete and submit an appeal form, available from the student ombuds office. The written appeal must include pertinent information, such as the requested resolution of the grievance and any evidence or reasons that the student believes warrants the requested resolution. The burden of proof rests with the student filing the appeal. If requested, the ombudsperson assists students in formulating and filing appeals.

b. Upon receipt of the appeal form, the ombudsperson forwards copies to the instructor and appropriate department chair and appropriate dean/executive director.

c. If the instructor and/or chair do not resolve an evaluation or grade appeal within 10 working days of receiving the appeal form, the appeal is considered denied and the ombudsperson forwards the appeal to the appropriate dean/executive director.

d. The appropriate dean/executive director (or designee) must notify the student and the ombudsperson in writing of his/her decision within 20 working days of receiving the notification.

e. The student must notify the ombudsperson in order to bring the appeal before the Academic Appeals Committee, within 10 working days of receipt of the dean’s/executive director’s decision.

f. The Academic Appeals Committee hears the appeal at the next regularly scheduled meeting or within 30 days of the student’s notification to the ombudsperson. The committee forwards its recommendation, in writing, to the vice president for academic affairs within 10 working days of the hearing.

g. The vice president for academic affairs (or designee) notifies, in writing, the student, ombudsperson, Academic Appeals Committee chair, appropriate dean/executive director, and instructor of his/her decision within 10 working days of receipt of the recommendation. This is the final step in the appeal process. Decisions of the vice president for academic affairs (or designee) are not appealable.

Section 8. Academic Appeals Committee

A. Membership
1. Two students nominated by the Student Senate.
2. One professional advisor.
3. One professional advisor from the college/school in which the appealed grade/evaluation arose.
4. At least four resident faculty representatives, from different colleges.

B. Committee Procedures
1. Committee members shall serve for two-year terms.
2. Committee shall be convened and chaired by a faculty member, elected from the faculty representatives to the committee.
3. Records from committee meetings, including names of persons appearing, documents that were examined, and actions and rationale, will be kept in a confidential file in the Student Affairs Office.
4. The Committee will meet at least once a month during fall and spring semesters. The committee shall meet as needed during the summer term.
University Policy 3010 - Excerpts
Non-resident Tuition Waiver for F-1 International Students

Section 1. Policy
International students shall pay non-resident tuition. This policy is established to govern and define how the non-resident student tuition waiver for F-1 international students will be administered. The international student non-resident tuition waiver is a special award for Metropolitan State’s international students who hold F-1 visa and have demonstrated outstanding academic excellence. It allows students to pay tuition at the same rate as Minnesota residents.

Students must complete two academic terms of full-time enrollment (may include summer) at Metropolitan State to be eligible for this waiver.

Section 5. Guidelines
The opportunity to apply for reduced tuition at resident rates is available each semester for eligible F-1 international students. The number of awards available for tuition waivers (tuition at resident rates) is determined by the availability of university financial resources.

Students serving as graduate assistants and/or receiving other Metropolitan State grants or scholarships are not eligible for this waiver.

Section 6 A. Eligibility Criteria
The award is renewable for up to seven semesters for eligible undergraduate students and four semesters for graduate students, if all eligibility and renewal criteria are met and financial resources are available. To be eligible, F-1 students must:
• Hold valid F-1 international student status (I-20);
• Be enrolled as a full-time student when making application and during the scholarship period;
• Have successfully completed two academic terms of full-time enrollment (may include summer) at Metropolitan State;
• Demonstrate continuing scholarship. Undergraduate students must have a cumulative 3.2 GPA and successfully complete (2.0 semester GPA) a minimum of 12 credits per semester. Graduate students must have a cumulative GPA of 3.5 and successfully complete (3.0 semester GPA) a minimum of eight graduate credits per semester. Grades of I, W, or F/NC will not be applied towards the credit requirement. A student may not enroll in more than one course as pass/fail per semester.
• Provide proof of university international student health insurance coverage;
• Maintain their current resident address on file with Metropolitan State’s Records and Registration, and International Student Services offices.

Section 7. Application Process
Non-resident tuition waiver application materials are available from the International Student Services (ISS) office. Students must re-apply each semester. Applications deadlines are: May 1 for fall semester, December 1 for spring semester and April 1 for summer. All applicants must submit the following materials to the Metropolitan State University International Services Office, postmarked on or before the deadline:
• International Student Non-Resident Tuition Waiver Application form;
• Provide proof (receipt) of Metropolitan State health insurance coverage.

Section 8. Selection Process
The university will determine which students will be considered for a waiver award based upon
the above criteria. From this group, recipients will be selected. The primary selection criteria will be based on academic performance.

**Priority:**

**Undergraduate Students** -- Priority will be given to students who are pursuing their first four-year degree.

**Graduate Students** -- Priority will be given to students who are pursuing their first graduate degree and/or who have received their baccalaureate degree from Metropolitan State.

**Dates of Awards**
Final decisions will be made by July 1 for fall, January 8 for spring, and May 30 for summer. If the date falls on a Saturday, notification will be made the preceding Friday, and if it falls on a Sunday notification will be made the subsequent Monday.
University Policy # 4020  
Refund Policy

Section 1. Policy
This policy is established to define when and under which conditions tuition and fees which have been assessed and paid will be refunded.

Section 2. Authority
This policy is issued pursuant to the authority granted the President by the Minnesota State Colleges and University Board, in compliance with Federal Department of Education regulation 34 CFR subsection 668.22

Section 3. Effective Date
This policy shall become effective upon signature by the President, and remain in effect until modified or expressly revoked.

Section 4. Responsibility
The responsibility for implementation of this policy is assigned to the Vice President of Administration and Finance.

Section 5. Objective
To specify the policy and procedure for determining and computing student refunds of tuition and fees.

Section 6. Implementation
One of three methods of calculating the amount of refund will apply to an individual student.

- The Institutional Refund rate applies only to those students who receive no federal financial aid.
- The Federal Refund rate applies to all students who are receiving federal financial aid except those who are first-time students in their first term at the university.
- The Pro Rata Refund applies only to first-time students in their first term at the university who are receiving federal financial aid.

Refund policies apply to tuition charges. There are no refunds of application, graduation and transcript fees.

Special learning alternatives may require exceptions to this policy and they will be noted in the Class Schedule for the term.

INSTITUTIONAL REFUND RATES

Institutional Refund Rates apply only to those students who receive no federal financial aid. When such students drop a learning activity or withdraw from school they are entitled to an Institutional Refund, less a 5% or $100 administrative fee, whichever is less.

COURSES
- after registration but before second class meeting 100%

45
- after the second class meeting but before the third class meeting 50%
- after the third or fourth class meeting but before the fifth 25%
- after the fifth class meeting none

THEORY SEMINARS
- after registration but prior to three working days before first meeting 100%
- within three working days of the first meeting date 50%
- on or subsequent to the first meeting date none

FACULTY DESIGNED INDEPENDENT STUDIES
- four weeks subsequent to registration with instructor 100%
- subsequent to beginning work on the FDIS or four weeks after registration, whichever is sooner none

OTHER
- student designed independent studies none
- internships none
- assessments of prior learning none

FEDERAL REFUND RATES
Federal Refund Rates apply to students enrolled at the university receiving federal financial aid and/or student loans, except those who are first time, first term students covered by the Pro Rata Refund Policy, which appears in the next section. When such students drop a learning activity or withdraw from school they are entitled to the refunds listed below in accordance with the provisions of the Title IV of the Higher Education Act, as amended. Refunds at 100% will not be charged an administrative fee. An administrative fee of 5% or $100, whichever is less will be applied to all other refunds. Refunds will be returned to the grantor and/or lender.

COURSES
- after registration but before second class meeting 100%
- after the second class meeting but before the third class meeting 50%
- after the third or fourth class meeting but before the fifth 25%
- after the fifth class meeting none

THEORY SEMINARS
- after registration but prior to the first seminar 100%
- after the first seminar meeting, the refund will be determined by the percentage of meetings attended in relation to total scheduled meetings.
  The percentage is applied as follows:
  1% to 10% attendance is refunded at 90%
  11% to 24% attendance is refunded at 50%
  25% to 50% attendance is refunded at 25%
Greater than 50% attendance is refunded at none

Example: Seminar is scheduled to meet 5 times and the student withdraws from the university after the 3rd meeting.

meetings attended = 60%         refund rate = none

**FACULTY DESIGNED INDEPENDENT STUDIES**

- within four weeks of the registration with instructor permission and no work has been begun by the student 100%
- after four weeks of the registration or beginning of work by the student, whichever is sooner; the percentage is applied as follows:

  1% to 10% attendance/completion is refunded at 90%
  11% to 24% attendance/completion is refunded at 50%
  25% to 50% attendance/completion is refunded at 25%
  Greater than 50% attendance/completion is refunded at none

**STUDENT DESIGNED INDEPENDENT STUDIES, INTERNSHIPS**

- the pro rata refund will be computed as a portion of the days passed in relation to the total days allowed. Whichever is sooner.

The percentage is applied as follows:

  1% to 10% attendance/completion is refunded at 90%
  11% to 24% attendance/completion is refunded at 50%
  25% to 50% attendance/completion is refunded at 25%
  Greater than 50% attendance/completion is refunded at none

Student Designed Independent Studies requires completion within 130 days of the registration date. Internships require completion within 180 days of the registration date.

Example: days completed = 30%         refund rate = 25%

**ASSESSMENTS OF PRIOR LEARNING**

Students must request a timeline for completion along with the registration approval process. The period for attendance/completion will begin with registration approval and refunds will be based on the following schedule:

  1% to 10% attendance/completion is refunded at 90%
  11% to 24% attendance/completion is refunded at 50%
  25% to 50% attendance/completion is refunded at 25%
  Greater than 50% attendance/completion is refunded at none
  No specified timeline approved is refunded at none

Prior Learning Assessment requires 100 days after registration date. The student drops after 30 days.

Example: days completed = 30%         refund rate = 25%
PRO RATA REFUNDS

First time, first term students who receive federal financial aid and/or student loans and subsequently officially withdraw from school are entitled to a pro rata refund in accordance with the provisions of Title IV of the Higher Education Act, as amended. Refunds at 100% will not be charged an administrative fee. An administrative fee of 5% or $100, whichever is less, will be applied to all other refunds. Refunds will be returned to the grantor and/or lender.

COURSES
- after registration but before first class meeting 100%
- after the first class meeting but before the second class meeting 90%
- after the second class meeting but before the third class meeting 80%
- after the third class meeting but before the fourth class meeting 70%
- after the fourth class meeting but before the fifth class meeting 60%
- after the fifth class meeting but before the sixth class meeting 50%
- after the sixth class meeting but before the seventh class meeting 40%

THEORY SEMINARS
- after registration but prior to the first seminar 100%
- after the first seminar meeting, the pro rata refund will be computed as a portion of meetings attended in relation to the total meetings scheduled. The percentage is to be rounded downward to the nearest 10 percent. More than a 60% completed seminar requires no refund.

The percentage is to be rounded downward to the nearest 10 percent. More than a 60% completed seminar requires no refund.

1% to 10% attendance/completion is refunded at 90%
11% to 20% attendance/completion is refunded at 80%
21% to 30% attendance/completion is refunded at 70%
31% to 40% attendance/completion is refunded at 60%
41% to 50% attendance/completion is refunded at 50%
51% to 60% attendance/completion is refunded at 40%
61% to 100% attendance/completion is refunded at 0

Example: Seminar is scheduled to meet 5 times and the student withdraws from the university after the 3rd meeting. 60% pro rata refund = none

FACULTY DESIGNED INDEPENDENT STUDIES
- within four weeks of the registration with instructor permission and no work on Independent Studies begun by the student 100%
- after four weeks or the beginning of work by the student, the pro rata refund will be computed as a portion of the days passed in relation to the total days allowed. The percentage is to be rounded downward to the nearest 10th percent. There will be no refund after 60 percent of the work is completed.

1% to 10% attendance/completion is refunded at 90%
11% to 20% attendance/completion is refunded at 80%
21% to 30% attendance/completion is refunded at 70%
31% to 40% attendance/completion is refunded at 60%
41% to 50% attendance/completion is refunded at 50%
51% to 60% attendance/completion is refunded at 40%
61% to 100% attendance/completion is refunded at 0

Example: Fifty days have passed, since beginning work on the FDIS or after four weeks, whichever is sooner with 80 remaining, and the student withdraws from the university.

62% if the period remains which will be rounded downward to a 60% pro rata refund.

STUDENT DESIGNED INDEPENDENT STUDIES, INTERNSHIPS
- the pro rata refund will be computed as a portion of the days passed in relation to the total days allowed.

Student Designed Independent Studies requires completion within 130 days of the registration date. Internships require completion within 180 days of the registration date.

The percentage is to be rounded downward to the nearest 10 percent. Refunds will be based on the following schedule.

1% to 10% attendance/completion is refunded at 90%
11% to 20% attendance/completion is refunded at 80%
21% to 30% attendance/completion is refunded at 70%
31% to 40% attendance/completion is refunded at 60%
41% to 50% attendance/completion is refunded at 50%
51% to 60% attendance/completion is refunded at 40%
61% to 100% attendance/completion is refunded at 0

ASSESSMENT OF PRIOR LEARNING
Students must request a timeline for completion along with the registration approval process. Refunds will be based on the following schedule:

1% to 10% attendance/completion is refunded at 90%
11% to 20% attendance/completion is refunded at 80%
21% to 30% attendance/completion is refunded at 70%
31% to 40% attendance/completion is refunded at 60%
41% to 50% attendance/completion is refunded at 50%
51% to 60% attendance/completion is refunded at 40%
61% to 100% attendance/completion is refunded at 0
University Policy # 4050 - Excerpts
Appropriate Use of Computing

Section 1. Policy
The purpose of this policy is to encourage appropriate use of computing network resources as effective and efficient tools within the framework of the appropriate Minnesota Statutes. Metropolitan State University provides many computing and network resources for use by faculty, staff and other persons affiliated with the university. Members of the university community are encouraged to use electronic mail (e-mail) and other computing resources for university-related activities and to facilitate the efficient exchange of useful information. However, access to computing resources is a privilege and certain responsibilities accompany that privilege. Users of these resources are expected to be ethical and responsible in their use.

Section 4. Privacy
The university is committed to respecting the privacy of all faculty and staff. However, complete privacy on computers is not possible. In particular, e-mail is not a completely private communication medium.

A. No computer security system can absolutely prevent a determined person from accessing stored information. While Metropolitan State University has no interest in regulating the content of e-mail, any electronic documents may become available to the public. Therefore, users should be cautious when using e-mail to transmit messages containing non-public data.

B. E-mail messages created on systems owned by the University are government data for the purposes of the Minnesota Government Data Practices Act (MGDPA). The content of the message determines whether the message is public or non-public. Legally, only data protected by the MGDPA is non-public. The university must make public messages available upon request.

C. URL’s or visited links on the Internet are also not secure. Although it is not university policy to monitor Internet use, it is possible to do so.

D. Although privacy is paramount, the university has the right and responsibility to monitor or access e-mail messages and Internet usage if the University suspects breaches of security, harassment or other violations of other University policies or state or federal law. Only the Human Resource Director or a University Vice President may authorize any search of a user’s data. There must be reasonable grounds for suspecting that the search will reveal evidence that the user has violated a specific university policy, state or federal law, or has committed work related misconduct. The search of the user’s electronic files must be reasonably related in scope to the suspicion that generated the search.

E. A user’s accounts and passwords are the keys to the e-mail network and users will be held responsible for the security of their respective account and password and transmissions made using an account and password are assumed to be initiated by the account and password owner. When an owner has not initiated such use, an appropriate investigation will ensue.

F. Computing rights and access for persons leaving university employment will be terminated immediately. Exceptions to this policy require vice presidential or presidential approval.

Section 5. Guidelines
As responsible members of the Metropolitan State University community, faculty and staff are expected to act in accord with the following general guidelines:

A. Messages sent as electronic mail should meet the same standards for distribution or display as if they were tangible documents or instruments. You should identify yourself clearly and accurately
in all electronic communications. Concealing or misrepresenting your name or affiliation to
dissociate yourself from responsibility for your actions is never appropriate. You should avoid
“saying” anything via e-mail, you would not be willing to say directly to a person.

B. When you use the university’s computer network system, you are considered to be a
representative of the university. You can expect that citizens who may be aware of inappropriate
use, will report it.

C. Do not send abusive, threatening, or harassing materials. Civil discourse is at the heart of a
university community free of intimidation and harassment. While debate on controversial issues
is inevitable and essential, bear in mind that it is your responsibility to do so in a way that
actually advances the cause of learning and mutual understanding.

D. You are expected to promote efficient use of network resources consistent with the
instructional, research, public service and administrative goals of Metropolitan State Appropriate
Use of Computing Policy 3 University. Refrain from engaging in use that would interfere with
the work of others or disrupt the intended use of network resources. You should especially
avoid wasteful and disruptive practices, such as sending “chain letters,” “broadcast” messages or
unwanted material; and materials or sounds that can be viewed or heard by others and might be
offensive.

E. In accordance with the Minnesota Department of Employee Relations Administrative Procedure
No. 32, and Minnesota Statute Section 43A.38, Subd.4, you cannot use university computer
resources for political purposes. This includes transmissions which advocate the election of
particular candidates for public office at either the federal, state or local level or that advocate
support of, or opposition to, any particular referendum proposal that will be decided by the
voters. However, e-mail may be used to communicate with legislators.

F. Be sure someone has access to documents and/or messages that might be needed in your
absence. This may be done in a number of ways: sharing files, having proxy access, or sharing
your password with your supervisor.

G. Although we expect faculty and staff to occasionally use computing resources and the Internet
for personal reasons, the same standards of conduct expected of faculty and staff regarding the
use of telephones, libraries, and other institutional resources apply to the use of e-mail (e.g. use
should not interfere with your work; use of resources should not make it difficult for others to
do their work). Supervisors may investigate employees whose personal use of computing
resources is excessive.

H. Faculty and staff should avoid sending messages to large mailing lists (such as “Saint Paul,”
“Minneapolis”) whenever possible. Information that is not urgent should be included in the
university’s weekly Calendar. Listservs and bulletin boards have been established for faculty and
staff interested in sending and receiving non-official information (such as reminders of events,
social announcements, and requests for information). The “All Metro” user list should be used
sparingly and only after consideration of whether other lists are more appropriate.

Section 6. Inappropriate Use
Specific examples of inappropriate uses of computing facilities include the following.
A. Gratuitous uses of resources such as CPU time or disk space with or without the intent of
slowing the overall system or obstructing the work of others.
B. Deleting or destroying files that might be needed for others to conduct their business.
C. Use of e-mail and other network resources for commercial purposes or personal financial gain.
This includes using the university mailing lists for selling any products or services. This does not
preclude the use of e-mail to assist in the investigation and support of vendor’s products, such as
the discussion of a product’s relative advantages and disadvantages by users of the product, the
distribution of information or technical support material by request, Appropriate Use of
Computing Policy 4 or vendor responses to questions about their products, as long as the
responses are not in the nature of a solicitation.

D. Copying licensed software from lab micros or from the multi-user systems for personal use.

E. Intentionally crashing a computer, network or printer or intentionally making them difficult to access or use.

F. Erasing or changing another user’s files or computer environment without the users permission.

G. Causing a user’s disk quota to be exhausted and thereby preventing the individual from working effectively.

H. Intentionally modifying computer interfaces (the look of the screen) so that the machine becomes difficult or impossible to use. (Such as, removing programs or scrambling the icons on a public computer.)

I. Acquiring files for the purpose of using them or reading them when it is clear that the files were intended to be erased.

J. Intentionally acquiring privileges or rights in a system which are normally beyond the scope of the user, such as discovering another user’s password and using it to gain access to the user’s personal account on a shared system.

K. Modifying student records without appropriate authorization.