

# Notices

## Satisfactory Progress

Any time you drop a course or withdraw from the University, you may be jeopardizing your federally funded student financial aid, now or in the future. You must successfully complete at least two-thirds of all the courses in which you enroll. Dropping after the first day of class may not affect your academic standing, but it may affect your ability to receive financial aid. Please review this policy and others pertaining to your financial aid in the Code of Student Life in the appendix section titled "A Summary of the Standards of Satisfactory Progress for Financial Aid Eligibility," or contact the Student Financial Aid Office.

### Notice of Nondiscrimination

The University of North Dakota (UND) is committed to the principle of equal opportunity in education and employment. UND does not discriminate on the basis of race, color, national origin (including limited English proficiency), religion, age, disability, sexual orientation, gender identity, genetic information, marital status, veteran's status, political belief or affiliation or any other status protected by law. Pursuant to Title IX of the Education Amendments of 1972, UND does not discriminate on the basis of sex in its educational programs and activities, employment, and admission. UND will promptly and equitably investigate reports of discrimination or harassment and take disciplinary action as appropriate.

Retaliation in any form against a person who reports discrimination or participates in the investigation of discrimination is strictly prohibited and will be grounds for separate disciplinary action.

The University's current policies and grievance procedures for complaints of discrimination or harassment, including sex-based discrimination and harassment, are found in PolicyStat and on the Equal Opportunity & Title IX webpage.

Concerns regarding UND's equal opportunity and nondiscrimination policies, including Title IX, Title VI, Title VII, ADA, and Section 504 may be reported online (<https://campus.und.edu/equal-opportunity/incident-report.html>) or may be addressed to Donna Smith, Assistant Vice President for Equal Opportunity & Title IX and Title IX/ADA Coordinator, 401 Twamley Hall, 264 Centennial Drive Stop 7097, Grand Forks, ND 58202-7097, telephone 701.777.4171, email [und.eo.titleix@und.edu](mailto:und.eo.titleix@und.edu) (%20und.eo.titleix@und.edu) or [donna.smith@UND.edu](mailto:donna.smith@UND.edu) (donana.smith@UND.edu). A complaint or concern regarding discrimination or harassment may also be sent to the Office for Civil Rights, U.S. Department of Education, 500 West Madison, Suite 1475, Chicago, IL 60611 or any other federal agency.

## Discrimination, Harassment, and Sexual Misconduct

UND prohibits discrimination and harassment of students, employees, and visitors based upon sex, sex characteristics, gender identity, sexual orientation, race, color, national origin, religion, age, disability, genetic information, pregnancy, marital or parental status, veteran's status, political belief or affiliation, and any other characteristic protected by state or federal law.

If you have experienced sexual misconduct, such as sex-based harassment, sexual assault, domestic violence, dating violence, or stalking, or discrimination or harassment based on any other protected class, please contact the Equal Opportunity & Title IX Office (<https://campus.und.edu/equal-opportunity/staff.html>) or UND's Title IX Coordinator, Donna Smith, for assistance: 701.777.4171; [donna.smith@UND.edu](mailto:donna.smith@UND.edu). UND will take prompt action to eliminate the discrimination or harassment, prevent its recurrence, and eliminate its effects.

Under Title IX and UND policies, most UND employees are required to share complaints of discrimination, harassment, and sexual misconduct with the Title IX Coordinator. They are not allowed to keep a report of sexual misconduct or other protected-class discrimination or harassment completely confidential. This is because UND has resources and support. We are concerned for the safety and well-being of the person impacted as well as the campus and

community. This does not mean an investigation or other process will occur against the complainant's wishes.

Respecting a complainant's privacy is important to UND. Information will only be shared with individuals who need to know to provide resources for the complainant, to protect the safety of the campus community, or for investigative needs. If a complainant does not want their name revealed to the respondent, UND will do its best to honor that request. Our ability to fully respond may be limited.

Confidential resources on campus include University Counseling Center, Student Health Services, Community Violence Intervention Center (CVIC) at UND, and UND's Employee Assistance Program. These offices will not report incidents of discrimination, harassment, or sexual misconduct to the Title IX Coordinator in a way that identifies the complainant without the complainant's consent. You can make a confidential disclosure and still receive counseling or other services through these departments.

More information about resources and support for sexual misconduct (<https://campus.und.edu/equal-opportunity/title-ix.html>) and protected-class discrimination and harassment (<https://campus.und.edu/equal-opportunity/discrimination-harassment.html>) is available through the Equal Opportunity & Title IX Office or by contacting UND's Title IX Coordinator directly at 701.777.4171 or [donna.smith@UND.edu](mailto:donna.smith@UND.edu). Information about UND's policies, reporting options, and response can also be found at SafeUND (<https://campus.und.edu/safety/safeund/>).

## Religious Accommodations

UND offers religious accommodations, which are reasonable changes in the academic environment that enable a student to practice or observe a sincerely held religious belief without undue hardship on the University. Examples include time for prayer or the ability to attend religious events or observe a religious holiday. To request an accommodation, complete the student religious accommodation request form ([https://cm.maxient.com/reportingform.php?UnivofND&layout\\_id=4](https://cm.maxient.com/reportingform.php?UnivofND&layout_id=4)). To learn more, please consult UND's Religious Accommodations Policy (<https://und.policystat.com/?It=nEb9f5lPhIT42yu4MIKV8w&next=%2Fv2%2Fpolicy%2F14519967%2Flatest%2F>) or contact the Equal Opportunity & Title IX Office (<https://campus.und.edu/equal-opportunity/staff.html>).

## Pregnancy Adjustments

Students who need assistance with academic adjustments related to pregnancy or a pregnancy-related condition may contact the Equal Opportunity & Title IX Office to learn about your options. Additional information and services may be found at Pregnancy Resources (<https://campus.und.edu/equal-opportunity/pregnancy.html>) and in UND's Protections for Pregnant and Parenting Students and Employees Policy (<https://und.policystat.com/?It=nEb9f5lPhIT42yu4MIKV8w&next=%2Fv2%2Fpolicy%2F9962804%2Flatest%2F>).

UND Statement on Institutional Diversity and Pluralism

*Approved by University Senate December 7, 2006*

The University of North Dakota takes pride in its mission to meet the individual and group needs of a diverse and pluralistic society through education, research, and service. The peoples served by and associated with the University vary widely; all must be valued for the richness their different cultures, heritages, perspectives, and ideas bring to the community. The University is in part, a conduit through which individual perspectives and global interrelationships are enhanced by a learning and teaching environment that is aware of and sensitive to the diversity of its constituents. Diversity in the University is constituted by the full participation of persons of different racial and ethnic heritage, age, gender, socio-economic background, religion, and sexual orientation; of persons with disabilities; and of people from other countries. Of special and particular importance is the University's longstanding commitment to the education of American Indian students and the cultures and traditions of the American Indian people. In addition, the University's commitment to diversity extends to historically underrepresented populations such as African Americans, Latino Americans, and Asian Americans. Furthermore, the University embraces our international student population as they enhance the culturally rich learning environment of campus.

The University is committed to providing learning and teaching experiences which enhance all students' self-determination, educational advantages, and professional opportunities. Policies and procedures of the University oblige its students, faculty, staff, and alumni to foster the awareness and sensitivity necessary for acceptance and understanding of all people in society. The University of North Dakota strongly disapproves and does not tolerate acts of racism, sexism, bigotry, harassment, and violence in any form and actively uses its human and other resources to provide opportunities for its constituents and public to learn and appreciate the values of a diverse and multicultural world.

## Disability Access On Campus

The University of North Dakota is committed to providing access to all people using its facilities, programs and services. UND is responsible for making reasonable accommodations and adjustments to ensure there is no discrimination on the basis of disability, as established under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

For building access or other physical barriers, contact the Facilities Department 24-hour call line at 701.777.2591 or use Relay 711.

For student accommodations, contact Accessibility for Students at 701.777.2664, [UND.accessibilityforstudents@UND.edu](mailto:UND.accessibilityforstudents@UND.edu), or register with Accessibility for Students at [UND.edu/accessibility-students \(https://und.edu/student-life/student-disability-resources/\)](https://und.edu/student-life/student-disability-resources/).

For employee accommodations, requests should be directed to the Human Resources & Payroll Services or the ADA Coordinator at 701.777.4171. An ADA Accommodation request form and related information is located at <https://campus.und.edu/equal-opportunity/request-accommodation.html>.

## Code of Student Life

The University of North Dakota Code of Student Life (Code) outlines the rights and responsibilities enjoyed by the students who make up the University community. The purpose of the information contained in the Code of Student Life is to promote and maintain a learning environment appropriate for an institution of higher education and to serve as a basic guide to help prevent abuse of the rights of others. Members of the University community are expected to be familiar with the policies and processes contained within the Code and to act in compliance with them at all times. The Code is intended to be a general handbook to give guidance and direction to members of a very diverse University community. Although it is not possible to cover every conceivable situation that might arise, specific questions relating to the Code may be directed to the Community Standards Office or the Office of the Vice President for Student Affairs.

Nothing within the Code is intended to limit or restrict freedom of speech or peaceful assembly. You can access the Code at: <https://und-public.courseleaf.com/undergraduateacademicinformation/undergraduateacademicinformation/conductingeneral/>

## Required Immunization & Tuberculosis Screening Documentation

Students enrolled in a course offered for credit at any North Dakota University System (NDUS) institution must provide documentation of certain vaccines received and appropriate Tuberculosis (TB) screening as described in North Dakota State Board of Higher Education (SBHE) Policy 506.1.

The University of North Dakota requires documentation of the following:

1. 2 doses of MMR (measles, mumps, and rubella) vaccine.
2. 1 dose of Meningitis (Menactra/Menveo) vaccine given after the 16<sup>th</sup> birthday.
3. Completion of the Tuberculosis (TB) screening form. *If a student qualifies as "high risk" according to the screening form, he/she will be required to have TB testing done or provide documentation of TB testing done with the past 6 months performed within the United States.*

For more information, please contact UND Student Health Services at 701.777.4500, 1.800.CALL.UND ext. 4500, or visit the UND Student Health Services web page at: <https://und.edu/student-life/student-health/>.

## Security Compliance

The University of North Dakota is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) formerly known as the Crime Awareness and Campus Security Act of 1990. The University of North Dakota publishes an Annual Security and Fire Safety Report. The report includes the university's policies, procedures, and programs concerning safety and security, as well as three years' of crime statistics for our campus. As a community member, you are entitled to a copy of this report. The report and statistical data can be found online at [http://und.edu/discover/\\_files/docs/annual-security-report.pdf](http://und.edu/discover/_files/docs/annual-security-report.pdf). You may also request a paper copy of the report from the UND Police Department located at 3851 Campus Road, Grand Forks, ND, 58202. For more information, contact the UND Department of Public Safety at 701.777.3491, visit the UND Department of Public Safety web page at: <http://und.edu/public-safety/>, or e-mail: [und.police@email.und.edu](mailto:und.police@email.und.edu) ([undpolice@und.edu](mailto:undpolice@und.edu)).

## Email Policy

Electronic mail or "email" is considered an official method for communication at UND because it delivers information in a convenient, timely, cost effective, and environmentally aware manner.

A University assigned student email account shall be the University's official means of communication with all students on the UND campus. Students can expect to receive official information regarding deadlines, policy/procedure changes, changes in degree requirements, special events, course schedule changes, regulatory changes, emergency notifications, as well as other useful information from the Registrar, Office of Financial Aid, Student Account Services, the Provost's Office, Dean of Students, the School of Graduate Studies, academic departments, and other entities affiliated with the University. Students are responsible for all information sent to them via their University email account. For additional information, please visit the CIO website at: <https://campus.und.edu/campus-services/uit/cio/index.html> (<https://campus.und.edu/campus-services/uit/cio/>).

## Tobacco-Free Campus Policy

The University of North Dakota is a tobacco-free campus. Tobacco use is prohibited within University buildings, parking structures, walkways, arenas, in University or state vehicles, and on UND property. UND provides comprehensive tobacco cessation and prevention services. See <http://www.tobaccofree.und.edu> for more information.

## Catalog Content Non-Binding, Subject-to-Change Statement

Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested persons with information about their institution. Information contained in such printed material is subject to change without notice, and it is not to be interpreted as creating a binding obligation on the institution and the State. In times of changing conditions, it is especially necessary to have this understood.

## Suggestions and Complaints

The University welcomes suggestions and/or complaints from students, faculty, and staff, which should be directed to the unit or personnel most directly involved. It is only in this way that the institution can become aware of potential problems and take appropriate action. Also available are anonymous hot lines which deal with general concerns and scientific or ethical misconduct. The URLs are respectively: <https://campus.und.edu/human-resources/employees/fraud-hotline.html> and <https://und.edu/research/resources/policy-updates.html>. The University may review with accrediting agencies a log of anonymously tracked written student complaints.

## Access to Records (Family Educational Rights and Privacy Act)

In compliance with the Family Educational Rights and Privacy Act of 1974 as amended, the University of North Dakota has developed policy guidelines for

access to the education record with respect to the rights of eligible students and parents of dependent eligible students. All information contained in University records is considered confidential, except for directory information, which may be released publicly in printed, electronic, or other form. Directory information is defined in the Code of Student Life in "Section X: Student Records/Directory Information." Students who wish to restrict their directory information from public release should restrict their information as early in the term as possible. To insure restriction of directory information from the printed material, the process should be completed by the tenth day of classes in the fall semester. To restrict directory information, students should go to the Office of the Registrar, Room 203, Twamley Hall.

## UND Graduation Rate Information

The University of North Dakota graduation rate information is available online at: <https://und.edu/analytics-and-planning/und-student-outcomes.html>.

## Minnesota Office of Higher Education

The University of North Dakota is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61` to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education  
1450 Energy Park Dr., Suite 350  
St. Paul, MN 55108  
[www.ohe.state.mn.us](http://www.ohe.state.mn.us) (<https://www.ohe.state.mn.us>)  
651-642-0567

## Title 38 US Code 3679

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill<sup>®</sup> (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities ) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified; THIS CATALOG was published by the University of North Dakota Office of the Registrar and the UND School of Graduate Studies. Provide additional information needed to properly certify the enrollment.

## Course Syllabi

To assist students, course instructors shall provide access to a course syllabus at the beginning of the semester for all regular on-campus and online courses.

The contents of the syllabus should include, where applicable, the following information:

1. Course information such as course title, course number and semester.
2. Instructor name, contact information, preferred modes of communication, and if possible, office hours and availability.
3. The course description, learning goals and outcomes, and Essential Studies goals.
4. Meeting location(s), time(s) and/or schedule.
5. Information on required texts and materials.
6. Information on any required examinations, assignments, activities, and projects.
7. Information on any required participation outside of class meetings, such as field trips, service learning, or other activities and expectations.

8. Attendance and absence policies.
9. Final examination or final project date.
10. Grading scale and grading policies, such as late assignment policies.
11. Information about, or links to, important University Policies, such as:
  - a. Accessibility for Students (<https://und.edu/student-life/accessibility-for-students/>)
  - b. Code of Student Life (<https://und.edu/student-life/code-of-student-life.html>)
  - c. Notice of Nondiscrimination (<https://campus.und.edu/equal-opportunity/>)
  - d. Disability Services for Students (<https://campus.und.edu/equal-opportunity/disability.html>)
  - e. Reporting Sexual Violence and Faculty Reporting Obligations (<https://campus.und.edu/equal-opportunity/>)
  - f. Incomplete Grade Policies (<https://catalog.und.edu/undergraduateacademicinformation/undergraduateacademicinformation/thegradingsystem/>)
  - g. Final Examination Policies (<https://catalog.und.edu/undergraduateacademicinformation/undergraduateacademicinformation/finalexaminationpolicy/>)

Information contained in the course syllabus, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor. Faculty are expected to avoid making significant changes to attendance requirements and grading or scheduling of major assignments and tests as set forth in the original syllabus, unless changes are clearly supported by effective teaching and learning considerations. Faculty are responsible for communicating any such changes to students in a timely manner.

Individual Colleges and Departments may develop additional or alternative guidelines for course syllabi, where appropriate, such as alternative requirements for internships, directed or independent studies, thesis credits, labs, or other unique courses.

The absence of any of these elements does not relieve a student from the responsibility to meet the academic requirements of the course as determined by the instructor.