

STUDENT HANDBOOK



2018-2019



usd.edu

Contents

GENERAL INFORMATION	11
CLASS MANAGEMENT	11
EMERGENCY PROCEDURE GUIDELINES	12
IDENTIFICATION CARD and NUMBER	12
INSTRUCTOR-INITIATED DROPS	13
TRANSCRIPTS	13
UNIVERSITY POLICE DEPARTMENT	13
WITHDRAWAL FROM THE UNIVERSITY	14
SERVICES FOR STUDENTS.....	15
ACADEMIC COMMONS	15
USD BOOKSTORE.....	15
CAMPUS DINING SERVICES	15
ACADEMIC AND CAREER PLANNING CENTER	17
BEACOM SCHOOL OF BUSINESS CAREER SUCCESS CENTER.....	17
LAW SCHOOL CAREER SERVICE OFFICE	17
SCHOOL OF EDUCATION CAREER RESOURCES.....	18
CENTER FOR ACADEMIC & GLOBAL ENGAGEMENT'	18
CENTER FOR TEACHING AND LEARNING	18
CHILDCARE (VUCUREVICH CHILDREN'S CENTER)	19
COUNSELING AND SCHOOL PSYCHOLOGICAL SERVICES CENTER.....	19
DENTAL HYGIENE SERVICES	20
DISABILITY SERVICES.....	20
FINANCIAL AID.....	21
OFF-CAMPUS LEARNING PROGRAMS	21
HEALTH INSURANCE	22
INFORMATION TECHNOLOGY SERVICES	23
INTERNATIONAL STUDENT SERVICES.....	24
LEGAL AID.....	25
UNIVERSITY LIBRARIES	25
MUENSTER UNIVERSITY CENTER.....	26
NOTARY PUBLIC SERVICE	27
OFFICE FOR DIVERSITY.....	27

PSYCHOLOGICAL SERVICES CENTER.....	28
REGISTRAR'S OFFICE	28
SCHOLARSHIPS	28
USD SCOTTISH RITE SPEECH, LANGUAGE, AND HEARING CENTER.....	29
STUDENT SERVICES.....	29
VICE PRESIDENT OF STUDENT SERVICES & DEAN OF STUDENTS.....	31
LEADERSHIP PROGRAMS	31
CENTER FOR DIVERSITY & COMMUNITY.....	32
NATIVE STUDENT SERVICES	32
PROGRAMMING	33
SORORITY & FRATERNITY LIFE.....	33
STUDENT COUNSELING CENTER.....	33
STUDENT HEALTH SERVICES at SANFORD VERMILLION CLINIC	34
STUDENT RIGHTS & RESPONSIBILITIES.....	34
STUDENT VETERANS RESOURCE CENTER.....	35
UNIVERSITY HOUSING.....	35
WELLNESS CENTER	35
VETERANS' SERVICES OFFICE.....	36
WESTERN UNDERGRADUATE EXCHANGE.....	36
COYOTE CASH (COYOTE CARD OFFICE)	36
ACTIVITIES AND ORGANZIATIONS	38
ATHLETICS	38
CAMPUS ACTIVITIES BOARD	38
MEDIA & JOURNALISM	38
HONORS & HONORARY ORGANIZATIONS.....	40
INTRAMURALS & CLUB SPORTS	41
DEPARTMENT OF MUSIC.....	41
RESIDENCE HALL ASSOCIATION.....	42
SERVE (Students Enhancing Resources for Vermillion Enrichment).....	42
STUDENT GOVERNMENT ASSOCIATION	42
STUDENT ORGANIZATIONS.....	43
DEPARTMENT OF THEATRE	43
USD SPIRIT TEAM.....	43
THE VOLANTE.....	44

POLICIES AND PROCEDURES 45

 APPEALS ACADEMIC..... 45

 ACADEMIC EXCUSED ABSENCE POLICY 45

 ACADEMIC INTEGRITY PHILOSOPHY 45

 ALCOHOL AND DRUG POLICY 46

 ALCOHOL PERMITTED ROOMS POLICY 47

 ALLEGED VIOLATIONS OF CIVIL RIGHTS STATUTES 47

 CAMPUS MEDIA..... 47

 CLASSIFICATION OF STUDENTS FOR TUITION PURPOSES..... 47

 COMMUNICABLE DISEASE POLICY 49

 COMPLAINTS AGAINST A DEAN OR VICE PRESIDENT 50

 CONCERNS AND COMPLAINTS 50

 EMPLOYEE-EMPLOYEE AND FACULTY-STUDENT CONSENSUAL RELATIONSHIPS 50

 EQUAL OPPORTUNITY, NON-DISCRIMINATION, AFFIRMATIVE ACTION POLICY 50

 FACILITY USE POLICY..... 52

 NOTIFICATION OF RIGHTS UNDER FERPA 52

 FIREARMS POLICY AND STORAGE PROCEDURES 55

 FREEDOM OF SPEECH..... 56

 HARRASMENT INCLUDING SEXUAL HARRASMENT 56

 HUMAN RIGHTS COMPLAINT PROCEDURES 57

 IMMUNIZATION POLICY 57

 INFORMATION POLICY..... 59

 MISSING STUDENT POLICY..... 60

 PARENTAL NOTIFICATION OF DRUG/ALCOHOL POLICY VIOLATION..... 60

 PEST CONTROL POLICY 61

 REGISTERED SEX OFFENDERS..... 61

 SEXUAL ASSAULT POLICY..... 61

 SMOKE-FREE ZONE POLICY 63

 SOLICITATION OF STUDENTS..... 64

 STUDENT COMMUNICATION POLICY 64

 STUDENT EMPLOYMENT POLICY 65

 STUDENT DRIVER POLICY 65

 STUDENT TAILGATE NATION POLICY 65

 STUDENT VEHICLE REGULATIONS..... 66

UNIVERSITY STUDENT USE OF STATE VEHICLES..... 67
SUICIDE THREAT RESPONSE POLICY 67
TIMELY WARNINGS 68
VOTER REGISTRATION..... 68
WINTER WEATHER POLICY 68
STUDENT CODE OF CONDUCT 69
CONSUMER DISCLOSURES 69

The information contained in this handbook is the most accurate available at the time of publication, but changes may become effective before the next handbook is published. It is ultimately the student's responsibility to stay abreast of current regulations, curricula, and the status of specific programs being offered. Further, The University reserves the right, as approved by the Board of Regents, to modify requirements, curricula offerings, and charges, and to add, alter, or delete courses and programs through appropriate procedures. While reasonable efforts will be made to publicize such changes, a student is encouraged to seek current information from appropriate offices.

The University of South Dakota is an equal education/equal employment opportunity institution, committed to providing all qualified students the opportunity to obtain a university education without regard to sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status or on any other status that may become protected under law against discrimination.

The University of South Dakota does not discriminate in employment, in the recruitment or admission of students, or in the operation of any program or service. Inquiries may be directed to the:

Khara Iverson, M.A., J.D
Director of EEO & Chief Title IX Coordinator
Slagle Hall 205
Phone: 605-677-5651
Email: Khara.Iverson@usd.edu

Notice of Nondiscriminatory Policy

In accordance with the [South Dakota Board of Regents Policy 1:19](#) the institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status or any other status that may become protected under law against discrimination. The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity and non-discrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of 1:18 of this policy.

For additional information, please contact the Director, Equal Opportunity and Chief Title IX Coordinator, Khara Iverson Room 205 - Slagle, Vermillion, SD 57069. Phone: 605-677-5651 E-Mail: Khara.Iverson@usd.edu

SDBOR POLICY: [1:19 Equal Opportunity Non Discrimination](#)

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendment Act of 2009). The University has designated Ms. Roberta Ambur, Vice President of Administration & ITS, as the Coordinator to monitor compliance with these statutes. This obligates USD and Ms. Ambur to provide equal access for all persons with disabilities.

Roberta Ambur
Vice President of Administration and ITS
Slagle Hall, Room 209
University of South Dakota
414 E. Clark Street
Vermillion, SD 57069
Phone: 605-677-5661

Notice of Nonharassment Policy

In accordance with the [South Dakota Board of Regents Policy 1:17](#), the institutions under the jurisdiction of the Board of Regents shall not tolerate harassing conduct. The Board reaffirms its role in preparing students to be future leaders. Such conduct destroys the bonds of cooperation and the purpose of society, which society rests by demeaning some members of the community. The purpose of this institution is to shape the skills and conscience of future generations; because of this purpose no form of harassment can be tolerated.

If you believe you have been discriminated against or harassed on the basis of sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status or harassment on any grounds, you may discuss your rights, seek information on the University's policies, or file a complaint. The following persons have been designated to handle inquiries and complaints regarding discrimination and harassment.

For Complaints by faculty and staff and students involving faculty and staff contact:

Khara Iverson, M.A., J.D.
Director of EEO & Chief Title IX Coordinator
Slagle Hall 205
Phone: 605-677-5651
Email: Khara.Iverson@usd.edu

For Complaints by students involving students contact:

Dr. Kimberly Grieve, Vice President and Dean of Students
MUC #218
605-658-3555

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.) The University has designated Ms. Roberta Ambur, Vice President of Administration & ITS, as the Coordinator to monitor compliance with these statutes. This obligates the University of South Dakota and Ms. Ambur to provide equal access for all persons with disabilities.

Admission decisions at the University of South Dakota are made without regard to disabilities. All prospective students are expected to present academic credentials at or above the minimum standards for admission and meet any technical standards that may be required for admission to a specific program. If you are a prospective student with a disability and need assistance or accommodations during the admission/application process, please contact the:

Director of Disability Services
119B Service Center North
University of South Dakota
414 E Clark Street
Vermillion, SD 57069
Phone: 605-677-6389
Fax: 605-677-3172
E-Mail: dservice@usd.edu

Dear University of South Dakota students:

It is my pleasure to send a warm welcome to you for the 2018-19 year. The beginning of a new academic year is an exciting time in higher education and this is a great time to be a Coyote! Please take some time to review this Student Handbook which provides valuable information regarding your safety, activities you can become engaged in and services provided.

The mission for Student Services is to provide diverse educational and social opportunities as well as guidance for students to learn and develop skills to be successful in a global society. We empower students by providing dynamic experiences that promote excellence and assist students in reaching their goals, while developing a sense of purpose, tradition and community at USD.

I invite and encourage you to participate in diverse activities and organizations available through Student Services as research demonstrates that students who are involved in their collegiate career are more likely to be successful. Set high standards for yourself, make good choices and take time to reflect on your experiences. If you need assistance, ask for help; we are here to serve you. At USD you will find a community that is student centered and focused on student success. As the VP/Dean of Students, I am here to promote an inclusive environment that is responsive to all students and be your advocate, so please do not hesitate to contact me at DeanofStudents@usd.edu.

Best wishes for a great academic year.

Go 'Yotes!

Dr. Kim Grieve,

Vice President of Student Services and Dean of Students



Welcome home, Yotes!

I extend to you my warmest greetings, and I cannot stress to you enough that you have made one of the greatest decisions of your life by joining the Coyote legacy. I am truly humbled to have the honor of welcoming you to your new home. Be prepared to challenge yourself in your time here. USD has some of the best professors in their respective fields, and they're all here to help you become the best future professional that you can be. Be sure to build relationships with the staff here, and utilize the resources offered to students to ensure your success!



This handbook is a small insight to the many opportunities that USD has to offer each and every one of you, as well as policies and procedures that will impact your day-to-day life here. Take some time to look it over and see all that USD has to offer.

While you are here for a degree, it is very important to look for opportunities to broaden your horizons outside of the classroom, and I couldn't think of a better place than USD to do so. Between the many study abroad programs, research opportunities, Sorority & Fraternity Life, the 120 student organizations, and many more opportunities, you're sure to find or create something that suits your interests. To top it all off, athletic events are a great way to have some fun with your friends while cheering on our fellow Coyotes!

Every student that comes to USD makes an impact on the Coyote legacy, and each student brings a new perspective. This is a community that you'll never forget and a home you'll always have. As your Student Body President, it is my job to be a valuable resource to you. As the governing body of the students, SGA is here to serve you as best we can, and in order to do that successfully, we need to hear from all of you! Don't hesitate to contact me at sga@coyotes.usd.edu or stop by our office across from the bookstore anytime between 10 a.m. and 5 p.m.

The legacy of USD is a positive and progressive one, which becomes richer and prouder with each passing year. In the last 156 years, we've seen that legacy strengthen with each entering and graduating class, making USD the distinguished flagship university of South Dakota and a premier institution for the next generation of leaders, influencers and thinkers to gather and collaborate. It's my hope that this legacy will continue to grow and develop even more in the years to come. Welcome to the Legacy!

Go Yotes!

Josh Sorbe

President, USD Student Government Association

GENERAL INFORMATION

CLASS MANAGEMENT

Instructors are fully responsible for the operation, management and conduct of their classes within the limits of policy as determined by the faculty. The following policy was adopted by the University Senate on June 6, 1984, as amended on June 6, 2001:

Students are to receive, from the instructor, at the beginning of each course a written statement of course policy and requirements. These will include criteria for grading, attendance requirements, final examination date and student responsibilities related thereto, and any other special assignments, e.g., term paper or projects. The statement shall also include the office hours of the instructor which are regularly maintained during the academic term. A statement of course policy and requirements will be filed by each instructor with his/her department chair.

Federal agencies require the University to track students who cease to attend one or more of their classes, and failure to track them incurs institutional fiscal liability. Please be sure your attendance policies comply. The following action was taken at the March 14, 2001 University Senate meeting:

It is the policy of the University Senate that all faculty members, at a minimum, take attendance in their introductory (100-200 level) courses.

In addition to the policies approved by the University Senate, faculty must include the following statements in all course syllabi:

1. Freedom in learning. Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college or school that offers the class to initiate a review of the evaluation.
2. If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Director of Disability Services (199B Service Center North; 605-677-6389) as early as possible in the semester.
3. No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic misconduct or dishonesty may, at the discretion of the instructor, be:
 - a. Given a zero for that assignment.
 - b. Allowed to rewrite and resubmit the assignment for credit.
 - c. Assigned a reduced grade for the course.
 - d. Dropped from the course.
 - e. Failed in the course.

* Guidance on policy and process concerning suspected [Academic Misconduct](#) is available online.

Questions may be directed to Student Rights & Responsibilities.

EMERGENCY PROCEDURE GUIDELINES

Emergency Information

Phone: 911

Phone (on campus): 9-911

USD has emergency guidelines and operating procedures in place for a wide variety of possible emergency situations. Individuals should become familiar with emergency response procedures on the emergency information website in order to have a plan and know what to do before, during and after an emergency.

The University of South Dakota has implemented a [Campus Alert Notification System](#) for students, faculty, and staff. This service allows USD to send critical weather-related and emergency alerts to your cell phone, landline, or computer. In the event of a major emergency the University's homepage will also be updated with [USD Emergency Information](#) including the nature of the emergency and further emergency procedures. Students, faculty, and staff will receive Campus Alert registration instructions via an email to their USD email address. Once registered, notification settings can be modified by logging in to the [Campus Alert System](#). If you have any questions about changing notification settings please contact the ITS Helpdesk (I.D. Weeks 104, 605-658-6000, HelpDesk@usd.edu).

IDENTIFICATION CARD and NUMBER

Office of the Registrar

Belbas Center, 223

Phone: 605-677-5339

Email: registrar@usd.edu

Every student must have an accurate Social Security number (or assigned student identification number) before proceeding with registration. This number must be entered or verified on the USD information form. This number, unlike the student's name, is unique; it controls the accuracy of the student's records. Any inaccuracies in the Social Security number (or assigned student identification number) should be reported by the student to the Registrar's Office.

In accordance with the Privacy Act of 1974, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security number to the Registrar's Office is voluntary. The applicant or student has the right to refuse disclosure of the number or request its removal from records without penalty. If this right is exercised, only the assigned student identification number will be used for record purposes throughout the duration of the student's involvement with the University.

The Social Security or student identification number will be used: (a) to identify such records as applications for admission, registration and course enrollment documents, grade reports, transcript requests, certification requests, and permanent academic records; (b) to determine eligibility, certify school attendance, and report student status; and (c) as an identifier for grants, loans, and other financial aid programs. The student's Social Security or student identification number will not be disclosed to individuals or agencies not associated with The University of South Dakota, except as provided for in The University of South Dakota Student Records Policy.

INSTRUCTOR-INITIATED DROPS

Office of the Registrar
Belbas Center, 223
Phone: 605-677-5339
Email: registrar@usd.edu

The instructor of a course may drop a student for non-attendance or non-participation, provided the student is in violation of the official attendance or participation policy for the course. Instructor-initiated drops are at the instructor's discretion, but they must be submitted to the Registrar's Office and be approved by the dean of the college or school in which the course is offered. The grade assignment procedures are in accordance with the policies for student-initiated drops. A course cannot be dropped after it has been 70% completed. This date is published for each term in the [Academic Calendar](#).

TRANSCRIPTS

Office of the Registrar
Belbas Center, 223
Phone: 605-677-5339
Email: registrar@usd.edu

Official transcripts must contain the seal of the University and the facsimile signature of the University registrar. Students may request an official transcript from the Registrar's Office by submitting a signed written request using the [Online Transcript Request](#). Students may obtain an unofficial course listing at any time via [Web Advisor](#).

UNIVERSITY POLICE DEPARTMENT

Davidson Building
Phone: 605-658-6199
Email: universitypolice@usd.edu

The University Police Department is a law enforcement agency on the campus of the University of South Dakota that subscribes to working collaboratively with the campus community. Employed with sworn officers and civilian staff, the University Police Department provides the public services of: protecting life and property, enforcing traffic and parking regulations, investigating criminal activity, and preserving the safety of our campus community. The University Police Department is located in the Davidson Building, directly south of the ID Weeks Library. Our office is open 24 hours a day, seven days a week and an officer is always available.

Important Phone Numbers:

Police, Fire, Medical Emergencies (from campus phones): 9-911
Non-emergencies: 605-658-6199

WITHDRAWAL FROM THE UNIVERSITY

Office of the Registrar

Belbas Center, 223

Phone: 605-677-5339

Email: registrar@usd.edu

All students who find it necessary to completely withdraw from the University (drop their only class or drop all their classes for the current term) must go to the Registrar's Office (Belbas 223, 605-677-5339). Tuition and refundable fees are assessed or refunded, as appropriate, according to the date of official withdrawal, defined as the date the [Application for Complete Withdrawal](#) is filed with the appropriate University official.

SERVICES FOR STUDENTS

ACADEMIC COMMONS

Academic Commons, ID Weeks Library, 1st Floor
Phone 605-677-5381

The Academic Commons is an integrated learning center on the first floor of the I.D. Weeks building that assembles the resources students need to achieve their academic goals. All members of the campus community benefit from the comprehensive academic support services centralized into this single, convenient location. Students frequent the Academic Commons to work alone or in groups whether it's writing a paper, conducting research or meeting with an advisor or tutor. Service areas include: Academic and Career Planning Center, Writing Center, Presentation Center, Center for Academic and Global Engagement, Lab Consultant, Information Technology Services Help Desk, and all of the services of the University Libraries.

USD BOOKSTORE

Muenster University Center
Phone: 605-677-6291

Website: www.shopcoyotegear.com

Email: USD.Bookstore@usd.edu

Facebook: <https://www.facebook.com/USDbooks/>

Twitter: [@USDBookstore](https://twitter.com/USDBookstore)

Snapchat: [USDBOOKSTORE](#)

Barnes & Noble has partnered with The University of South Dakota to provide students with low cost, affordable options. Not only do we provide new and used textbooks, but many are available digitally and are part of our robust rental program. Used textbooks save our students 25% off the new book price, while rentals save up to 80%. Additionally, we have partnered with publishers to decrease the cost of courseware textbooks through our First Day Access program and have Open Education Resources courses available for faculty members at a significantly reduced priced.

Aside from textbooks, we have the largest and best selection of USD gifts and Coyote apparel, a great selection of school supplies and bargain, general reference & reading books. We work in partnership with our faculty members to ensure that we have required course supplies and lab materials for our students as well.

Students, faculty, staff, families and guests are always welcome at the only USD campus bookstore, or they can visit our website to order textbooks and shop for school spirit items.

CAMPUS DINING SERVICES

Muenster University Center, 109

Phone: 605-677-5899

Email: dining@usd.edu

Campus Dining Services, provided by [Aramark](#), offers services including student employment and campus-wide catering services. All freshmen & sophomores on campus are required to have a meal plan. Board meal plans are

usable at the Muenster University Center Residential Dining during breakfast, lunch, and dinner weekdays and weekends.

Students are asked to report lost or stolen Coyote Cards or bands immediately. Card or band replacements may be obtained in the [Coyote Card Office](#).

Campus Dining Services staff will make every effort to fulfill the requirements of a special diet. In such cases, a copy of doctor's instructions for the student should be taken to the Aramark Office.

Campus Dining Locations

- [Residential Dining](#) (605-677-5899)
 - Located in the Muenster University Center, Residential Dining is an all-you-care-to-eat location featuring a full salad bar, deli, grill, pizza, home zone, action station and desserts. It is open for breakfast, lunch and dinner.
- [Retail MarketPlace](#) (605-677-5899)
 - Located in the Muenster University Center, offering items from Sandwich Shack, WOK, Greens to Go salad bar and Grille Works. The Retail MarketPlace has all concepts open during the week for lunch and the WOK will be open during evenings for dinner.
- [Beede Bump POD](#) (605-677-6026)
 - Located in the North Complex in the old Commons Dining Hall, Beede Bump consists of a walk-through area where one can purchase chips, candy and sodas as well as grocery store items such as laundry soap, toothpaste and aspirin.
- [Papa John's](#) (605-677-6026)
 - Papa John's is located in the North Complex with the new Beede Bump POD. Papa John's offers pizza by the slice or whole pies, plus dessert options, wings and delicious breadsticks!
- [University Brew & C-Store](#) (605-677-5899)
 - Located in the Muenster University Center, it is a gourmet coffee shop & convenience store.
- [Campus Catering](#) (605-677-5665)
 - Dining Services also operates an extensive catering department specializing in food and refreshments for meetings and luncheons, private parties, banquets and picnics. The catering department is pleased to assist with all menu and refreshment items. Services are available to the student body, faculty, staff and community.
- [POD at Coyote Village](#) (605-677-3979)
 - Provisions on Demand. Located in Coyote Village, the POD offers a wide variety of convenience and grocery items!
- [Einstein Bagels Bros](#) (605-677-5899)
 - Einstein Bros Bagels specializes in bagels, made-to-order sandwiches, salads, soups and coffee for breakfast, lunch and dinner. The menu features a wide array of coffee and tea drinks as well as nearly 20 bagel varieties.
- [Qdoba](#) (605-677-5899)
 - Located in the Muenster University Center. Qdoba Mexican Grill® is a fast-casual restaurant specializing in a variety of fresh Mexican foods.

- [Chick-fil-A](#) (605-677-5899)
 - Located in the Muenster University Center. Chick-fil-A serves all-natural chicken breast sandwiches, spicy chicken sandwiches, nuggets, waffle fries and fresh lemonade. The expanded menu now features grilled chicken nuggets and a grilled chicken wrap!

ACADEMIC AND CAREER PLANNING CENTER

Academic Commons, ID Weeks Library, 1st Floor

Phone: 605-677-5381

Email: advising@usd.edu

The Academic & Career Planning Center is designed with students' long-term success in mind. The advisors coach you through your major and career plans so that you graduate in four years from USD, well-prepared for the world.

Services offered by the Academic and Career Planning Center include:

- Academic scheduling and exploration, declaration or change of major
- Guidance in finding and securing competitive internships and employment opportunities
- Helping students succeed academically and socially in their first year (First Year Experience)
- Academic resources, including Supplemental Instruction, free tutoring, and consultation with a Learning Specialist
- Resume and cover letter development
- Job interview practice and help connecting you with potential employers

BEACOM SCHOOL OF BUSINESS CAREER SUCCESS CENTER

Beacom Hall, 103

Phone: 605-658-6529

Email: Mandy.J.Hanson@usd.edu

The Beacom School of Business Career Success Center (CSC) provides support and assistance to all Beacom School of Business students and alumni in preparing for a career and locating quality internship opportunities, part-time and full-time employment. Services provided include resume development and review, interview preparation, cover letter writing, personal branding, and job/internship search assistance. The CSC builds relationships with alumni, employers and graduate schools to optimize internship, job and career opportunities; this is done through employer visits, career fairs, workshops, presentations to Beacom School of Business student organizations, and other networking events. The CSC communicates current internship, part-time and full-time employment opportunities to Beacom School of Business students through a weekly email newsletter.

LAW SCHOOL CAREER SERVICE OFFICE

School of Law, Career Services and Professional Development

Phone: 605-677-3909

Email: LawCareerServices@usd.edu

The Career Services Office offers job search assistance and provides career-planning resources to all students and alumni/ae of The University of South Dakota School of Law. The office focuses on personalized attention, from

career exploration, internship, externship and pro bono opportunities to professional development. Resources are continuously updated and expanded to assist students in their career exploration and permanent job placement.

SCHOOL OF EDUCATION CAREER RESOURCES

School of Education Center for Student and Professional Services
Delzell Education Center, 114 A
Phone: 605-677-5698
Email: sbosse@usd.edu

We provide information, suggestions and tips on how to begin your job search. Our services are available to recent graduates, as well as alumni.

CENTER FOR ACADEMIC & GLOBAL ENGAGEMENT

ID Weeks Academic Commons, Room 103
Phone: 605-677-6338
Email: engage@usd.edu

The Center for Academic & Global Engagement is the campus home for some important high-impact practices. Support a community agency, study in a developing nation, or participate with a research team. Learning outside the classroom means gaining real-world experience, knowledge and skills from hands-on experiences. We will help you develop the kind of real-world understanding that sets you apart and adds value to your education.

We Offer an Array of Learning Experiences:

- [Service-Learning & Community Based Research](#)
Service-learning allows you to apply concepts learned in the classroom to real world problems and community projects.
- [Study Abroad](#)
Studying outside of the US enhances your world perspective and distinguishes you from other students.
- [Undergraduate Research & Creative Scholarship](#)
You can join research teams, earn mini-grants, present at national conferences or conduct your research at sites around the world, as early as your freshman year.
- [National Student Exchange](#)
National Student Exchange (NSE) provides opportunities for U.S. and Canadian students to exchange to another college or university in the U.S. or Canada.

CENTER FOR TEACHING AND LEARNING

McKusick Room 107
Phone: 605-677-5411
Email: ctl@usd.edu

The Center for Teaching and Learning develops and supports a community dedicated to excellent teaching and learning, regardless of location, formality, or modality. The Center's goals are to:

- encourage and support effective teaching;
- foster the scholarship of teaching and learning;

- cultivate an institutional climate that values and supports teaching excellence; and
- influence institutional policies to promote and reward excellent teaching and learning.

To further this mission, the Center offers a wide range of programs and services, including professional support for faculty members who desire to integrate mobile technology into the classroom. The Center trains all faculty members who are teaching online courses, and provides technology training to all staff.

The Center is the administrative home of the [Technology Fellowship Program](#)—a special paid opportunity for South Dakota resident undergraduate students to develop professional-level skills in the design and implementation of information technology for instructional purposes. Tech Fellows are distributed across campus to assist in this endeavor, and, in addition, there is a cohort assigned to the Center to assist faculty members with short-term projects. The program is designed to help students learn and apply new technology skills while assisting faculty members to use more technology in their classroom teaching.

CHILDCARE (VUCUREVICH CHILDREN’S CENTER)

Vucurevich Children’s Center

Phone: 605-677-6880

Email: childcare@usd.edu

The Vucurevich Children’s Center is the university’s child care provider for students, faculty, and staff. It offers accessible, affordable, quality, on-campus child care. Located on the northern edge of campus across from the Dakota Dome, the Center provides services for children six weeks to five years of age. The Center employs federal work-study students each year as well as non-work-study students. Please contact the Center if you are interested in seeking employment opportunities.

COUNSELING AND SCHOOL PSYCHOLOGICAL SERVICES CENTER

Delzell Education Center, 211

Phone: 605-677-5291

Email: cspsc@usd.edu

The Counseling and School Psychological Services Center (CSPSC) is administered by the Division of Counseling and Psychology in Education. The Center's primary purpose is to provide clinical training opportunities for graduate students pursuing degrees in counseling or school psychology. All trainees are supervised by licensed and/or certified faculty members. A variety of counseling and mental health services are provided for individuals, couples, and families.

Counseling services are offered free of charge to students and community members from September to May.

Inquiries about counseling services may be directed to the CSPSC by calling 605-677-5291.

Diagnostic services are available to children of preschool, elementary, and secondary school age, and their families.

We also see college-age students if we can support the referral need. Referrals are accepted from clients, parents, physicians, schools or other interested parties. Clients are seen by appointment only. School Psychological Services are available September through May. Inquiries about diagnostic services should be directed to the CSPSC by calling 605-677-5291. There is a fee on a sliding scale for specific diagnostic services.

DENTAL HYGIENE SERVICES

[Vermillion Clinic](#)

East Hall, 120
Phone: 605-658-5959
Email: dh@usd.edu

[Sioux Falls Clinic](#)

521 N Main Ave, Suite 202
Phone: 605-367-8046
Email: dh@usd.edu

The University offers dental hygiene and limited dental services to all students, faculty, staff, and the public at reduced prices. The Department has two clinics: one on the Vermillion campus and one in Sioux Falls. Services offered include: prophylaxis (cleaning), oral cancer screenings, blood pressure readings, periodontal assessments, x-rays, fluoride treatments, sealants, conservative periodontal therapy, custom-fit mouth guards and night guards, tooth desensitizing and bleaching. In addition, dental services such as exams, fillings and extractions are provided within a limited scope by licensed dentists at the Sioux Falls clinic. Nitrous oxide/oxide sedation and local anesthesia are also available for pain and anxiety management. Both dental hygiene clinics are teaching clinics in which students are supervised by University faculty who are licensed practitioners.

DISABILITY SERVICES

Service Center North, 119B
Phone: 605-677-6389
FAX: 605-677-3172
Email: disabilityservices@usd.edu

Mission Statement: Disability Services mission is to provide students with disabilities accommodations and resources to ensure full access to and inclusion in all programs and services of the University of South Dakota.

Purpose Statement: Disability Services purpose is to ensure, for students, University of South Dakota compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendment Act (ADAAA) of 2009, and other applicable federal and state laws, and provide disability expertise to the campus.

Diversity Statement: Disability Services recognizes that disability is an aspect of diversity and embraces the University of South Dakota institutional values of diversity and inclusiveness.

Vision Statement: Disability Services endeavors – through collaboration, education, technical assistance, and collegiality – to assist the University of South Dakota administration, faculty, staff, and students create a universally accessible and inclusive campus for all people.

Disability Services is an integral part of the University of South Dakota, committed to ensuring students with disabilities shall not be discriminated. Disability Services provides support to students with disabilities to ensure full and equal access to the educational opportunities, programs, and activities USD offers through the provision of reasonable and appropriate accommodations. Reasonable and appropriate accommodations do not fundamentally alter the nature of programs or lower academic and other essential performance standards.

A student is responsible for the accommodation process and actively participating in the process by making timely and appropriate disclosures and requests. Any delay in the process on the student's part may result in limiting the ability of Disability Services to provide reasonable accommodations. The process includes:

- Self-Disclose Disability and Register – It is the student’s responsibility to identify as a person with a disability and register with Disability Services. A student may self-disclose at any time, however students are encouraged to self-disclose and register before classes begin. A student may contact Disability Services via e-mail or phone to schedule a time to meet to self-disclose, register, and begin the interactive process of requesting accommodations.
- Provide Disability Documentation – A student must provide Disability Services with documentation to support their request for accommodations. Each student and each disability is unique, therefore the type of documentation each student provides will be different. However, all documentation must be current and relevant, address the current impact of the disability, and illustrate a connection between the disability and the requested accommodation.
- Request Accommodations – Accommodation requests are approved to ensure full access to the educational opportunities, programs, and activities of USD. Accommodations ensure access by lessening or removing a barrier that may exist due to the student’s disability. A student must request accommodations that are reasonable and appropriate in a college setting.
- Actively Communicate – A student must actively and continuously communicate with Disability Services and their professors to assure the accommodations are effective. Active communication also allows for accommodations to be adjusted as needed throughout the course of the semester.

If you are a student with a disability, please contact Disability Services as soon as possible if you want to request accommodations. If you are a student and you suspect you may have a disability, contact Disability Services. Disability Services will refer you to the appropriate agency or organization for evaluations.

FINANCIAL AID

Belbas Center

Phone: 605-658-6250

Phone: 877-269-6837 (toll-free)

The basic function of the Financial Aid Office is to assist students who may lack financial resources to support their education. USD accepts the [Free Application for Federal Student Aid \(FAFSA\)](#). By filing the FAFSA, students are applying for all Title IV aid programs - Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study, Perkins Loan, and Stafford Federal Direct Loans. Detailed information is available from the Student Financial Aid Office. Students who enroll in anything other than regular, on-campus classes must notify the Student Financial Aid Office in writing of their plans in order for financial aid to be properly credited and disbursed.

OFF-CAMPUS LEARNING PROGRAMS

Center for Academic & Global Engagement

ID Weeks Academic Commons, Room 103

Phone: 605-677-6338

Email: theworld@usd.edu

USD students are able to take advantage of a wide variety of high-impact educational programs around the world. Students may earn academic credit by studying abroad with USD sponsored or affiliated programs, participate in an

affiliated program sponsored by another university or study abroad organization, or study away at a US or Canadian institution with National Student Exchange. Students can also participate in service learning around the US and overseas. Students must meet eligibility requirements and complete the [application process](#) to participate in the following types of off-campus learning programs:

- [USD Direct Programs](#)
- [USD Sponsored Programs](#)
- [USD Faculty-Led Programs](#)
- [National Student Exchange \(NSE\)](#)
- [Academic Internships & Volunteer Programs](#)
- [Service Learning and Internships](#)
- [Alternative Week of Off-campus Learning \(AWOL\)](#)

HEALTH INSURANCE

Student Health Services

20 S Plum Street

Phone: 605-677-3612

Email: student.health@usd.edu

Student Health is not insurance, but a list of discounted rates that are offered to students through the Student Health Agreement. Students are strongly encouraged to have insurance coverage for medical expenses whether it is through a school plan or other private insurance coverage

There are several options available to you to seek health insurance coverage in the federal health insurance marketplace or from private insurance carriers. The [health insurance marketplace website](#) has interactive tools that will assist you in finding an insurance plan that meets your coverage needs and will help you determine if your income level qualifies you for a subsidy. The state of South Dakota has three providers available in the health insurance marketplace, including: Avera Health Plans, Sanford Health Plan and DakotaCare.

For all international students, [SDBOR Policy 3.14](#) requires that you have credible health insurance as determined by the SD Board of Regents. You are responsible for purchasing health insurance coverage that meets BOR Policy 3.14 requirements, any federal visa requirements, and IRS regulations.

The South Dakota Board of Regents has identified several health insurance options that are acceptable under BOR policy. They are listed below. You will be required to provide proof of coverage to the International Office by the add/drop date of each academic term. If you do not provide proof of insurance, you will not be able to enroll at USD or at any SD Board of Regents university.

The default health insurance plan for international students at SD Board of Regents schools is provided by ISO Student Health Insurance. USD-specific ISO plans can be accessed at https://www.isoa.org/university_of_south_dakota. To contact ISO, please visit <http://isoa.org/> or call (800) 244-1180.

All students are required to purchase an ISO plan as detailed above. Under limited circumstances, this requirement may be waived if a student provides adequate proof of coverage by completing the [Health Insurance Waiver Request Form](#). The following reasons will qualify you for a waiver of the health insurance requirement:

- Sponsored Student Insurance (Embassy, Government, NGO, etc. Does NOT include family-sponsored insurance.)
- Employer Sponsored Insurance (including Medical Evacuation and Repatriation) for Employees or Dependents
- Athletic Insurance for Primary Insurance Only
- Indefinite Residence (ability to establish domicile in South Dakota)
 - Provide Documentation of SD Domicile based on Visa/Immigration Status (defined by BOR)
 - F and J visa holders are not eligible
- ACA Compliant Plan
- ISEP or other official Exchange Program
- Home Country Coverage that Meets SDBOR Minimum Coverage Requirements (detailed on Form B) and is Valid in the United States
 - Students must first check with their international office to determine if the insurance mandated by their home government is eligible for a waiver.

Proof of coverage is required by the add/drop date, September 4, 2017 as specified by the academic calendar and should be provided to the International Office. If you do not provide proof of coverage you will be withdrawn from enrollment at your university or have the highest premium plan added to your student bill. For any questions on the above, please email isso@usd.edu or call 605-658-6255.

INFORMATION TECHNOLOGY SERVICES

ITS Help Desk

Academic Commons, I.D. Weeks 104

Toll Free: 877.225.0027

Phone: 605-658-6000

Email: helpdesk@usd.edu

Online Request: www.usd.edu/ithelp

The Help Desk is staffed with full time technicians who will gladly take time to assist you with your technology needs. Students, faculty, and staff will find answers to our most commonly asked questions, instructional documents, scheduled maintenance and outages on the [myUSD Portal](#) or the [ITS Alert Board](#). ITS conducts routine system maintenance on Wednesday mornings between 6:00 AM and 7:30 AM Central Time.

Appropriate Use Policy

All members of the USD community must use University computing and information resources responsibly, respecting the rights of other users and the integrity of application data and systems. Use of information and technology resources at the University is governed by University and South Dakota Board of Regents (SDBOR) policy, as well as state and federal statutes. [The SD Board of Regents Policy 7:1, Acceptable Use of Information Technology Systems](#) applies to all use of University computing resources and defines user responsibilities.

USD Account Access

A USD account is required to access the following technology resources: [myUSD Portal](#), Computer Labs & Printing, Connecting your Personal computer, Online Library Resources, and Personal Web space. The [Technology website](#) will provide you with information to activate your USD account, providing password guidelines and a link to activate your account.

Computer Labs

To access the computers you will need your USD username and password. Our computer labs provide students with specialized software and access to printers.

Personal Computers on Campus

Coming summer 2018 ~ Laptop purchases will be available at the Help Desk. Please contact the Help Desk for more information.

Personal computers can be connected to the campus network. To connect your computer to the USD Network your computer must meet minimum requirements, have anti-virus protection installed, and up-to-date security patches.

Student Computer Support Options

Choosing a computer for college can sometimes be a daunting task. Do I have the right amount of memory? Is it fast enough? What kind of support am I going to get? It is our desire to help students have the best computer environment possible while at USD. To accomplish this we have established the personal computer support levels. [Making the Choice!](#)

Software Discounts

If you don't have an antivirus currently installed on your computer links to free anti-virus software are available through the myUSD portal. Additional software applications are available to student at a [discount](#). These discounts are offered by the software vendors and most can be downloaded online.

Free Office 365 ProPlus

USD students can now download and install a full version of Microsoft Office ProPlus at no cost. This installs Word, Excel, PowerPoint and many others. Subscription is valid as long as you are enrolled. Install on up to 5 devices, PC or MAC, and access Office Mobile application on phone and tablet devices.

INTERNATIONAL STUDENT SERVICES

International Office

ID Weeks, Academic Commons, Room 102

Phone: 605-658-6255

Email: isso@usd.edu

USD's International Office is found in the ID Weeks Library in the Academic Commons, Room 102. The International Office is the primary support office for international students (defined as F-1 or J-1 visa holders) on campus and assists them with special problems and questions concerning their educational stay in the United States. Questions relating to international student status and compliance, employment authorization, Social Security numbers, nonimmigrant documents, cultural adjustment, etc., should be directed to the Office. International Student Orientation is held the week before classes begin each fall and spring to help new international students adjust to campus and community life. The International Office facilitates cultural programming, such as trips to regional centers such as Sioux Falls, and semester cultural trips to the Black Hills. All international students are requested to contact the International Office upon their initial arrival to campus. The Office is also tasked by the university to ensure compliance with federal regulations pertaining to F-1 and J-1 student visa holders. These regulations may

conflict and supersede items elsewhere in this handbook. In these situations, individuals can contact the Office for guidance.

LEGAL AID

Muenster University Center, 143

Primary Phone: 605-763-5024 (Peterson, Stuart, Rumpca, & Klentz Law Office)

SGA Phone: (605) 677-6845 (during office hours)

Email: seth.petersonstuart@gmail.com

The Student Government Association (SGA) sponsors a legal aid service available to any University of South Dakota student who needs general legal service. Seth Klentz of Peterson, Stuart, Rumpca & Klentz, LLC serves as the legal aid provider. Students can meet with Seth during his on-campus office hours on **Tuesdays from 11:30am-2:00pm in the SGA office, located in MUC 143 across from the Barnes and Noble Bookstore**. Seth is also available for in-person consultations off-campus at the Clay County courthouse throughout the week by appointment, as well as consultation by phone or email.

UNIVERSITY LIBRARIES

ID Weeks Library & Academic Commons

Phone: 605-677-5371

Email: library@usd.edu

Website: www.usd.edu/library

[Wegner Health Sciences Information Center](#)

(Sioux Falls)

Phone: 605-357-1400 or 1-800-521-2987

Email: wegner@usd.edu

Website: www.usd.edu/wegner

The University Libraries of the University of South Dakota include the I. D. Weeks Library, which serves all the university's programs, and the Karl & Mary Jo Wegner Health Science Information Center, which serves the Sanford School of Medicine, School of Health Science, and other health partners in Sioux Falls and throughout South Dakota. The University Libraries provides print, media and electronic materials to support the curriculum and bestsellers for leisure and enrichment reading. The University Libraries and Wegner Center feature onsite and online access to over 300 databases, thousands of e-books, and thousands of full-text, academic journals. Interlibrary loan and document delivery services obtain desired items not owned by the University Libraries or Wegner Center within a few days, frequently within hours. Subject-specialist library faculty provide reference services as requested by: walk-in, phone, email, chat, and text. Information literacy and library instruction are fully integrated into the USD curriculum. Health-related instruction and comprehensive library services are provided by USD and Wegner Center librarians as participants in the National Library of Medicine Greater Midwest Region outreach and resource programs.

The Academic Commons is an integrated learning center on the first floor of the I.D. Weeks building that assembles the resources students need to achieve their academic goals. All members of the campus community benefit from the comprehensive academic support services centralized into this single, convenient location. Students frequent the Academic Commons to work alone or in groups whether it's writing a paper, conducting research or meeting with an advisor or tutor. Service areas include: Academic and Career Planning Center, Writing Center, Presentation Center, Center for Academic and Global Engagement, Student Athlete Success Center, Information Technology Services Help Desk, and the aforementioned library services.

The I.D. Weeks building provides 800 seats in a mixture of individual and collaborative arrangements and 87 public computers. A variety of rooms and spaces for individual and group study, meetings, digital editing, media viewing, and disability support are available to drop-ins or by reservation.

Fall/Spring Operating Hours

ID Weeks Library & Academic Commons

Monday-Thursday	7:30 a.m. to 12 a.m.
Friday	7:30 a.m. to 10 p.m.
Saturday	10 a.m. to 10 p.m.
Sunday	10 a.m. to 12 a.m.

Wegner Health Science Information Center

Monday-Thursday	8 a.m. to 9 p.m.
Friday	8 a.m. to 5 p.m.
Saturday	10 a.m. to 5 p.m.
Sunday	2 p.m. to 9 p.m.

MUENSTER UNIVERSITY CENTER

Phone: 605-677-5666

Email: muc@usd.edu

The Theodore R. and Karen K. Muenster University Center (MUC) is an integral part of the university's educational environment. The MUC sponsors programs and offers services that address the expressed needs of students, faculty, and staff. Maintenance and the operations of the facilities and programs are paid for by student fees and the MUC's commercial operations.

The center has gaming systems available including Wii, Playstation 4 and Xbox One. There are 32 big screen televisions complete with high definition satellite and digital cable systems. There are casual board rooms for studying as well as many places to lounge.

The Muenster University Center provides a central location for many of the vital services that students need to manage their life while attending USD. They include [The University of South Dakota Bookstore](#), [Campus Dining](#), [Center for Diversity & Community](#), [Student Government Association](#), and several areas of the [Division of Student Services](#).

Other services include:

Coyote Cash (Coyote Card Office)

Muenster University Center, 204B

Phone: 605-677-5334

Email: coyoteid@usd.edu

Your Coyote Card is your single most important identification here at USD. This multi-purpose ID will be your identification, meal card and library card, among many other uses! You'll use your card for residence hall access, laundry & vending machines, event admittance, printing, and purchasing books and supplies. It can even be used as a debit card at various campus and community vendors around Vermillion. Deposits to the Coyote Cash account can be made with cash, check or credit card.

Event Planning & Scheduling

Muenster University Center, 205

Phone: 605-658-3554 (Scheduling/Event Planning)

Email: eventplanning@usd.edu

The Campus Events office is the primary point of contact when you want to hold your event, conference or camp at USD. With one call, we can help you coordinate room set-up, on-campus marketing, security, parking, and housing. All events that are held in the Muenster University Center, Aalfs Auditorium at Slagle Hall, Farber Hall, and Danforth Chapel are scheduled through the Scheduling office. Additional university conference rooms ranging in seating size from 15 to 200 are also available through this office. Information concerning the scheduling of advertising in the dining areas, audio visual services for the building, and refreshments for meetings is also available. Students, faculty, and staff can submit requests for space online at: <https://rooms.usd.edu>

Information Desk

Muenster University Center, 1st Floor

Phone: 605-677-5666

Email: muc@usd.edu

The Information Desk is open daily for information and referrals.

Bike Share Program

Hours of Operation: 7:00am – 10:00pm

Contact the Muenster University (MUC) Information Desk

The Bike Share Program was established to give students the ability to travel around the campus and community through ease of riding a bike, rather than walking. Students can use the bikes at no cost and incur not fees as long as the policies of the program are followed. Bikes are checked out at a first come first served basis as there are a limited number.

Bikes can be checked out whenever the MUC is open. Students should bring their student IDs to the MUC Front Desk to check out bikes. Bikes are due back by 10:00pm the day they are checked out. The fine for not returning a bike is \$40 per day. Students should sign a waiver when they check a bike out. A waiver is required only once per year.

NOTARY PUBLIC SERVICE

Notary service is available in the Student Financial Aid Office (Belbas Center) and at the USD Foundation Office (110 N. Dakota Ave.).

OFFICE FOR DIVERSITY

Slagle Hall, Room 304

Phone: 605-677-3925

Email: diversity@usd.edu

The Office for Diversity works to promote and advance Inclusive Excellence, the practice of embedding diversity and inclusiveness throughout all sectors of the University of South Dakota. Our work is guided by the University's Diversity and Inclusiveness Statement and the principles of Inclusive Excellence. We adhere to a broad and comprehensive definition of diversity including gender identity, gender expression, race/ethnicity, socio-economic

status, sexual orientation, religion, disability, veteran's status, first-generation status, nationality, citizenship, age and other identity dimensions that are integral to the USD community.

PSYCHOLOGICAL SERVICES CENTER

South Dakota Union Building, Room 112
Phone: 605-677-5354

The Psychological Services Center (PSC) provides a variety of psychological services to University of South Dakota students, faculty, staff and residents of Vermillion and surrounding areas. It also serves as a teaching, training and research center supported by the University of South Dakota Psychology Department. This outpatient clinic provides confidential treatment to children, adolescents, adults, couples and families through a variety of modalities, including brief or long-term individual, marital, family or group psychotherapy. A one-time fee of \$20 is charged to all clients at the end of the first clinical session. This fee covers assessment materials. Full time USD students pay only the \$20 initial fee. Family members of full time students, part-time students, USD faculty and staff members, and their immediate family, are charged one-half of the sliding scale. Community clients are charged on a sliding scale based on their income and ability to pay. The clinic is open during the academic school year on Monday through Friday from 8:00 a.m. to 5:00 p.m. and evening hours until 7:00 p.m. are available by appointment.

REGISTRAR'S OFFICE

Belbas Center, 223
Phone: 605-677-5339
Email: registrar@usd.edu

The Registrar's Office maintains the University [academic calendar](#); prepares the annual [Schedule of Classes](#); manages classroom assignments; [verifies student enrollment](#) and degrees; maintains and monitors [academic records](#), degree requirements for undergraduates, and degree awards; coordinates [commencement](#) ceremonies; evaluates [transfer credits and non-coursework](#); provides [veterans' services](#); and prepares official University [transcripts](#) and diplomas. The office maintains permanent academic records for all students enrolled in University course work, including those who enroll through the Division of Continuing Education. Many of the services provided by the Registrar's Office are available online.

SCHOLARSHIPS

Office of Scholarship Administration
Belbas Center 310
Phone: 605-658-6262
Email: scholarships@usd.edu

The USD Scholarship Policy may be found on-line at:
<http://www.usd.edu/admissions/freshmen/scholarships/scholarship-policy>

Scholarship Acceptance and Terms

Acceptance of an individual scholarship award is an agreement to the terms and conditions of that award as well as all policies governing USD scholarships. Every student's financial award package (scholarships, gift and need-based

assistance) is subject to audit with the final determination to be made by the USD Financial Aid Office in compliance with federal aid regulations. A student's USD funds may not exceed in-state direct costs (tuition, fees, room and board). If the student also receives non-USD funds (including all forms of federal, state and external assistance), the total of **all** funds cannot exceed the total direct and indirect costs of education. Indirect costs include allowances for personal expenses and transportation.

- USD reserved the right to adjust individual scholarship awards after letters have been accepted to ensure effective use of federal, state and university dollars.
- Full-time fall and spring enrollment (or program equivalency) on the Vermillion campus is required for all USD scholarship recipients.
- Renewable awards are contingent up on maintaining a minimum grade point average, completion of the donor appreciation letter and meeting all other conditions of the renewal criteria as specified.

USD SCOTTISH RITE SPEECH, LANGUAGE, AND HEARING CENTER

Department of Communication Sciences & Disorders

Noteboom Hall

Phone: 605-677-5474

Email: csd@usd.edu

Screenings, comprehensive evaluations, and treatment options related to speech, language, and hearing are available to all USD students. There is no fee for clinical services provided to USD students. The USD Speech, Language, and Hearing Center is open during select times on weekdays from 8:00 a.m. to 5:00 p.m.; appointments can be made by contacting the USD Speech, Language, and Hearing Center at 605-677-5474.

STUDENT SERVICES

Muenster University Center, 218

Phone: 605-677-5666

Email: StudentServices@usd.edu

The Division of Student Services is here to help students take full advantage of the numerous resources available to you at USD. Student Services helps students engage in their educational experience, ensure students and their family receive all the assistance they need, answer questions, provide a clean, comfortable and enjoyable on-campus living environment, and most importantly have fun. The mission, vision, and diversity statements below embody the various ways that Student Services is here to aid and support students throughout their academic career.

Mission Statement

Student services provides diverse, educational, and social opportunities as well as guidance for students to learn and develop skills to be successful in a global society

Vision Statement

To empower students by providing dynamic experiences that promote excellence and assist students in reaching their goals, while developing a sense of purpose, tradition and community at USD where all persons are valued and respected.

Diversity Statement

Student Services welcomes all individuals and is committed to the institutional values of diversity and inclusiveness. We provide services support, and programming in accord with our deeply held conviction to model, teach and practice holistic student development and social justice.

Concerns and Complaints

If you have a concern or complaint, we want to hear from you. Complaints can be made via an online submission form. The purpose of this form is to make the university aware of your concerns, complaints or questions regarding university policies or actions and help to resolve them.

[File a Concern or Complaint](#)

I CARE

Preventing campus sexual assault through advocacy and education.

I CARE at the University of South Dakota is working toward sexual assault prevention in the campus community. We do this by:

- Creating a team of community partners to enhance victim services
- Strengthening prevention and education programs
- Responding to sexual assault with a victim-centered, culturally competent approach
- Educating students about what constitutes sexual assault and violence
- Mobilizing students and other community members to take a stand against sexual assault

Learn about the students, faculty and community members working to prevent sexual assault at USD.

[View Committees](#)

USD offers several resources to deal with sexual assault

[View Sexual Assault Resources](#)

To ask questions or learn more about the I CARE program, contact the [Student Life Office](#) at studentservices@usd.edu or (605)-658-3555

Vermillion Food Pantry

Many student groups volunteer with the Vermillion Food Pantry, a nonprofit corporation that strives to relieve hunger and increase self-sufficiency for those in need in Clay count. Students are welcome to utilize the Food Pantry if needed.

Co-Curricular Transcripts

Co-curricular transcripts, housed on the USD Involved platform, allow students to document their campus leadership and student organization involvement during their collegiate career and create a comprehensive co-curricular snapshot. Within co-curricular transcript paths, a student can choose learning experiences and programming offered

in the areas of inclusive excellence, personal development, leadership development and civic engagement; focused on skills development to meet employer expectations and life experiences to deepen their global perspective.

VICE PRESIDENT OF STUDENT SERVICES & DEAN OF STUDENTS

Muenster University Center, 218

Phone: 605-658-3555

Email: StudentServices@usd.edu

The Vice President of Student Services & Dean of Students works with many non-academic services and programs that are focused on providing student development activities and services that will enhance student learning and success. These areas include Campus Dining, University of South Dakota Bookstore, and the areas listed below. The Vice President of Student Services & Dean of Students is available to assist students with their concerns, issues and questions.

LEADERSHIP PROGRAMS

Muenster University Center, 203/204

Phone: 605-677-5666

Email: student.leadership@usd.edu

Coyote Leaders: Inspire. Develop. Connect.

The University of South Dakota is dedicated to the success of their students. Leadership development and leadership opportunities provide students with hands on experience and training to be better leaders both on and off campus. At the end of each year USD's hosts the Celebration of University Leadership to recognize student leaders with awards for their achievements. Educational components of the Coyote Leaders program include:

The Leadership Seminar Series

USD offers regular leadership development opportunities for students to gain a better understanding of how to lead in their organizations. Sessions devoted to personal growth are also offered so students can learn about themselves in relation to leadership. Topics of these sessions include budgets, fundraising, ethical decision making, transitioning officers, conflict resolution, and more.

Emerging Leaders Institute

This is an excellent learning experience for USD students who are eager to learn about leadership skills and plan to hold leadership positions in student organizations, OR who are interested in becoming more involved in campus or community activities. Designed to provide opportunities for personal growth and leadership skill development, the institute includes a full agenda of small group activities, large group activities, and interactive learning activities. This program motivates student leaders to initiate change in their community while creating a spirit of camaraderie and teamwork among emerging leaders.

First Year Experience Course in Leadership Development

This course is designed to enhance first-year students' leadership skills and cultivate their knowledge of leadership theory and application by giving students the opportunity to explore through multiple modes of inquiry and learning experiences. The emphasis of the course work is placed on the students' development of their own philosophies of leadership through self-reflection, peer-to-peer dialogue, and experiential learning opportunities.

Leadership Recognition

The University of South Dakota has many ways to recognize our outstanding leadership. At the end of each year we host the Celebration of University Leadership where we recognize our students with awards for their achievements. We also recognize students monthly for their contributions to the USD and greater Vermillion community.

Leadership Opportunities

At the University of South Dakota we have many opportunities for students to lead. Students can be part of any of our 150+ student organizations and even start their own if the existing organizations don't meet their needs! Organizations on our campus provide students with opportunities to learn about teamwork and personal development. Here at USD we are committed to helping students achieve their personal goals and getting involved is just one of the ways to do it!

CENTER FOR DIVERSITY & COMMUNITY

Muenster University Center, 219

Phone: 605-658-35556

The Center for Diversity and Community is a campus-wide resource that reflects the institution's commitment to diversity and inclusiveness and the coexisting values of social justice and equity. The Center supports historically marginalized communities and serves the diversity and inclusiveness needs of the USD community.

Offering a wide range of services and programming, the Center supports faculty, staff, and students in the following areas: diversity education, leadership and multicultural talent development, intragroup and intergroup communication, student and student-organization advising, and the celebration and enhancement of campus inclusiveness.

The Center uses a broad definition of diversity that includes ability, gender identity and expression, sexual orientation, age, religion, race, ethnicity, national origin, veteran status, and other social identities that are part of the campus community. We are open to collaborating with all individuals and groups dedicated to fostering diversity and inclusiveness at USD and the surrounding areas.

The Center is a home for several student organizations and the open space in the Center is available to students for meetings, group activities, studying, and socializing. Staff members have completed Safe Zone training and are committed to creating a safe and welcoming environment for students of all backgrounds and identities.

NATIVE STUDENT SERVICES

Native American Cultural Center

409 E. Clark St.

Office Phone: 605-677-6765 (Director)

605-202-1335 (Program Coordinator)

605-677-5426 (Graduate Assistants)

Email: NSS@usd.edu

University of South Dakota's diversity and inclusionary strategies include Native Student Services as an integral part of the direct services to the Native American populations attending the university. Native Student Services within the Student Services Division and is located in the Native American Cultural Center at 409 E. Clark Street. Native Student Services serves a college transition resources support office and is the primary cultural, social and academic support services office for the Native American student populations. Native Student Services monitors the retention activities

to ensure program accountability, effectiveness and relevancy through the Student Tracking, Advocacy and Retention (S.T.A.R.) committee. The committee is composed of interdepartmental representatives from throughout the university collaboratively monitoring and tracking the student's social and academic progress. The Native American Cultural Center (NACC) is where tribal nation students can gather and feel at home. It functions as a safe and nurturing place supporting students in their comfort levels of cultural intactness and appropriate cultural expressions. Students are empowered to retain their sense of belonging at the university without compromising their cultural identity by applying these values and strengths in their academic experiences.

Native Student Services (NSS) embraces the philosophy that all people are welcome to the NACC and that majority of our tribal nation affiliated students' transition to the university from collectivist based societies (Tiospaye/extended family systems). This necessitates NSS to provide family style group settings and community based collectivist activities replicating a familiar natural tribal cohesive life way support system while at the university. These yearlong proactive, relevant and vibrant retention services lead to a higher retention of our students through their academic career and to achieve their degree completion.

PROGRAMMING

Muenster University Center, 130

Phone: 605-658-3563

Email: douglas.wagner@usd.edu

The University of South Dakota works to ensure that Coyote students have activities and events to attend and participate in on a daily basis on our campus. These events come from student organizations, Campus Activities Board (CAB), Student Government Association, or any of the various offices within Student Services. All events, unless otherwise noted and advertised, are free to all students who pay the General Activity Fee (GAF).

SORORITY & FRATERNITY LIFE

Muenster University Center, 203/204

Phone: 605-677-5666

Email: greek@usd.edu

USD Involved: usd.collegiatelink.net/organization/greek

The Sorority/Fraternity Community at The University of South Dakota includes more than 950 students involved in 12 chapters on campus. In addition to providing social and service opportunities, the Sorority/Fraternity Community helps students develop friendships, sharpen leadership skills, and excel academically.

STUDENT COUNSELING CENTER

Cook House

Phone: 605-658-3580

Email: scc@usd.edu

The USD Student Counseling Center offers free services to currently enrolled USD students. Services are confidential and supported through student fees. Services provided include individual and group counseling, educational programs, and crisis intervention for personal, mental health, and substance abuse concerns. The

counseling center is a place that allows students to address concerns related to life skills that include but not limited to problem-solving, assertiveness training, confidence, self-esteem, habit control, values clarification, stress management, academic concerns, and coping skills. The center has a State accredited alcohol and drug treatment and prevention program. The program facilitates services in the areas of substance use assessment, treatment, individual and group counseling, educational classes, and proactive prevention activities across campus and within the community.

STUDENT HEALTH SERVICES at SANFORD VERMILLION CLINIC

Sanford Vermillion Clinic
20 S. Plum Street
Phone: 605- 677-3700 (appointments)
Phone: 605- 677-3612 (student health director)
Email: Student.Health@usd.edu
Website: <http://www.usd.edu/shs>

All USD students currently enrolled and paying the General Activity Fee are eligible to use the Sanford Vermillion Clinic by presenting their Coyote Card. Students are responsible for fees associated with services received in Student Health. Co-pays for physicals and immunizations are due at time of service. Services provided outside of Student Health, such as treatment in the Emergency Room or by specialists, are not covered by Student Health Services and the payment is the responsibility of the student.

The medical records of patients seen at Sanford Clinic Vermillion are confidential. The student must sign a written release of information to provide medical information to health care professionals, insurance companies and others. Parents, spouses, or friends do not have access to the information contained in a student's medical record unless the student approves. The only exception to this policy is a life-threatening situation or a court subpoena.

The Health Clinic is a primary care facility and renders basically the same services as a personal physician's office. Hospital, Emergency Room and Outpatient care is not included in the Basic Health Services, and therefore it is recommended that each student have valid health insurance. See the Student Health Services [website](#) for complete listing of services.

STUDENT RIGHTS & RESPONSIBILITIES

Muenster University Center 206
Phone: 605-658-3561
Email: srr@usd.edu

The office of [Student Rights & Responsibilities \(SRR\)](#) is charged with ensuring that the individual rights of students are upheld throughout the university community, while common standards for personal behavior are evidenced by all who enjoy USD affiliation. In addition to administering due process and adjudicating allegations of misconduct, SRR can assist with procedural questions related to [SDBOR policy 3:4](#), the Student Code of Conduct, such as the referral process and resolution options, as well as in identifying available resources to support student success.

- SRR is committed to fostering an environment of engaged citizenship for students.

- Accordingly, reasoned and civil discourse, integrity and intellectual honesty, and the recognition of the rights of all are encouraged.
- SRR aids in cultivating a campus-wide ethic of accountability through its conduct processes.

Statement of Integrity: We are committed to honesty, fairness, trust, respect, and taking responsibility for our actions. These values are vital to our academic community. As students, faculty, and staff of the University of South Dakota, we make firm our commitment to integrity in word, work, and conduct. We agree to represent all work honestly, to abide by the professional and ethical standards of each discipline, and to insist upon the same commitment from all members of our academic community.

STUDENT VETERANS RESOURCE CENTER

Commons 103

Phone: 605-658-3570 Coordinator: 605-658-3571

Email: svrc@usd.edu

The SVRC welcomes all veterans, current military, military spouses and their dependents. We offer social and academic supports for our military connected students to complete higher education goals. Resources include a study space, tutoring, counseling, and an environment in which to share your military experience with other students on campus.

UNIVERSITY HOUSING

Commons 101

Phone: 605-677-5663

Email: housing@usd.edu

As a partner in the educational process of USD, University Housing strives to provide services to students as they pursue their academic, personal, and social goals. University Housing is responsible for Coyote Village, McFadden, Beede, Mickelson, Richardson, Olson, Burgess, Norton, and Brookman halls. Well-trained and supportive staff members reside in the residence halls and on-campus apartments and provide programming and guidance to resident students. All undergraduate students who enroll in courses delivered on the main campus for six credit hours or more, and who are less than two years past their normal high school graduation date must enter into a housing agreement with the university, unless special permission to live elsewhere is given by the university. All students are encouraged to live in the residence halls to seek the benefits of campus living.

WELLNESS CENTER

Phone: 605-677-8803

Email: wellness@usd.edu

The 61,000 square foot, state-of-the-art Wellness Center is located directly north of the Warren M. Lee Center for Fine Arts. Students are admitted free with a USD Student I.D. Membership rates for staff, faculty and the community may be located [Wellness Center Website](#).

The Wellness Center includes the following amenities and features:

- Cardio workout equipment including treadmills, elliptical machines and exercise bikes
- Weight room with strength training equipment and free weights
- Group fitness studios for activities such as aerobics, pilates, yoga, recreational dance, club activities and self-defense training.
- Spinning room dedicated to a group exercise class involving stationary bikes and instruction.
- Multipurpose recreation courts—3 large gymnasium type spaces with court markings for basketball, volleyball and other sports.
- Walking/jogging track featuring three lanes around the multipurpose recreation and multi-use activity courts.
- Racquetball court.
- 38 foot tall climbing wall.

VETERANS' SERVICES OFFICE

Belbas Center, 212

Phone: 605-677-8833

Email: veterans@usd.edu

Veterans' Services, a division within the Office of the Registrar, proudly assists service members, veterans and their families with applying for and receiving education benefits in compliance with the regulations of the United States Department of Veterans Affairs.

WESTERN UNDERGRADUATE EXCHANGE

Office of Admissions

Belbas Center

Phone: 605-658-6200

Phone: 1-877-COYOTES

Email: admissions@usd.edu

[SD Board of Regents Policy 1.16 – Interstate Tuition Agreements](#)

The University of South Dakota participates in the Western Undergraduate Exchange, a program of the Western Interstate Commission for Higher Education. Through WUE, students in a number of western states may enroll in programs at two-year and four-year institutions in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, Utah, Washington, and Wyoming. Resident students from these states can participate if they meet eligibility requirements. Students who are interested in this program should contact the [Office of Undergraduate Admissions](#).

COYOTE CASH (COYOTE CARD OFFICE)

Muenster University Center, 204B

Phone: 605-658-3559

Email: coyoteid@usd.edu

Your coyote card is your single most important identification here at USD. This multi-purpose ID will be your identification, meal card and library card, among many other uses! You'll use your card for residence hall access, laundry & vending machines, event admittance, printing, and purchasing books and supplies. It can even be used as a

debit card at various campus and community vendors around Vermillion. Deposits to the Coyote Cash account can be made with cash, check or credit card.

ACTIVITIES AND ORGANIZATIONS

ATHLETICS

Sanford Coyote Sports Center A304
Phone: 605-658-5500
Ticket Office: 605-677-5959

The University of South Dakota athletic department has tremendous pride and a tradition of excellence that dates back to competition in the 1880s. USD has built a successful program that thrived, first at the Division II level, and since 2008, at the Division I level.

South Dakota sponsors 18 varsity programs including football, men's and women's basketball, men's and women's track and field (indoor and outdoor), men's and women's cross country, men's and women's swimming and diving, men's and women's golf, women's volleyball, women's soccer, women's tennis, softball, and women's triathlon. The Coyotes' football team, which competes at the FCS level, is a member of the Missouri Valley Football Conference. Other varsity sports compete in The Summit League.

The DakotaDome, one of the first multipurpose domes in the nation, has been the home of the Coyote football team since 1979. In 2016, the athletic department opened the Sanford Coyote Sports Center, which houses an arena for volleyball and basketball and an entire sports science department under one roof. The Lillibridge Track Complex and First Bank & Trust Soccer Complex are also on campus, providing Coyote athletes with some of the most state-of-the-art facilities in the nation.

Every year, the athletic department provides students the opportunity to support the Coyotes by hosting numerous events. Students who present a valid ID receive free admission to all regular season Coyote athletic events. For more information on USD athletics, go to GoYotes.com or find us on Facebook (South Dakota Coyotes), Twitter (@SDCoyotes), Instagram (@SDCoyotes), Pinterest (like South Dakota Coyotes) or Snapchat (add SDCoyotes).

CAMPUS ACTIVITIES BOARD

Muenster University Center, 129
Phone: 605-677-5398
Email: cab@usd.edu

The University of South Dakota Campus Activities Board is a student-run organization that is committed to providing a wide variety of programming opportunities provided by General Activity Fees. Each member of CAB is directly involved in the planning, implementing, and running of a complete spectrum of activities for all USD students. It is the goal of the Campus Activities Board to ensure that all events are interesting, entertaining, engaging, and rewarding. Dedicated students serve as the officers, committee chairs, and committee members which ensure that each CAB experience provides USD students with opportunities for networking, leadership development, education, and entertainment.

MEDIA & JOURNALISM

Al Neuharth Media Center, 205
Phone: 605-677-5477
Email: mj@usd.edu

The Student Media Operations associated with the Media & Journalism Department provide students with real life laboratory resources in which to develop their professional skills and enhance their academic experience. Experienced media advisors facilitate the student opportunities. You do not have to be a Media & Journalism or Sport Marketing & Media major in order to participate. Contact the M&J department for more information.

- **Advertising/Public Relations Club**
American Advertising Federation Chapter
Public Relations Student Society of America
Members of Coyote Competition are involved in both PRSSA and AAF. Coyote Competition provides networking opportunities with regional professionals, internship coordination, national competitions and conferences. Students develop strategic communication marketing strategies and learn first-hand about the inner workings of the profession.
- **Coyote Creative**
Coyote Creative is a student marketing and strategic communications agency. Students brainstorm ideas, write scripts, and then produce video promotions for other campus groups, university departments, and non-university clients. Projects are designed to promote our “clients” as well as to provide marketing and media production samples for student portfolios.
- **KAOR-FM**
Student-run KAOR-FM 91.1 broadcasts from the USD campus. All programming is locally produced. During the day, Coyote Radio plays a mix of alternative, indie, rap and rock music with news and sports updates on the hour, as well as live broadcasts of most USD athletic events. In the evenings, you’ll find student talk shows and specialty music shows. Coyote Radio serves the university, Vermillion, and the surrounding communities. Student organizations can submit their activity’s information for broadcast by e-mailing the station.
- **KYOT-TV**
KYOT-TV is USD’s student-run cable television station and the home of Coyote News, the student-produced 30-minute weekly live TV newscast. The news can be seen Wednesdays during the academic year on Cable Channel 21 at 5:00 PM with an encore broadcast beginning at 6:00. Coyote News also can be seen on the “Coyotecampusnews” YouTube channel. KYOT also is home to The Red Report, USD’s satirical entertainment program. Students interested in KYOT can volunteer or receive course credit regardless of major, to produce, shoot and edit stories, work in the studio and maintain the station’s website.
- **Society of Professional Journalists**
The USD student chapter of the Society of Professional Journalists allows students interested in journalism to gain additional experience and share common interests, as well as take on special projects. The organization strives to maintain the First Amendment’s free speech guarantees, to foster excellence in journalism and to promote ethical behavior.
- **The Volante**
USD’s independent, award-winning print and digital newspaper covers the campus and the region. The writers and editors provide weekly and breaking coverage of news, events, entertainment, sports and local issues to get the campus talking. You can get involved writing, producing multiplatform stories, selling advertising or keeping content up-to-date using social media tools. For information about positions and scholarships, contact the Journalist-in-Residence at (605) 677-5802 or Chuck.Baldwin@usd.edu.

HONORS & HONORARY ORGANIZATIONS

Office of Student Life

Phone: 605-677-5666

Email: StudentServices@usd.edu

For more information regarding any of the following organizations, students should contact the Student Services or individual departments. The University of South Dakota attempts to recognize excellence in a number of ways. Through these honorary organizations, the university community affirms scholastic accomplishment, leadership and service. Similarly, the university supports the efforts of our outstanding students as they compete for national and international recognition.

- **Golden Key**
Golden Key National Honor Society is an honorary society for junior and senior men and women. Students must be in the top 15% of their class to be eligible for membership.
- **Honors Association**
The purpose of this organization shall be to provide academic, cultural, social, and service opportunities to enrich the academic experience of students at the University of South Dakota (USD).
- **National Society for Collegiate Scholars**
To recognize high achievement in first and second year college students.
- **Mortar Board**
Mortar Board is the honorary organization for senior men and women. Students initiated into this organizations must have shown substantial campus leadership and a 3.2 GPA. Mortar Board selects up to thirty-five students each year.
- **Order of Omega (Greek Leadership)**
Students initiated into this organization must be members of a fraternity or sorority and meet specific academic and leadership requirements.
- **Phi Alpha Theta (History)**
A professional society whose mission is to promote the study of history through the encouragement of research, good teaching, publication and the exchange of learning and ideas among historians. Phi Alpha Theta seeks to bring students, teachers and writers of history together for intellectual and social exchanges, which promote and assist historical research and publication by our members in a variety of ways.
- **Phi Beta Kappa**
This organization is the best known and most prestigious academic honorary. Students are elected to membership as juniors or seniors based on high scholastic achievement and completion of a liberal education. At the college level, this includes the study of calculus, one year of western civilization, one year of language study (Latin, Greek, French, German, Spanish, Lakota), one year sequential study of laboratory science, preferably in chemistry, physics, or biology, two courses at the 300 level of social science, in two prefixes.
- **Psi Chi (Psychology)**
Psi Chi is the National Honors Society for Psychology. Membership is open to psychology majors and minors who meet the GPA and credit hours standards for the organization. Students who do not meet the requirements for Psi Chi may join the Psychology Club and attend all meetings and events.

- **Sigma Tau Delta**

Sigma Tau Delta's central purpose is to confer distinction upon students of the English language and literature in undergraduate, graduate, and professional studies. Sigma Tau Delta also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature.

- **USD HONORS PROGRAM**

Old Main, 120 A

Phone: 605-677-5223

Email: honors@usd.edu

The Honors Program is both a curriculum and a community. Students are admitted to one of two tracks by application. The majority of students apply as high school seniors and complete a unique core curriculum that replaces the University's general education core and includes a thesis. Transfer students who apply after their freshman year complete the general education core curriculum and two upper division Honors seminars in addition to writing a thesis. Honors Program students receive their academic advising through the Honors Program until they have accumulated 45 college credits (Education, Fine Arts, and Business students also have advisors in their respective departments). The Program is open to students in all majors. Currently enrolled students with a 3.4 GPA or higher and the interest, preparation, and enthusiasm necessary to complete an undergraduate thesis project are encouraged to visit with the Honors Program.

INTRAMURALS & CLUB SPORTS

Wellness Center

Phone: 605-677-8803

Email: intramurals@usd.edu

USD offers opportunities for students to get involved in their favorite sports or to try something new through a variety of [intramural](#) programs. Starting with the 2017-2018 school year, all intramural events (excluding special events) are free of charge to all USD students. Sport Clubs are a great way to stay active in your favorite sport, meet new people who share a similar passion, and have fun while competing against other Universities!

DEPARTMENT OF MUSIC

Phone: 605-677-5274

Email: music@usd.edu

The Department of Music includes a variety of ensembles whose membership is open to all University students. The Sound of USD, Concert Band, and the Men's and Women's Chorus are open to students without performance auditions. Students may audition for membership in the Symphonic Band, Jazz Ensembles, Chamber Singers, Concert Choir, and the University Symphony Orchestra. Small ensemble performance opportunities are available in Percussion Ensemble, USD Opera, and Chamber Orchestra. Participants may earn one hour of credit each semester. Additionally, the Department of Music faculty provides individual instruction on a variety of instruments and course topics. Credits apply to general education requirements for majors outside of music.

[The National Music Museum](#), a unit within the College of Fine Arts, includes one of the most outstanding collections of instruments in the world. This collection consists of over 10,000 musical instruments from around the world, rivaling major museums internationally. Its display areas are housed in the National Music Museum, located on Clark Street at the end of Yale Street.

RESIDENCE HALL ASSOCIATION

Office: Richardson 151A

Phone: 605-677-5663

Email: rha@usd.edu

The Residence Hall Association (RHA) is the governing body for all residence hall students. RHA provides social, intellectual, and cultural programming for residence hall students as well as provides input into a wide variety of policies and hall improvements. Members of each residence hall floor comprise the membership of RHA and its committees. RHA provides an arena for students to give input about enhancing the on-campus student experience.

SERVE (Students Enhancing Resources for Vermillion Enrichment)

Muenster University Center, 130

Email: serveits@usd.edu

Students Enhancing Resources for Vermillion Enrichment is a student-run organization that provides a number of opportunities for students to become involved with the Vermillion community through service projects. The seven branches of SERVE are Adopt-A-Grandparent, Adopt-A-School, Big Pal Little Pal, Bridges, Cultural Connections, Heroes, and Variations of Volunteering. An executive committee is comprised of the SERVE president, vice president, and ten program chairs. The General Activity Fee helps to subsidize the activities of SERVE and its committees.

STUDENT GOVERNMENT ASSOCIATION

Muenster University Center, 143

Phone: 605-677-6845

Email: sga@coyotes.usd.edu

The Student Government Association (SGA) is the official representative body for all undergraduate and graduate students at USD, including Law and Medical students. SGA is charged with appointing students to various university committees each year, funding student organizations by allocating student fee dollars, holding hearings to determine a budget for student organizations, and directing other aspects of nonacademic student life. SGA represents USD's students to the university community, the South Dakota Student Federation, the Board of Regents, and the South Dakota State Legislature. All interested or concerned students are invited to stop by the SGA office across from the bookstore from 10 a.m. to 5 p.m. or email sga@coyotes.usd.edu.

SGA is comprised of senators from the College of Arts and Sciences, the College of Health Sciences, the School of Education, the Beacom School of Business, the College of Fine Arts, the Graduate School, Law School, Sanford School of Medicine and the First-year class. Senators are elected during the spring semester for a one-year term, aside from the two First-Year seats, which are set aside for a fall election among the incoming class. Senators must attend Senate meetings, SGA standing committee meetings, spend two hours in the office each week, and participate in various student outreach activities.

STUDENT ORGANIZATIONS

The University of South Dakota has well over 170 student organizations that are officially recognized by the Student Government Association. Student organizations at the University of South Dakota are based on, centered around, led, governed, and directed by students. These organizations make a difference in the lives of students by creating a connection to campus, the community, and their peers. Student organizations on campus are based on an array of topics, interests, and fields of study. The large number of organizations allows students to connect with a group of peers with similar interests. When coupled with the dedication of its student members, the campus culture is greatly enriched. Student organizations have a real and profound effect on the University and the outside world through their vision, goals and accomplishments.

DEPARTMENT OF THEATRE

Phone: 605-677-5418

Email: theatre@usd.edu

The Department of Theatre offers a full season of comedy, drama, and musical theatre in two theatres located in the Warren M. Lee Center for the Fine Arts. The Wayne S. Knutson Theatre is a 450 seat proscenium stage while the Arena Theatre is a 90 seat flexible theatre space. These theatres, along with a dance studio, well-equipped scenic and costume studios and design lab, provide an outstanding physical environment for the study of theatre performance and production. The program is further enriched by visiting artists, participation in the Kennedy Center American College Theatre Festival, a close association with the Black Hills Playhouse (a summer stock theatre located in Custer State Park) and the South Dakota Shakespeare Festival. Opportunities to participate in the New York Showcase and to study abroad also exist. Classes, auditions, and production crews are open to all USD students. The University of South Dakota is an accredited institutional member of the National Association of Schools of Theatre.

USD SPIRIT TEAM

Student Services

MUC 131

Phone: 605-658-3564

Email: brooke.poppe@usd.edu

The University of South Dakota spirit team includes the USD Cheerleading Team, the USD Dance Team, and Charlie Coyote. All teams provide important contributions to the overall spirit and enthusiasm at USD. The USD Cheerleading Team leads the crowd at USD football games, men's basketball games and women's basketball games. They also support USD in other ways by making appearances at university and community events. The USD Cheer Team sideline cheers at various athletic events throughout the year as well as makes appearances at various campus and community events throughout the year. The USD Dance Team performs at various athletic events throughout the year as well as competing regionally and nationally. Charlie Coyote, the official mascot of the university, performs at home football and basketball games while also making appearances at other events both at the university and in the community. For more information or to find out about tryouts for any of the three spirit teams, please contact Brooke Poppe.

THE VOLANTE

Al Neuharth Media Center, 130

Phone: 605-677-5494

Email: volante@usd.edu

Students interested in journalism and business can gain valuable experience, have fun and be paid for working at *The Volante*, USD's student-run weekly newspaper. Staff positions are open to all qualified USD students regardless of their major or career plans. What is required is curiosity, an interest in campus affairs, integrity and a strong command of the language.

About 30 students work together on the news staff as reporters, photographers, graphic artists and editors. Other *Volante* positions offer experience in business, advertising marketing, accounting and circulation. All positions are paid and some have limited academic credit. Together, the news and business staffs publish *The Volante* every Wednesday, except during holiday weeks, final exam periods and the summer, and online on an ongoing basis.

POLICIES AND PROCEDURES

APPEALS ACADEMIC

[SD Board of Regents Policy 2:9, Student Appeals for Academic Affairs](#)

The [Academic Appeals](#) form may be found on myU portal. For questions, contact Academic Affairs (Slagle Hall 105, 677-6497), or the Academic Dean of your college. Students may also receive guidance from Student Rights and Responsibilities and the Vice President of Student Services & Dean of Students Office.

ACADEMIC EXCUSED ABSENCE POLICY

When necessary, make-up of course requirements missed because of student participation in university sanctioned events and activities shall be worked out between the instructor and the student upon the student's timely initiative. For a university related event, a student must contact his/her instructor at least two days prior to the absence and provide documentation from the sponsoring unit indicating the dates that the student will be absent from class

To the extent possible, students should notify the instructor during the first week of the semester of possible missed dates. Instructors are required to allow for such make-up in a timely manner when a student is absent because of participation in events approved by the Vice President for Academic Affairs. An instructor may have special attendance/requirement policies for particular classes, whenever those policies are not in conflict with the student's right to make up missed requirements as described above.

Adopted March 2, 2005

ACADEMIC INTEGRITY PHILOSOPHY

Academic integrity is a fundamental concept underlying the educational enterprise of the university. As such, the idea of academic integrity must be embraced by all who are members of the university community and must be a guiding principle in all actions of the university. Academic integrity encompasses the values of honesty, trust, fairness, respect, and responsibility and is the foundation for the standards of acceptable behavior that apply to all within the university community.

To this end, the University of South Dakota seeks to embrace, promote, and maintain an atmosphere of honesty and integrity that can be summed up in the following simple statement:

We are committed to honesty, fairness, trust, respect, and taking responsibility for our actions.

The university should:

1. Promote a well-defined philosophy of academic integrity pertaining to all members of the university community and addressing the five cardinal values of honesty, trust, fairness, respect, and responsibility.
2. Promulgate clear procedures for dealing with transgression of the established policies protecting academic integrity. These procedures should be congruent with applicable laws, Board of Regents policy and existing

university policy, including the Student Code of Conduct and the Academic Appeals process, so as to protect the rights of all involved. The colleges and schools within the university should be allowed latitude in establishing appropriate procedures that take into account not only the values and ideals promoted by the university but also those which are congruent with expectations of acceptable conduct in professional settings. An innate feature of the university community is an emphasis on dialogue and learning; thus, consultation and mediation should be emphasized as the primary means of resolution in instances where academic integrity has been lacking. This emphasis does not preclude stringent application of appropriate university policy when necessary. Similarly, commitment to academic integrity should enhance, not stifle, honest disagreement, debate, and differences of opinion among the members of the university community.

3. Use all appropriate avenues to disseminate and underscore the core values of academic integrity at the university. Applicants, parents, enrolled students, visitors, faculty, staff, and administrators should be aware of the university's philosophy and policies on academic integrity. Commitment to academic integrity should be prominent in all actions of the constituents of the university community. All students, faculty, and staff entering the university community for the first time shall be apprised of the academic integrity policies and should agree to the philosophy that underlies them. The University should take opportunities to reinforce the academic integrity philosophy at appropriate times throughout the academic year
4. Revisit the academic integrity philosophy and policies in a timely manner.

ALCOHOL AND DRUG POLICY

[SD Board of Regents Policy 4:27, Drug Free Environment – Compliance with the Drug-Free Schools and Communities Act Amendments of 1989](#)

The unauthorized manufacture, sale, possession, use, or consumption of alcohol, marijuana, or other controlled substances is prohibited on any property controlled by the Board of Regents and in connection with any university sponsored activity. All officially recognized university student organizations must adopt and enforce the following minimum policies.

- A. Prohibit the manufacture, possession, use, dispensing, or provision of alcoholic beverages at organizational functions or in the organizational residence by persons under the age of 21 years and the provision of alcoholic beverages to persons under the age of 21;
- B. Prohibit the manufacture, possession, use, or dispensing of marijuana or unauthorized controlled substances at organizational functions or in the organizational residence;
- C. Prohibit the expenditure of organizational funds on alcoholic beverages, marijuana, or controlled substances;
- D. Prohibit the informal collection of monies from members, associates, or invitees to be spent on alcoholic beverages, marijuana, or controlled substances;
- E. Prohibit the possession, use, or distribution of alcohol, marijuana, or controlled substances on premises controlled by the Board of Regents, except as explicitly permitted by Section 3.G.1 of SD Board of Regents Policy 3:4, the Student Code of Conduct;
- F. Establish conduct policies and sanctions regarding violations by individual members no less stringent than those set forth under Board Policies, except that limited use of alcoholic beverages is permissible as set out above; and
- G. Require that a report be filed with the Senior Student Affairs Office each semester identifying all actions taken pursuant to the Student Code of Conduct.

Institutions may impose additional or more restrictive conditions on official recognition.

ALCOHOL PERMITTED ROOMS POLICY

A limited number of units in Coyote Village and McFadden Hall are alcohol-permitted rooms. Eligible students (those of legal age) may apply, provided all application requirements are met.

ALLEGED VIOLATIONS OF CIVIL RIGHTS STATUTES

1:18 Human Rights Complaint Procedures

CAMPUS MEDIA

The campus student media shall be free from censorship. Student management shall adhere to responsible and ethical media practices. Student editors and managers shall be assured all rights guaranteed to them by the First Amendment of the U.S. Constitution. [SD Board of Regents Policy 3:10, Campus Media](#)

CLASSIFICATION OF STUDENTS FOR TUITION PURPOSES

Credit Hour Basis of Tuition Charges

All tuition charges at the institutions of higher education under the jurisdiction of the Board of Regents will be on a credit hour basis. [SD Board of Regents Policy 3:2, Resident and Nonresident Classification of Students](#)

1. Classification of Students for Tuition and Fee Purposes

Students enrolling in any of the state institutions shall be classified as resident or nonresident for admission, fee, and tuition purposes by the Registrar's Office. The decision shall be based upon information furnished by the student and all other relevant information. The University is authorized to require such written documents, affidavits, verifications, or other evidence necessary to establish the residence of the student, including proof of emancipation, adoption, or appointment of a guardian. Students have the burden of establishing residency by clear and convincing evidence.

Students may request a review of the original classification decision. Information on the review and appeals process is found at the end of this section.

2. Establishing Bona Fide Residence

For tuition purposes, residence means the place where a person has a permanent home, at which the person remains when not called elsewhere for labor, studies, or other special or temporary purposes, and to which the person returns at times of repose. It is the place a person has voluntarily fixed as the person's permanent habitation with intent to remain in such place for an indefinite period. A person, at any one time, has but one residence, and a residence is not lost until another is gained.

The residence of an un-emancipated person under twenty-four years of age follows that of the parents or of a legal guardian who has actual custody of the person or administers the property of the person. In the case of divorce or separation, if either parent meets the residence requirements, the person shall be considered a resident. Students who enter the state for the predominant purpose of attending a Board institution and who are under the custody of a guardian in fact, that is, a person who has been designated in writing by the student's parents or legal

guardian to serve as their attorney in fact for purposes related to the individual un-emancipated student's affairs, may file a residency petition with the Board at the time of admission.

A person shall be classified as a resident student if the person has continuously resided in South Dakota for at least twelve consecutive months immediately preceding the first scheduled day of classes of the semester or other session in which the individual registers in the regental system; except that un-emancipated students whose parents established their residence in South Dakota for reasons not predominantly related to qualifying their children for reduced tuition, may be classified as residents notwithstanding the fact that they have not resided in South Dakota for the requisite twelve months prior to the first scheduled day of classes.

If it appears that the parents of a person properly classified as a resident student under the provisions of this section have removed their residence from South Dakota, the person shall be reclassified to the status of nonresident unless the parents have been residents for the twelve months immediately preceding such removal. However, no such reclassification is effective until the beginning of a semester next following the removal. Physical presence in South Dakota for the predominant purpose of attending an institution of higher education controlled by the Board of Regents does not count in determining the twelve month period of residence. Absence from South Dakota to pursue post-secondary education does not deprive a person of resident student status.

A person once properly classified as a resident student shall be deemed to remain a resident student so long as remaining continuously enrolled in the regental system until the person's degree shall have been earned. Attendance shall be deemed "continuous" if the person has been enrolled at a school or schools in the state as a full-time student since the beginning of the period for which continuous attendance is claimed. Such person need not attend summer sessions or other such sessions beyond the normal academic year in order to render "continuous" attendance.

3. Petition for Reclassification

After twelve months continuous presence in South Dakota, students who were initially classified as nonresidents may petition for reclassification. Students who wish to begin this process should contact the Registrar's Office (Belbas Center 223; 605-677-5339; registrar@usd.edu).

The following factors shall be considered relevant in evaluating a requested change in a student's nonresident status and in evaluating whether the person's physical presence in South Dakota is for the predominant purpose of attending an institution of higher education controlled by the Board of Regents:

1. The residence of an un-emancipated student's parents or guardians;
2. The situs of the source of the student's income;
3. To whom a student pays taxes, including property taxes;
4. The state in which a student's automobile is registered;
5. The state issuing the student's driver's license;
6. Where the student is registered to vote;
7. The marriage of the student to a resident of South Dakota;
8. Ownership of property in South Dakota and outside South Dakota.
9. The residence claimed by the student on loan applications, federal income tax returns, and other documents;
10. Admission to a licensed profession in South Dakota;

11. Membership in civic, community, and other organizations in South Dakota and elsewhere; and
12. The facts and documents pertaining to the person's past and existing status as a student.

The existence of one or more of these factors does not require a finding of resident student status, nor does the nonexistence of one or more require a finding of nonresident student status. All factors shall be considered in combination, and resident student status may not result from the doing of acts which are required or routinely done by sojourners in the state or which are merely auxiliary to the fulfillment of educational purposes. The fact that a person pays taxes and votes in the state does not in itself establish residence.

Retention of Residence While in Military Service

In determining residence status for tuition purposes, it is presumed that persons in military service who list South Dakota as their "home of record" and who, immediately upon release, return to South Dakota to enter college will be classified as residents.

Changes of Classification

Change in classification from nonresident to resident shall become effective upon the next registration after the application for resident classification is approved. The application for resident classification is available in the Registrar's Office, or [online](#). The deadlines for submission of the residence questionnaire for each term are indicated in the annual *Schedule of Classes* (available online at <http://www.usd.edu/registration/>).

Classification Appeal Procedure

Students may formally appeal the reviewed decision (see paragraph above) to The University of South Dakota. The appeal form is available in the Registrar's Office, or [online](#). The appeal is then reviewed by USD's Residency Appeals Committee.

Students may further appeal the committee's decision to the Executive Director of the South Dakota Board of Regents. Upon receipt of an appeal, the Executive Director will request that USD forward copies of the student's appeal file, including all documentation used in making the committee's decision. The student's letter must include a clearly laid out explanation of why the student disagrees with the committee's decision. The appeal form is available in the Registrar's Office, or [online](#).

COMMUNICABLE DISEASE POLICY

The University of South Dakota is committed to providing educational resources to its students, faculty, and staff regarding communicable diseases.

No otherwise qualified individual, because of the presence of any communicable disease, will be denied admission or access to services or programs. However, the university may require restriction from specific areas if such activities would jeopardize student health and safety.

Special precautions to prevent contagious diseases from spreading may be necessary. The university will observe public health reporting requirements to local and public health authorities. Medical information regarding individuals with AIDS, AARC, or HIV antibody positive status will not be provided to any person, group, agency, insurer, etc.,

without the written permission from the student, provided that written permission from the student is not required for public health reporting purposes.

Safety guidelines consistent with public health recommendations will be adopted for handling blood and body fluids in the classroom setting as well as outside of the classroom.

Individuals and organizations that attempt to impose restrictions, other than those authorized by the Board of Regents, on HIV positive individuals, will be subject to disciplinary action including expulsion, or, in the case of organizations, withdrawal of recognition.

COMPLAINTS AGAINST A DEAN OR VICE PRESIDENT

If a complaint is made against a dean or vice president, the formal appeal procedure shall begin at the next administrative level and continue as specified herein except that each step will be conducted at a higher administrative level.

CONCERNS AND COMPLAINTS

If you have a concern or complaint, we want to hear from you. Complaints can be made via an online submission form. The purpose of this form is to make the university aware of your concerns, complaints or questions regarding university policies or actions and help to resolve them.

[File a Concern or Complaint](#)

EMPLOYEE-EMPLOYEE AND FACULTY-STUDENT CONSENSUAL RELATIONSHIPS

[1:23 Consensual Relationships](#)

EQUAL OPPORTUNITY, NON-DISCRIMINATION, AFFIRMATIVE ACTION POLICY

A Statement from the President of the University of South Dakota

"Any form of harassment or discrimination hinders the learning process and disrupts the work environment. The University of South Dakota seeks to prevent harassment and discrimination through education and open dialogue, and where harassment and discrimination exists, to thoroughly investigate all claims."

Sheila Gestring, USD President

Notice of Nondiscriminatory Policy

In accordance with the South Dakota Board of Regents Policy 1:19, the institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all persons qualified by academic preparation, experience and ability for the various levels of employment or academic program or other institutional service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual

orientation, religion, age, disability, genetic information or veteran status or any other status that may become protected under law against discrimination. The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity and non-discrimination in accordance with the state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of 1:18 of this policy.

For additional information contact:

Khara Iverson, Director, Equal Opportunity & Title IX Coordinator
Slagle Hall 205, Vermillion, SD 57069
605-677-5651
Khara.Iverson@usd.edu

Policies and Procedures

The University of South Dakota is committed to providing equal opportunity without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, transgender, sexual orientation, religion, age or disability. Students, faculty and staff are encouraged to contact our office with questions and concerns relating to equal opportunity issues on campus.

South Dakota Board of Regents Policy Manual

- [Number 1:17: Sexual Harassment](#)
- [Number 1:17.1 Prevention of Sexual Assault, Domestic Violence, and Stalking](#)
- [Number 1:18: Human Rights Complaint Procedures](#)
- [Number 1:19: Equal Opportunity, Non-Discrimination, Affirmative Action](#)
- [Number 1:23: Employee-Employee and Faculty-Student Consensual Relationships](#)
- [Number 1:28: Threat Assessment Procedures](#)

Resources/ Accommodations

- [Disability Services](#)
- [Disability Accommodations](#)

The following can be found in the myUSD portal:

- [Harassment and Discrimination Policies and Procedures Brochure](#)
- [Legal Basis References](#)
- [Web Resources](#)

Contact

Khara Iverson, M.A., J.D.
Director, Equal Opportunity & Title IX Coordinator
414 East Clark Street
Slagle Hall 205
Vermillion, SD 57069
605-677-5651
Khara.Iverson@usd.edu

FACILITY USE POLICY

All room/event reservations must be made at least 72 hours prior to the event (consistent with [BoR 6:13\(3\)\(D\)\(3\)](#)) and completed during regular working hours Monday through Friday 8 a.m. to 5 p.m.

Facilities on the campus of The University of South Dakota are available to recognized student organizations, university departments or groups who are integrally connected with USD, community members, camps, conferences, etc.

If you are a student, faculty, or staff member, please go to <http://rooms.sdbor.edu> to request a room reservation.

Outside organizations will need to call the Event Planning and Scheduling office at 605-677-5464.

All meeting rooms are scheduled by the Event Planning and Scheduling office with the exception of:

- i. All events in Med School Vermillion spaces are scheduled by Med School Vermillion (LeeMedEvents@usd.edu) with the following exceptions which are scheduled centrally:
 1. Lee Med 102
 2. Lee Med 110
 3. Lee Med 201
- ii. All events in Med School Sioux Falls spaces are scheduled by Med School Sioux Falls staff (SFMedrooms@usd.edu).
- iii. Reading rooms in the Library are scheduled by Library staff (libraryrooms@usd.edu).

[SDBOR Facilities Use by Private Parties Policy](#)

[USD Room Reservations website](#)

Event Planning and Scheduling
Muenster University Center, Room 205
605-677-5464
scheduling@usd.edu

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the University of South Dakota receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University of South Dakota in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University of South Dakota who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University of South Dakota.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of South Dakota to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The University of South Dakota's implementation of the requirements of the Family Educational Rights & Privacy Act (FERPA), including its definition of directory information, can be found at <http://www.usd.edu/policies/upload/Student-Records.pdf>.

FERPA permits the disclosure of non-directory information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the University of South Dakota whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36.

(§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school

determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

[USD FERPA Notification Rights](#)

FIREARMS POLICY AND STORAGE PROCEDURES

The University of South Dakota Firearm Policy and Storage Procedures

1. Weapons

The use or possession of the following are potential threats to health, life or property, and thus are prohibited on any property controlled by the Board of Regents, including the residence halls.

- A. Weapons, including but not limited to, firearms, guns (e.g. BB guns, pellet guns, paintball guns, etc.), bows, arrows, clubs, nightsticks, swords, knives (with a blade of 4 inches or longer), tasers, and all martial arts weapons.
- B. Ammunition including but not limited to, explosive ammunition (e.g. shotgun shells, rifle shells, black powder, percussion caps, etc.) and air-propelled ammunition (e.g. BBs, pellets, paintballs, etc.).
- C. Firecrackers and other explosives and dangerous chemicals.
- D. Illegal or unauthorized possession of firearms, other items defined as dangerous weapons in SDCL 22-1-2(10), fireworks, explosives, Tasers, BB guns, or dangerous chemicals on institutional premises is strictly prohibited.

2. This policy does not apply to:

- A. Any starting gun while in use at an athletic event, and any firearm or air gun at a firing range, a gun show (sponsored by a recognized university organization), or supervised school or session for training in the use of firearms;
- B. The ceremonial presence of any unloaded weapon at a color guard ceremony;
- C. Any weapon under the control of military personnel assigned to the South Dakota National Guard or to the Reserve Officers Training Corps;
- D. Any otherwise lawful firearm held in a weapon storage facility operated by the institution or while such firearm is being transported to or from such a storage facility, in accordance with Section 3, subsection A; or
- E. Storage of any otherwise lawful firearm, out of plain view and inside a locked personal motor vehicle is permitted on university property.

3. Firearm Storage

Residential students and guests wishing to store firearms who do not have a personal vehicle in which to do so, or who wish to store in an alternate location from their vehicle, may store their firearm at the University Police Department (UPD) storage facility at no charge. UPD is located on the main floor of the Davidson Building. Storage at UPD offers security advantages, such as secured and locked storage, and UPD personnel's expertise and training in safe firearm handling.

UPD will provide storage of firearms belonging to USD students. For the safety of the property, students and UPD Staff the following procedures will be implemented:

- A. Firearms may be checked in/out at anytime. Students and guests are required to call UPD (658-6199) prior to their arrival to ensure an officer is available to assist them.

- B. All students checking firearms in/out must have their USD Student ID. Guests must have a valid government issued photo ID. When checking firearms out, students or guests must also have the "Weapon Storage Card" that they received when they initially checked in their firearm.
- C. Firearms to be stored must be in a gun sock, soft case, or hard case.
- D. Firearms without a trigger lock attached will not be accepted.
- E. Loaded firearms will not be accepted.
- F. All firearms to be stored will be checked through NCIC. If the firearm is discovered to be stolen UPD Officers will place the firearm into evidence and may not release the firearm until the conclusion of an appropriate investigation.
- G. No firearm will be released to individuals displaying signs of impairment

FREEDOM OF SPEECH

The University of South Dakota respects and follows South Dakota Board of Regents [Policy 3:3](#) regarding freedom of speech.

HARRASMENT INCLUDING SEXUAL HARRASMENT

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 in part, states:

“ No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”- Title 20 U.S.C. section 1681

Title IX of the U.S Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities.

Under Title IX, discrimination on the basis of sex can also include sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, stalking and sexual coercion.

For further information regarding Title IX please see:

<http://www.usd.edu/human-resources/titleix>

<http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>

South Dakota Board of Regents Policies

1:17 Harassment including Sexual Harassment

Discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information, veteran status or on any other status that may become protected under law against discrimination is likewise prohibited under this policy.

Any allegations and or complaints of discrimination and or harassment should be reported to:

Khara Iverson, M.A., J.D
Director of EEO & Title IX Coordinator
Slagle Hall 205
Phone: 605-677-5651
Email: Khara.Iverson@usd.edu

1:17.1 Prevention of, Dating Violence, Domestic Violence Sexual Assault and Stalking

All allegations and or complaints of sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, stalking and sexual coercion should be reported to:

Khara Iverson, M.A., J.D
Director of EEO & Title IX Coordinator
Slagle Hall 205
Phone: 605-677-5651
Email: Khara.Iverson@usd.edu

***The university will strive to keep all reported information confidential, however it may not be able to guarantee such a request if in doing so may potentially jeopardize the safety of the campus community or if other legitimate reasons may necessitate such disclosure.**

*Any person who either files a complaint or is a witness and or involved in any stage of the investigative process will not be subject to harassment, interference, intimidation or retaliation.

HUMAN RIGHTS COMPLAINT PROCEDURES

1:18 Human Rights Complaint Procedures

IMMUNIZATION POLICY

Due to regulations mandated by the South Dakota State Law, South Dakota Board of Regents and the State Health Department, ALL students whatever their classification or status must have medically signed proof of TWO (2) properly administered immunizations OR immune titers for Measles (Rubeola), Rubella and Mumps. These are required for all new, readmitted and transferred students of all State Institutions. If you only have one immunization, the required second immunization may be administered not less than one month after the first immunization.

Students who fail to provide the required proof of immunization will be REFUSED REGISTRATION and will not be able to attend classes until in compliance.

Evidence of immunization or immunity will be documented and signed by a healthcare provider or other record keeper. Other immunization records acceptable to the South Dakota Department of Health also may be used to document compliance with the immunization requirements. These are:

- A physicians certificate
- Immunization records forwarded by another school
- A record maintained by student or parent showing the month and year during which dose of vaccine as administered - signed by a health professional

The Advisory Committee on Immunization Practices (ACIP) has recommended that college freshmen living in residence halls receive the vaccine for meningococcal meningitis.

All students who meet established criteria are obliged to demonstrate immunity to measles, mumps, and rubella. Relevant criteria – i.e., key factors which drive the need for compliance - are delineated below:

Age: students born on or after January 1, 1957 must comply; those born prior to this date are excused (no form required).

Course schedule: students who register for two or more credit-bearing classes – and at least one course involves face-to-face contact on a weekly basis for multiple weeks – are obliged to comply.

This includes participation at all campuses and centers (including University Center, Capital University Center, and West River Higher Learning Center).

Exemptions:

Students who are taking courses off campus, such as on-line, correspondence, or through DDN.

Exemptions to the MMR requirement will be considered if there is a medical or religious contraindication (form required).

Permanent Exemption

- A serious, chronic medical condition that contraindicates administration of vaccines on a long-term basis – [Physician Statement Required](#).
- Affiliation with an established religion, the doctrine of which prohibits vaccinations - completion of approved [University Form](#) or submission of hard copy personal statement required. Note: state law requires validation from a parent if the student is less than 18 years of age.
- Adverse reaction to first MMR precludes administration of the second – physician statement required.

Temporary Exemption

A medical condition of short duration that contraindicates administration of vaccines; the most common application of this waiver is linked to pregnancy – [Physician Statement Required](#).

In the event of an outbreak, students who are granted waivers and exemptions will be excluded from campus. Exclusion procedures will be determined at the point of the outbreak and will adhere to the advice of the South Dakota State Department of Health.

INFORMATION POLICY

Privacy Rights – FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The complete student records policy of The University of South Dakota is available [online](#).

Directory Information

Directory Information to be the same across the system and list only: name, enrollment status (undergraduate, graduate or professional school), major field of study, and dates of attendance (start date and end date).

Non-Public Information are to be confined to: All public available information (name, enrollment status [undergraduate, graduate or professional school], major field of study, and dates of attendance [start date and end date]; and institutional e-mail address.

Students need to sign a release statement for dissemination of information for press releases including athletics, scholarship and other recognitions.

Confidentiality Request

The University of South Dakota and any of the colleges or schools of The University of South Dakota may disclose any items of directory information without prior written consent, unless notified by the student in writing to the contrary by the 10th day of classes of the first semester in which the student is enrolled, or by the 10th day of classes of any subsequent fall semester during which the student is enrolled. Nondisclosure stipulations remain in effect until removed in writing by the student, even if the student has withdrawn or graduated. A request form to prevent disclosure of directory information is available in the Office of the Registrar or [online](#).

MISSING STUDENT POLICY

1. Reporting a Student as Missing

- A. Any person may report a university student as missing by filing a report with the university's chief student affairs officer or at the university's campus security office. It is not necessary to wait until the student has been missing for twenty-four hours before making a report.
- B. For purposes of this policy, a student is missing when the student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits or routines.

PARENTAL NOTIFICATION OF DRUG/ALCOHOL POLICY VIOLATION

[SD Board of Regents Policy, 3:4. Student Code of Conduct – Student Conduct Process - Sanctions](#)

The Family Educational Rights and Privacy Act (FERPA) permits colleges and universities to inform parents of alcohol and other drug policy violations committed by their students who are under the age of twenty-one at the time of the violation. University of South Dakota (USD) personnel understand that parents are partners in responding to issues of substance use or abuse. Thus, it is USD policy to notify parents or guardians of their student's alcohol and/or other drug policy violation when, in addition to the FERPA conditions, the violation occurred as follows:

1. The student is responsible for a second violation of South Dakota Board of Regents Policy 3:4, the Student Code of Conduct, concerning alcohol and other drugs, and the violation resulted in at minimum an imposition of disciplinary probation.
2. Violation(s) by the student while enrolled at another institution under the control of the BOR shall be considered a violation under this policy.

3. The Vice President of Student Service & Dean of Students or the VP/Dean's designee will determine, in each instance, whether parental notification will be made. When a determination is made that parental notification is appropriate, notification of a parent or guardian shall be made in writing and mailed to the parent or guardian at the address on record. Students whose parents will be notified consequent to a conduct process may view a template of the notification letter in the Office of Student Rights & Responsibilities.
4. Records of parental notification under this policy will be maintained in the Office of the Vice President of Student Services & Dean of Students or as otherwise designated.
5. In addition to the foregoing, USD policy provides for parental notification of alcohol and other drug violation or misuse without prior notice to the student in circumstances where action has been or will be taken to protect the safety of the student or other individuals.

PEST CONTROL POLICY

University Housing is committed to an effective and efficient response to reports of pests in our housing facilities. Our pest control measures include regular inspections and housekeeping controls and material treatments as needed. The materials and processes used to treat rooms and apartments are carefully selected to be safe and effective.

REGISTERED SEX OFFENDERS

Registered sex offenders can be identified by contacting the local law enforcement officials in our host municipality. If you would like information regarding registered sex offenders who are actively enrolled or employed at The University of South Dakota, contact the Clay County Sheriff's Office at 605-677-7100. They will advise you regarding the information you may obtain and their guidelines for obtaining the information or the information can be accessed at www.claysheriff.org.

Not all sex offenders who may be attending or employed at the University of South Dakota reside in Vermillion or Clay County. Be sure to indicate to the local law enforcement agency you contact that you are either a current or prospective student or employee at the University of South Dakota and that you want to review the listing for this institution. The law enforcement personnel will respond by directing you to the correct information.

SEXUAL ASSAULT POLICY

The University of South Dakota is dedicated to fostering an environment which respects the rights of all individuals and values the promotion of both a work and educational environment free of gender bias. In accordance with federal and state laws and the policies of the South Dakota Board of Regents, the University of South Dakota takes an active role in addressing sexual misconduct both on and off campus. This approach includes but is not limited to: the offering of effective programming designed to help prevent sexual assault, the prompt and efficient investigation of all reported incidents, and the providing of resources and services as well as any other reasonable assistance requested under Title IX.

At USD, the University Title IX Coordinator serves as the point of contact for those seeking information or those wanting to report violations of human rights, acts of discrimination/harassment, sexual harassment, sexual violence, domestic violence, dating violence, stalking and any other forms of sexual misconduct. If you have been subject to any

type of sexual misconduct or would like more information on how the university can assist you, contact the Title IX Coordinator:

Khara Iverson, M.A., J.D
Director of EEO & Title IX Coordinator
Slagle Hall 205
Phone: 605-677-5651
Email: Khara.Iverson@usd.edu

South Dakota Board of Regents Policies

[1:17 Sexual Harassment](#)

[1:17.1 Prevention of Sexual Assault](#)

[1:18 Human Rights Complaint Procedures](#)

The University of South Dakota is concerned with the personal safety of students, faculty, and staff, as well as aiding a person's ability to be responsible for his or her own safety. This mission is carried out by providing awareness of and educational opportunities about sexual assault, including rape, acquaintance rape, and other forcible and non-forcible sexual offenses. Good bystander behavior training is also offered. Several departments assist in this programming, including USD Department of Public Safety, the Director of Equal Opportunity & Chief Title IX Officer, University Housing, USD Greek Life and the Student Counseling Center.

The University educates the student community about sexual assaults and date rape through residence hall and student services programming each fall and throughout the academic year. All students are required to complete an online training program. The University Police Department offers sexual assault education and information programs to University students and employees upon request. Literature on date rape education, risk reduction, and University response is available through the Student Counseling Center.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The University Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the University Police and/or the Title IX Coordinator. Filing a police report will:

- › ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- › provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- › assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the University Title IX Coordinator, or only the latter. The Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the university through the Student Health Center, Employee Assistance, and the Counseling Center. Counseling and

support services outside the university system can be obtained through the Domestic Violence Safe Options services and Sanford Medical Center.

University disciplinary proceedings, as well as special guidelines for cases involving sexual violence, are detailed in the *Student Handbook*. The *Handbook* provides, in part, that the respondent and the complainant will each be allowed to choose two advisors to accompany them throughout the process. Both the complainant and respondent will be informed of the outcome of the investigation as well as the informal and or formal disciplinary process.

A student violating the Board of Regents Harassment/Including Sexual Harassment policy could be subject to both criminal prosecution by the State of South Dakota as well as the imposed sanctions of the university disciplinary process which may include either suspension and or expulsion a for a first offense.

NON- CONFIDENTIAL RESOURCES:

USD Department of Public Safety (605) 677-5342 (Emergency 9-911 on campus)

Vermillion Police Department (605) 677-7070 (Emergency 911 off-campus)

Khara Iverson, Director of Equal Opportunity & Title IX Coordinator (605) 677-5651

Dr. Kimberly Grieve, Vice President of Student Services & Dean of Students (605) 658-3555

CONFIDENTIAL RESOURCE PROVIDERS:

Safe Options Services (Confidential Provider) (605) 624-5311 www.facebook.com/dvsafeoptions

Student Counseling Center (Confidential Provider) (605) 677-5777

Student Health (605) 624-9111(Sanford Clinic Vermillion)

SMOKE-FREE ZONE POLICY

[SD Board of Regents Policy 4:29, Smoking](#)

The University of South Dakota has an obligation to its employees, its students, and the public to take action known to protect peoples' health. The use of tobacco products by employees or visitors compromises the responsibility of USD to provide a safe and healthy place to conduct business. The policy set forth below is effective 06-01-08 for USD.

Smoking is not permitted on the campus of the University of South Dakota. Signs stating the policy will be posted across campus.

In accordance with the American Indian Religious Freedom Act, the no smoking policy would not apply to ceremonial and traditional rites.

Compliance

Enforcement of this policy is the shared responsibility of all University of South Dakota personnel and students. All are authorized and encouraged to communicate this policy with courtesy, respect, and diplomacy, especially with regard to visitors. Violations of the policy may result in corrective and/or disciplinary action and should be reported to the supervisor, USD Human Resources, or the Vice President of Student Services & Dean of Students Office. Students may be referred to the conduct system.

Tobacco Cessation Opportunities

USD encourages all employees and students who use tobacco to quit. Tobacco cessation information and assistance is available online at <https://www.sdquitline.com> and from the South Dakota QuitLine's toll-free number 1-866-737-8487.

Smoking Ban Policy

After reviewing the smoking ban resolution passed by the University of South Dakota Student Government Association and endorsed by the Faculty Senate, the USD Executive Committee voted to ban smoking on campus effective January 9, 2013.

Student violations of this policy may be reported to the Director of Student Rights & Responsibilities.

Employee violations are to be documented for supervisor/dean follow-up, as well as evaluated for trends and patterns of noncompliance.

SOLICITATION OF STUDENTS

[USD Sales and Solicitation Policy](#)

The University of South Dakota adheres to Board of Regents policy 6:13 with regard to sales and solicitation of articles or services to students. If a private party wishes to solicit or sell articles or services to students, they should contact the Office of Scheduling: 605-677-5464 to get more information.

STUDENT COMMUNICATION POLICY

Because of the ever-increasing reliance on electronic communications to more effectively and efficiently conduct official business with students of the University of South Dakota (USD), certain electronic communication standards must be set by the university.

As a result, email and announcements posted in the [myU.Portal](#) are considered official forms of communication at USD.

It is imperative that students understand that portal announcements and the University-assigned email address associated with the USD account shall be the official means of communication while they are a student and that they are responsible for information conveyed via announcements and email. The university has the right to expect that those communications will be read in a timely fashion.

Instructions to add a student email account to a smartphone can be found at following links:

Android:

<https://portal.usd.edu/technology/email/loader.cfm?csModule=security/getfile&PageID=5771&casLogin=1>

iPhone:

<https://portal.usd.edu/technology/email/loader.cfm?csModule=security/getfile&PageID=5774>

Windows Mobile:

<https://portal.usd.edu/technology/email/loader.cfm?csModule=security/getfile&PageID=5775>

STUDENT EMPLOYMENT POLICY

All students who obtain employment with The University of South Dakota are required to complete and sign section 1 of the I-9 no later than the first day of employment. The department must complete and sign section 2 within three business day of the employee's first day of employment. Acceptable forms of identification are listed on the back of the I-9 form <http://www.uscis.gov/files/form/i-9.pdf>.

The South Dakota Board of Regents has a policy of mandatory direct deposit for payroll payments to employees. This policy requires direct deposit for all regular, temporary, and student employees except for work study students. There are many advantages to employees participating in direct deposit. Direct deposit is secure, reliable, and convenient. The money is deposited in and posted by the bank on payday giving employees access to funds that day.

STUDENT DRIVER POLICY

Students may be authorized to drive university or state vehicles for use with University of South Dakota sponsored activities. Such requests must be approved by the sponsoring department or office. Student drivers must be employed by USD or must submit a Volunteer Work Agreement form to Human Resources. The form is available on the USD portal at <https://portal.usd.edu/administration/human-resources/loader.cfm?csModule=security/getfile&PageID=3624>. A valid driver's license issued in the United States is required. Use of university or state vehicles must be for official university business only and not for a matter of convenience.

STUDENT TAILGATE NATION POLICY

The University of South Dakota tailgating policy is intended to provide all who participate in tailgating at USD a safe and enjoyable experience and environment. This policy is designated for USD Coyote Football games only. The University of South Dakota, USD Athletics Department, along with the USD Police Department asks that you enjoy yourself, while respecting the rights of others. These rules and regulations are intended to be general in nature. The University of South Dakota reserves the right to modify these rules and regulations at any time to secure the safety and effective administration of the event.

Rules and Regulations Governing Tailgating for USD Coyote Football Games

1. The tailgate area will open four hours prior to kick-off and will close 30 minutes prior to kickoff.
2. An email will be sent out to all registered student organizations. Student orgs or students should respond to that email if they would like to reserve a spot. Students will maintain access to that spot for the entire football season. Cleanliness issues related to tailgate spots are grounds for loss of spot.
3. All individuals and/or groups are responsible for making sure their tailgating area is cleaned prior to departing for the game. Failure to comply with this rule may result in privileges rescinded for the remainder of the season and subsequent privileges will be reviewed after the season.
4. All furniture must be loaded into vehicles or removed from the tailgate lot one hour after the end of the game, however vehicles may remain on-site until 10:00am the following morning.
5. Open pit fires are not allowed. Charcoal and gas grills are permitted.
6. Students 21 and over, who possess or consume alcohol during tailgating, must receive a wrist band from Student Services on location after their ID is checked. These wrist bands will be distributed at the entrance to the Student Tailgate Nation.
7. Any activity or device used to increase the consumption of beverages is prohibited. Examples of prohibited activities or devices include but are not limited to, beer pong, flip cup, funnels, ice luges, etc.
8. The State of South Dakota codified laws and USD policies will be jointly enforced by University Police Department and USD Student Services.
 - a. The State of South Dakota has set the minimum drinking age at 21 years of age. Underage alcohol possession or consumption is prohibited.
 - b. The State of South Dakota has made it unlawful to provide alcohol to minors. Furnishing alcohol to minors is prohibited.
 - c. South Dakota law makes it illegal to operate a motor vehicle while intoxicated. Anyone operating a motor vehicle with blood alcohol content greater than .08 will be arrested and charged with driving while intoxicated.
 - d. South Dakota law does not permit unsealed alcohol containers in motor vehicles. Anyone who has an unsealed container in a vehicle will be arrested and charged with an open container violation.
9. For the purposes of this policy, sealed alcoholic beverage containers will be allowed the grassy area north of the dome designated as student tailgating.
10. Alcohol beverages must be in a can, plastic bottle or a plastic cup. Glass and bulk containers (kegs) are strictly prohibited.
11. The selling of goods (food, beverages, clothing, etc...) is prohibited. This policy will be strictly enforced. Only authorized groups and/or individuals will be allowed to sell in this area.
12. Violations of this policy may result in forfeiting all privileges associated with tailgating at subsequent games and a ban from the tailgating area.
13. Violation of this policy may result in a Student Rights and Responsibilities hearing and/or criminal charges.

STUDENT VEHICLE REGULATIONS

The various institutions of higher education under the Board of Regent's control are authorized to establish necessary regulations governing vehicles, traffic, and parking appropriate for their respective institutions. Motor vehicles that are operated or parked on campus must have a registered permit and be operated in accordance with the University Parking and Traffic Regulations. Copies of the complete detailed regulations are available anytime from the University

Police Department, located in the Davidson Building or online at [Myusd<administration<university police<police](#). The University Police Department's non-emergency telephone number is 605-658-6199.

UNIVERSITY STUDENT USE OF STATE VEHICLES

Students may be permitted to use state vehicles in connection with activities carried out on behalf of the institution by academic or administrative organizations and be provided liability coverage if the following conditions have been met:

1. The student is an employee (being compensated by the university) and is driving the state-owned vehicle solely for business related to their university employment, which must be confirmed by a supervisor.
2. The student is an officially appointed volunteer of the university (and a volunteer form is on file with the university human resources department) and is driving the vehicle solely for responsibilities related to his/her official volunteer status, which must be confirmed by a faculty advisor.
3. At the time the student makes application to use a state-owned vehicle, the Student Driver Fleet Check-Out Form is completed and the student presents a valid driver's license and employment identification card or official documentation of volunteer status.
4. State-owned vehicles shall not be used to transport passengers who are not employees or formally appointed volunteers on official university business.
5. The educational institution must photocopy the information required in paragraph 3, attach the photocopies to the application, and keep the documentation for a minimum of three years.

If any of the information required for submission in paragraphs 1, 2, or 3 is false or if the educational institution fails to perform the requirements in paragraphs 1, 2, and 3, then no coverage shall be provided.

SUICIDE THREAT RESPONSE POLICY

Suicide is the leading cause of death of university students. Additionally, suicide, attempted suicide, and suicidal gestures have detrimental effects on both the involved student and other students in the campus community. The University of South Dakota (USD) strives to foster a campus community free from personal abuse, directed at oneself or others. USD commits its resources to the following two fold process: 1) to educate and promote discussion about self –abuse and violence and 2) to provide crisis intervention. The following link is a link to the USD Suicide Threat Response Policy <http://www.usd.edu/~media/files/policies/7006-suicide-threat-response-policy.ashx?la=en>

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that constitutes a threat to members of the campus community, a “timely warning” will be issued. The warning will be issued through the USD Campus Alert system, which includes notification through email, text message, and telephone. Students and employees are encouraged to register contact preferences through the USD Campus Alert system by visiting <https://portal.usd.edu/campus/campus-alerts/register-for-campus-alerts.cfm?casLogin=1>, Notice may also be sent through alternate or additional methods of communication and will be posted on the USD homepage.

VOTER REGISTRATION

As a citizen of the United States, you have the privilege to vote in county, state and national elections. As a part of the Higher Education Act of 1965, as amended in 1998, Congress directed schools receiving federal financial aid to assist students who have not yet registered to vote.

As a South Dakota resident, you may obtain a voter registration form at the Secretary of State’s web site <http://sdsos.gov/elections-voting/voting/register-to-vote/default.aspx>

If your home state is other than South Dakota, you may use the national form which is available at <http://www.usa.gov/Citizen/Topics/Voting/Register.shtml>

WINTER WEATHER POLICY

Classes will be cancelled this winter when road and weather conditions warrant. Administrative offices will remain open for business when classes are cancelled. On occasion, the weather will not be severe enough to cancel classes but may pose driving conditions requiring extreme caution. If conditions are too severe, students are advised to stay home rather than take unnecessary risks. Faculty will accommodate students missing class under these circumstances.

Faculty will immediately notify their respective department offices in the event they are unable to make class. Students seeking individual class cancellation information should contact the faculty member or the faculty member’s department.

In the event staff are unable to travel to campus due to weather conditions, Board of Regents policy allows the taking of annual leave, accrued comp time, leave without pay, or staff may adjust their work week with the approval of their supervisor. In extreme cases, it may be necessary to close administrative offices as well as cancel classes. In that event, food service, public safety, and facilities personnel will continue to provide essential services on campus.

<http://www.usd.edu/policies/weather-policy>

STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT

[SD Board of Regents Policy 3:4. Student Disciplinary Code](#)

CONSUMER DISCLOSURES

CONSUMER DISCLOSURES

The Higher Education Opportunity Act (Public Law 100-215) (HEOA) was enacted on August 14, 2008, and reauthorized the Higher Education Act of 1965, as amended (HEA). The HEOA contains numerous federal reporting disclosure requirements for information from various areas of higher education institutions. A disclosure requirement is information the University of South Dakota is required by the U.S. Board of Education to make available to consumers. The University of South Dakota's consumer disclosure information can be found at <http://www.usd.edu/about-usd/consumer-information.cfm>.