Policies and Procedures

The policies and procedures listed in this section were established by the South Dakota Board of Regents and/or South Dakota School of Mines and Technology. For further information regarding policies in this section, please contact one of the Vice President's Offices at the university or visit: http://sdmines.sdsmt.edu/sdsmt/policies.

Computer and Network Usage Guidelines and Policy

Students, faculty, staff and others affiliated with School of Mines are provided access to computing and networking services for use in academic pursuits and other activities that advance the goals of the institution.

All computer users must be properly registered and authorized through Information Technology Services (ITS). In accepting authorization to use computing or networking services, a user agrees to comply with all applicable federal, state and local laws and all regulations and policies of both the university and the Regents of the state of South Dakota.

Individuals should guard their electronic identity. Choose secure passwords, and never reveal them to anyone. Individuals can be held liable for activity carried out by others using their accounts. Keep all passwords and access mechanisms secure and private. Facilities and network services are provided for use only by account holders, not their family members or friends.

Theft, misuse, or other abuse of computing or networking services will not be tolerated and may result in loss of computer and/or network privileges, disciplinary action, criminal or civil prosecution.

To connect to the wireless network, we require a wireless equipped laptop and Windows XP/Vista operating system. Instructions on how to connect are located on the ITS website: http://its.sdsmt.edu.

All guidelines and terms of use apply to ALL computer usage, wireless as well as wired desktop and laptop.

Unacceptable activities include, but are not limited to:

- Unauthorized file access or file transfer;
- Use of another individual's identification, password, or account;
- Use of computing or networking facilities that interferes with the work of another student, faculty member, or university official, or with the normal operation of computers, terminals, peripherals, or networks at the university or elsewhere;
- Making, acquiring, or using unauthorized copies of computer software or violating terms of applicable software licensing agreements;
- Use of computer or network systems that result in violation of copyright law;
- Running, installing, or distributing any program intended to damage or to place excessive load on a computer system or network;
- Attempting to circumvent data protection schemes through any mechanism, including unauthorized access or tampering with security;
- Electronically posting or distributing materials resulting in any violation of existing laws, regulations, or university or Regental policies;
- Attempting to monitor or tamper with another person's electronic communications, or reading, copying, changing, or deleting another person's files or software without the explicit agreement of that person; and
- Providing access to computer accounts, Internet connectivity, electronic mail, or other significant services to persons not authorized for use of School of Mines facilities, resources, or network services. For example, students with computers hosted on the residence hall network may not permit family or friends to use these services. Although these guidelines cover most aspects of the policy, a full copy of the current university policy on acceptable use of

computing and network resources may be found at: http://its.sdsmt.edu/student/8408/.

Family Educational Rights and Privacy Act (FERPA) of 1974 or Buckley Amendment

The purpose of FERPA is to protect the privacy rights of students from the indiscriminate collection, maintenance, disclosure, and release of personally identifiable student information, including information regarding student status or performance.

Under FERPA each current and former student at School of Mines has the following fundamental rights:

- The right to review and inspect the student's education records.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading, and the right to a hearing if the request for amendment is not granted.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by School of Mines to comply with the requirements of FERPA.

Students should be aware that these rights and privileges are available to them. Formal notification regarding FERPA is provided annually. An announcement covering information designated as Public or Directory Information is included on posters, in the Family Matters, First Year Information and Commuter Connection newsletters and on the Academic and Enrollment Family Educational Rights and Privacy Act web page at: http://sdmines.sdsmt.edu/ferpa. Directory information includes the student's name, local and permanent address, telephone listing, electronic mail address, photograph (e.g., year book photos), date and place of birth, major field of study, dates of attendance (including graduation date), grade level, enrollment status (e.g., undergraduate or graduate, full or part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degree, honors and awards received, and the most recent education agency or institution attended (previous to School of Mines). This information is critical to some obligations and services performed by the university. Students have the right to request that such information concerning them be withheld. For a full description of FERPA, information regarding the location of students' educational records, and procedures at School of Mines for compliance with the law, please contact the Office of the Registrar and Academic Services.

US government reporting requirements have been added for international students (F and J status). As a result of the regulations that became effective on January 1, 2003, the Family Educational Rights and Privacy Act (FERPA) is waived for F and J students in respect to these specific reporting requirements. The regulations will be strictly enforced by the appropriate bureau(s) within the US Department of Homeland Security (DHS) and information will be reported electronically to DHS via Student and Exchange Visitor Information System (SEVIS). The consequences to students for non-compliance with the new regulations are severe. Contact the director of the Ivanhoe International Center at Ivanhoe@sdsmt.edu for more information.

Final Examination Policy

The South Dakota School of Mines and Technology provides a policy for the administration of final examinations.

The faculty, recognizing that courses and programs of instruction differ substantially and that methodologies of instruction and evaluation remain the province of each instructor, does not seek to impose any mandatory final examination policy upon the constituent faculty of this institution. However, each faculty member is hereby encouraged to give the last examination (comprehensive or non-comprehensive) during the final examination week.

A five-day final examination period shall be scheduled by the registration officer. No special

individual or departmental requests will be honored in constructing the final examination schedule.

The instructor or instructors for each course shall indicate to their department head whether or not they intend to give a final examination, the number of hours for the exam, and whether additional rooms are needed for alternate seating; requests for additional rooms can be honored only if rooms are available. No additions will be permitted once the schedule has been published. All final exam requests will be due from departments at the time course registry requests are due. The final version of the exam schedule will be published in the Course Listings bulletin.

Final exams in all laboratory courses and courses of one credit or less will be given during the last regularly scheduled class period of the semester. Final examinations for evening classes meeting after 4:30 p.m. will be held at the last meeting of the class during final exam week. Final examinations for all other courses are scheduled by the registration officer according to the regular class meeting time during the semester and must be given at the scheduled time; they may not be rescheduled or given prior to the start of the final examination period. Examinations will be held in the regularly scheduled classrooms unless instructors make special advance arrangements through the registration officer.

Instructors in multi-section courses may request a "common final examination" period if requests are made in advance. Rooms must be reserved with the registration officer for such exams in order to avoid conflicts.

Final exam periods will be one hour and 50 minutes each, although instructors may request a longer final exam period (two hours and 50 minutes) if needed.

If a student is scheduled for three or more examinations on any one day, the middle examination(s) of the day shall be rescheduled for this student by the instructor(s) upon the request of the student. The student will be required to make this request between the 10th and 15th day of classes.

Other than those events approved by the faculty of the South Dakota School of Mines and Technology, final examinations will be the only events scheduled during the week of final examinations. Students having conflicts arising from participation in such scheduled events must see their professors at least one week prior to the examinations week to determine an equitable alternative to taking the examination at the scheduled time.

Instructors will submit all grades not later than three working days after the last day of final examinations for the term.

Requests for Waivers

In extenuating circumstances students may request that a requirement stated in the academic policies of the institution or of the South Dakota Board of Regents be waived. Examples of such requirements include, but are not limited to, the limit on the number of times a course may be attempted, the time limits on completion of pre-general education and general education courses, the academic suspension policy, the proficiency exam policy, and the change of grade from an F to a W. Students wishing to appeal must complete the Application for Academic Appeal form that is available at the Office of the Vice President for Academic Affairs or can be downloaded from: http://sdmines.sdsmt.edu/studentlife/forms.

Student Academic Freedom Rights

The School of Mines and the South Dakota Board of Regents have a longstanding commitment to protecting those freedoms of inquiry and learning that are essential to the expansion of knowledge and the correction of error. This includes protections for student freedom in learning. In its relevant parts, Board of Regents policy, which applies to the School of Mines and to all other public universities, provides the following:

A. To secure student freedom in learning, faculty members in the classroom and in seminar should encourage free and orderly discussion, inquiry and expression of the course subject matter. Student performance may be evaluated solely on an academic basis, not on opinions or conduct in

matters unrelated to academic standards.

B. 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.

C. Each institution shall establish an academic appeals procedure to permit review of student allegations that an academic evaluation was tainted by prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards. These procedures shall prohibit retaliation against persons who initiate appeals or who participate in the review of appeals.

D. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. www.sdbor.edu/policy/1-Governance/documents/1-11.pdf.

The School of Mines policy implementation of item C above reads as follows:

Student Appeals Policy

A procedure is provided for situations where a student feels that an institutional or Board of Regents policy affecting terms or conditions of enrollment or academic standing has been improperly applied. Students who believe that an academic evaluation has been unfairly applied should follow this procedure. The South Dakota Board of Regents Student Appeals for Academic Affairs policy 2:9 can be reviewed in its entirety at: http://www.sdbor.edu/policy/2-Accademic_Affairs/documents/2-9.pdf. Students who wish to discuss their situation and how this process applies should consult with the Vice President for Student Affairs and Dean of Students.

Anti-Harassment Policy

It is the policy of South Dakota School of Mines and Technology that harassment not be tolerated. It distracts the harasser, the victim, and others from the tasks of the workplace and academic environment; it undermines morale and the psychological well-being of the victim; and it leads to expensive litigation and to possible liability. The university has no tolerance for harassment, whether it occurs on or off campus, during or after normal business hours, at work-related social functions, or during business-related travel. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or dismissal. The South Dakota School of Mines and Technology Anti-Harassment policy IV-A-20, the South Dakota Board of Regents Sexual Harassment policy 1:17, and the South Dakota Board of Regents Human Rights Complaint Procedure 1:18 can be reviewed in their entirety at: http://sdmines.sdsmt.edu/hr/rules, or contact the Affirmative Action Officer/Title IX-EEO Coordinator in the Human Resources Office.

Alcohol and Drug Policy

POLICY

The South Dakota School of Mines and Technology and the South Dakota Board of Regents (4:27 Drug Free Environment and 3:4 Student Conduct Code) are committed to providing a drug free environment.

Furthermore, the School of Mines prohibits the possession of empty alcoholic beverage containers of any kind. Likewise, being in the presence of alcohol or other illicit substances, whether on campus or in the School of Mines managed residences, is also prohibited.

BOR alcohol and other drug policy violations are cumulative throughout a student's enrollment at South Dakota Board of Regents institutions (they stay on the student's discipline record and are transferable). The alcohol and other drug policy violations are not cumulative between academic years.

This policy does not replace nor restrict the Student Conduct Code (3:4) or the Drug Free Environment policy (4:27) as established by the South Dakota Board of Regents.

PROCEDURE

Any employee violating this prohibition shall be subject to appropriate disciplinary action, which may include termination of employment.

Students found in violation of the School of Mines policy for alcohol and other drugs may or may not also be in violation of BOR policy concerning alcohol and other drugs (BOR Policy 3.4.2.B.16). Interpretation is at the discretion of the student conduct administrator on a case by case basis. In the event a student is found responsible for a second violation of the School of Mines Policy IV-A-03 within the same academic year, it will be considered a violation of BOR Policy (3.4.2.B.16.) automatically.

Recognized student organizations are expected to report underage drinking at their sponsored events or on their property to the student conduct administrator for remedial action with individual students. Failure to report via the campus student conduct process may result in action being taken against the student organization.

At a minimum, students who violate the School of Mines alcohol or other drug policy will be sanctioned as follows:

1. 1st violation—a $50 fine, completion of the *Choices* interactive journal; if under 21, parental notification will include a copy of the letter of sanction being sent to the student's parent/legal guardian.

2. 2nd violation—a $100 fine, completion of a brief alcohol assessment and any recommended consequences from the assessment, one-year disciplinary probation; if under 21, parental notification.

3. 3rd violation—probable suspension for at least a semester; in extenuating circumstances, student may stay enrolled but must complete an approved treatment program; if under 21 parental notification.

Policy Governing Academic Integrity

High standards of academic honesty and intellectual integrity are essential to the success of our students and the institution. The campus community will not tolerate acts of dishonesty in any academic activities at School of Mines. Such acts jeopardize not only the individual student, but also the integrity and dignity of the institution and its members.

The South Dakota Board of Regents has clearly defined those acts that constitute violations of academic integrity (BOR Policy 3.4.2.B.1). These acts include, but are not limited to, cheating, fraud, plagiarism, or knowingly furnishing false information within the academic arena. These acts of dishonesty violate the ethical values the university works to instill in all members of the campus community.

Faculty and administrators should consistently communicate the importance of academic integrity and ethical principles to our students. In addition, all members of the campus community should take reasonable steps to anticipate, deter, and confront acts of dishonesty in all areas of academics — research, assignments, and exams. The instructor of record for each course is responsible for clarifying the academic integrity standards for that course within the course syllabus.

The consequences for any act of academic dishonesty shall be at the discretion of the instructor of record, subject to due process as outlined in BOR policy 3.4.3A. Sanctions may range from requiring the student to repeat the work in question to failure in the course. To ensure fairness to all involved and to conform to South Dakota Board of Regents policies, sanctions may be imposed only in accordance with the following procedure. In the following, the term "student conduct officer" refers to the person appointed by the senior student affairs officer to consider cases of academic dishonesty, as described in BOR Policy 3:4. Among other responsibilities, the Student Conduct Office is

expected to maintain university-wide records on all actions related to student academic dishonesty.

An instructor who intends to hold a student accountable for an act of academic dishonesty must provide written notification to the student and the Student Conduct Office within ten working days of the time the alleged violation becomes known to the instructor. The written notification must include a description of the alleged violation, the sanction(s) the instructor intends to impose, a statement notifying the student that he or she may request an informal meeting with the instructor, and a statement describing the student's due process rights. This notice may be in the form of an email or the instructor of record may use the Academic Integrity Reporting Form available on the School of Mines website.

Resolution of the allegation may be achieved in one of three ways:

1. The student admits responsibility and accepts the consequence(s) in writing. There shall be no subsequent proceedings.
2. The student requests a meeting with the instructor of record within 10 working days of receiving the notification or within the first 10 working days of the following semester, whichever is appropriate. At the request of either the student or the instructor of record, a student conduct officer may be present. The purpose of the meeting would be to dispose of the matter through mutual consent by the parties involved. If mutual agreement can be reached, there shall be no subsequent proceedings. If mutual agreement cannot be reached, the matter is referred for formal disposition.
3. The matter is resolved through formal disposition and therefore referred to the Student Conduct Office. Please refer to BOR Policy 3:4 for specific procedures that will be followed for formal disposition.

Intellectual Property Statement

The South Dakota Board of Regents has developed a policy on intellectual property that sets forth the principles and procedures through which the Board will balance those interests.

South Dakota Board of Regents employees who carry out or administer such instructional, research and service activities routinely produce works or make discoveries that may be subject to legal protection as intellectual properties.

The Board recognizes and affirms the public policy principle, woven into the very fabric of the United States Constitution by its framers, that creators of intellectual properties should obtain a fair return from the fruits of their inventiveness. It also recognizes and affirms the principle that the public should have a fair return on its investment in support of such creative efforts.

For further information on intellectual property, see Board of Regents Policy 4:34. www.sdbor.edu/policy/4-Personnel/documents/4-34.pdf.

Software Copyright Statement

The South Dakota School of Mines and Technology has obtained licenses from a variety of vendors to use their software on computers that are owned and controlled by the school. South Dakota School of Mines and Technology does not own this software or its related documentation and, in general, School of Mines does not have the right to reproduce such software or to permit its reproduction by others. Microsoft MSDN is the only exception. Please contact the ITS Help Desk for information regarding MSDN, helpdesk@sdsmt.edu.

School of Mines students, faculty, and staff shall use all software only in accordance with applicable license agreements. Centrally managed licensing agreements are on file in the Information Technology Service Office or the Business Office. Making, acquiring, or using unauthorized copies of computer software or other copyrighted materials may result in disciplinary or legal action as the circumstances warrant.

The following statement regarding intellectual property and the legal and ethical use of software was developed by EDUCOM, a nonprofit consortium of higher education institutions, which promotes the use of computing, networking and information resources in teaching, learning, scholarship, and research. School of Mines subscribes to the spirit of this statement, and strives to promote understanding and observation of it.

Software and Intellectual Rights

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

Mines Matters: Information Technology Services (ITS) serves academic and administrative technology needs campus-wide. Network connections for individuals in the residence halls are also managed through ITS.