**Black Hills State University – Rapid City**

**FACULTY HANDBOOK**

**2019-2020**

****

**Black Hills State University – Rapid City**

**Physical Address: 4300 Cheyenne Blvd, Rapid City, SD 57703**

**Mailing Address: PO Box 250, Rapid City, SD 57709**

**605-718-4112**

[**www.BHSU.edu/Rapid**](http://WWW.UCRapidCity.org)**City**

**MISSION**

To be a central location for higher education.

**VISION**

Every student who comes through our doors will graduate.

**CORE VALUES**

Diversity: BHSU-RC respects individuals of all ages, backgrounds, identities, and abilities.

Empowerment: BHSU-RC encourages individuals to improve their lives and their communities.

Integrity: BHSU-RC values honesty, fairness, and trustworthiness.

Quality: BHSU-RC commits to excellence through a rigorous and accessible learning community.

Responsibility: BHSU-RC supports accountability to ourselves, one another, and our communities.

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# CLASSROOM EQUIPMENT

If you need assistance with the equipment in the classrooms, please contact Computer Support Services (605-718-4052). Equipment in most classrooms consists of an instructor computer with laptop hookup, document reader, VCR/DVD, and Wall Talker (whiteboard). To operate the equipment, log in to the computer and click the XPanel icon and proceed by following the instruction card placed in the room.

## *Classroom Set-Up*

## All classrooms have moveable desks and can be rearranged during class time. Please place desks back in their original positions at the end of class. Most desks are wired for electricity and are aligned with the outlets on the wall so be sure to unplug the cords and plug them back in when you move desks back to their original positions. Please do not remove chairs and/or tables from classrooms.

## *Instructor Stations*

Instructor Stations are wired in specific locations within the classrooms and cannot be moved. Supplies are provided for each of the instructor stations. Replacement supplies are available in the Faculty Offices 217 and the bookstore. **Do NOT use markers other than Expo 2 on the whiteboards.** Please do not remove any supplies or equipment.

## *Software*

BHSU-RC computers come equipped with Microsoft Office 2016 and Internet Explorer. If you have any specific software needs, please contact Richard Woodworth at (605) 718-4052 or [Richard.Woodworth@bhsu.edu](mailto:Richard.Woodworth@bhsu.edu).

# COMPUTER SUPPORT SERVICES

Computer Support Services are located in Room 121 and are open from 8:00 a.m. to 7:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. For assistance, please call (605) 718-4052 or email [Richard.Woodworth@bhsu.edu](mailto:Richard.Woodworth@bhsu.edu). Computer support technicians are available to help students, staff, and faculty with classroom set-up, utilizing the classroom equipment, computer-related questions and DDN assistance.

## *Desire2Learn*

New first-time faculty are assigned a D2L page from their home university. They are also responsible for assisting students with the log-in procedure. If assistance is needed, then contact Computer Support Services in Room 121. BHSU-RC staff are not able to access D2L for students. For D2L help, go to the following website: <https://documentation.brightspace.com/EN/-/-/-/welcome_page.htm> and select D2L Help link from the course page. From there you will select either **Getting Started, Instructors** or **Learners**. For Faculty specific training, please visit: [www.bhsu.edu/id](http://www.bhsu.edu/id)

## *Email*

Every faculty member and student is assigned an e-mail account. If you need assistance accessing faculty or student e-mail, contact Computer Support Services at (605) 718-4052 or stop in Room 121.

## *Starfish*

**What is Starfish?** Starfish is an online early alert portal where faculty and staff can keep one another informed about the status of any student. The purpose of Starfish is for instructors and staff to post “flags” regarding any student who may need assistance. The goal is to reach out to these students and make them aware of their resources before it is too late. Please refer to the weblink on how to log in to Starfish, how to post a flag, and how to use other features of the program: http://www.bhsu.edu/Academics/Academic-Affairs/Student-Resources/Starfish.

**Your role:** Instructors are often the first (and sometimes the only) people to notice when a student needs help. Therefore, you do affect whether or not Starfish is successful; however, that does not mean you need to spend a lot of time working with Starfish. As an instructor, you are not expected to go out of your way to figure out if any of your students need to talk with an advisor or go to tutoring; instead, you are being asked to report certain circumstances that you believe merit attention. It takes less than a minute to log in to Starfish and post a flag about a student.

**When should you post a flag?** Each instructor uses Starfish a bit differently (and certain departments may have certain criteria for you to follow), but here are some examples of instances that have prompted instructors to post flags:

* [Student] has consistently attended class for three weeks, but then all of a sudden stopped coming to class. You have not seen her/him for two weeks.
* [Student] is usually very talkative, and usually sits toward the front. You’ve noticed that she/he is now sitting in the back of the room and has become rather anti-social.
* Five of your students are currently not passing your class, and the last day to withdraw from a class is quickly approaching. These students should probably withdraw to avoid an “F”.
* [Student] has received a failing grade on the first three quizzes, and has not yet turned in any of the assignments. The student is attending class and participating, but is for some reason not doing any of the outside work.
* Two students in your online class have not even logged into the course, and tomorrow is the last day to drop a class.

We understand that depending on the size of the class, it is very difficult (or impossible) to notice when a student stops attending class. These are just some examples of instances when instructors post flags.

**Comments on flags:** Instructors are encouraged to leave detailed notes in the comments section of the flag. Details help the advisor understand the severity of the flag, and determine how/when to contact.

**How we respond:** BHSU-RC advisors check Starfish regularly (sometimes more often, depending on the time of year). Following established protocol, advisors use their own judgment on how to contact a student, or whether to contact her/him at all. For instance, some instructors use Starfish to record attendance. If a student receives a flag for missing one class, that student is probably not going to be contacted. Advisors leave comments regarding when they contact students, the outcome of the contact, next steps, etc.

**Closing the Loop:** If an advisor contacts a student and either suggests resources or meets with the student to discuss how to make improvements, the advisor will comment, the person who raises the flag clears the flag when the issue is resolved. Once a flag has been cleared, it will still show under the student’s “tracking” tab, but it will show that it is no longer active.

**When should you bypass Starfish and go straight to Staff:** If a student is exhibiting behavior that is unacceptable or harmful (to either the student her/himself or to others at BHSU-RC), you should inform Security at (605) 718-4220 and Chuck Knauer, (605) 718-4077, Charles.Knauer@bhsu.edu, as soon as possible.

**What is a “Kudo” and when should I post one?** If a student is doing well in a course, is helping others, or has made significant improvements, you can give them a “Kudo.” You can include notes letting her/him know why you are giving them a Kudo. This is a nice, simple way to encourage students.

**Where can I find Starfish?**

* From the BHSU Homepage navigate to this icon  🡪 select Faculty & Staff 🡪 on the left-hand side click on to login through SNAP with your BHSU email and password.
* Login to D2L 🡪Navigate to a course you are teaching 🡪 select “Resources” 🡪click on Starfish
* Or go to the following link: <http://bhsu.edu/starfishlogin>

**How do I set up my profile in Starfish?**

* In Starfish click on “Profile”
* First update your Institutional Profile tab. Add information that you would like students to see.
* Next, click on the “Appointment Preferences” tab and choose your settings for appointments
* Finally, click on the “Email Preferences” tab and select your preferences for notifications and reminders

**How do I add office hours?**

* From Starfish Dashboard click “Add Office Hours” (top left)
* Fill out the pop-up box including days, times, location, appointment length, and instructions
* Select the Start/End date using the dropdown
* Click Submit

**How do I manually raise a flag or add a kudo?**

* Once you are in Starfish, click on “students” located on the left hand side of the page when you click the icon with 3 lines.
* A list of students will appear and you can search for students by name or sort your list by course section by selecting “Connection” from dropdown
* Click the box beside the student’s name
* Click “Raise Flag” or “Add Kudo”
* Select the Flag/Kudo type from the dropdown
* Select the Course from the “Course Context” dropdown
* Add a comment to leave further detail
* Click Save

**I just received a Progress Survey notification via email – what do I do?**

* Login to your Starfish account via the BHSU homepage 🡪 Faculty & Staff or through D2L
* You will see an outstanding report at the top of your Starfish Dashboard for each course that you teach
* Click on the survey, check boxes on students you need to flag & add comments, then click submit
* If you have no flags to report still open the survey and submit it to record no flags
* How many surveys will I get a semester?
  + Week 2 Post Census date attendance survey
  + Week 4 Academic progress survey
  + Week 10 Withdraw survey
  + If you have any athletes in your courses you will receive an additional survey in Weeks 8 & 12 for Athlete Grade Checks.

Questions should be directed to Clarissa Thompson at 605-642-6270 or [Clarissa.Thompson@bhsu.edu](mailto:Clarissa.Thompson@bhsu.edu).

# FACULTY NOTIFICATIONS

Students need to contact faculty members directly, **not the BHSU-RC Administrative Offices**,with questions, messages, or if they will not be in class. Please give them your contact number and/or email address.

***BHSU Faculty Mailboxes***

BHSU faculty mailboxes are located in the Faculty Offices in Room 217. It is **important** to check your mailbox before each class period for any messages, paperwork or other communications.

## *Contact Information*

Please provide your University representative, in the administrative offices, with your current address, phone number and e-mail address. All correspondence to faculty and students will be done through university e-mail.

* BHSU representative: Kristy Engle, [Kristy.Engle@BHSU.edu](mailto:Kristy.Engle@BHSU.edu) or (605) 718-4073
* SDSU representative: Moneik Stephens, [Moneik.Stephens@sdstate.edu](mailto:Moneik.Stephens@sdstate.edu) or (605) 718-4145
* USD representative: Deb Gearhart in Vermillion, [Deb.Gearhart@usd.edu](mailto:Deb.Gearhart@usd.edu) or (605) 658-6148

# SERVICES

## *Bookstore*

The BHSU-RC Bookstore & Buzz Bean Coffee Shop, located in Room 107, is open from 8:00 a.m. to 8:00 p.m. Monday through Thursday and from 8:00 a.m. to 12:00 p.m. on Friday during the school year. Summer & Holiday hours are 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday. Contact the BHSU-RC Bookstore at (605) 718-4250 or Rosie Nelson @ [Roselyn.Nelson@bhsu.edu](mailto:Roselyn.Nelson@bhsu.edu).

Online orders for textbooks can be ordered on the BHSU Bookstore website ([www.bhsubookstore.com](http://www.bhsubookstore.com)) and shipped to BHSU-Rapid City (no cost), OR shipped to your home (delivery fee applied), OR picked up in Spearfish.

Plan to order textbooks at least 7-14 days prior to the start of the term. BHSU-Rapid City does NOT stock textbooks. If students don’t have textbooks in time for the first day of class, they should communicate that to the instructor immediately. All books are at Main Campus in Spearfish.

## *Instructor books*

Textbooks for all face-to-face and DDN classes held at BHSU-RC must be ordered through the BHSU Main Campus Bookstore. Books for all online courses are ordered through the Main Campus Bookstore as well. Textbook orders must be renewed every semester and need to be submitted to the bookstore by:

* Summer Semester—March 15
* Fall Semester—April 1
* Spring Semester—October 15

## *Building Access*

BHSU-RC main doors are open from 7:00 a.m. to 10:15 p.m. Monday through Thursday and from 7:00 a.m. to 9:00 p.m. on Friday. Saturday hours are determined by the class schedule. For building access outside of these hours, authorization is needed. An ID card is required to use the card swipes on the doors. ID cards can be obtained by contacting Kristy Engle in the Administrative Offices in Room 114.

If your class is held at a time that the main doors are not open, please contact your school representative to request main door access or to acquire ID card door access.

## *Classrooms*

## If you have questions or concerns regarding your assigned classroom, or if you need an additional classroom, please contact Tai Duncan (tai.duncan@bhsu.edu). Often, another class begins approximately 10 minutes after your class concludes. Please clean whiteboards and dismiss your class on time to allow the next instructor enough time to set up for their class.

## *Copies*

## There is a photocopier for faculty use in the Faculty Offices in Room, 217. There is also a student copier located in Room 110. The copy machine requires a departmental or ID card with funds attached in order to be used. Please contact your department chair or University representative in the Administrative Offices with any questions about copying or printing.

* BHSU representative: Kristy Engle, [Kristy.Engle@BHSU.edu](mailto:Kristy.Engle@BHSU.edu) or (605) 718-4073
* SDSU representative: Moneik Stephens, [Moneik.Stephens@sdstate.edu](mailto:Moneik.Stephens@sdstate.edu) or (605) 718-4145
* USD representative: Deb Gearhart in Vermillion, [Deb.Gearhart@usd.edu](mailto:Deb.Gearhart@usd.edu) or (605) 658-6148

## *ID Cards*

BHSU-RC ID cards are issued by Kristy Engle in the Administrative Offices in Room 114. These cards provide after-hours access to the building as well as access to rooms with card swipe locks. Personal money can be added to these cards for use at the copy machines as well as in the bookstore both here and on main campus.

## *Parking*

Ample parking for faculty and staff is available for free at the BHSU-RC campus.

## *Policy and Procedure Questions*

Direct all of your questions and concerns to the BHSU-RC Executive Director in Room 114.

## *Room Scheduling*

Rooms may be reserved for meetings and outside functions by contacting Tai Duncan at [tai.duncan@bhsu.edu](mailto:tai.duncan@bhsu.edu) or (605) 718-4261.

## *Registrar/Records Office Forms*

For your convenience, grade change forms, course substitution forms, and authorization for independent study/internship course forms are available in the administrative office.

## *Statewide Library Courier Service*

You may advise students that the Statewide Library Courier service is available to students who attend BHSU-RC. Requested materials will be delivered to their University representative.

* BHSU representative: Kristy Engle, [Kristy.Engle@BHSU.edu](mailto:Kristy.Engle@BHSU.edu) or (605) 718-4073
* SDSU representative: Moneik Stephens, [Moneik.Stephens@sdstate.edu](mailto:Moneik.Stephens@sdstate.edu) or (605) 718-4145
* USD representative: Deb Gearhart in Vermillion, [Deb.Gearhart@usd.edu](mailto:Deb.Gearhart@usd.edu) or (605) 658-6148

# SYLLABUS

The framework for the syllabus has been established as a system wide mandate of the Academic Affairs Officers. A syllabus is required for each course and it must be distributed to the students during the first week of classes. An electronic copy of your syllabus must be kept on file with your university representative.

* BHSU representative: Kristy Engle, [Kristy.Engle@BHSU.edu](mailto:Kristy.Engle@BHSU.edu) or (605) 718-4073
* SDSU representative: Moneik Stephens, [Moneik.Stephens@sdstate.edu](mailto:Moneik.Stephens@sdstate.edu) or (605) 718-4145
* USD representative: Deb Gearhart in Vermillion, [Deb.Gearhart@usd.edu](mailto:Deb.Gearhart@usd.edu) or (605) 658-6148

Make sure to include an email address and/or phone number where students can contact you.

## *Format for Course Syllabus*

AAC Format for Course Syllabus – Fall 2019

Course Prefix, Number, Title, Credit Hours

University Name

Academic Term, Year

**Course Meeting Time and Location**

**Census Date: Last Day to Add/Drop Course without transcript entry – September 5, 2019**

**Last Day to Drop Course with an automatic “W” – November 8, 2019**

**IDEA Surveys administered – November 18– December 6, 2019**

**Instructor’s Contact Information**

Name

Office location

Office hours

Office phone number

Email address

**Course Description**

Catalog description

Additional course description (optional)

**Course Prerequisites**

Previous courses/experience

Technology skills

**Description of Instructional Methods**

**Course Requirements**

Required textbook(s) and other materials

Supplementary materials

Class attendance policy

Academic Dishonesty/Plagiarism (must be used verbatim)

“Cheating and other forms of academic dishonesty run contrary to the purpose of higher education and will not be tolerated in this course. Academic dishonesty includes (but is not limited to) plagiarism, copying answers or work done by another student (either on an exam or on out-of-class assignments), allowing another student to copy from you, and using unauthorized materials during an exam. Academic dishonesty is a serious offense and could result in failure on an assignment or course. To the extent possible, all incidents will be resolved in discussions between the student and faculty member. As necessary, the chair and then the dean may become involved to resolve the issue. If academic dishonesty is established, a report describing the incident and its resolution will be filed in the offices of the dean and provost. In cases where a satisfactory outcome is not achieved through this process, students may appeal to the University’s Academic Appeals Committee.

Formal procedures for filing a complaint for academic misconduct are in the Student Conduct Code in the Student Handbook. Cheating and plagiarism are defined in Section 2, Part B, 1. Disciplinary sanctions are outlined in Section 3, Judicial Policies.”

**Make-up Policy**

**Course Goals**

BOR System General Education Goals if applicable.

Institutional General Education Goals if applicable

Globalization/Global Issues Goals if applicable

Writing Intensive Goals if applicable

Student Learning Outcomes in measurable terms (be sure to define in evaluation

procedures how you measure student learning as applied to the above)

**Evaluation Procedures of Learning Outcomes**

Assessments – Tests, projects, assignments, etc.

Performance standards/grading policy

**ADA Statement** (must be used verbatim)

“Reasonable accommodations, as arranged through the Disabilities Services Coordinator, will be provided students with documented disabilities. Contact the BHSU Disabilities Services Coordinator, Jennifer Lucero, at (605) 642-6099, fax number (605) 642-6095, or via e-mail at [Jennifer.Lucero@bhsu.edu](mailto:Jennifer.Lucero@bhsu.edu) for more information. Additional information: <http://www.bhsu.edu.StudentLife/Learning/DisabilityServices/tabid/162/Default.aspx>

For Faculty specific training, please visit: [www.bhsu.edu/id](http://www.bhsu.edu/id)

* BHSU-RC contact: Whitney Bischoff - (605) 718-4197 or [Whitney.Bischoff@bhsu.edu](mailto:Whitney.Bischoff@bhsu.edu)
* DSU main campus contact: Keith Bundy - (605) 256-5121 or [Keith.Bundy@dsu.edu](mailto:Keith.Bundy@dsu.edu)
* NSU main campus contact: Karen Gerety - (605) 626-2371 or [geretyk@northern.edu](mailto:geretyk@northern.edu)
* SDSU main campus contact: Nancy Crooks - (605) 688-4504 or [sdsu.disabilityservices@sdstate.edu](mailto:sdsu.disabilityservices@sdstate.edu)
* USD main campus contact: Ernetta Fox - (605) 677-6389 or [disabilityservices@usd.edu](mailto:disabilityservices@usd.edu)

**Freedom in Learning** (must be used verbatim)

“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 chair of the department in which the course is being taught to initiate a review of the evaluation.”

**Tentative Course Outline/Schedule**

# TESTING POLICY

In-class proctors are not an option. The Testing Center (located within the Administrative Offices in Room 114) provides a quiet space for testing that meets the needs of students, as well as providing the confidentiality faculty require for the integrity of their exams.

Proctors are available Monday through Friday. Please refer to the current Test Center schedule on our website: [www.BHSU.edu/RapidCity](http://www.BHSU.edu/RapidCity).

**Students must provide a photo ID at the time of the testing appointment. Appointments are scheduled at least 24 business hours in advance through email** ([BHRCTestingCenter@bhsu.edu](mailto:BHRCTestingCenter@bhsu.edu)). \*\*Failure to show up within 30 minutes of their scheduled testing time will forfeit their testing appointment.\*\*

**BHSU-RC offers test proctoring services in room 114P for:**

* Students enrolled in distance learning/online/hybrid/DDN programs with the South Dakota Board of Regents System at no charge
* Students needing accommodations for ADA testing environments at no charge
* Non-BOR Universities based on availability at $30.00 per test
* Military personnel (veterans, reserves, guards, and dependents) $15.00 charge
* Accuplacer Placement Exams (1st time free, re-take $18.00 per exam)
* City of Rapid City Exams

**ACCUPLACER Placement Testing:** The ACCUPLACER testing system is an internet-delivered assessment program that uses self-paced modules allowing students to work at their own speed and comfort level. The ACCUPLACER test does not have a time limit and the scores do not affect admission. The Regent universities operate the ACCUPLACER testing system under a site license agreement with College Board. This measure is required of all entering students (over the age of 22) who have not submitted ACT results (within the past 5 years) for admission purposes. **STUDENTS MUST BE ACCEPTED INTO A SPECIFIC UNIVERSITY BEFORE ACCUPLACER CAN BE ADMINISTERED.** Students wishing to challenge their course placement based on ACT scores can also take the ACCUPLACER ($18.00 **PER SECTION**). Students requesting this service for an outside BOR University will be charged $30.00.

## *Testing Students with ADA Accommodations*

If a student requests accommodations for a distraction-free location and/or extended time, contact Honesty Whitmer or Whitney Bischoff, Student Success Advisor at (605) 718-4197 or [Honesty.Whitmer@bhsu.edu](mailto:Honesty.Whitmer@bhsu.edu) or [Whitney.Bischoff@bhsu.edu](mailto:Whitney.Bischoff@bhsu.edu). All exam information must be emailed to [BHRCTestingCenter@bhsu.edu](mailto:BHRCTestingCenter@bhsu.edu) to schedule an exam. Prior notice of 1 business day is required for all Testing Center accommodation requests. Faculty should include the Exam Information Cover Sheet for use with accommodations or make-up exams.

# TUTORING SERVICES

Please notify your students that tutoring services are available at no cost for anyone attending BHSU-RC. No appointment is necessary (except for English Tutoring) and services are located in Room 100. The tutoring hours/subject areas will vary by semester and will be posted both online and throughout the building. For questions regarding tutoring services, contact [BHRCTestingCenter@bhsu.edu](mailto:BHRCTestingCenter@bhsu.edu) or call (605) 718-4193.

# EMERGENCY POLICIES

# The following information is taken from the BHSU-RC Emergency Procedures sheet (which follows this section and is also posted/available in each room on campus).

## *Medical Emergency/Death*

**Call 911** and provide as much information as requested. Then call BHSU-Rapid City Security at (605) 718-4220.

* Do not move individual; keep victim still.
* Protect the victim from any disturbances.
* Wait for emergency personnel to arrive.
* Do not leave the victim alone, if possible.
* If trained, locate and use the nearest Automatic External Defibrillator (AED).

## *Fire/Explosion*

## Call 911.

* Activate nearest fire alarm and evacuate.
* Do not use elevators.
* Do not attempt to retrieve valuables.
* Do not re-enter the building until authorized by emergency personnel

***Instructors: If you are teaching a class—take roll.***

## *Tornado/Hazardous Weather*

**Tornado Watch** means conditions are right for a tornado; remain alert to weather conditions. **Tornado Warning** means a tornado has been sighted within a 25-mile radius; warnings are typically available 3-15 minutes in advance of a tornado.

In the Rapid City area, Civil Defense Sirens will sound whenever there is a tornado warning.

* Go to the internal, lowest area of safety: hallways or basement away from windows or glass.
* Do not use elevators during a tornado warning. Persons with mobility concerns: go to a safe place during tornado watch; do not wait for a warning.
* Close doors including main corridors.
* Crouch near the floor or under heavy, well-supported objects; cover your head.
* If outside, lie down in a low area such as a ditch; cover your head.
* Be alert for fire; use fire plan as needed.

***Instructors:***

* ***If you are teaching a class – take roll.***
* ***If you are not teaching a class – go to the Administrative Offices.***

## *Hazardous Material Spill*

**Call BHSU-RC Facilities Services (605) 718-4161**

* Be alert for further instructions.
* If a hazardous material spill is in the Rapid City area, evacuation of the campus may be necessary.
* Follow directions of authorities.

***Instructors:***

* **If you are teaching a class—take roll.**

## 

## *Threatening/Disruptive Behavior*

**Call BHSU-RC Security or Executive Director**.

If immediate danger - **Call 911**. Then call BHSU-RC Security at (605) 718-4220.

· Secure area by locking or barricading door using any means available.

· Stay behind solid objects away from the door.

· Follow all directions of authorities.

***Instructors:***

* ***If you are teaching a class—take roll.***
* ***If you are not teaching a class—go to the Administrative Offices.***

![A screenshot of a cell phone

Description automatically generated]()

# SECURITY

There is a full-time security officer on duty from 2:30 p.m. until 10:30 p.m. Monday through Thursday and 1:00 – 9:00 p.m. on Friday. Additionally, the building is monitored by 18 security cameras both inside and outside of the building. ***Call the BHSU-RC security desk if assistance is needed. From on-campus phone Ext. 4220 or off-campus phone (605) 718-4220.***

# UNIVERSITY POLICIES

## *Academic Honesty/Plagiarism*

Each faculty member needs to establish a policy for cheating or plagiarism on his or her syllabus. When cheating or plagiarism has occurred, the faculty member should report the incident in writing to the Vice President for Academic Affairs’ office. Formal procedures for filing a complaint for academic misconduct are in the Student Conduct Code in the Student Handbook. Cheating and plagiarism are defined in Section II, Part B, 1. Disciplinary sanctions are outlined in Section III, Judicial Policies.

## *Attendance Check*

It is extremely important that you verify attendance and report discrepancies during the 100% refund time period/census period. Your university needs to know who on the roster has not attended or who is attending but is not on the roster. This verification is important for financial aid, drop and withdrawal procedures. Students will be contacted by their university to verify the student’s plan to attend, drop, or withdraw from the class.

During the school year, when a student misses one consecutive week of class, contact Chuck Knauer, Student Support Specialist and Early Alert Team Lead with student’s name, class and number class days missed. The information will help us follow up from the BHSU-RC administration team.

## *Course Evaluations*

Student surveys are administered at the end of fall and spring semesters. Classes are evaluated and the results are given to the faculty member once the semester is completed. BHSU uses the Individual Development and Educational Assessment (IDEA) survey forms for all class evaluations. For more information about IDEA, visit [www.idea.ksu.edu](http://www.idea.ksu.edu). Evaluations are completed on-line

## *Disability Policy Statement (ADA)*

All benefits, services, and education opportunities are offered without regard for ancestry, age, race, citizenship, color, creed, religion, gender, disability, national origin, sexual orientation, or Vietnam Era veteran status. Persons of disability desiring to request reasonable accommodations must register with the Disability Services Officer from their home institution. In order to make sure requests are received and acted upon in a timely manner, the student should contact Whitney Bischoff, Student Success Advisor at BHSU-RC, at (605) 718-4197 as soon as possible upon admission.

## *Disruptive Behavior*

If a student is disruptive, a faculty member may ask them to stop; may warn them that they will be asked to leave; and/or may tell a student to leave a classroom. If there is a greater threat, ***Call the BHSU-RC security desk: from on-campus phone Ext. 4220 or off-campus phone (605) 718-4220.***

## *Drug Free Workplace*

A brochure regarding the Drug Free Workplace is given to each new benefits-eligible employee in his/her orientation packet. Additional brochures are available from the Human Resources Office at main campus or at (605) 642-6549.

***Dual Enrollment***

“Dual Credit” is a program that is available to high school students in grades 11-12 at the rate of $48.33 per credit hour. These students may be enrolled in your classes, so please be aware of the details of this program.

The dual credit program is an opportunity for high school students who meet admissions standards to enroll in postsecondary institutions in South Dakota and simultaneously earn credits for both their high school diploma and a postsecondary degree or certificate. Students can earn dual credit by directly enrolling into a postsecondary institution’s coursework. These courses are offered by the postsecondary institution’s faculty members, are governed by the postsecondary institution’s policies, and follow the postsecondary institution’s established processes for admissions, registration, billing, and grade reporting. Students are responsible for the cost of the course credits and any required textbooks or related course materials. Students enrolled through the dual credit program will be treated the same as degree-seeking students in terms of any academic standards set.

## *Exit Exams*

Prior to graduation, a student receiving a baccalaureate degree must complete an Exit Examination. These exams are given the first morning of Finals Week. Each exam is subject-specific, with non-education majors using the Major Field Test (MFT) and education majors using the Praxis and a second subject area test. The exit examination results are used by the various departments to assess the major.

## *Faculty Cancellation of Class*

BHSU-RC has implemented what is referred to as a “Student Courtesy Policy” with regards to class cancellation by faculty. Faculty must cancel their class or classes at least 3 hours prior to the class period starting. This advance communication will provide students with sufficient notice and reduce their frustration and anxiety over driving to campus only to find out their class has been canceled. This time frame will allow the appropriate staff at BHSU-RC to post the cancellation on the website and classrooms for notification. This also gives faculty enough time to contact their students with the cancellation notice.

## *Final Exam Policy*

End of semester exams, whether comprehensive or unit exams, must be given during “Final Exam Week.” Please note that BHSU-RC classes do not follow the on-campus final exam schedule and exams must be given during the regular class time. Exceptions must be approved in writing by the appropriate college dean.

Consolidated exams for multiple sections of classes must be approved by the dean of the appropriate college (or department chair) and scheduled through your University Representative in the Administrative Offices.

* BHSU representative: Kristy Engle, [Kristy.Engle@BHSU.edu](mailto:Kristy.Engle@BHSU.edu) or (605) 718-4073
* SDSU representative: Moneik Stephens, [Moneik.Stephens@sdstate.edu](mailto:Moneik.Stephens@sdstate.edu) or (605) 718-4145
* USD representative: Deb Gearhart in Vermillion, [Deb.Gearhart@usd.edu](mailto:Deb.Gearhart@usd.edu) or (605) 658-6148
* NSU representative: Ronald Brownie in Aberdeen, [Ronald.Brownie@nsu.edu](mailto:Ronald.Brownie@nsu.edu) or (605) 626-2568

## *Freedom in Learning*

Students are responsible for learning the content of any course of study in which they are enrolled. 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 chair of the department which offers the class to initiate a review of the evaluation.

## *Grievance Procedure*

Student Academic Evaluation Grievance Procedure: BHSU has established the following procedure to review student allegations that an academic evaluation was tainted by prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards. This process shall prohibit retaliation against persons who initiate appeals or who participate in the review of appeals. All parties will adhere to the provisions for confidentiality required in such a process.

**Step 1** -- The student should first attempt to resolve the problem with the instructor involved.

**Step 2** -- If the problem is not resolved by the action taken in Step 1, the grievant must present a written grievance at the lowest administrative level having authority to dispose of the grievance (usually the department chair). The grievance must be filed within 10 working days of the date on which the incident, situation, or circumstance occurred. The administrator upon receiving the grievance will investigate the matter in a thorough and appropriate manner and respond to the grievant within 10 working days.

**Step 3** -- If the grievance is not resolved at Step 2, the grievant may formally grieve to the administrator at the next level (usually the college dean). That administrator will conduct an appropriate and thorough investigation of the

alleged incident, situation, or circumstance, and prepare a decision on the grievance within 15 working days of the date of receipt of the Step 3 grievance. The grievant may be notified in person or by certified mail regarding this decision.

**Step 4** -- If the grievance is not resolved at Step 3, the grievant may formally grieve to the BHSU Academic Standards Committee within 10 working days of the notification to the student as to the decision rendered in the previous step. The Committee will conduct an appropriate and thorough investigation of the alleged incident, situation, or circumstance and prepare a recommendation for the Vice President of Academic Affairs within 20 working days of the receipt of the Step 4 grievance. Within twenty days after the recommendation, the Vice President for Academic Affairs shall notify the grievant in person or by certified mail regarding his/her decision. *Adopted by BHSU 6-7-2006; and Amended 7-27-06.*

## *Nondiscrimination & Affirmative Action Policy Statement*

BHSU-RC is committed to a policy of equal opportunity without regard to race, color, religion, sex, age, national origin, disability, or veteran’s status in the areas of student admissions, student financial assistance, and faculty and staff employment and personnel action.

BHSU-RC does not discriminate on the basis of race, sex, creed, color, age, national origin, veteran’s status, or individual handicap. BHSU-RC complies with the regulation of Title IX of the Education Amendments Act of 1972 in regard to sex discrimination and section 504 of the Vocational Rehabilitation Act of 1973 as well as with other applicable Federal and State laws and regulations pertaining to discrimination. Furthermore, BHSU-RC does not discriminate in admissions or access to or treatment of or employment in its education programs or activities.

Inquiries concerning compliance with the BHSU-RC’s Affirmative Action policy and/or federal and state regulations should be directed to the Executive Director of BHSU-RC at (605) 718-4088.

## *Notifying Students*

Notifying students of assignments due prior to the first day or night of class is the responsibility of the instructor.

If your class is canceled for any reason, please call your University Representative immediately and a sign will be posted in your classroom and on the BHSU-RC website.

* BHSU representative: Kristy Engle, [Kristy.Engle@BHSU.edu](mailto:Kristy.Engle@BHSU.edu) or (605) 718-4073
* SDSU representative: Moneik Stephens, [Moneik.Stephens@sdstate.edu](mailto:Moneik.Stephens@sdstate.edu) or (605) 718-4145
* USD representative: Deb Gearhart in Vermillion, [Deb.Gearhart@usd.edu](mailto:Deb.Gearhart@usd.edu) or (605) 658-6148
* NSU representative: Ronald Brownie in Aberdeen, [Ronald.Brownie@nsu.edu](mailto:Ronald.Brownie@nsu.edu) or (605) 626-2568

We encourage you to establish an e-mail distribution list or Desire2learn site for your class so that you may contact students directly. **We will not contact students.** You must contact the students with additional information about assignments for the missed class.

## *Office Hours*

Faculty members will schedule a formal office hour on four days during the regular academic week. Office hours will not be less than 50 minutes. These hours, as well as class hours, will be posted at the faculty member’s office so students can see when a faculty member is available. Faculty are encouraged to be available to our students to establish strong mentoring relationships. Offices are open from 9:00 a.m. to 5:00 p.m.

***Open Work Stations***

Office workstations are available for faculty not already assigned a workspace in room 217 for limited use while at the BHSURC campus. These spaces are marked open and available during the semester before and after your class for administration purposes.

## *Office Supplies-For Instructor Classes*

BHSU-RC faculty members are issued a departmental copy card which is used to purchase supplies for our class or classes in the bookstore. Items not available at the bookstore must be ordered by requisition through the department chair, and/or college secretary. Adjunct instructors can request supplies through their University Representative.

* BHSU representative: Kristy Engle, [Kristy.Engle@bhsu.edu](mailto:Kristy.Engle@bhsu.edu) or (605) 718-4073
* SDSU representative: Moneik Stephens, [Moneik.Stephens@sdstate.edu](mailto:Moneik.Stephens@sdstate.edu) or (605) 718-4145
* USD representative: Deb Gearhart in Vermillion, [Deb.Gearhart@usd.edu](mailto:Deb.Gearhart@usd.edu) or (605) 658-6148
* NSU representative: Ronald Brownie in Aberdeen, [Ronald.Brownie@nsu.edu](mailto:Ronald.Brownie@nsu.edu) or (605) 626-2568

## *Privacy of Student Records*

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law which states (a) that a written policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of each student’s educational records.

BHSU-RC accords all the rights, under the law, to any person enrolled as a student. No individual or group outside the organization shall have access to, nor will the organization disclose any information (except directory information) from, students’ educational records without the written consent of students except to the following personnel: employees of BHSU, DSU, NSU, SDSMT, SDSU, USD, and BHSU-RC as designated by the Executive Director of BHSU-RC; officials of other institutions in which students seek to enroll; organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests; persons or organizations providing student financial aid; accrediting agencies carrying out their accreditation function; persons in compliance with a judicial order; and persons in an emergency in order to protect the health or safety of students or other persons.

## *Sexual Harassment Policy*

Consenting romantic and/or sexual relationships between faculty and student, or between supervisor and employee, although not expressly forbidden, are generally deemed unwise. Romantic or sexual relationships between persons in an unequal power relationship can serve to make the work and learning environment a negative one. If a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on grounds of mutual consent, and may make one liable for a charge of sexual harassment or discrimination on the basis of sex.

Additional information on sexual harassment policy may be obtained from Section 1.17 of the Board of Regents Policy Manual (<http://www.sdbor.edu/>) or from the Human Resources office at your home university.

## *Smoke and Tobacco Free Policy*

In order to protect and promote the health and comfort of college students, employees and visitors, smoking and tobacco use of any kind is prohibited on the entire interior of the campus including campus buildings and grounds. Smoking and tobacco use is allowed in personal vehicles in parking lots on campus. No sale or give away of smoking or tobacco products is allowed on campus.

**RATIONALE & PROCEDURES**

**A. Philosophy**

BHSU-RC is committed to providing a clean, safe and healthy environment for all students and employees.

**B. Definition**

For purposes of this policy, smoke means any substance, item, or device, in any form, that emits smoke from tobacco, any similar substance, and electronic cigarettes. BHSU-RC will treat the use, of all forms of non-medical tobacco smoke emitting products or delivery devices, as a violation of this policy.

**C. Dissemination**

To promote compliance, students, faculty, staff and the public shall be notified of BHSU-RC’s smoke and tobacco-free policy. Notification procedures shall include, but are not limited to:

1. Summaries of this policy and relevant regulations shall be placed in the student, faculty and staff handbooks.
2. New employee and student orientation programs.
3. Admissions applications materials and other campus documents when appropriate.
4. Signage shall be placed in appropriate locations throughout the campus.
5. Event programs and similar documents that are often viewed by visitors shall contain a notification of the policy.
6. When appropriate, announcements about BHSU-RC’s policy will be made prior to or during events on campus property.

**D. Cessation Programs and Services**

South Dakota provides services to assist with discontinuing tobacco use by contacting the SD Quits Hotline at 1-866-SD-QUITS; information is also available on the web: [www.sdquitline.com](http://www.sdquitline.com).

**E. Policy Enforcement**

1. Enforcement of this policy will depend upon the thoughtfulness, consideration, and cooperation of all faculty, staff, and students not only to comply with this policy, but also to encourage others to comply with this policy, in order to promote a clean, safe, and healthy environment in which to work, study, and live.
2. In the case of a violation, the person will be informed of BHSU-RC’s Tobacco Free Policy. Should that person continue to violate the policy, the aggrieved party should contact Campus Security or the Executive Director’s office.
3. Sanctions will include but are not limited to verbal and/or written warnings, fines, and BHSU-RC community service.

**F. Ceremonial Use Exception**

The smoke and tobacco-free policy may not apply to specific activities used in connection with the practice of cultural or religious activities, all ceremonial use exceptions must be approved in advance by the Executive Director or designee.

# WEATHER POLICIES

## *Cancellation Policy for Inclement Weather*

Please use the following media information regarding BHSU-RC building closure:

KOTA—TV KNBN—TV KELO— TV

Rushmore Media Radio Stations Rapid City Journal

Students will not be called if all classes are canceled due to weather conditions. If you are unable to teach because of weather conditions, it will be your responsibility to notify your students and the administrative offices. You must give students and the administrative offices at **BHSU-RC 3 hours’** notice when canceling a class. Due to the nature of the BHSU-RC student body, and that they travel from all over the region to attend classes, advance notice is necessary.

Weather-related class cancellations are reported on the BHSU-RC Weather Line and the BHSU-RC website. The Weather Line number is **(605) 718-4118** and is updated as soon as the administrative offices are notified of the cancellation. Cancellations will also be listed on the website by following the class cancellation link on the main page.