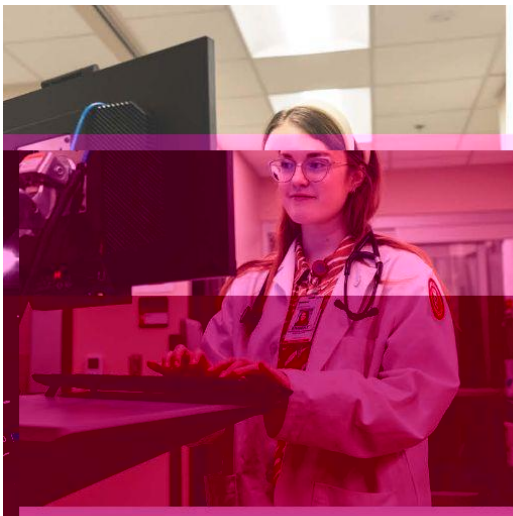

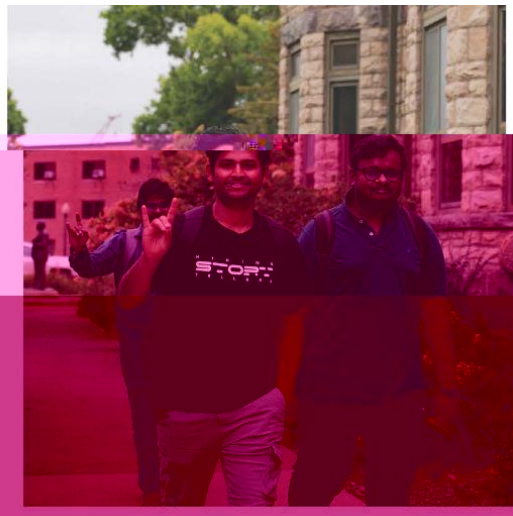

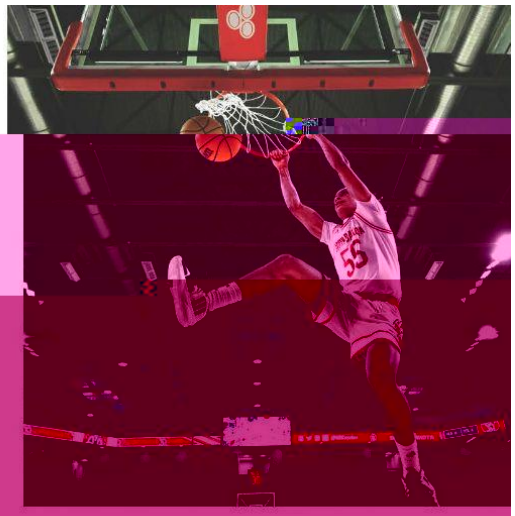

UNIVERSITY OF SOUTH DAKOTA

STUDENT HANDBOOK

2024-2025

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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 LV SXEOLVKHG ,W LV XOWLPDWHO\ WKH VWXGHQW¶V UHVS 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, 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:

Jean Merkle
Director of EEO & Chief Title IX Coordinator
Slagle Hall 205
Phone: 605-658-3665
Jean.Merkle@usd.edu

SDBOR POLICY: 1.4.4 Equal Opportunity, Non-Discrimination, Affirmative Action

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. Cheryl Tiahrt, Chief Information Officer, as the Coordinator to monitor compliance with these statutes. This obligates USD and Ms. Tiahrt to provide equal access for all persons with disabilities.

Cheryl Tiahrt
Chief Information Officer
Slagle Hall, Room 19B
University of South Dakota
414 E. Clark Street
Vermillion, SD 57069
Phone: 605-658-6026

Notice of Non-Harassment Policy

In accordance with South Dakota Board of Regents Policy 1.4.1, 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 \RXU ULJKWV VHHN LQIRUPDWLRQ RQ WKH 8QLYHUVLW\¶V S **following person has been designated to handle inquiries and complaints regarding discrimination and harassment.**

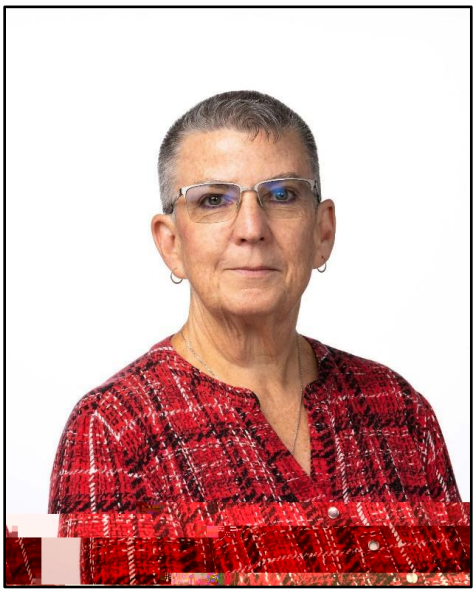
For complaints or concerns please contact:

Jean Merkle
Director of EEO & Chief Title IX Coordinator
Slagle Hall 205
Phone: 605-658-3665
Jean.Merkle@usd.edu

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

Letter from the Dean of Students

Dear Students,



Welcome to the 2024-25 academic ear. It s a great time to be a Coyote! Please take some time to review the University of South Dakota Student Handbook, which provides valuable information regarding your safety, activities you can participate in, and services provided at USD.

Student Services supports the USD community by offering educational and social opportunities that encourage student engagement, promote skill development and prepare students for life after graduation. We empower students by providing dynamic experiences that foster a sense of belonging, assist students in gaining life skills, and encourage students to contribute to a positive community all while developing a sense of purpose, tradition, and community at USD. We promote wellness and provide resources to help students be successful.

I encourage you to participate in the various activities and organizations available at USD. By getting involved, you will not only have a more enriching experience at USD, but you will also set yourself up for success; research demonstrates that students who are involved in their collegiate career are more likely to persist toward graduation and enjoy their college experience. Set goals, make good choices, stretch outside of your comfort zone, 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 Assistant Vice President of Student Support Services and Dean of Students, I am here to promote an 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!
Kate Fitzgerald
Assistant Vice President of Student Support Services and Dean of Students

Letter from the Student Body President

Welcome Yotes!

On behalf of the entire student body, it is my pleasure to extend a warm welcome on becoming a coyote! Whether ou re from near or far, e re thrilled to have ou become a part of our dynamic and diverse community. During your time here at USD, you have the potential of becoming the best version of yourself. Around you, is a community built on support, collaboration, and inclusivity. The professors, faculty, and staff are second to none and are here to help you succeed both personally and professionally.

Here at USD, we pride ourselves with not only the education we provide, but the opportunities that we offer to every student. Sorority and Fraternity life, research opportunities, our over 200+ student organizations, and our extensive study abroad programs, ou ll find man

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 papers 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:

Academic Integrity

No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic 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.

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.

Academic Accommodation

The University of South Dakota strives to ensure that physical resources, as well as information and communication technologies, are reasonably accessible to users in order to provide equal access to all. Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented

disability should contact and register with the Office of Accessibility during the first week of class or as soon as possible after the diagnosis of a disability. The Office of Accessibility is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with the Office of Accessibility must obtain a new accommodation memo each semester.

Please note: If your home institution is not the University of South Dakota but one of the other South Dakota Board of Regents institutions (e.g., SDSU, SDSMT, BHSU, NSU, DSU), you should work with the Office of Accessibility coordinator at your home institution.

Office of Accessibility, Commons Room 116
Phone: 605-658-3745
Web Site: www.usd.edu/accessibility
Email: accessibility@usd.edu

Emergency Procedure Guidelines

Emergency Information
Phone: 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. Students are also encouraged to download the Everbridge mobile app on their personal cellular devices. Notifications may also be received via the Everbridge mobile app in the event of a major emergency. In the event of a major emergenc , the Universit -s homepage ill also be updated ith USD Emergenc 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, servicedesk@usd.edu).

Identification Number

Office of the Registrar
Belbas Center, 223
Phone: 605-658-3880
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 accurac of the student-s records. An inaccuracies in the Social Securit number (or assigned student identification number) should be reported b 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 Securit 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 ill 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 Securit 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: 605-658-3880
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. The grade assignment procedures are in accordance ith 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-

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): 911
Non-emergencies: 605-658-6199

Additional safety and security resources: https://www.usd.edu/Student-Life/Security-and-Safety

Withdrawal from the University

Office of the Registrar
Belbas Center, 223
Phone: 605-658-3880
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, 605-658-3880). 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 and Career Planning Center

Academic Commons, ID Weeks Library, 1st Floor
Phone: 605-658-3600
Email: advising@usd.edu

The Academic & Career Planning Center is designed ith students–long-term success in mind. Our services are designed to help students reach their potential personally, academically and professionally. Services offered by the Academic and Career Planning Center include:

- Academic scheduling and exploration, declaration, or change of major
- 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

Academic Commons

Academic Commons, ID Weeks Library, 1st Floor

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 ork alone or in groups hether it-s riting a paper, conducting research, or meeting ith an advisor or tutor. Service areas include: Academic and Career Planning Center, Writing Center, Presentation Center, the Gallagher International Center, Lab Consultant, Information Technology Services Help Desk, and all of the services of the University Libraries.

Beacom School of Business Career Success Center

Beacom Hall, 103
Phone: 605-658-6529
Email: BeacomCSC@usd.edu, Lauren.Foxhoven@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.

Center for Career & Life Design

Belbas Center, First Floor
Phone: 605-658-3603
Email: Career@usd.edu

Find your path to a meaningful future at USD. The Center for Career and Life Design will help you explore interests, expand your curiosity, connect with employers and plan future journeys.

The Center for Career & Life Design can you help you:

- Identify a career where the work is meaningful to you.
- Think more deeply about what you want your life to look and feel like overall.
- Identif e periential investments that develop professional skills and personal insights (traditional engagement includes internships, student orgs, research, volunteering. Less conventional activities include hobbies and unique skills).
- Get through a transition (graduation, major change, e.g.) when you have no idea where to go and are feeling overwhelmed or even paralyzed by the options or making a wrong life decision.

Center for Teaching and Learning

Continuing & Distance Education Building, UCE 101
Phone: 605-

who are teaching online courses and provides training for all faculty and staff in a variety of areas. The CTL is the administrative home of the Technology Fellowship Program a special paid opportunity for South Dakota resident undergraduate students to develop professional skills in the use of technology for instructional purposes. Tech Fellows are distributed across campus and within the CTL. The Tech Fellow program is designed to help students learn and apply new technology skills while assisting faculty and staff with the use of technology to improve the student experience.

Charlie-s Bookstore & Fan Shop

Muenster University Center, 115
Fan Shop Phone: 605-658-3800
Bookstore Phone: 605-658-3733
Website: usdcharliestore.com
Bookstore: usd.textbookx.com
Email: customerservice@usdcharliestore.com

Facebook: @usdcharliestore
Instagram: @usdcharliestore
Snapchat: @usouthdakota

USD offers students the convenience of an online bookstore available 24/7 with affordable options which save students an average of 60% off list prices! Our bookstore partner, VitalSource/Akademos, whose online bookstore platform, TextbookX, provides the ease of textbook shopping in one place, offering a variety of formats such as new, used, eBook, rental, and marketplace.

Online bookstore features:

- Visit usd.textbookx.com and log in with your USD credentials to view a personalized page that features all your courses and course materials on one page.
- ORDER EARLY - the most affordable options, like used and rental, go first, so log in and view your course list at least two to four weeks before the semester begins.
- Price Match Guarantee on new textbooks (excludes marketplace).
- Ship to our home or to Charlie-s for on-campus pickup. If you are shipping to campus, select deliver to Charlie-s as our postal service ill not deliver course material packages to residence halls. Free shipping is available on select orders over $49.
- Deliveries to Charlie-s must be picked up ithin 90 da s of deliver ; other ise, items are considered abandoned and become the property of USD. For more information, refer to the USD Book Delivery and Storage Policy Article.
- New textbooks (excludes marketplace) can be returned within 30 days of order confirmation or two weeks after the semester begins.
- Sell your textbooks through the online bookstore at any time of the year; you name the price! Guaranteed buyback and instant bid options are available for select textbooks.
- Have a question about your textbook order?
    - Visit TextbookX help.
    - Watch TextbookX instructional videos.
    - Read Charlie-s Bookstore Coyote One Stop Articles.
    - Ask Charlie-s Bookstore & Fan Shop a Question.

First Day Access/Inclusive Access (FDA) is a course material delivery model where discounted digital content is delivered automatically to students enrolled in the FDA course on or before the first day of class. The price of the discounted digital material is charged to your university account as a separate line-item charge. If you choose not to obtain the material, you can opt-out on or before Census (add/drop) date and will not be charged. If you opt-out, you will need to purchase the item on your own through another vendor. Depending on the publisher, materials

will either be made available through D2L (once the instructor gives you access) or your online bookstore eLibrary**.** Visit your eLibrary for access information.

FDA Access questions: Contact TextbookX support at https://usd.textbookx.com/help#/ or 844-973-3866
FDA Billing questions: Contact the Business office at businessoffice@usd.edu

USD offers qualifying students a $500 Book Advance. If you are eligible, the Book Advance will automatically show as a payment option in your USD online bookstore account upon checkout. The amount used will be added directly to your university bill as a line-item charge. The amount charged to your student account needs to be paid when tuition and fees are due. The due date is typically within the first 10 days of the semester. Once online statements are posted to SDePay the statement will show the semester due date. If available and authorized, financial aid may be used to repay. If you are enrolled in an SDePay Payment Plan, the amount used will be collected according to your plan terms. Late fees and a hold will be applied to your account if book charges are not paid by the due date. The amount charged to your student account can be paid online through SDePay, by mailing a check, or in person at the Business Office (cash or check). Refer to the billing and payment website for more details.
Aside from textbooks, we have the largest and best selection of USD gifts, Coyote apparel, and a great selection of school supplies. We work in partnership with our faculty members to ensure that we have the required course supplies and lab materials for our students as well. We welcome students, faculty, staff, families, and guests to come visit one of our Charlie-s locations or our website for access to the online bookstore and shop for school spirit items. All purchases at Charlie-s help support USD student scholarships.

Charlie-s Career Closet

East Hall, First Floor
Email: Career@usd.edu

Charlie-s Career Closet provides ne and gentl -used professional and business casual attire to USD students, free of charge. Students are eligible to receive 10 free items per semester with their current USD student ID.

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Center for Continuing Education, Room 114
Email: CharliesCupboard@usd.edu

Charlie-s Cupboard Campus Pantr is an on-campus resource available to USD students in an effort to promote food security. This free service is available to all students with a student ID. Charlie-s Cupboard is located in the Center for Continuing Education next to the North Complex. Their Office Hours during the school year are Thursdays from 4-6pm. They also have pop-up cupboard hours on Mondays from 2:30-6pm. The pantry offers various personal hygiene and grocery items. All students are encouraged to visit Charlie-s Cupboard Campus Pantr and to follow social media on Instagram and Facebook.

Childcare (Vucurevich Children-s Center)

Vucurevich Children-s Center
Phone: 605-677-6880
Email: childcare@usd.edu

The Vucurevich Children-s Center is the universit -s childcare provider for students, facult , and staff. It offers accessible, affordable, quality, on-campus childcare. 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 & School Psychological Services Center

Delzell Education Center, 211
Phone: 605-658-6638
Email: cspsc@usd.edu

The Counseling & 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.

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 605-658-6638. Generally, clients are contacted within a week of reaching out for services.

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 needs. Referrals are accepted from clients, parents, physicians, schools, or other interested parties. Clients are seen by appointment only. Psychological Services are available September through May. Inquiries about diagnostic services should be directed to the CSPSC by calling 605-658-6638. There is a fee on a sliding scale for specific diagnostic services.

Coyote Cash (Coyote Card Office)

ITS Service Desk
Academic Commons, I.D. Weeks 104
Email: CoyoteCard@usd.edu
Phone: 605-658-3559

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.

- You can request your student USD ID by completing the Student ID Request or by stopping by the Coyote Card Office in I.D. Weeks Library, room 104
- **Coyote Card Mobile** will make it easier and more convenient for students and faculty to access buildings like their residence hall or assigned academic building. They can also make payments on and around campus including paying for dining services, using just their iPhone, Apple Watch or Android phone. Visit Installing Coyote Card Mobile to install the app.
  - **Note:** Coyote Card Mobile does not replace your physical Coyote Card. A Coyote Card is still required, it must be carried at all times and upon request must be shown or surrendered to USD Officials.
- Deposit money to your card following Add Coyote Card Funds
- Guests can make deposits for you following Guest Deposit on Coyote Card

Coyote Dining

Muenster University Center, 109

Phone: 605-658-6776
Email: Dining@usd.edu

Coyote Dining by Sodexo, offers services including student employment and campus-wide catering services. sions and campus convenience stores. Both 24/7 convenience stores require a physical ID card.All freshmen & sophomores on campus are required to have a meal plan. Meal swipes can be used at Coyote Dining Hall. Flex dollars can be used at any campus dining location as well as conces

Coyote Dining staff will make every effort to fulfill the requirements of a special diet. Coyote Dining and Sodexo are proud to offer dietitian services to students with meal plans; questions regarding a specialized diet can be directed to the dietitian, Myranda Dunmire at Myranda.Dunmire@sodexo.com. Menus for Coyote Dining Hall are available at dineusd.sodexomyway.com and via the Everyday app. These menus can be filtered by dietary cem stafdietitianc.ornerTc[st-4(a)13(TQq0.00000912 0 612 792 reW* nBT/F4 11.04 Tf1 050 1 488.62 712.44 T

options (coffee, energy, water, and juice) as well as your traditional convenience store options. Beede Bump also features LeBread Express, providing students with access to a hot sandwich, calzone, pasta bowl, and more that can be accompanied by a fresh tea or coffee from the Starbucks Serenade.

24/7 Market at Coyote Village

Located in Coyote Village, CV Market is a 24/7 market combining the corner store with the st le of a modern market, featuring grab n go dining options for breakfast, lunch, or any time of day, including sandwiches and salads, bakery, multiple beverage options (coffee, energy, water, and juice) as well as your traditional convenience store options. CV Market also features LeBread Express, providing students with access to a hot sandwich, calzone, pasta bowl, and more that can be accompanied by a fresh tea or coffee from the Starbucks Serenade.

Coyote Catering

Coyote Dining 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. Catering information can be found at usd catering.catertrax.com.

Dean of Students

Muenster University Center, 218
Phone: 605-658-3555
Email: DeanofStudents@usd.edu

The 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, the Wellness Center, Sorority & Fraternity Life, and many others under Student Services. The Dean of Students is available to assist students with their concerns, issues and questions. Please see the Academic Excused Absence Policy for information regarding absences.

Dental Hygiene Services

Vermillion Clinic
Center for Health Education, 101
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, tooth desensitizing and bleaching. In addition, dental services such as exams, fillings, and extractions are provided within a limited scope by licensed dentists. 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.

Event Planning & Scheduling

Central Scheduling
Muenster University Center, 130
Phone: 605-658-3563
Email: Scheduling@usd.edu

The Central Scheduling office is the primary point of contact when you want to hold an event, conference, or camp at USD. They can direct you to information about coordinating 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, Danforth Chapel, and select meeting rooms on campus are scheduled through the Central Scheduling office. Rooms ranging in seating size from 15 to 200 are also available through this office. Information concerning the scheduling of advertising in the MUC, audio-visual services for the building, and refreshments for meetings are also available.

MUC meeting rooms come with specific layouts and cannot be changed due to high demand and back to back reservations. MUC Ballroom layout changes can be requested up to one month prior, with no changes within 7 days of the event. Tabling in the MUC is also available and can be reserved through 25Live, along with reserving all other rooms and spaces on campus. Please see the Facility Use Policy for more information.

Financial Aid

Belbas Center, 2nd floor
Phone: 605-658-6250
Phone: 877-

students at SD Board of Regents schools is provided by Academic Health Plans (AHP). For more information, visit https://myhealth.sdbor.edu/internationalstudent/index.cfm. All international students are required to purchase an Academic Health Plans (AHP) 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, as specified by the academic calendar, and should be provided to the Gallagher International Center. 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 contact the International Student Services by email isso@usd.edu or by phone 605-658-6255.

Housing

Commons, 100
Phone: 605-677-5663
Email: housing@usd.edu

University Housing creates opportunities for students to develop their personal well-being, interpersonal connections, self-exploration, and commitment to an inclusive community. University Housing is responsible for Coyote Village, McFadden, Beede, Mickelson, Richardson, Olson, Burgess, and Norton Halls. Well-trained and supportive staff members reside in the residence halls and on-campus apartments and continually adapt to the evolving needs of our diverse students through innovative, comprehensive services in a student-centered environment. 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 connect through the campus living experience.

I CARE

North Commons, 101H
Phone: 605-658-6155
Email: rebecca.a.kaiser@usd.edu

Preventing campus sexual violence, domestic/dating violence, and stalking through advocacy and education. We do this by:

- Creating a team of community partners to enhance victim services
- Strengthening prevention and education programs

- Responding to sexual violence with a victim-centered, culturally competent approach
- Educating students about what constitutes sexual violence
- Mobilizing students and other community members to take a stand against sexual violence

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

USD offers several resources to help victims, survivors, and everyone else in the pursuit of healthy, consensual relationships.

View Sexual Violence Resources

To ask questions or learn more about the I CARE program, call 605-658-6155.

Information Technology Services

ITS Service Desk

Academic Commons, I.D. Weeks 104
Phone: 605-658-6000 or 877-225-0027
Email: servicedesk@usd.edu

Online: Report an Incident or Request Service
The Service Desk is staffed with full-time technicians who will take the time to assist you with your technology needs. Perspective students, parents, students, faculty, and staff will find answers to our most commonly asked questions and instructional documents in Coyote One Stop. See Using Coyote One Stop and Student Resources

Appropriate Use Policy

All members of the USD community must use University computing and information

The University of South Dakota has more than 45 Computer Labs. All labs offer standard software, while some offer specialized software to support specific curriculum. To log onto the computers, you will need your USD username and password. To view lab locations and details go to Computer Labs.

Wireless Network

- Connect your computer to Eduroam wireless network.
- Connect your wireless-only smart devices to the Smart Devices network
- Issues with the wireless network? The Wireless Network Issues service aids in connecting to University wireless network and/or reporting wireless issues

Personal Computers on Campus

USD offers Basic phone troubleshooting from wherever you are, if you have technical issues or questions, please click the **Request Assistance** button on the Personal Computer support page. More extensive issues would need to be checked in at one of our locations.

Laptop purchase

Laptop purchases are available at the Service Desk or online Laptop Purchase

Free Office 365

- USD students can download and install a full version of Microsoft Office at no cost
- This installs Word, Excel, PowerPoint and many others
- Subscription is valid as long as you are an active student
- Install on up to 5 devices, PC or MAC, and access Office Mobile applications on phone and tablet devices, click the **Install Office 365** button on the Office 365 page

Apply for a job at the ITS Service Desk using Coyote Careers.

International Student Services & Study Abroad

Gallagher International Center
Burr House
Phone: 605-658-6255
Email: isso@usd.edu

USD~~s~~ Gallagher International Center (GIC) is found in the Burr House. The GIC is the primar 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 GIC 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 GIC upon their initial arrival to campus. The GIC 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 GIC for guidance.

Study Abroad
ID Weeks Academic Commons, Room 103
Phone: 605-658-3599
Email: theworld@usd.edu

USD students can participate in a wide variety of study away opportunities to enhance their learning. Students may earn academic credit by studying abroad with USD-affiliated programs or studying away at a US or Canadian institution with the National Student Exchange. Students can also participate in service learning or undergraduate research around the USA or abroad. Students must meet eligibility requirements and complete the application process to participate

in off-campus study, internship, research, and service-learning programs. To learn more about the following programs, please visit the study abroad homepage.

- USD Direct Programs
- USD Third-Party Program Providers
- USD Faculty-Led Programs
- National Student Exchange (NSE)

Law School Career Services Office

Knudson School of Law, Career Services and Professional Development
Phone: 605-658-3546
Email: LawCareerServices@usd.edu

The Career Services Office offers job search assistance and career planning resources to all students and alumni of the USD Knudson School of Law. The office provides individualized advising in developing job search strategies, revising application materials such as resumes and cover letters, and connecting candidates with opportunities for internships, externships, pro bono work, and post-graduate positions. Resources are continuously updated and expanded to assist students in pursuing their legal career goals.

Legal Aid

Muenster University Center, 219F
Primary Phone: 605-777-7606
Email: afelts@frieberglaw.com
SGA Phone: (605) 658-3584 (during office hours)

The Student Government Association (SGA) sponsors a legal aid service available to any University of South Dakota student seeking general legal service. Austin Felts of Frieberg, Nelson & Ask, L.L.P. Attorneys At Law serves as the legal aid provider. Students can meet with Austin during his on-campus office hours on Monday and Wednesday from 3pm to 5pm in his office, located in MUC 219F. Austin is also available throughout the week by appointment, as well as consultation by phone or email.

Libraries

ID Weeks Library & Academic Commons

Vermillion Campus
Phone: 605-677-5373
Email: library@usd.edu
Website: www.usd.edu/library

Fall/Spring Operating Hours *(while students are on campus)*

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 Library

Sioux Falls
Phone: 605-357-1400
Email: wegner@usd.edu
Website: www.usd.edu/wegner

Fall/Spring Operating Hours *(while students are on campus)*

Monday-Thursday	8 a.m. to 5:30 p.m.
Friday	8 a.m. to 5 p.m
Saturday	Closed
Sunday	Closed

**After-hour badge access available for student* study

USD - Sioux Falls

Location: FSC1, Room 232
Email: usd-sflibraryservices@usd.edu
Website: www.usd.edu/Academics/USD-Sioux-Falls/Sioux-Falls-Student-Support-and-Resources *(Library Resources)*

Fall/Spring Operating Hours *(while students are on campus)*

Tuesday-Thursday	9 a.m. to 4 p.m.

The University Libraries of the University of South Dakota include the I. D. Weeks Library, which serves all the universit -s programs, and the Wegner Health Sciences Librar , hich serves the Sanford School of Medicine, School of Health Sciences and other health partners in Sioux Falls and throughout South Dakota. The University Libraries provide print, media, and electronic

organizations along with various offices within Student Services and beyond. All events, unless otherwise noted and advertised, are free to all students who pay the Student Support Fee (SSF).

Native Student Services

Native American Cultural Center
409 E. Clark St.
Director Phone: 605-658-3578
Director Email: Megan.RedShirtShaw@usd.edu
Coordinator Phone: 605-658-3556
Coordinator Email: Brooke.Jackson@usd.edu

University of South Dakota's Student Services strategies include Native Student Services (NSS) as an integral part of the support systems for Native and Indigenous students attending the university. Native Student Services serves as a college transition resource and the primary cultural, social, and academic support services office for Native and Indigenous students. Through programming and community building, 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 is housed within Student Services and is located in the Native American Cultural Center at 409 E. Clark Street. All students are welcome at the NACC and are encouraged to attend programming.

Notary Public Service

Muenster University Center, 219A
Email: Kim.Moore@usd.edu
Phone: 605-658-3558

Notary service is available at the Muenster University Center. Contact Kim Moore to coordinate.

Office of Accessibility

by promoting education and awareness of disability and learning differences as essential pieces of a diverse cultural experience.

The Office of Accessibility endeavors through collaboration, education, technical assistance, and collegiality to assist the University of South Dakota administration, faculty, staff, and students in creating a universally accessible and inclusive campus for all people.

The Office of Accessibility is an integral part of the University of South Dakota, committed to ensuring students with disabilities experience an accessible campus. The Office of Accessibility 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 actively participating in the accommodation process by making timel and appropriate disclosures and requests. An dela in the process on the student-s part may result in limiting the ability of the Office of Accessibility to provide reasonable accommodations. The process includes:

- Self-Disclose Disability and Register It is the student-s responsibilit to identif as a person with a disability and register with the Office of Accessibility. A student may self-disclose at any time; however, students are encouraged to self-disclose and register before classes begin. A student may contact the Office of Accessibility online, email, phone, or schedule a time to meet to self-disclose, register, and begin the interactive process of requesting accommodations.
- Provide Disability Documentation A student must provide the Office of Accessibility with documentation to support their request for accommodations. Each student and each disability are 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 assure full access to the educational opportunities, programs, and activities of USD. Accommodations assure 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 the Office of Accessibility and faculty to ensure 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 the Office of Accessibility as soon as possible if you want to request accommodations. If you are a student and you suspect you may have a disability, contact the Office of Accessibility to discuss evaluation options via campus and community resources.

Office of Multicultural Affairs

Muenster University Center, 219D
Email: OMA@usd.edu, Marcus.Destin@usd.edu
Phone: 605-658-3557

The Office of Multicultural Affairs supports creating a sense of belonging for all students at USD.

Our vision is to encourage and foster cultural understanding of students from all backgrounds on campus as well as partner with faculty, staff, and departments across campus to enhance the student experience through cultural events and education.

We will support and contribute to the student experience by helping to facilitate meaningful and open conversations and create programming that reflects the needs of students, connects communities, and encourages social engagement, cultural celebration, and shared understanding. As a community, we will thrive on collaboration, support celebration, and education of multicultural identities.

The OMA space in MUC 219 is available to all students for meetings, events, studying, and socializing. This space and its resources are vital to increasing the access, retention, and success of students, faculty, and staff from multicultural communities. There is a place for you.

Opportunity Center

Muenster University Center, 204A/B
Phone: 605-658-3434
Email: opportunitycenter@usd.edu

The Opportunity Center is your first stop for student success! The Opportunity Center is a central connecting point for student success resources and student organizations from all areas of campus. If you have a question about campus resources and policies, are looking to get more involved on campus, or simpl don-t kno here to go to ask our questions, be sure to stop b the Opportunity Center on the second floor of the MUC. Our dedicated staff looks forward to connecting with you and helping you get the most out of your Coyote experience.

In addition to being a great place to get questions answered, the Opportunity Center is the home of campus-wide leadership programming. This includes a First Year Leadership Experience and the President-s Senior Leadership Institute. Additionall , the Opportunit Center is tasked with encouraging intentional, robust, and varied campus discussions, therefore we are a resource for all students and student organizations looking to bring speakers to campus. Need a little extra support? Our Peer Success Coaches have been there, done that as students and are here to help you find goal-oriented solutions to your challenges and help you improve your study skills, get involved on campus, or prepare for what comes next!

Psychological Services Center

SD Union, 122
Phone: 605-658-3720

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. We offer assessment only, such as ADHD testing for a flat rate of $150. 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. Students referred to us by the Student Counseling Center do not have to pay the initial $20 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: 605-658-3880
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–benefit services; and prepares official university transcripts and diplomas. The office maintains permanent academic records for all students enrolled in University coursework, including those who enroll through the Division of Continuing Education. Man of the services provided b the Registrar-s Office are available online.

Scholarships

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

USD Scholarship Policy: http://www.usd.edu/admissions/freshmen/scholarships/scholarship-policy

Scholarship Acceptance and Terms
Acceptance of an individual student aid award is an agreement to the terms and conditions of that award as well as all policies governing USD scholarships. It also permits USD and the USD Foundation to release basic information (name, year in school, hometown, major, etc.) to donors, media, educational affiliates, and for use in University communications.

Every student's financial award package (scholarships, gifts, 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 reserves the right to adjust individual scholarship awards after a student has accepted them to ensure the 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 unless otherwise stipulated by USD Foundation donor preferences.
- Renewable awards are contingent upon maintaining a minimum grade point average, completion of donor appreciation letters if requested, and meeting all other conditions of the renewal criteria as specified in the award notification.
- Scholarships may not be prepaid, such as early graduation, or accessed prior to the semester(s) indicated in the award notification.
- Priority consideration for scholarship recipients will be given to those who complete online academic scholarship applications.
- If a student is awarded any scholarship equal to or greater than the cost of in-state tuition and fees for 30 credits, the Coyote Commitment, USD Dual Credit, USD Housing, USD Grant, or USD Valedictorian Scholarship offers previously made by the University will be replaced with the new award.
- Students wishing to appeal or petition USD scholarship criteria or renewal should complete the Scholarship Appeal Process in Coyote One Stop.
- If a student is awarded any scholarship equal to or greater than the cost of in-state tuition and fees for 30 credits, the Coyote Commitment, USD Dual Credit, USD Housing, USD

Grant, or USD Valedictorian Scholarship offers previously made by the University will be replaced with the new award.

School of Education Student and Professional Services

Delzell Education Center, 113 & 114
Phone: 605-658-6606
Email: SOEStudentServices@usd.edu

We provide advising, internship, and residency placement. We also assist with networking, information, suggestions, and tips on how to begin your job search. Our services are available to current students and alumni of the School of Education.

Service Learning

Muenster University Center, 219B
Phone: 605-658-3566
Email: engage@usd.edu

The Alternative Week of Off-Campus Learning (AWOL) program provides student-led service-learning and leadership opportunities including:

- Alternative breaks during the university's winter break
- Monthly alternative weekends (Saturdays only) during the academic year to serve in the local community
- One-week early move-in New Yotes Community Engagement (NYCE) program for first-year students in August

Sorority & Fraternity Life

Muenster University Center, 204 & 203
Phone: 605-658-3586
Email: greek@usd.edu
USD Involved: https://usdinvolved.usd.edu/organization/greek

The Sorority/Fraternity Community at The University of South Dakota includes roughly 800 students involved in 11 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-Vermillion Campus

East Hall 118
Phone: 605-658-3580
Email: scc@usd.edu
Website: usd.edu/scc
Link to schedule an appointment: https://usd-scs.titaniumhwc.com/mh

The USD Student Counseling Center offers free services to currently enrolled USD students on campus or having the ability to attend services at the Student Counseling Center in Vermillion. Services are provided primarily in-person and via telehealth on a case-by-case basis. 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 are 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.

Anyone contemplating suicide or experiencing emotional distress may call Coyote Care (833-569-1686) to speak with a trained counselor who can provide support and connect them to local resources if necessary. This support line provides access to unlimited clinical support, risk assessment, connections to therapy and other next steps, emergency response, identifying students of concern and reporting. The service can be used by all students, whether on or off campus or abroad.

Student Counseling Center-Sioux Falls Campus

Administration Building, 156
Phone: 605-658-3580
Email: scc-sf@usd.edu
Web: https://www.usd.edu/Academics/USD-Sioux-Falls/Sioux-Falls-Student-Support-and-Resources
Link to schedule an appointment:https://usd-scs.titaniumhwc.com/SFT

The USD-SF student counseling center is a training clinic that is free to all currently enrolled USD students on the Sioux Falls campus or community. Services are confidential and are offered only in person. This clinic is open from late August through the beginning of May. All Interns are Supervised by licensed professionals. Services provided include individual counseling, educational programs, and crisis intervention for personal, mental health.The counseling center Sioux Falls is a place that allows students to address concerns related to life skills that include, but are not limited to problem-solving, assertiveness training, confidence, self-esteem, habit control, values clarification, stress management, academic concerns, and coping skills.

Anyone contemplating suicide or experiencing emotional distress may call Coyote Care (833-569-1686) to speak with a trained counselor who can provide support and connect them to local resources if necessary. This support line provides access to unlimited clinical support, risk assessment, connections to therapy and other next steps, emergency response, identifying students of concern and reporting. The service can be used by all students, whether on or off campus or abroad.

Student Health Services at Sanford Vermillion Clinic

Sanford Vermillion Clinic
20 S. Plum Street
Phone: 605- 677-3700 (appointments)
Phone: 605- 677-3630 (student health director)
Email: usd.immunizations@sanfordhealth.org
Web: https://www.usd.edu/About/Departments-Offices-and-Resources/Student-Health-Services

All USD students currently enrolled are eligible to use the Sanford Vermillion Clinic by presenting their Coyote Card. Stanford Vermillion Medical Center provides discounted and free services for enrolled students. Students are responsible for fees associated with services received in Student Health. Co-pays for physicals and immunizations are due at the 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 ph sician-s office. Hospital, Emergenc Room, and Outpatient care is not included in the Basic Health Services, and therefore it is recommended that each student have valid health insurance.

Student Rights & Responsibilities

Muenster University Center, 206
Phone: 605-658-3561
Email: srr@usd.edu, Emma.Thompson@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 3.4.1, 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 Services

Muenster University Center, 218
Phone: 605-658-3555
Email: StudentServices@usd.edu

Student Services is here to help students take full advantage of the numerous resources available to you at USD.

Student Services consists of Campus Dining, University Housing, Student Counseling Center, Career Services, Native Student Services, Office of Multicultural Affairs, Student Programing, Service Learning, Sorority & Fraternity Life, Spirit Teams, Student Health, Student Rights & Responsibilities, Student Veteran Resource Center, TRiO, and the Wellness Center.

We help students engage in their educational experience, ensures students and their families receive all the assistance they need, answers questions, provides a clean, comfortable, and enjoyable on-campus living environment, and most importantly, to have fun. The mission and vision statements below embody the various ways that Student Services is here to aid and support students throughout their academic career.

Mission Statement
We provide programs, services, and facilities that foster personal development, academic inquiry, and a welcoming campus community. These services and opportunities support and inspire students as they prepare for their future lives, careers, and civic roles in a dynamic and global society.

Vision Statement

We strive to empower students by creating dynamic experiences that foster belonging and assist students in defining and reaching their goals, while also developing a sense of purpose and community.

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.

Student Veterans Resource Center

Commons, 103
Center's Phone: 605-658-3570
Coordinator's Phone: 605-658-3571
Email: svrc@usd.edu

The SVRC welcomes all veterans, current military, military spouses, and their dependents. We offer social and academic support 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.

Undergraduate Research

Email: undergraduateresearch@usd.edu

Undergraduate research can be defined as an inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline. *(Council on Undergraduate Research).* At USD, we define research very broadly, to include not only lab-based activities in the STEM disciplines, but also other forms of creative activities in the humanities and the arts. The Committee on Undergraduate Research and Creative Scholarship (CURCS) offers a variety of opportunities for undergraduates to create original work. Performing research has many benefits, enriching both one's undergraduate experience and providing valuable skills for career and graduate school applications.

USD Scottish Rite Speech, Language, and Hearing Center

Department of Communication Sciences & Disorders

Vermillion Clinic
McKusick Technology Center
Phone: 605-658-3870
Fax: 605-658-3359
Email: csd@usd.edu

Sioux Falls Clinic
520 S. First Avenue
Sioux Falls, SD 57104-2602
Phone: 605-336-7561
Fax: 605-330-9820

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 at no cost (product excluded). The USD Speech, Language, and Hearing Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m.; appointments can be made by contacting the USD Speech, Language, and Hearing Center at 605-658-3870.

Veterans Services Office

Belbas Center, 116
Phone: 605-658-3881
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.

Wellness Center

Phone: 605-658-6799
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 ID. Membership rates for staff, faculty, and the community can be found on the Wellness Center Website.
The Wellness Center includes the following amenities and features:

- The Wellness Center uses IMLeagues.com for our intramural platform, and all intramural events (excluding special events) are free of charge to all USD students
- 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.
- 1 Racquetball court.
- Functional training room.
- 38-foot-tall climbing wall.
- The new 45,000 sq ft Natatorium will open in the Spring of 25 with a 50 meter pool, a recreational pool, large spa, and steam room.

Western Undergraduate Exchange

SD Board of Regents Policy 5.5.5 ±Interstate Tuition Agreements

Office of Admissions
Wagner Welcome Center
Phone: 605-658-6200
Phone: 1-877-COYOTES
Email: admissions@usd.edu

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 and can also find more information on the WICHE website.

Activities & 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

The newly renovated National Music Museum, a unit within the College of Fine Arts, includes

- Alpha Xi Delta
- Kappa Alpha Theta
- Pi Beta Phi

Fraternity Chapters

- Beta Theta Pi
- Delta Tau Delta
- Lambda Chi Alpha
- Phi Delta Theta
- Pi Kappa Alpha
- Sigma Alpha Epsilon
- Tau Kappa Epsilon

Honorary Organizations

Office of Student Engagement
Phone: 605-658-3585
Email: Michelle.Harvey@usd.edu

For more information regarding any of the following organizations, students should contact the Student Engagement Office 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.

Beta Alpha Psi

The Theta Upsilon chapter of Beta Alpha Psi is the national scholastic and professional accounting fraternity. The primary objective is to encourage and give recognition to scholastic and professional excellence in the field of accounting, which includes the promotion of the study and practice of accounting; provision of opportunities for self-development and association among members and practicing accountants; and encouragement of a sense of ethical, social, and public responsibility.

Beta Gamma Sigma

Beta Gamma Sigma is an international honor society recognizing the outstanding academic achievements of students enrolled in collegiate business and management programs accredited by AACSB International. Graduating "Beta Gamma Sigma" is the highest honor a business student anywhere in the world can receive.

Honors Association

The Mortar Board is the honorary organization for senior men and women. Students initiated into this organization must have shown substantial campus leadership and a 3.2 GPA. Mortar Board selects up to thirty-five students each year.

Mu Kappa Tau

Mu Kappa Tau (MKT) is an honorary fraternity for marketing juniors and seniors. MKT believes scholastic excellence should be a high priority for every marketing student and encourages a life-long commitment to an exceptional standard of ethics and achievement within the marketing environment.

Omicron Delta Epsilon

Omicron Delta Epsilon is one of the orld-s largest academic honor societies. The objectives of Omicron Delta Epsilon are recognition of scholastic attainment and the honoring of outstanding achievements in economics.

Phi Alpha Theta

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 of 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.

Honors Program

Old Main, 120
Phone: 605-658-3340
Email: honors@usd.edu

The Honors Program offers 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 the requirements to become a University Scholar: 15-18 credits in Honors, including special core classes, unique seminars, and a thesis. Students who enter the program with more than 24 credits may opt for the Thesis Scholar track; these students may take some Honors core courses and are required to take two upper-division Honors seminars in addition to writing a thesis. Honors Program students receive their academic advising through the Honors Program

and are also assigned an academic advisor in their major when they reach 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 3.5 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 & Sport Clubs

Wellness Center
Phone: 605-658-6797
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. IMLeagues.com is the platform for all intramural events (excluding special events) that are free of charge to all USD students.

Sport Clubs are a way to stay involved in the sports you love or try a new sport and compete at a higher level than intramurals. Our clubs hold regular practices, and most represent USD in leagues against clubs from other universities within the region.

Media & Journalism

Al Neuharth Media Center, 151
Phone: 605-658-6810
Email: mj@usd.edu

The Student Media Operations associated with the Media & Journalism Department provide students with professionally based laboratory resources in which to develop their skills and enhance their academic experience. Experienced media advisors facilitate 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.

Coyote Competition

- American Advertising Federation Chapter
- Public Relations Student Society of America

Members of the 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 ell 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, ou-ll find student talk sho s and specialt music sho s. Coyote Radio serves the university, Vermillion, and the surrounding communities. Student organi ations can submit their activit -s information for broadcast b 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. Co ote Ne s also can be seen on the Co otecampusne s YouTube channel. Coyote News can be seen statewide on SDN Communications, and in southeast South Dakota on Midco. KYOT also is home to The Red Report, USD-s satirical entertainment program as well as sports specials. 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 social media sites

The Volante

USD-s independent, a ard-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 in writing, graphic design, producing multiplatform stories, selling advertising, or keeping content up to date using social media tools. For information about positions and scholarships, contact the M&J Department at (605) 658-6810.

Sport Marketing

The Sport Marketing students get actively involved in marketing and/or media projects for sporting-related events. Students learn NIL contracting and oversee social media marketing for the USD Esports Club. Group members also network with professionals by making industry visits and through invited guest speakers.

Residence Hall Association

Office: Richardson, 151A
Phone: 605-658-6257 (Advisor)
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, 219B (Advisor)
Advisor Email: April.Lee@usd.edu

President Email: Jordan.Grothe@coyotes.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 six branches of SERVE are Adopt-A-Grandparent, Adopt-A-School, Big Pal Little Pal, Bridges, Heroes, and Variations of Volunteering. In addition to our own branches, SERVE also works closely with the Food Recovery Network. The executive committee is comprised of the SERVE president and eleven branch chairmen.

Spirit Team

Student Services
Muenster University Center, 219G
Phone: 605-658-3564
Email: Emily.Chiarello@usd.edu

The University of South Dakota Spirit Team includes the USD Cheerleading Team, the USD Dance Team, Charlie Coyote, and the Coyote Crazies. All teams provide important contributions to the overall spirit and enthusiasm at USD. The USD Cheer Team consists of an All-Girl Team and a Co-Ed Team that both lead the crowd at USD home football games, volleyball games,

men-s basketball games, omen-s basketball games, and travel for select a a football games. The USD Dance Team performs at all home football games, volle ball games, men-s basketball games, omen-s basketball games, and select a a football games. Both squads also travel for all post-season play. The Spirit Teams attend other various athletic events throughout the year as well as compete at the UCA/UDA Collegiate Cheer and Dance National Championships. With all of this and more, they also support USD in other ways by making appearances at university and community events. Charlie Coyote, the official mascot of the university, appears at home football, volleyball, and basketball games as well as away football games while also making appearances at other events both at the university and in the community. The Coyote Crazies, the official student fan section of USD, attend all home sporting events and travel to select away games and tournaments while also making appearances at other university and community events. A form to request an appearance by any Spirit Teams at an event can be found here.

For more information, or to find out about tryouts, clinics, or sign-ups for any of the Spirit Teams, please contact Emily Chiarello.

Student Government Association

Muenster University Center, 143
Phone: 605-658-3584
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, advocating for students–concerns, 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 students are invited to stop by the SGA office across from the bookstore from 10am to 5pm or email sga@coyotes.usd.edu.

SGA is composed of senators from the College of Arts and Sciences, the School of Health Sciences, the School of Education, the Beacom School of Business, the College of Fine Arts, the Graduate School, the Law School, the 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 weekly Senate meetings and SGA standing committee meetings, spend two hours in the office each week, and participate in various student outreach activities. SGA meetings are held on Tuesdays at 6:30 pm in the Al Neuharth Freedom Forum and are live-streamed on the SGA Facebook Livestream.

Student Organizations

The University of South Dakota has over 200 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 from professional development to casual and fun. 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. There is a place for you. Further information may be found on the USD Involved webpage.

University Art Galleries

Phone: 605-658-3437
Email: Amy.Fill@usd.edu

University Art Galleries maintains three key galleries, The John A. Day Gallery, Gallery 110, and the Oscar Howe Gallery. University Art Galleries provides artwork across campus in public spaces and displays artworks in the Muenster University Center, I D Weeks Library, and the WM Lee Center s Sculpture Garden. UAG maintains a permanent collection that is available to students and scholars for research and curatorial opportunities.

- John A. Day Gallery - Located in the Warren M. Lee Center for the Fine Arts. The John A. Day Gallery serves the campus and the community through educational exhibitions and events. Providing exhibition opportunities for National and International artists, Northern Plains artists, USD Faculty and Alumni, MFA, and BFA Thesis Shows, as well as works from the permanent collection.
  Open 9 am 5 pm, Monday through Friday.
- Gallery 110 - This smaller space in the Warren M. Lee Center for Fine Arts features monthly exhibitions of the work of local and regional artists, as well as works from the UAG permanent collection. Open 9 am to 5 pm, Monday through Friday
- Oscar Howe Gallery Located in the Historic Old Main Building. This gallery is dedicated to exhibiting the works of Yanktonai Dakota artist Oscar Howe. The UAG permanent collection holds the largest single collection of Ho e s paintings, dra ings, and sculptures. The Oscar Howe Gallery is open Monday through Friday from 9 am 5 pm and by appointment.

Volante

Al Neuharth Media Center, 130
Phone: 605-658-6810
Editor-in-Chief: 605-658-6816
Advertising Manager: 605-658-6810
Email: volante@coyotes.usd.edu

Students interested in journalism and marketing can gain valuable experience, become eligible for additional scholarships, and have fun working at *The Volante*, USD s student-run 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.

Approximately 20 students each semester work together on the news staff as reporters, photographers, graphic artists, and editors. Other Volante positions offer experience in advertising marketing and circulation. All positions are eligible for limited academic credit. Together, the news and marketing staff publish

Dean of your college. Graduate students should contact the Graduate School (605-658-6173 or grad@usd.edu).

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 timel initiative. For a universit -related event, a student must contact their 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 e tent possible, it is the student-s responsibilit to immediatel contact each of their instructors regarding unplanned class absences and the possibility of making up missed assignments and exams. The Dean of Students Office will notify instructors of absences due to medical issues, family funerals, or family emergencies upon receipt of documentation from the student. Instructors are required to allow for such make-up in a timely manner when the student-s absence has been verified b the Dean of Students or follows university policy. The class and/or department may have special attendance policies, when those policies are not in conflict ith the student-s right to make up missed requirements as described above.

You can contact the Dean of Students office at 605-658-3555 or deanofstudents@usd.edu for clarification or guidance regarding the Academic Excused Absence Policy. Documentation, such as a doctor-s note, obituar , verification b the USD Title IX Coordinator, etc, can be emailed to deanofstudents@usd.edu. For at home COVID or influenza tests, please email one picture hich includes: the positive test, the student-s ID, and the date.

Students will need to work directly with their instructors for absences due to weather, vacations, weddings, car trouble, or undocumented issues. The Dean of Students duty is to verify documentation. If no documentation is available, students will need to work directly with their instructors.

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 address the five cardinal values of honesty, trust, fairness, respect, and responsibility.

2. Promulgate clear procedures for dealing with the 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 a are of the universit -s philosoph 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.

Guidance on the policies and processes concerning suspected Academic Misconduct is available online. Questions may be directed to Student Rights & Responsibilities, 605-658-3561, MUC 206..

Alcohol & Drug Policy

SD Board of Regents Policy 4.7.1, 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 (including cannabis used or possessed for medical purposes) or unauthorized controlled substances at organizational functions or in the organizational residence;

C. Prohibit the expenditure of organizational funds on alcoholic beverages, marijuana (including cannabis used or possessed for medical purposes), or controlled substances;

D. Prohibit the informal collection of monies from members, associates, or invitees to be spent on alcoholic beverages, marijuana (including cannabis used or possessed for medical purposes), or controlled substances;

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 and approval is received by University Housing.

Alleged Violations of Civil Rights Statutes

The University of South Dakota follows the South Dakota Board of Regents Policy 1.4.3 regarding 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 of all rights guaranteed to them by the First Amendment of the U.S. Constitution. SD Board of Regents Policy 3.2.2, 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 3.1.1, 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 b 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 voluntaril fi ed as the person-s permanent habitation ith 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 unemancipated 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 riting b 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, ma 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 a person need not attend summer sessions or other such sessions be ond the normal academic ear in order to render continuous attendance.

3. Petition for Reclassification

After twelve months of 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; 605-658-

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 e isting 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 ho list South Dakota as their home of record and ho, immediatel 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.

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 revie ed b USD-s Residenc Appeals Committee.

Students ma further appeal the committee-s decision to the E ecutive Director of the South Dakota Board of Regents. Upon receipt of an appeal, the Executive Director will request that USD for ard copies of the student-s appeal file, including all documentation used in making the committee-s decision. The student-s letter must include a clearl laid-out explanation of why the student disagrees ith the committee-s decision. The appeal form is available in the Registrar-s Office, or online.

Commitment to Freedom of Expression

The University of South Dakota respects and follows South Dakota Board of Regents Policy 1.6.2 regarding freedom of expression.

Communicable Disease Policy

The University of South Dakota is committed to providing educational resources to its students, faculty, and staff regarding communicable diseases as outlined in SDBOR Policy 3.5.1.

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 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.

Please refer to the Immunization Policy for additional information regarding required immunizations and exemptions from this policy.

Complaints against a Dean or Vice President

If a complaint is made against a dean or vice president, the formal appeal procedure shall begin

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 1.4.1 Sexual Harassment
- Number 1.4.2 Prevention of Dating Violence, Domestic Violence, Sexual Assault, & Stalking
- Number 1.4.3 Human Rights Complaint Procedures
- Number 1.4.4 Equal Opportunity, Non-Discrimination, Affirmative Action
- Number 4.8.4 Employee-Employee and Faculty-Student Consensual Relationships
- Number 1.4.7 Threat Assessment Procedures

Resources/ Accommodations

- Office of Accessibility
- Disability Accommodations

The following can be found in the MyUSD portal:

- Harassment and Discrimination Policies and Procedures Brochure
- Legal Basis References
- Web Resources

Contact

Jean Merkle
Director of EEO & Title IX Coordinator
Slagle Hall 205
Phone: 605-658-3665
Jean.Merkle@usd.edu

Facility Use Policy

All room/event reservations must be made at least 3 working days prior to the event, consistent with BOR 6.13 and completed during regular working hours Monday through Friday 8 a.m. to 5 p.m. Emergency reservations can be sent to the Central Scheduling Office, by email scheduling@usd.edu or by phone (605) 658-3563, and they will be accommodated if possible.

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

If you are a student, faculty, or staff member, please make a room reservation request using 25Live.

Outside organizations will need to contact the Office of Scheduling by email at scheduling@usd.edu or by phone at (605) 658-3563.

The Central Scheduling Office schedules many events, meetings 0 1 540.46 35. 72.2 Tfb many events, meeti d

SDBOR 6.13 Facilities Use by Private Parties Policy

Contact
Central Scheduling
scheduling@usd.edu

Firearms Policy & Storage Procedures

The University of South Dakota Dangerous Weapons and Firearms Policy

It is the policy of the University that possession of firearms or other dangerous weapons and ammunition on University premises is prohibited unless authorized by the University President, or designee. See the USD Dangerous Weapons and Firearms policy for additional information.

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 storage facility at no charge. Storage at UPD offers security advantages, such as secured and locked storage, and UPD personnel-s e pertise 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:

1. Firearms may be checked in/out at anytime
   Note: Students and guests are required to call UPD prior to their arrival to ensure a certified officer is available to assist them
2. All students checking firearms in/out must have their USD Student ID. Guests must have a valid government issued photo ID
3. When checking firearms out, students or guests must also have the **Weapon Storage Card** that they received when they initially checked in their firearm
4. Firearms to be stored must be in a soft case or sock, (no hard cases) and have a trigger lock attached
5. Firearms without a trigger lock attached will not be accepted
6. Loaded firearms will not be accepted
7. All firearms to be stored will be checked through NCIC
   Note: If the firearm is discovered to be stolen UPD Officers will place the firearm into

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:
Title IX at the University of South Dakota
Title IX and Sex Discrimination, U.S. Department of Education

South Dakota Board of Regents Policies
1.4.1 Sexual Harassment
Discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic

- A ph sician-s certificate
- Immunization records forwarded by another school
- A record maintained by the student or parent showing the month and year during which dose of vaccine is 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 USD Sioux Falls.

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 the 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.

Missing Student Policy

Reporting a Student as Missing:

1. Any person may report a university student as missing by filing a report with the Assistant Vice President

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights ith respect to their education records. (An eligible student under FERPA is a student ho is 18 years of age or older or who attends a postsecondary institution at any age.) 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 other ise in violation of the student-s privac rights under FERPA.

A student who wishes to ask the school to amend a record should write to the school official responsible for the record, clearly identify the part of the record that 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 riting of the decision and the student-s right to a hearing re-garding 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 con-sent.

The school discloses education records ithout a student-s prior ritten 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 en-forcement 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 com-mittee. A school official also may include a volunteer or contractor outside of the University of South Dakota who performs an institutional service or 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 educa-tion 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 Policy 1.014 describes institutional implementation of the requirements of the Family Educational Rights & Privacy Act (FERPA), including its definition of directory information.

FERPA permits the disclosure of non-directory information from students' education records, without the 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 personally identifiable information from the education records without obtaining prior written consent from 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 ith respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student-s violation of an 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

Parental Notification of Drug/Alcohol Policy Violation

SD Board of Regents Policy, 3.4.1. 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 practice to notif 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 Dean of Students or the Dean-s designee ill determine, in each instance, hether 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 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.

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 that 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 on campus. This approach includes but is not limited to: the offering of programming designed to help prevent sexual assault, the prompt and efficient investigation of all reported incidents, and the provision 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 or visit the USD Equal Opportunity and Title IX website.

Jean Merkle
Director of EEO & Chief Title IX Coordinator
Slagle Hall 205
Phone: 605-658-3665
Jean.Merkle@usd.edu

South Dakota Board of Regents Policies

1.4.1 Sexual Harassment
1.4.2 Prevention of Dating Violence, Domestic Violence, Sexual Assault, and Stalking
1.4.3 Human Rights Complaint Procedures

The University of South Dakota is concerned with the personal safety of students, faculty, and staff, as ell as aiding a person-s abilit to be responsible for his or her o n safet . 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 the USD Department of Public Safety, the Director of Equal Opportunity & 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

- 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 Student 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 or expulsion for a first offense.

NON-CONFIDENTIAL RESOURCES:

University Police Department (605) 658-6199 (Emergency 911 on campus)
Vermillion Police Department (605) 677-7070 (Emergency 911 off-campus)
Jean Merkle, Director of Equal Opportunity & Title IX Coordinator (605) 658-3665
Kate Fitzgerald, Assistant Vice President for Student Support Services and Dean of Students (605) 658-3555

CONFIDENTIAL RESOURCE PROVIDERS:

Safe Options Services (Confidential Provider) (605) 624-5311
Social Media: www.facebook.com/dvsafeoptions
Student Counseling Center (Confidential Provider) (605) 658-3580
Student Health (605) 677-3700 (Sanford Clinic Vermillion)

Smoke-Free Zone Policy

SD Board of Regents Policy 4.7.2, Smoking

The University of South Dakota has an obligation to its employees, its students, and the public to take action kno n to protect people-s health. Per South Dakota Codified La (§§34-46-20), tobacco, as defined by this policy, includes vapor products. The use of tobacco and vaping products by employees or visitors compromises the responsibility of USD to provide a safe and healthy place to conduct business.

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 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 the 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, by email at scheduling@usd.edu or by phone at (605) 658-3563, to get more information.

Student Communications

The university provides a student email account for all students upon entering the university. The account is free of charge and currently remains active as long as the student remains actively enrolled. Students may opt in for an alumni email account to retain their university email address; additional information is available in Coyote One Stop.

It is imperative that students understand that the university-assigned email address shall be the official means of communication. A student-s failure to receive and read universit communications in a timely manner does not absolve that student from knowing and complying with the content of such communications. 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 on Coyote One Stop.

You can review the full USD Student Communications Policy online.

Student Driver Policy

Students may be authorized to drive university or state vehicles for use in 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 Fleet Request form and Volunteer Work Agreement forms are available on the USD portal. 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.

You can review the full SD Fleet & Travel Management Policy & Procedure Manual online.

Student Employment Policy

All students who obtain employment with the University of South Dakota are required to complete and sign new hire paperwork including the I-9 Employment Verification form, W-4,

Direct Deposit form, and Personal Data Statement. This paperwork can be completed in person at the department or Human Resources office or electronically via DocuSign*. For more information, please contact Human Resources at 605-658-3660 or visit their website.

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 days of the employee's first day of employment. Acceptable forms of identification are listed on the I-9 form.

*All foreign national student employees must report to Human Resources to complete new hire paperwork on or before their first day of employment. Please visit the Human Resources office in Slagle 206 to complete paperwork. Contact Human Resources at 605-658-3660 if you have any questions.

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 an application to use a state-owned vehicle, the 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. State vehicles shall not be used for commuting to and from an employee's office and residence unless otherwise requested by the respective department administrator and approved by the Director of Fleet & Travel.
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.
6. State vehicles must be fueled with gas upon return to the motor pool with the onsite fuel pumps using a fuel key. Vehicle must be vacuumed out with the onsite vacuum, available 24/7 for state vehicle use only.

Student Vehicle Regulations

The various institutions of higher education under the Board of Regents 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. The University Police Department's non-emergency telephone number is 605-658-6199. USD Parking permits may be purchased at the Business Office in Belbas Center or online at parking.usd.edu.

Suicide Threat Response Policy

Suicide is the leading cause of death among 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 is a link to the USD Suicide Threat Response Policy.

Tailgate Policy

Grills: Propane/gas grills are preferred when tailgating. However, we ask that propane tanks be limited to the 5-10 gallon size. Charcoal grills are discouraged but permitted due to the waste they produce. Any charcoal should be disposed of in the designated charcoal waste bins.

Kegs: Kegs are permissible, however, groups providing kegs are also responsible for monitoring consumption and making sure those consuming alcohol are of legal age. (See Student Org Policy)

No glass containers: For safety considerations, we ask that all tailgaters do not bring glass containers into the area. No glass will be permitted.

Tailgate Lots:

- Tailgating is permitted in the following lots:
  - East Grass by Tennis Courts (Student Tailgating - Coyote Alley)
  - Lot B (Tailgate Nation)
  - Lots A and D (Priority Parking)
  - Lot C (ADA)
  - West Lot
  - South Lot
  - RV Lot
- Tailgating is not permitted in the following lots
  - Lots 14, 15, 24, 36
  - Wellness Center Lot (Priority Parking Overflow)
  - Any University of South Dakota lot located south of Cherry Street

Tents: Due to space constrictions, tents are only permitted in the grassy areas (with the exception of Tailgate Nation) of the DakotaDome pass parking lots. Tents placed in grass parking lots should be no larger than 10– 10–and be placed immediatel in front of or behind your vehicle. Tents in grass lots may not be placed in parking spaces or impede upon drive lanes. It is your responsibility to secure your tent. However, staking of tents is not permitted.

No External Stereo Systems Allowed: Out of courtesy to others using the same parking lots, only portable radio/stereo units will be permitted. House stereo units requiring an external power source will not be allowed.

Trash/Recycling: Please pick up and bag your trash before entering the game. Recycling bins are located at the DakotaDome entrances.

Small Gas Powered Generators Allowed: For space and safety reasons, large pull-behind generators are not permitted.

Re-Entry: Patrons must have their ticket in hand for re-entry to the DakotaDome.

Prohibited Items: The following items are prohibited in the DakotaDome:

- Animals (Service Animals Permitted)
- Any item deemed by USD staff to be inappropriate or may disrupt other fans' enjoyment of the game

- Artificial Noise Makers
- Tinted or opaque bags larger than 4.5 6.5
- Beach Balls/Frisbees
- Camera Attachments (Selfie Stick, Tripods, Monopods)
- Cans
- Coolers
- Drugs or Illegal Substances
- Electronic Cigarettes, Cigars, and Vaporizers
- Flammable Liquids
- Flasks
- Glass Bottles
- Laser Pens
- Outside Food and Beverage
- Pepper Spray
- Skateboards, Bikes, Rollerblades
- Tobacco Products
- Weapons or Explosives of any kind

Timely Warnings and Emergency Notifications

In order to keep the campus community informed about safety and security issues on an ongoing basis, all Title IV institutions are required to have a timely warning and emergency notification policy.

In the event a Clery Act reportable crime is reported, that occurred within the last 15 days, within the USD Cler geograph , a timel arning ill be issued. In the event that a situation arises, either on or off campus, that constitutes a threat to members of the campus community, a emergenc notification ill be issued. The timel arning and/or emergenc notification ill be issued through the USD Campus Alert system (Everbridge), which includes notification through email, text message, mobile app, and telephone. Notice may also be sent through alternate or additional methods of communication and may be posted on the USD homepage. The following is a link to the USD Timely Warnings and Emergency Notifications policy.

Voter Registration

As a citizen of the United States, you have the right 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 Secretar of State-s website.

If your home state is other than South Dakota, you may obtain a voter registration by using the national form.

Winter Weather Policy

Classes will be canceled this winter when road and weather conditions warrant. Administrative offices will remain open for business when classes are canceled. 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 facult member or the facult 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.

University of South Dakota Winter Weather Policy

Student Code of Conduct

Student Code of Conduct

SD Board of Regents Policy 3.4.1 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.