

# Mayville State University

## Important Student Information

### 2019-2020

#### **Academic Grievance/Concerns and Instructor English Proficiency**

The State Board of Higher Education require that all faculty members and teaching assistants in the NDUS have appropriate communication skills, including the ability to speak English clearly and with good pronunciation. Students who experience problems should follow the steps outlined here:

1. Discuss the situation with the instructor to see if resolution can be reached.
2. If the problem is still not resolved, contact the instructor's Division Chair for assistance.
3. Situations still not resolved should be brought to the attention of the Vice President for Academic Affairs (VPAA).



#### **Academic Division Chairs:**

Business: [Rhonda Nelson, M.B.A.](#)

Education: [Andrea Dulski-Bucholz, Ph.D.](#)

Health, Physical Education and Recreation: [Jeremiah Moen, Ph.D.](#)

Liberal Arts: [Lynn DiLivio, Ph.D.](#)

Nursing: [Tami Such, M.S.N., R.N., P.H.N.](#)

Science and Mathematics: [Joseph Mehus, Ph.D.](#)

Vice President for Academic Affairs: [Keith Stenehjem, Ed.D.](#)

In the unlikely event that a situation has not been resolved through this procedure, students may contact the President of the University for final resolution.

#### **Starfish – Student Success System**

Starfish is Mayville State's Student Success & Early Alert System the faculty and staff use to report feedback on your academic performance, attendance, etc. If you receive a Starfish notification (will be sent to your @mayvillestate.edu email from Director of Student Success), please read it immediately – it will contain important information for you.

#### **We Care About Your Success**

This course is part of a student success project between our institution and Starfish Retention Solutions. Throughout the term, you may receive emails from Starfish® regarding your course grades or academic

performance. Please pay attention to these emails and consider taking the recommended actions. They are sent to help you be successful! You'll also have the ability to reach out for help by "Raising your hand" in Starfish and choosing between the "I Have a Question" flag and the "I Need Help" flag. After the flag has been raised the appropriate faculty or staff will make contact to see how they can assist you. Once again, we are here to help you be successful!

In addition, your instructor may: (1) request that you schedule an appointment by going to Starfish, or (2) recommend that you contact a specific campus resource, such as tutoring or counseling. You may also be contacted directly by one of these services.

So be sure to log in to Starfish AND check your MSU email inbox on a regular basis. This is where you'll be notified about your academic progress throughout the semester. If you have any questions, you can visit the Starfish webpage on MSU's site found in the "Current Students" tab and under the "Academic Information" list.

You can also contact Catlin Solum, Director of Strategic Communication, by email ([catlin.solum@mayvillestate.edu](mailto:catlin.solum@mayvillestate.edu)), phone (701-788-4856), or stop by his office (Old Main 115) for help with Starfish.

## **Students with Documented Disabilities**

As required by Section 504 of the Rehabilitation Act and the ADA, appropriate and reasonable accommodations will be made for all students with documented disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health-Related, & Other) who request those accommodations to ensure full access to the academic opportunities of Mayville State University. In order to receive services, students must disclose their disabilities, request accommodations and provide documentation showing necessary accommodations to the Director of Student Success and Disability Support Services, Katie Richards ([Katie.Richards.2@mayvillestate.edu](mailto:Katie.Richards.2@mayvillestate.edu)). Any information shared will remain confidential.

## **Academic Honesty "Academic integrity is of the utmost importance"**

**Definitions:** Academic dishonesty consists of cheating on tests, quizzes, oral presentations, general coursework, fabrication of data, and plagiarism. Academic dishonesty also includes allowing someone else to copy your work (including computer programs, research data, or any other assignment) and submit it as his or her own. Plagiarism is representing the words or ideas of another as one's own in any academic endeavor.

**Examples:** This includes, but is not limited to, the following:

- Copying another student's assignment (hard copy or electronic files)
- Working with another person when both submit similar work to satisfy an individual, not group, assignment
- Using an author's writing without proper documentation or reference, whether intentional or unintentional
- Copying any source, book, periodical, database, or computer program without proper credit, whether quoted, paraphrased, or summarized

**Consequences:** When a student commits academic dishonesty, he/she may be answerable to one or more of the following consequences:

1. Receive an “F” for the assignment with no opportunity to redo it
2. Receive an “F” for the course
3. Referral of the Vice President for Academic Affairs for further disciplinary action

## **Emergency Notification**

The State Board of Higher Education requires all students, student employees, and NDUS employees to participate in the Emergency Notification System (ENS) pursuant to SBHE Policy 1902. Students will have the ability to update their information in the ConnectND portal with a cell phone number and an email address. Students are allowed to leave ‘ENS’ registered cell phones on during class to receive emergency notifications unless instructed otherwise by faculty. If a faculty member instructs students to turn off their cell phones, the faculty member must be able to receive emergency notifications by one of the following methods:

- a) ‘ENS’ registered personal cell phone that is turned on
- b) ‘ENS’ registered campus email when a computer or other electronic communication device is active

## **Continuity of Academic Instruction for a Pandemic or Emergency**

In the event of a major campus emergency resulting in temporary suspension of classes or early ending to the semester; the course requirements, deadlines, and grading percentages on the official syllabus are subject to change. The course instructor will notify you of such changes by email and/or by the campus learning management system (LMS), currently Blackboard Learn.

## **Family Educational Rights and Privacy Act of 1974 (FERPA)**

In compliance with the Family Educational Rights and Privacy Act of 1974, Mayville State University has information available regarding student and graduation records it maintains. This information is available in the Mayville State University Academic Catalog at <http://mayvillestate.smartcatalogiq.com/>.

## **Diversity Statement**

This classroom is a place where you will be treated with respect, and the course instructor welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability – and other visible or nonvisible differences. All members of this class are expected to contribute to a respectful, welcoming and inclusive environment for every other member of the class. MSU is committed to providing a safe learning environment, free of harassment and discrimination as articulated in our university policies located on our website at <http://www.mayvillestate.edu/about-msu/consumer-information/title-ix/>. MSU’s policies require me as a faculty member to share information about incidents of gender-based discrimination and harassment with MSU’s Title IX coordinator, regardless of whether the incidents are stated to me in person or shared by students as part of their coursework.