EMERGENCY PHONE NUMBERS

Police, Fire, Ambulance and Sheriff .................. 9+911
Campus Security ........................................ 3888
Maintenance Problems .................................. 3988
(weekends & evenings) .................................. 3888
Introduction

The purpose of this handbook is to provide faculty with a quick reference for information about BSU policies, procedures, and services. Faculty should also have copies of the following available on the BSU website:

Student Handbook
http://www.bemidjistate.edu/students/handbook/

Sexual Assault/Harassment Handbook
http://www.bemidjistate.edu/students/handbook/policies/discrimination/

University Undergraduate and Graduate Catalogs
http://www.bemidjistate.edu/academics/catalog/

IFO-MnSCU Agreement
http://www.bemidjistate.edu/faculty_staff/faculty_association/

Students with Disabilities Handbook
http://www.bemidjistate.edu/students/disabilities/

Other informational publications are also distributed throughout campus. Please direct any questions to your department Chair, Dean, the CPD, and/or the office of the Inter-Faculty Organization. Policies, regulations, and procedures included here are, in many cases, summaries of official policies, and are subject to change.

This manual is published by the Center for Professional Development, the Office of Academic and Affairs and, Bemidji State University, Bemidji, MN 56601-2699.
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Section I:

Administrative Policies
and
Procedures
Alcohol and Other Drug Use, State of Minnesota Policy

Bemidji State University complies with The Safe and Drug Free Schools and Communities Act Amendment of 1989 by implementing a program to prevent the illicit use of drugs and the abuse of alcohol by students, faculty, staff and student employees. Information regarding the following has been prepared by the Human Resources and Affirmative Action Office at http://www.bemidjistate.edu/offices/human_resources/policies_procedures/drug_free_act/  

- health risks associated with the use of illicit drug and abuse of alcohol  
- local drug and alcohol counseling, treatment, or rehabilitation programs  
- policies, laws and/or standards of conduct that clearly prohibit, at a minimum, the possession, use, or distribution of drugs and alcohol by students and employees on University premises or as any part of our institution's activities except as permitted under MnSCU policy  
- a description of the applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol  
- sanctions for violating standards of conduct consistent with local, state, and federal laws

Bemidji State University Logo and Mascot, The

In the spring of 2001, Bemidji State University officially adopted a new institutional logo (tree/lake icon and nameplate) and athletic mascot image. At the same time, guidelines were established to help users present official BSU images in a consistent fashion. They are designed to help you promote Bemidji State University in all communications: everything from internal memos to external faxes, proposals, press releases, T-shirts, banners and advertisements. These guidelines apply to both on and off-campus users. Electronic versions of all logos can be obtained by contacting Kathy Berglund (kberglund@bemidjistate.edu) in the Office of Communications and Marketing.

The University partners with License Resource Group (LRG) to manage its licensing program and monitor the use of BSU images, the name Bemidji State University, and its related designations (i.e., BSU Beavers). LRG will work with vendors to enhance the marketability of products and clothing. A list of licensed vendors is available from the LRG website (http://www.lrgusa.com/).

Any individual, campus club or organization using BSU word marks or trademarks must have the items produced by a licensed vendor and the design approved by the Office of Communications and Marketing. Any reproduction or use of BSU images without the appropriate license or consent is not permitted.

Official BSU images now include its logo (tree/lake icon and nameplate), mascot icon with variations, images of Bucky Beaver and the official seal. The seal appears only on University documents, and its use must have prior approval by the University President.

Budget

The University begins to develop its next July 1 - June 30 fiscal year budget in January and February. The Board of Regents of the Minnesota State Colleges and Universities, based on enrollment forecasts submitted by the state universities, develops system-wide tuition receipt estimates and incorporates them with anticipated state appropriations. An overall system-wide spending plan is developed with allocations divided and distributed among the campuses consistent with existing credit hour oriented formulas. These preliminary allotment totals provide each member of the Minnesota State Colleges and Universities with a spending ceiling, an amount it must not exceed as it determines internal allocations.
The campus is kept informed about budgetary matters through frequent budget forums presented by the Vice President of Finance and Administration, Bill Maki. Summaries of these forums are available at [http://www.bemidjistate.edu/offices/president/budget/](http://www.bemidjistate.edu/offices/president/budget/).

The president is ultimately responsible for the use of University resources and expenditure of all funds. The vice president for academic affairs is responsible for allocating funds to the specific colleges. The deans of the colleges are responsible for directing funds to their specific departments. Questions concerning allocation of department funds should be directed to the specific chairs.

### Bulletin Boards

Two types of bulletin boards are located throughout the campus. Official union bulletin boards are used by the local unions and the Human Resources Office to post informational notices and official postings for all affected employees. Other bulletin boards on campus are provided by the Information Desk of the Hobson Memorial Union. All postings on these bulletin boards must be approved by the Information Desk and date stamped.

Information is available from the Information Desk staff, 755-3760 and the Student Organizations Handbook at: [http://www.bemidjistate.edu/students/hobson_union/student_organizations/handbook/](http://www.bemidjistate.edu/students/hobson_union/student_organizations/handbook/)

### Campus Emergency Plan

A campus emergency plan was developed in Fall 2009 in order to insure efficient and coordinated responses to emergencies caused by natural or technological disasters such as inclement weather, fire, or mechanical malfunctions; criminal activity; and a health and influenza pandemic. The plan can be found at the office of public safety web site under emergency preparedness [http://www.bemidjistate.edu/offices/safety/emergency_preparedness/](http://www.bemidjistate.edu/offices/safety/emergency_preparedness/).

Emergency Notification System (Connect-ED)

Bemidji State University (BSU) is contracted with Blackboard Connect (Connect-ED), an Emergency Notification System. The multimodal Connect-ED service allows BSU officials the ability to send emergency voice messages via landline, cellular telephone, and e-mail messages when circumstances dictate an alert to issue. The Connect-ED system is part of the University's overall campus emergency plan.

Connect-ED is only activated when a situation exists that presents an imminent danger to the campus. An "Imminent danger" is defined to be a situation that threatens the immediate safety of the campus community, is not anticipated, and failure to provide such a warning may result in serious harm. Examples of such emergencies may include: a tornado in the Bemidji area, chemical or hazardous material spills, an armed and actively violent person, etc. Connect-ED messages are only activated if the situation is determined to be imminent and requires immediate action.

### Classroom Emergencies

If there is a classroom emergency, faculty members are to call 9+911 or Campus Security at 755-3888. Please provide specific information, including the exact location and nature of the emergency. After an emergency is over, faculty should discuss the matter with their chair or dean and complete any appropriate forms.

The following is Bemidji State University's policy regarding firearms and dangerous weapons on campus. This policy is consistent with the [Minnesota State Colleges and Universities Board Policy 5.21 "Possession or Carry of Firearms"](http://www.mnscu.edu/board/policy/521.html).
Bemidji State University Policy - Firearms and Dangerous Weapons
All students and employees are prohibited from carrying or possessing a firearm, pistol, or dangerous weapon on property owned, leased or operated by Bemidji State University. Employees are further prohibited from possessing or carrying a firearm, pistol, or dangerous weapon while acting in the course and scope of their employment, either on or off Bemidji State University property, regardless of whether the employee has a permit to carry a firearm. Additionally, students are prohibited from possessing or carrying a firearm, pistol, or dangerous weapon while representing or participating in any activity sanctioned or recognized by Bemidji State University, either on or off campus. Exceptions to this policy are listed at the BSU Public Safety Website http://www.bemidjistate.edu/offices/safety/policies/firearms_and_weapons/

Computer & Cellular Devices Usage Policy
Computers and Information Technology Resources

Data Privacy
All educational records are covered by both the Family Educational Rights and Privacy Act of 1974, as amended, and the Minnesota Data Privacy Act. Students' records are classified as private and are not available to anyone other than the student and the university unless the student gives written permission. See: http://www.bemidjistate.edu/offices/records_registration/policies_procedures/#privacy_of_ed_records_policy for a more detailed explanation or contact the Registrar, Deputy 101, 755-2020.

There are several things a faculty member should be aware of:

- Do not post grades with student names, complete social security numbers, or complete BSU ID numbers;
- Do not leave graded student papers and tests in an area accessible to the public;
- Do not discuss a student's academic performance or personal life with anyone other than the student, unless permission is granted.

Electronic Message Center (BSU Marquee)
Located on Bemidji Avenue near the Physical Education Complex, the BSU marquee exists to promote Bemidji State University within the community and to support community activities as part of the University’s outreach efforts. The University has the ability to schedule multiple messages over a period of several days.

Since there are often conflicting events, guidelines have been established to assist in scheduling messages on the marquee. Messages about activities will be incorporated in the schedule based on the following priority order: University sponsored and hosted events open to the public; events held at the University and sponsored by other groups or agencies; University sponsored or hosted events not open to the public; events in the community of a public service or nonprofit nature and open to the public; and community events open to the public.

Requests to include messages on the marquee may be submitted by mail, e-mail, or FAX. To reduce the possibility of errors, requests are not accepted over the phone. Information can be sent to vmason@bemidjistate.edu.
Emergency Closing

If a weather-related or other emergency is declared by the President for Bemidji State University, the decision to close will be communicated to employees through the BSU website at www.bemidjistate.edu. If a weather-related or other emergency has been posted, an alert with further information will appear on the homepage.

<table>
<thead>
<tr>
<th>Radio</th>
<th>TV</th>
</tr>
</thead>
<tbody>
<tr>
<td>KKBJ 1360 AM</td>
<td>WBJI 98.3 FM</td>
</tr>
<tr>
<td>KBUN 1450 AM</td>
<td>KZY 99.5 FM</td>
</tr>
<tr>
<td>KCRB 88.5 FM</td>
<td>KB101 101.1 FM</td>
</tr>
<tr>
<td>KBSB 89.7 FM</td>
<td>KKBJ 103.7 FM</td>
</tr>
<tr>
<td>KAXE 91.7 &amp; 94.7 FM</td>
<td>KKEQ 107.1 FM</td>
</tr>
<tr>
<td>KPRM 97.5 FM</td>
<td></td>
</tr>
</tbody>
</table>


Employees may also be notified directly through processes established by their respective Vice President's office. All media notices will specifically address the University. Employees should rely on these announcements only rather than a general message on local stations or messages broadcast over statewide radio networks. An alternative to a total closure of the University is the cancellation of classes only. In this event, employees are expected to report for regularly scheduled work hours unless arrangements have been made through their supervisor for approved leave. Please direct any questions regarding closure to the Security Services Office, Ext. 3888; policy closure questions can be directed to the Human Resources Office, Ext. 3966.

FAX Services

FAX technology is available throughout the University campus. Faculty should contact the department chair or dean for information concerning use.

Grade Books

It is recommended that grade books or copies of grading sheets be retained by faculty for at least six (6) years. In the event that faculty leaves the University, either permanently or on leave, records of grades should be retained by the department chair or dean.

Grants, (developing new)

Faculty are encouraged to develop new grants which will benefit the University. Prior to the submission of a grant the proper approval should be garnered. The faculty member should first approach his/her department chair and dean. After the faculty member has approval, he/she should contact Dennis Burgess, 755-2903, for the correct forms and procedures to follow. Assistance in developing grant concepts is available from the Center for Professional Development, Hagg-Sauer 357, 755-3984.

ID Cards

ID cards are available for all new employees through the Information Desk in the student union. ID cards are used to utilize the services of the library, the Gillett Recreation/Fitness Center, and to purchase activity tickets through the Cashier's Office. An employee ID card may also be used at certain hotels and motels to obtain a lower government room rate while traveling on State business. Contact the Information Desk at the Hobson Union, 755-3760, for the current schedule of when ID pictures will be taken. There is a service charge for lost or replaced IDs.
**Keys**

Keys are issued through the Physical Plant Office, Deputy 341, 755-3988. Keys are issued to employees upon the written request of their supervisor. Employees may receive keys to both their office and to the building in which they work. A record of issuance is kept and upon termination of employment all keys must be returned. Lost keys are to be reported immediately. There is a per key charge for all replacement keys issued.

**Library Access – Faculty**

The library’s service hours, catalog (MnPALS), online resources list and directory can easily be accessed via the library’s home page: [www.bemidjistate.edu/library](http://www.bemidjistate.edu/library).

**Checkout Privileges**

Each faculty member in good standing may have up to 200 items (book, periodical issues, videos, etc.) checked out at any one time. Loan periods and renewal capabilities for the most popular types of circulating items are as follows:

<table>
<thead>
<tr>
<th>Items from:</th>
<th>Loan Period/Due Date</th>
<th>Renewals?</th>
<th>Holds Allowed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Collection</td>
<td>End of term</td>
<td>Yes, up to 5 renewals</td>
<td>Yes</td>
</tr>
<tr>
<td>Periodicals</td>
<td>3 days</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Videos and DVDs</td>
<td>7 days</td>
<td>Yes, once</td>
<td>Yes*</td>
</tr>
<tr>
<td>Government Publications</td>
<td>End of term</td>
<td>Yes, up to 5 renewals</td>
<td>Yes*</td>
</tr>
<tr>
<td>K-12 Easy, Fiction &amp; Non-Fiction</td>
<td>End of term</td>
<td>Yes, up to 5 renewals</td>
<td>Yes*</td>
</tr>
</tbody>
</table>

Faculty may request that videos or films be held for them for class presentation use. See *Placing Materials on Course Reserve* below.

A borrower may place a hold on any eligible item which is currently checked out by another person. By doing so, the item, once returned, will be set aside for the requestor, who will be notified by e-mail of its availability and be given seven days to pick up the item. A faculty member holding a requested item has a right to its use for 28 days. The placing of a hold on an item will automatically change its due date to 28 days from the date of checkout or, if it has already been checked out for more than 21 days, 7 days from when the hold was placed. Should a faculty member need a renewable item for longer than its current loan period, the library encourages the borrower to request a renewal before the item becomes overdue. Renewals can be requested via MnPALS or by phone (755-3345) or in person.

Faculty members are not fined for overdue library items; however, they may be billed for the replacement of an item which has not been renewed or returned within 16 days of its due date. Once such an item is returned (and a replacement has not been ordered), the bill for it will be cancelled. Overdue notices are sent by e-mail to faculty as a courtesy. All borrowers are expected to be aware of what they have checked out and when such items are due. No items may be checked out from the reference collection.

**Interlibrary Loan Service**

The Interlibrary Loan home page ([www.bemidjistate.edu/library/ill/index.html](http://www.bemidjistate.edu/library/ill/index.html)) provides a complete description of the BSU Interlibrary Loan service, including detailed instructions for placing a request for an item, retrieving a document supplied electronically, and requesting a renewal for an item approaching its due date. Links to online request forms may be found on the library’s home page, as well as the interlibrary loan home page,
however, interlibrary loan requesting is also available within all of the BSU electronic resources, via the “BSU Links to Full Text” link.

BSU Interlibrary Loan provides electronic delivery of all articles (non-returnable items) and sends e-mail notifications of the arrival of loaned materials, as returnable materials must be picked up at the Circulation Desk of the library. Faculty members are sent courtesy notices, with due date reminders, and overdue notices to encourage return of overdue materials. Faculty members are not fined for overdue interlibrary loan items, however blocking of library privileges and charges for replacement fees will result after an item is overdue for 7 and 14 days, respectively.

A new delivery service is available for returnable study-related materials (books, videos, etc.) to faculty who reside 30 or more miles from campus or need delivery because of permanent or temporary disability. For a complete description of this service, and an application, see: [www.bemidjistate.edu/library/ill/distance_delivery](http://www.bemidjistate.edu/library/ill/distance_delivery).

**Placing Materials on Course Reserve**
The library encourages faculty to use the library's course reserve services to make available to students materials used in support of specific courses. Faculty may not only place personal items on course reserve, they may also request that specific library holdings be placed on course reserve. For the options, guidelines, and procedures for placing an item on course reserve, please consult the library's Course Reserves web page at [www.bemidjistate.edu/library/reserves/placing_on_reserve.html](http://www.bemidjistate.edu/library/reserves/placing_on_reserve.html).

At the instructor's request, the library will recall an item from any borrower should it be needed for placement on course reserve. The library does expect that all items placed on reserve are in compliance with copyright laws. For information about placing items on course reserve, please call the Circulation Desk at 755-3345.

**Reserving Video Materials and Rooms**

<table>
<thead>
<tr>
<th>Direct Reservation Request to:</th>
<th>Minimum Recommended Lead Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Videocassettes and Films</td>
<td>1 week</td>
</tr>
<tr>
<td>Sharon Olson</td>
<td></td>
</tr>
<tr>
<td>Circulation &amp; Collection</td>
<td></td>
</tr>
<tr>
<td>Maintenance Technician</td>
<td></td>
</tr>
<tr>
<td>Phone: 755-2956</td>
<td></td>
</tr>
<tr>
<td>e-mail: <a href="mailto:solson@bemidjistate.edu">solson@bemidjistate.edu</a></td>
<td></td>
</tr>
<tr>
<td>Library Classroom 327</td>
<td>1 week</td>
</tr>
<tr>
<td>William Shaman</td>
<td></td>
</tr>
<tr>
<td>Instructional Services Librarian</td>
<td></td>
</tr>
<tr>
<td>Phone: 755-3349</td>
<td></td>
</tr>
<tr>
<td>e-mail: <a href="mailto:wshaman@bemidjistate.edu">wshaman@bemidjistate.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

**Class Library Instruction**
Library instruction/orientation for classes is available upon request. For specific information, contact the Instructional Services Librarian at 755-3349.

**Faculty and Collection Development**
The library encourages faculty to suggest materials to be purchased for the library's collections. In accordance with its collection development policy, the library primarily acquires materials which build a core collection for undergraduate use. Each librarian acts as a collection developer for many subject areas and welcomes faculty input. For more information and for a list of departmental liaisons, contact Tammy Bobrowsky at 755-4110.
Lost and Found

Any personal items found on campus should be turned in to the Information Desk in the Hobson Union. Persons seeking a lost item may contact the Information Desk, 755-3760.

Mail Room
Memorial Hall 10, 755-3922
Mr. Christopher M. Haley, Printing Services and Mail Room Supervisor
Mr. Dan Sorsoleil, Mail Handler
Mr. Troy Solo, Printing Services and Mail Room Clerk

The Mail Handler picks up mail at the U.S. Post Office each work day by 8:00 AM and brings it back to the University to sort and deliver to University boxes and buildings. Outgoing mail is metered and prepared in the afternoon and delivered back to the U.S. Post Office at 3:30 PM each work day.

Outgoing University mail to be metered must be accompanied by a yellow or green account card containing the proper account number for the postage charges. If this yellow or green account card is not provided, outgoing mail might be delayed and may even be returned to the submitting department to provide the necessary account information. Outgoing mail charges are charged back to departments monthly based on account numbers provided.

Mail to be delivered between departments and individuals on campus (intra-campus mail) should be sent in yellow reusable campus envelopes. Be sure to address intra-campus mail properly, using the address as listed in the campus directory.

Individuals may send personal mail under 16 ounces through the Mail Room, if they pay for the postage. Bemidji State University envelopes are not to be used for personal mail. Some UPS and Federal Express shipping services are also available to individuals through the Mail Room.

Personal mail and personal orders or shipments should NOT be sent to Bemidji State University.

More information is available at [http://www.bemidjistate.edu/offices/mail](http://www.bemidjistate.edu/offices/mail).

Office Supplies

See clerical support personnel or the department chair/director for information concerning office supplies.

Parking Permits

All motor vehicles that park on campus during the academic year are required to display a current permit for the area in which they will be parked. In order to purchase a parking permit, a vehicle must be registered at the Cashiers Office (2nd floor Deputy Hall), 755-2045. The make, model, year, color and license number of the vehicle is required for registration. Phone registrations are not accepted.

Permits are required in all campus lots beginning August 30.

All parking lots are clearly marked at each entrance with signs indicating the necessary permit requirements for that lot. There are five types of permits available that allow parking in specific lots. The permit types are G1, G2, Limited Reserved (LR), P.E., and Cedar Apartments.
The first chart below provides information regarding the price of each permit, and the second chart provides information pertaining to each lot, permit(s) required, and any restrictions to the lot.

<table>
<thead>
<tr>
<th>Permit</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limited Reserved (LR)</td>
<td>$321.00</td>
</tr>
<tr>
<td>G1</td>
<td>$149.80</td>
</tr>
<tr>
<td>G2</td>
<td>$96.30</td>
</tr>
<tr>
<td>P.E.</td>
<td>$53.50</td>
</tr>
</tbody>
</table>

The above prices include sales tax.

<table>
<thead>
<tr>
<th>Lot</th>
<th>Permit Required</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangsberg</td>
<td>LR-G1-G2</td>
<td>Permit required 7 a.m. to 4 p.m. M-F No Parking 2 a.m. to 6 a.m.</td>
</tr>
<tr>
<td>Lake Blvd.</td>
<td>LR-G1-G2</td>
<td>Permit required 7 a.m. to 4 p.m. M-F No Parking 2 a.m. to 6 a.m.</td>
</tr>
<tr>
<td>Limited Reserved</td>
<td>LR</td>
<td>Permit required 5 a.m. to 5 p.m. M-F No Parking 2 a.m. to 6 a.m.</td>
</tr>
<tr>
<td>A.I.R.C.</td>
<td>G1</td>
<td>Permit required 7 a.m. to 4 p.m. M-F No parking 2 a.m. to 6 a.m.</td>
</tr>
<tr>
<td>Birch</td>
<td>LR-G1-G2</td>
<td>Permit required anytime</td>
</tr>
<tr>
<td>Linden</td>
<td>LR-G1-G2</td>
<td>Permit required anytime</td>
</tr>
<tr>
<td>Rec. Center</td>
<td>LR-G1-G2</td>
<td>Permit required 7 a.m. to 4 p.m. M-F</td>
</tr>
<tr>
<td>P.E.</td>
<td>Any Current Permit</td>
<td>Permit required 7 a.m. to 12N M-F</td>
</tr>
</tbody>
</table>

**Pocket Folders, Nametags, and Cards**

The University provides pocket folders and nametags for faculty and staff to use at University functions. The full-color folders include a map of the campus on the inside pockets. The nametags are printed on a standard sized paper and may be run through a laser printer. The nametags are self-adhesive or can be separated to fit clear lapel badge holders.

Bemidji State University also has a supply of note cards and thank-you cards for use when an individual representing the University wishes to write a personal note to constituents external to the University. These cards are not intended for internal use.

The pocket folders, nametags, and cards can be requested by contacting the Communications and Marketing Office (vmason@bemidjistate.edu). There is no charge for the items.

**Pre-registration/Web Registration**

Current students register for classes for the upcoming term during preregistration using the Web Registration system. Pre-registration dates are listed in the calendar and are available from Records and Registration. Questions concerning registration should be directed to the Records & Registration Office, Deputy 101, 755-2020.
Recycling

Bemidji State University operates a recycling program, which is designed to recover fiber products, which includes most paper materials, and container products, including those made from glass, plastic and metal. Receptacles are placed in designated areas of buildings and are emptied periodically. (For more information, see Environmental, Health and Safety http://www.bemidjistate.edu/offices/environmental_health_safety/environment/recycling/)

Remodeling

All proposed space use changes that require remodeling and/or renovations are to be communicated in writing to the Office of Administrative Affairs, Deputy 350, 755-2012, by the appropriate dean. If approval is granted, the requests will be prioritized before sending work order requests to the appropriate physical plant office for completion.

Repairs and Painting

All minor repair needs are to be communicated by telephone or in writing by the appropriate dean to the Physical Plant Office, Deputy 350, 755-3988. Requests will be entered into the work order system for completion as soon as possible, with the most urgent requests completed first.

Room Assignments

The Dean of the College is responsible for the assigning of rooms for instruction. However, there are some rooms set aside for general use and for special occasions. Some rooms are assigned by the Records Office, 755-2020, and some by the Campus Scheduling Office, HMU, 755-3763.

Smoking Policy – BSU

Bemidji State University is committed to providing students, employees and the public with a safe and healthy work environment, and to conforming with the intent of the Minnesota Clean Indoor Air Act and other relevant legislation. As a result, smoking is prohibited in its entirety in all campus buildings including connecting entrances, hallways and tunnels, and within fifteen feet of all entrances. This includes all residence hall facilities. "No Smoking" signs will be posted at entrances to all affected buildings. Smoking includes the carrying of a lighted cigarette, cigar, pipe, or the use of any other lighted smoking materials.

Stationery, Letterhead, Envelopes and Business Cards

The University has adopted official presentations for letterhead, envelopes and business cards. To present a consistent image in communications with its public, all BSU offices, programs, departments and area must follow the official presentations.

On BSU business cards, the following is required information: Name, Title, Office/Department, Box Number, Address (1500 Birchmont Drive NE), and Office/Department Phone Number. Optional information may include: Fax Number, E-Mail, Cell Phone Number, Toll Free Number, Pager Number, Web Site or other contact methods. Personal statements or slogans are not allowed on BSU business cards, letterhead or stationery. Department slogans, which have been officially adopted and approved, may appear on the back of the business cards. The entire department or office must have the slogan appear on the business cards to ensure consistency.
Letterhead and stationery must include the office or department name, location, phone number and fax number.

Orders for these items may be completed on the web by accessing an online publication order form found at the purchasing link on the website: http://www.bemidjistate.edu/offices/logistical_services/

**Telephones**

Deputy Hall 204, 755-2050
Ms. Belinda Lindell, Director of Logistical Services
Ms. Marie Ronning, Telephone Services Coordinator

Telephone Services administers all University telephone services. Local and long distance service are provided through Paul Bunyan Telephone. University calling cards are provided through state contract. Cellular service for University business purposes is provided through state contract. The State of Minnesota prohibits the use of University long distance service or University cellular phones for making personal calls. This prohibition includes calls to the University toll-free line.

To obtain new telephone service (local, long distance, calling cards or cellular service), or changes to existing service, contact Telephone Services for a Telephone Request & Authorization form, as well as for price information. Calling cards are only for use when in business travel status. They should not be used for calls from campus because the call rate is higher.

Incoming calls may be dialed directly to extensions within the University or to the University switchboard at 755-2001, where calls will be transferred to appropriate departments. Calls may not be transferred to numbers outside the University telephone system.

The University has a toll free line for University business purposes only. The number is 800-475-2001. The number may **not** be used to receive personal calls.

**Dialing Instructions:**

- Within the University, calls to other University members require only the last four digits (ex. 2044).
- Calls to student dorm phones require a 333 prefix before the four-digit extension.
- To make a call out of the University, press 9 first to get an outside line. This includes calls to other state agencies.
- To make a long distance call, you must first have a long distance authorization code (available from Telephone Services). This unique code links your long distance charges to be billed to your departmental telephone number, so remember it should **not** be used for personal calls. With a code, the dialing sequence is 8 + 1 + area code and phone number + your six-digit authorization code.
- To reach an outside operator, press 9 for an outside line, then 0 for operator. (Do **not** use this method for making University long distance calls.)
- For Directory Assistance within the 218 area code, press 9 for an outside line, then 411. There is a charge for all directory assistance calls so these calls should not be for personal information.
- For Directory Assistance outside the 218 area code, you will need to use your long distance authorization code and the dialing sequence is 8 + 1 + area code + 555-1212 + your six-digit authorization code. There is a charge for all directory assistance calls so these calls should not be for personal information.
- For International Calls, your line must have international call access. Contact Telephone Services for further information.

To report problems with the campus telephone system, contact Telephone Services.
Travel

Faculty and staff anticipating official University business trips should familiarize themselves with University travel requirements and procedures. The official Bemidji State University Travel Request and Authorization form is available from the Motor Vehicle Office, Deputy 341, 755-2084. Most procedures and reimbursement levels for travel are set by the State of Minnesota or through the collective bargaining process. A motor pool is available for employee use when authorized. Only BSU employees may drive State or rental vehicles. Only BSU employees and students may be passengers in State or rental vehicles. Vehicle requests are placed with the same Travel Request and Authorization form. Any questions should be directed to the Motor Vehicle Office, Deputy 341, 755-2084. More information is available at http://www.bemidjistate.edu/offices/business/travel/

Video Equipment for Classrooms

Check with the contact person for the building where the class is held as far in advance as possible.

<table>
<thead>
<tr>
<th>Building</th>
<th>Contact Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangsberg</td>
<td>Roxanne Loitus</td>
<td>755-2915</td>
</tr>
<tr>
<td>Bridgeman</td>
<td>Darla Finnegan</td>
<td>755-2950</td>
</tr>
<tr>
<td>Deputy</td>
<td>Marlene Erickson</td>
<td>755-3892</td>
</tr>
<tr>
<td>Ed/Arts</td>
<td></td>
<td>755-2934</td>
</tr>
<tr>
<td>Decker</td>
<td>Lori Deering</td>
<td>755-2907</td>
</tr>
<tr>
<td>Hobson Union</td>
<td>Kathy O'Brien</td>
<td>755-3763</td>
</tr>
<tr>
<td>Phy Ed</td>
<td>Mary Herried</td>
<td>755-2940</td>
</tr>
<tr>
<td>Hagg-Sauer</td>
<td>Deb Krueger</td>
<td>755-2880</td>
</tr>
<tr>
<td>Sattgast</td>
<td>Jan Erickson</td>
<td>755-3875</td>
</tr>
</tbody>
</table>

WEB Functions for Faculty – Student Records System

There are several Faculty Web functions as they relate to the Student Records System. They are: Class Lists, Grade Entry, Open Sections, Overrides, and Advisee Lists. Advisee lists include each advisee’s contact information, transcript, and DARS report. These functions are available by logging on to the On-line Registration System using your Employee ID number and PIN. Contact the Records Office for your Employee ID and PIN.

To view a Powerpoint presentation on most of the Web functions listed above, access the following website: http://www.bemidjistate.edu/students/records/advising/Webforfaculty.ppt. Additional faculty information is available through the Records and Advising Services home page at http://www.bemidjistate.edu/students/records/advising/facultyadvising.html.
Section II:

Academic Policies and Procedures
The Advising Success Center coordinates the following:

**Advisor-Advisee assignments** to all new students. Assignments are made based on a number of variable. (See page 20 for more details.)

**New Student Academic Advising and Registration (AAR) Days**—faculty advisors participate in AAR programs with the provision of advising and registration information and processes to parents and students who attend these events.

**DARS (Degree Audit Reporting System) reports** are the primary advising tool used to reflect students academic progress to degree. These reports are inclusive course work completed and course work attempted and how these apply to degree completion. These reports should accurately reflect the student’s declared major area of study as well as any minor area of study. Advisors can access their advisees’ DARS reports through e-services. The DARS reports are maintained through the Records Office in Deputy 101, 755-2063. Questions regarding DARS reports should be directed to this office.

**Supplemental academic advising** is provided by the Advising Success Center. This advising is intended to enhance the academic advising experience for students who have questions that may or may not be related to their academic program.

**Intrusive academic advising** is offered to students who are determined to be academically at risk because of enrollment status. This type of advising is designed to provide academic additional support to the BSU experience for students.

**Advising resources** are provided through the Advising Success website at [http://www.bemidjistate.edu/students/services/advising/](http://www.bemidjistate.edu/students/services/advising/). A Faculty Resource Guide is written in collaboration with department chairs, faculty and the Advising Success Center each year to guide academic advising at Academic Advising and Registration Days for new to Bemidji State University students. The guide contains current information about course placement policies; major areas of studies; advanced placement qualified scores and other useful information. The faculty guide is complementary to the Student Guide to Academic Advising and Registration book that students receive at AAR. These two resources are intended to complement one another and should be used accordingly. Both are posted at the following link: [http://www.bemidjistate.edu/students/services/advising/docs_pdfs/StudentGuide1011.pdf](http://www.bemidjistate.edu/students/services/advising/docs_pdfs/StudentGuide1011.pdf).

**The Center for Professional Development** schedules new advisor training sessions as needed for new faculty. New faculty should speak to their department chairs to gain an understanding of their advising responsibilities within the department. New faculty typically do not receive advising assignments until after they have completed a year of instruction at Bemidji State University.

**Advisee Information** can be found on the e-services link under the MyBSU portal. This gives advisors access to their advisee lists, advisee DARS reports and advisee transcripts. It is the responsibility of the advisor to stay informed using this link regarding the academic progress status of student advisees and act accordingly.

**International student advising** is coordinated through the International Program Center, Deputy Hall 103.

### Academic Appeals

A student seeking to waive a graduation requirement or other academic policy must initiate this process with his/her advisor. Information on academic appeals may be found in the *Bemidji State University Student Handbook*, "Policies and Procedures."

### Academic Calendar

The President establishes the academic calendar of the University. Prior to establishing or making changes in the calendar, the President or his/her designee shall afford opportunity to meet-and-confer with the association. Refer to the *IFO/MnSCU-Board of Trustees Agreement* for specific information.
**Academic Freedom**

It shall be the policy of the Minnesota State Universities to maintain and encourage full freedom, within the law, of inquiry, teaching, and research. The employer shall not discriminate against a faculty member for engaging in political activities or holding or voicing political views, so long as the exercise of this right does not interfere with his/her responsibilities as a faculty member/employee.

Sections on prohibition, faculty rights and obligations, and research and publication can be found in the *IFO/MnSCU-Board of Trustees Agreement.*

**Academic Integrity, Statement of**

Several recent studies have concluded that incidents of student academic dishonesty are fairly prevalent. A student study conducted in 1995 indicates we are not immune from such behavior. Accordingly, the inclusion of a statement of academic integrity on each course syllabi is encouraged. The recommended statement of academic integrity is as follows:

*Students are expected to practice the highest standards of ethics, honesty and integrity in all of their academic work. Any form of academic dishonesty (e.g., plagiarism, cheating, misrepresentation) may result in disciplinary action. Possible disciplinary actions may include failure for part or all of a course, as well as suspension from the University.*

See also “Cheating in the Classroom” in this section and in the *Student Handbook,* "Policies and Procedures-Academic Integrity Policies."

**Academic Probation and Suspension**

**I. MINIMUM GRADE POINT AVERAGE REQUIREMENT**

A student will be suspended if the following grade point average (GPA) is not attained:

<table>
<thead>
<tr>
<th>Semester Hours Attempted*</th>
<th>Minimum GPA Required**</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>1.50</td>
</tr>
<tr>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31-60</td>
<td>1.90</td>
</tr>
<tr>
<td>61 &amp; above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*Credits transferred from other institutions as well as credits attempted at BSU, excluding repeated credits.

**Cumulated GPA at Bemidji State University (excludes grades earned at previously attended institutions).**

**II. MINIMUM PERCENT COMPLETION**

Effective Fall 2007, a student is required to progress toward the completion of an academic program by successfully completing 67% of all credits attempted at BSU. BSU uses cumulative credits successfully completed, divided by credits attempted at BSU to measure a student’s completion percentage. Attempted credits include classes completed with a satisfactory grade, classes with no grade, withdrawal or incomplete grades, and failed classes.
III. PROCESS

Cumulative values are used in determining if academic progress has been met. Students not meeting the minimum grade point average and/or the minimum percent completion requirements will be notified of their academic progress standing. Academic progress standings include Academic Warning, Academic Probation, and Academic Suspension. See below for the criteria for each academic progress standing.

IV. DETERMINATION of ACADEMIC PROGRESS STANDING

ACADEMIC WARNING: Students failing ONLY the percent completion requirement are allowed one academic warning notification and may continue attending BSU. Students failing the percent completion requirement after one academic warning will be suspended and must follow the ‘Academic Suspension’ policy on the next page.

ACADEMIC SUSPENSION

- First Time Suspension

The action taken the first time a student fails the minimum grade point average requirement or the second time a student fails the minimum percent completion requirement depends on the initial admission status of the student. Please see the appropriate paragraph based on your initial admission status.

  o Regular Admitted Students – Regular admitted students have met the university admission requirements. All students who are suspended for the first time shall be readmitted on probation without submitting a petition. This results in an academic progress standing of ACADEMIC PROBATION. Students are encouraged to work closely with their academic advisor to discuss academic deficiencies and appropriate subsequent registration.

  o Admitted on Probation – Students admitted on probation enter the university with the academic progress standing of ACADEMIC PROBATION. All students admitted on probation will be suspended for the minimum time period indicated below. This results in an academic progress standing of ACADEMIC SUSPENSION. Students who wish to return following the period of suspension must submit a petition to the Records Office to be reviewed by the Student Programs & Admissions (SPA) Committee.

- Suspension Following the First Term of Probation - Students who have already been place on Academic Probation and do not meet the minimum GPA or minimum percent completion requirement will be suspended for the minimum time period indicated below. This results in an academic progress standing of ACADEMIC SUSPENSION.

V. PERIOD of SUSPENSION

<table>
<thead>
<tr>
<th># of Suspensions Following First Term of Probation</th>
<th>Period of Suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>One semester</td>
</tr>
<tr>
<td>2</td>
<td>One calendar year</td>
</tr>
<tr>
<td>3 or more</td>
<td>Two calendar years</td>
</tr>
</tbody>
</table>

Students suspended from Bemidji State University who wish to return following the period of suspension must submit a petition to the Records Office to be reviewed by the Student Programs &
Admissions (SPA) Committee. The petition should include information on the circumstances that affected your past performance and a plan to be successful in achieving future academic goals. Readmission will be considered provided that certain conditions regarding academic deficiencies are agreed to in advance and reflected in the subsequent registration.

Note: Students returning to BSU after suspension shall always be subject to the minimum percent completion rate and GPA requirements stated above. At any time a student falls below the minimum requirements, he/she will be suspended for the minimum time period stated above.

Adding and Dropping Courses

- Schedule changes may be made without financial obligation through the fifth class day of the semester.
- Students must obtain instructor approval to register for a class after the “last day to add” date published in the semester class schedule.
- Students may withdraw (drop) from a course at any time up to twenty-five days before final examinations begin (five days in summer) unless otherwise noted in the current semester class schedule—after this time, no course may be dropped except in special hardship cases. A student wishing to withdraw from a course must follow the proper procedure using the Web registration system. Courses dropped after the fifth day of classes will be assigned a “W” grade.
- See “Academic Procedures” in the Undergraduate Catalog for withdrawal from all classes.
- No refunds for dropped courses will be given after the fifth class day of the semester unless otherwise noted in the current Class Schedule.
- No course may be dropped during the last twenty-five instructional days of the semester (last five days of summer) except in special hardship cases;
- No student is added or dropped from a course until the proper procedure is followed using the Web Registration system.
- Withdrawal from classes could affect continued eligibility for financial aid.

Arranged Courses

Some required courses are not included in the semester class schedule. Faculty members are not required to teach independent study or arranged courses. The standard procedure is that the student should contact the department for possible substitutions or make arrangements on an arranged or independent study basis. The Arranged Course Request Form, signed by the instructor, the department chair, and the appropriate dean, must be filed with Records & Registration Office. Consult Records & Registration Office, Deputy 101, 755-2020, for further information.

Auditing Courses

A student who wishes to audit a course (i.e., attend without seeking credit) must be admitted to the University, register for the course, and pay full tuition and fees. An "audit" student may attend all class sessions but is not required to complete assignments or projects, participate in discussions, take examinations, or meet other requirements. An entry of "AU" is made on the student's permanent academic record when a course is audited.
Authorized Excused Absences

All university scheduled events that are approved by the Office of the Provost & Vice President for Academic Affairs shall assure students participating in such events the right to make up exams and other class requirements that may have been missed as a result of authorized excused absences. Faculty and coaches responsible for the approved university activity will provide a schedule of activities and names of students involved in advance. The student is responsible for informing the instructor of the absence in advance and making up the exam/class requirements in a timely manner. The instructor will determine the nature, time and place of the make-up work. The make-up test/class requirements will be fair and comparable to that given in class. Any questions that arise will be resolved through the respective Dean’s office.

Catalog Use Policy

Students may elect to satisfy the degree requirements as outlined in any one catalog in effect during their dates of registration for resident credit. Students who do not attend the University for more than five consecutive years prior to re-enrolling must meet all degree requirements as outlined in the catalog in effect at the time of their re-enrollment or any subsequent catalog in effect during their dates of registration for University credit. For additional information, see the most current Bemidji State University Catalog, "Catalog Use Policy."

Change of Grade

A grade may be changed under certain circumstances. If a course is repeated, the last grade received will be computed in the grade point average and a repeat course form must be filed in the Records Office. If an error is made in assigning the grade, the instructor must file a grade change form with the Records Office. If a student disagrees with the grade given and discussion with the instructor does not solve the problem, the student may submit a grade challenge. The procedure for this challenge may be found in the "Policies and Procedures" section of the Student Handbook.

Grade Appeal Guidelines for Academic Courses:

In appeals of an academic judgment only the following conditions will be considered as legitimate grounds for an appeal:

- The methods or criteria for evaluating academic performance as stated by the instructor at the beginning of the course were not actually applied in determining the final grade;
- The instructor applied predetermined criteria unfairly; the evaluation of academic performance so exceeded the reasonable limits of the instructor's discretion as not to be acceptable to the instructor's peers;

A student may challenge a final grade or a grade on a component of a course on the grounds that the instructor made the grade unjustly low as a penalty for alleged violation of academic integrity.

Policies Regarding Grade Challenge:

- Procedures for challenging a grade should meet the ordinary criteria of due process;
- The student who challenges a grade bears the full burden of proving that there are sufficient grounds for changing a grade.
A student's action in bringing to the attention of the instructor a clerical error in entering a grade on the student's record is not a "challenge" in the sense used here, and the policies and procedures for "Student Academic Grievance" do not apply.

Procedures for Challenging a Grade:

Refer to the Student Handbook, "Policies and Procedures-Grade Challenges" for specific steps a student must follow when making a grade challenge. This section of the Student Handbook also includes information about record keeping for faculty with regard to grade challenge.

Cheating in the Classroom

Course instructors should take all reasonable measures to prevent academic dishonesty. When the instructor has convincing evidence of cheating, including plagiarism, the following actions may be taken:

- Assign a failing grade to the paper, examination, report, etc., on which the student cheated;
- Assign a failing grade for the course in which the student cheated.

In either case the student must be informed and the instructor should report his/her actions to the department chair and the Office of Student Development and Enrollment for institutional record keeping.

If the instructor feels the seriousness of the offense warrants a more severe penalty, or if he/she believes it is appropriate to do so for any other reasons, the incident may be reported to the Academic Integrity Review Board. The instructor's report should be in writing and accompanied by evidence. After its study of the case, the Academic Integrity Review Board may take disciplinary action, including suspension or expulsion from the University. Referrals to the Academic Integrity Review Board should be sent to the Office of Student Development and Enrollment.

Any student who has been accused of cheating has the right to appeal to his/her advisor, the department chair, the dean, the vice president for academic affairs, and ultimately to the president of the University.

Additional information concerning cheating and other academic irregularities may be found in the Student Handbook, "Policies and Procedures-Academic Integrity Policies ". Also see “Academic Integrity - Statement of” in this section.

Class Lists

Class lists are available for viewing on the web through the on-line registration system. For information on submitting grades, see “Final Term Grades.”

Course Offerings

Schedules of courses to be offered are prepared by departments, approved by the dean of the college, and submitted to the registrar.
Course Syllabi

See the CPD web site for BSU syllabus templates at http://www.bemidjistate.edu/faculty_staff/professional_development/files/docs/Ingredients_of_a_Good_Syllabus.doc

Credit by Departmental Examination

A student may challenge a course through an examination for credit if:

- The course can be properly evaluated on the basis of such an examination;
- The appropriate department gives its approval; and
- The required fees are paid in advance.

See the appropriate department chair for additional information.

Faculty-Authored Texts

According to Minnesota law, faculty members who have published books may not designate such books as required texts without the written permission of the appropriate college dean.

Final Examinations

The University provides an examination schedule for all courses of two credits or more during the final examination week. Final examinations in all one credit courses are to be held on the last class meeting during the last week of instruction. No final examination is to be given at any other time without the permission of the dean and the provost and vice president for academic affairs. Also, no major examination in any course of two credits or more can be scheduled during the last week of classes.

Final Term Grades

Final term grades are submitted via e-Services.

A. Time Line for grade entry

Faculty may enter grades as appropriate, starting at the published time, as indicated by Records & Registration.

STEP 1: ENTERING “LAST DATE OF ATTENDANCE” INFORMATION

The first step to grade entry is to enter ‘Last Date of Attendance’ for students who quit attending class prior to the end of the semester. This entry is to be completed on the ‘Class List’ feature in e-services. For students who are on your class list that either never attended or quit attending your class, you will need to enter in a ‘Last date of Attendance’ or a ‘Never Attended’ designation on the class list option in e-services. This information is required for compliance to our Federal Financial Aid Program.

STEP 2: ENTERING GRADES

Grades need to be entered into the system in accordance with the academic calendar.
B. Instructions for grade entry

You also have access to a video entitled ‘How do I enter grades?’ This video can be accessed after signing into e-Services and is located at the lower right side of the screen. The URL is: https://webproc.mnscu.edu/images/eservicecs/help/enter-grades.swf

A step-by-step instruction sheet is also available from the Records & Registration Office.

C. Assistance

Faculty wanting assistance navigating the e-Service web grading features are welcome to stop by Records & Registration between 8:00 am and 4:30 pm on business days. Office staff will be available to familiarize you with the grade recording process.

Grade Point Average

The grade point average is computed by dividing the number of quality points earned by the number of semester credits attempted for which grades of A,B,C,D, or F were given. Quality points for each course are calculated by multiplying the number of semester credits by the points awarded for the grade achieved in that course. For points for grades, see grade types below:

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Excellent</td>
<td>A – Excellent</td>
</tr>
<tr>
<td>4 grade points per credit</td>
<td>4 grade points per credit</td>
</tr>
<tr>
<td>B - Very good</td>
<td>B – Good</td>
</tr>
<tr>
<td>3 grade points per credit</td>
<td>3 grade points per credit</td>
</tr>
<tr>
<td>C - Average</td>
<td>C – Fair</td>
</tr>
<tr>
<td>2 grade points per credit</td>
<td>2 grade points per credit</td>
</tr>
<tr>
<td>D - Passing</td>
<td>F – Failure</td>
</tr>
<tr>
<td>1 grade point per credit</td>
<td>0 grade points per credit</td>
</tr>
<tr>
<td>F - Failure</td>
<td>I – Incomplete</td>
</tr>
<tr>
<td>0 grade point per credit</td>
<td>0 grade points per credit</td>
</tr>
<tr>
<td>I - Incomplete</td>
<td></td>
</tr>
<tr>
<td>0 grade points per credit</td>
<td></td>
</tr>
</tbody>
</table>

Grade Types

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A* Excellent</td>
<td>NC</td>
</tr>
<tr>
<td>Excellent</td>
<td>No Credit</td>
</tr>
<tr>
<td>B* Very Good</td>
<td>P</td>
</tr>
<tr>
<td>Very Good</td>
<td>Pass</td>
</tr>
<tr>
<td>C* Average</td>
<td>S</td>
</tr>
<tr>
<td>Average</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D Passing</td>
<td>U</td>
</tr>
<tr>
<td>Passing</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>F Failure</td>
<td>AU</td>
</tr>
<tr>
<td>Failure</td>
<td>Audit (visitor)</td>
</tr>
<tr>
<td>I Incomplete</td>
<td>W</td>
</tr>
<tr>
<td>Incomplete</td>
<td>Withdraw</td>
</tr>
<tr>
<td>IP In Progress</td>
<td>Z</td>
</tr>
<tr>
<td></td>
<td>No grade reported</td>
</tr>
</tbody>
</table>

*These are the only grades to be considered graduate "letter grades." A letter grade of "C" or better is passing in graduate course work.

Incomplete

Professors should be aware of what an incomplete means. It is to be given by prior arrangement between the student and the instructor or in the case of a verifiable emergency situation. An incomplete must be removed by the student within twenty (20) class days of the next semester of attendance, or within one (1) year if the student does not return to the University. Otherwise the grade is a failure and so recorded. Any exception must be petitioned and approved by the Student Program and Admission Committee. This failing grade may be discounted from the grade-point average only when the courses are repeated.
In-Progress Grades (IP)
An IP grade is intended for academic work designed to take more than one academic semester.

**Maximum Credit Load**

The normal undergraduate load for on or off-campus is 16 semester credits. Students who have less than an overall GPA of 3.00 may not enroll for more than 18 semester credits without the approval of an advisor and the final approval, by petition, to the Student Program and Admissions Committee. Petition forms are available from the Records & Registration Office. Approval must be obtained prior to the beginning of classes.

Credit limits have been established for:

- graduate students
- summer school sessions
- high school students in the post-secondary option program (PSEO)

**New Course Proposals**

A flow chart indicating the correct procedures and steps for submitting new course proposals is provided at [http://www.bemidjistate.edu/offices/records_registration/faculty_resources/](http://www.bemidjistate.edu/offices/records_registration/faculty_resources/)

**Pass /No Credit Option**

Any student may take one course per semester for a Pass/No Credit grade in areas outside the student's major or minor field. Liberal Education requirements cannot be taken on a Pass/No Credit basis. No course the student has previously failed may be repeated under the Pass/No Credit option. Pass/No Credit courses are not included in computing grade point averages. See the *Undergraduate Catalog* - "Grades and Grading" for specific limitations on the Pass/No Credit Option.

**Post-Secondary Enrollment Option Program**

The Post-Secondary Enrollment Option Program, (PSEO) was established by the Minnesota Legislature to enable high school students to attend a post-secondary program instead of attending the remaining two years of school at their respective high schools or in addition to attending their high schools. The intent of the program is to provide challenges for those gifted students who are not sufficiently challenged at their own schools.

For information on this program contact the Office of Admissions, Deputy 102, 755-2040.

**Prerequisites and Corequisites**

A *prerequisite* is a course that must be taken or an experience that must be acquired prior to registration for the course that lists the prerequisite. Departments may waive prerequisites. A *corequisite* is a course that must be taken or experience that must be acquired concurrent with enrollment in the course that lists the corequisite. Departments may waive corequisites in specific cases.
Repeating Courses

A student may repeat any course in which a low or failing grade is received. The student must file a Repeat Course Form in the Records & Registration Office. The original grade will be removed from the computation of the grade point average and from the semester credits required for graduation. However, no course or grade will be removed from the transcript. Only the last grade and semester hours of a repeated course will be used in computing the grade point average and total earned semester hours. Classes taken originally for a letter grade must be repeated for a letter grade.

Residency Requirement

For an explanation of the residency requirement, contact the Registrar, Deputy 101, 755-2020.

Semester Schedule Times and Rules

Lecture Classes

- All daytime lecture classes will begin on the hour, with the exception of the Four-Credit Class Option B (7:40 a.m.)
- Evening classes may begin at 5:00 p.m. or later and are not restricted by days of the week or time blocks.
- Exceptions to these rules may be proposed to the deans for approval.

Three-Credit Class Options
A. Meet for 50 minutes on M, W, F beginning on the hour, at any hour.
B. Meet for 75 minutes on M, W, F beginning at 8:00 a.m., 10:00 a.m., 12:00 p.m., 2:00 p.m., or 4:00 p.m.

Four-Credit Class Options
A. Meet for 50 minutes on M, F, and two other days, beginning on the hour, at any hour.
B. Meet for 70 minutes on M, W, F, 7:40 a.m. to 8:50 a.m., or beginning at 3:00 p.m. or later.
C. Meet for 100 minutes on T and H, beginning at 8:00 a.m., 10:00 a.m., 12:00 p.m., 2:00 p.m., or 4:00 p.m.

One-Credit Class Options
Meet for 50 minutes any one day per week, beginning on the hour, any hour.
Note: One-Credit classes meeting twice a week follow the rules for two-credit classes.
One-Credit classes meeting three times a week follow the rules for three-credit classes.

Two-Credit Class Options
A. Meet for 50 minutes on M and W, or W and F, or M and F, beginning on the hour, any hour.
B. Meet for 50 minutes T and H, beginning on the hour, any hour.
C. Meet for 100 minutes on T or R, beginning at 8:00 a.m., 10:00 a.m., 12:00 p.m., 2:00 p.m., or 4:00 p.m.

Five-Credit Class Options
Meet for 50 minutes M, T, W, H, F beginning on the hour, any hour.

Laboratories and Studio Classes
Laboratories and studio classes will continue to be scheduled in consultation with the college deans.
Teacher Licensure

Licensure programs are offered for students who are currently enrolled in or who have completed the Bachelor of Science degree with teacher licensure. For information on specific licensures refer to the Bemidji State University Graduate and Undergraduate Catalogs and/or the Records & Registration Office, Deputy 101, 755-2020.
Section III: Personnel Policies and Procedures
Absence from Duty

It is the responsibility of each faculty member to report his/her temporary absence from duty. Leave verification forms may be obtained from department support staff. The completed form is to be submitted to the chairperson for processing. Except in an emergency or unexpected absence due to illness, the request should be presented at least ten (10) days in advance of the requested absence days.

Questions concerning absence from duty should be directed to the appropriate supervisor or the Human Resources Office, Deputy 350, 755-3966.

AIDS Policy, BSU

Bemidji State University has developed a policy statement on Acquired Immunodeficiency Syndrome (AIDS) which is based upon recommendations from the United States Public Health Service. The University policy concerning AIDS is located in the Student Handbook. Persons concerned about AIDS on the BSU campus are encouraged to contact the Student Health Service, Birch Hall 1A, 755-2053.

Center for Professional Development

The Center for Professional Development was officially established in the fall of 1986 in order to address a wide variety of professional development needs. Originally sponsored by a federal grant, this innovative program is staffed and directed by faculty members and supported through the University.

Center Objectives
1. To develop an independent capacity to carry on a wide range of faculty and staff development activities.

2. To improve teaching effectiveness, stimulate faculty interest in new approaches to teaching, and to foster voluntary participation in teaching enhancement activities.

3. To encourage, and to provide opportunities for, faculty use of innovative teaching strategies and faculty research on the effectiveness of various approaches to teaching.

4. To assist in the coordination of institutional efforts in support of professional development.

Services Provided
All faculty and members of the professional staff of the University, including graduate assistants, are encouraged to make use of the full range of services provided by the Center.

√ New Faculty Orientation
The Center for Professional Development is responsible for providing an orientation for all new faculty, to include a New Faculty Handbook, with a section on advice for new faculty from past years' new faculty.

√ New Faculty Mentor Program
The center administers a program in which new faculty are paired with mentors from outside the new faculty's department, to provide ongoing support and advice.

√ Individual Teaching Consultation
Confidential consultations may include observing and analyzing classroom teaching, assisting in identifying skills and competencies expected of students in a particular course or discipline, or helping identify techniques and approaches appropriate for a discipline. Videotaping is optional.

√ Course Evaluations
Every semester the Center makes available mid-term and final evaluation forms designed to provide confidential feedback to faculty. These are available on-line at http://www.bemidjistate.edu/faculty_staff/professional_development

√ Student Group Instructional Diagnosis
A member of the Center staff may make a 15-minute visit to a regular class session to facilitate the expression of student opinions and suggestions about the course. Consensus views are written down and discussed privately with the instructor.

√ Help in Documenting Teaching Effectiveness
While the Center is not involved in the administrative evaluation of faculty and will not provide letters of recommendation for faculty, staff members are available to assist instructors in developing appropriate ways to demonstrate or document teaching effectiveness.

√ Undergraduate Teaching Associate Program
The Undergraduate Teaching Associate Program (UTAP) allows gifted undergraduate juniors and seniors to experience some of the challenges and rewards of college teaching by working closely with faculty as they prepare and teach their classes. Faculty nominate students to work with them on a semester-by-semester basis.

√ Open Forums and Workshops
Several times a semester the Center for Professional Development hosts presentations and open discussions with faculty about a range of issues and topics relevant to teaching and learning.

√ Metamorphosis
Metamorphosis, a newsletter, is published by the Center for Professional Development at Bemidji State University. It is intended to serve as a medium for the exchange of ideas about teaching and higher education and to highlight ongoing and upcoming professional development opportunities at BSU.
**Consulting, Faculty**

Faculty members are permitted to engage in consultation consistent with the standards set forth in the effective *IFO/MnSCU Board Agreement*.

**Credit Union**

Affinity Plus Federal Credit Union, located at 1501 Bemidji Avenue N., Suite 1 (of the Chief Plaza), is a full service financial institution. The APFCU offers a wide variety of high quality financial products and services. Employees of Bemidji State University may join the credit union by completing a membership application and making an initial deposit into a Capitol Share Account. Family members of APFCU members are also eligible to join.

The following financial products are available with APFCU membership:

- APFCU’s Capitol Financial Account combines savings, an ATM card, Visa and Cutele (24-hour banking). The unique advantage of a CFA Account is that it costs no more than maintaining a checking account.
- Almost any type of loan is available through APFCU. APFCU loans include automobile, home mortgage, line of credit, home equity, and student loans.
- The Investment Portfolio Account offers APFCU members an insured investment program. Money market savings, checking accounts, certificates of deposit, and IRAs are also available with the Investment Portfolio Account.

APFCU has a toll free number for additional information: 1-800-322-7228, or contact 218-759-9849.

**Election/Campaign Guidelines**

In accordance with Minnesota Statute 43A.32, employees shall not directly or indirectly take part in any political activity during hours of employment. Employees are eligible for leaves of absence upon becoming a candidate or assuming an elected federal or state public office. In requesting such leaves, classified employees must fill out the Political Activity of State Employee Form, which is available in the Human Resources Office, Deputy 350, 755-3966.

**Employee Assistance Program**

The State of Minnesota offers an assistance program for employees. The program provides cost-free, confidential, professional assistance to employees and their families to resolve personal problems such as troubled relationships, legal problems, chemical abuse, financial worries, parenting issues, health concerns, death of a loved one, or a personal career struggle. Counseling can help employees and/or their family members overcome life's obstacles faster and more successfully.

The program primarily consists of an assessment, short-term counseling, and referral service. There are contracted providers throughout the State of Minnesota. The provider in the Bemidji Area is:

Wildgen, Wilimek and Associates
218-751-0887
Contact person: Dr. Jay Wilimek

For a complete list of providers or more information concerning the program, contact the Human Resources Office, Deputy 350, 755-3966.
**Employee Liability/Security Against Loss**

All employees of the state acting in an official capacity within the scope of their lawful duties are protected by the Tort Liability Act in Minnesota Statutes 3.732-3.736.

This indemnification is stated as follows in M.S. 3.736, subd. 9:

"The State of Minnesota shall defend, save harmless, and indemnify any employee of the State against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission if the employee provides complete disclosure and cooperation in the defense of the claim or demand... and if, except for elected employees, the employee's appointing authority certifies that the employee was acting within the scope of his employment. This determination may be overruled by the Attorney General. This subdivision does not apply in cases of malfeasance in office or willful or wanton neglect of duty."

**Employee Right to Know**

Bemidji State University recognizes that it has a general responsibility to provide its employees a safe and healthful workplace free from recognized hazards and to comply with state and federal rules, standards and regulations pertaining to employee health and safety. Written programs, training, and related information are provided through the coordinated efforts of the Environmental, Health and Safety Office, Human Resources Office, and your area or department supervisor. Your compliance with Federal and State safety regulations and University safety and health policies and attendance at required training may be a condition of employment. In addition, any faculty member who supervises another employee, including student employees, graduate assistants, and interns, is responsible for making sure those employees comply with the regulations and policies, and have received required training.

Additional information about BSU’s Employee Right to Know program or any other safety and health programs or concerns should be directed to: Environmental, Health and Safety, Deputy 345, Phone 755-3988 or Human Resources Office, Deputy 350, 755-3966.

**Grievance Procedure**

In the event a complaint arises between the employee and the employer which cannot be settled informally, a grievance procedure has been established, the terms or steps of which are described in the effective *IFO/MnSCU Board Agreement*.

**Harrassment & Discriminatory Conduct**

As a MNSCU institution, Bemidji State University is required to adhere to MNSCU policies regarding harassment and discrimination. This policy is often referred to as policy “1B.1” and will be briefly summarized here using text from the relevant policies (for original documents see links to resources below).

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

Additionally, no person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color,
creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State Colleges and Universities has further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose and effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

This policy applies to faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

Reporting Harassment or Discriminatory Conduct

Any individual who believes she or he has been or is being subjected to harassment or discriminatory conduct as defined above is encouraged to report the behavior(s)/incident(s). Any student, faculty or staff member is knows of, receives information about or receives a complaint of discrimination or harassment is also encouraged to report the information or complaint. The following individuals serve as the University’s designated officers with regard to reporting.

Ms. Linda Gilsrud (faculty and staff)
Affirmative Action Officer and Director of Human Resources
Deputy Hall
218-755-3966

Dr. Randy Ludeman (students)
University Conduct Officer
Walnut Hall
218-755-3750
Resources
MnSCU Board of Trustees policy 1B.1 “Nondiscrimination in Employment and Education Opportunity.”
http://www.mnscu.edu/board/policy/1b01.html

MnSCU Procedure 1B.1.1, “Report/Complaint of Discrimination/Harassment Investigation and Resolution.”
http://www.mnscu.edu/board/procedure/1b01p1.html

The University has developed a flowchart that depicts the process for resolving complaints of harassment or discrimination. http://www.bemidjistate.edu/offices/affirmative_action/flowchart08.pdf

Health and Dental Premium Expense Account

All employees who pay premiums for their health and dental insurance coverage are automatically enrolled in this tax saving benefit. These premiums are paid with pretax dollars before federal, state, and social security taxes are withheld from gross salary. Employees not wishing to participate in this program must complete a waiver form. If an employee utilizes this benefit, the insurance premiums paid cannot be used as an itemized tax deduction. More information is available in the Human Resources Office, Deputy 350, 755-3966.

Health Promotion Program

The Department of Employee Relations in St. Paul coordinates the State Employee Health Promotion Program. The local coordinator for Bemidji State is Jay Passa with BSU Health Services. Communication on health promotion and benefits is sent to all state employees at their home address through the Your Health, Your Choice Newsletter. The Bemidji State University program offers on-campus programs designed to assist employees in exploring avenues to better health. Some program topics have dealt with heart health, eating smart, lifting and carrying mechanics, fitness fairs, faculty and staff noon-walking and stretching sessions, disease prevention, drug and alcohol information and many more. The health promotion coordinator can be reached at 755-2080.

Insurance

The State of Minnesota offers eligible employees a well-balanced and comprehensive plan of benefits. Basic insurance coverage consists of a combination of employee group term life, health, and dental insurance. Most insurance-eligible employees receive either a full or partial employer contribution toward basic insurance coverage. All employees who receive a full employer contribution must enroll in a basic health, dental and life plan. Employees may extend the health and dental coverage to include their eligible dependents. The state contributes toward the cost of dependent health and dental coverage for most insurance-eligible employees.

In addition to the basic coverage, additional employee, child/spouse life insurance, short-term disability, long-term disability, and accidental death and dismemberment coverage are available. Plan offerings vary somewhat by bargaining unit. Check the IFO/MnSCU-Board of Trustees Agreement for details. Benefit booklets, application forms, informational handouts and general information about the insurance programs are all available from the Department of Employee Relations; application forms are available in the BSU Human Resources Office, Deputy 350, 755-3966. Information about changes in the insurance offerings or rates is communicated to employees via mailings, articles in the newsletter, and employee information meetings.
Leaves

Regulations related to leaves for faculty are found in the current *IFO/MnSCU-Board of Trustees Agreement*.

Legal Assistance

The University receives legal guidance and advice from the State Attorney General's Office. Requests for information and/or questions of a legal nature should be referred to the Office of Administrative Affairs, Deputy 350, 755-2012.

Overload

Additional assignments acceptable to the faculty member, such as teaching extended campus offerings, may be assigned to the faculty consistent with the effective *IFO/MnSCU-Board of Trustees Agreement*. Unclassified employees' overload assignment will be paid at the rate provided in the current collective bargaining agreement. Normally overload shall not exceed five (5) semester credits each academic year.

Payroll

Each payroll period covers a two-week period that begins on a Wednesday and ends on a Tuesday. All paycheck/advice information is available online at [https://www.s4web.state.mn.us/servlets/iclientservlet/employee/?cmd=login](https://www.s4web.state.mn.us/servlets/iclientservlet/employee/?cmd=login). A calendar of pay periods and paydays for the current year is available from the Human Resources office, Deputy 350, 755-3966.

Time reporting for the payroll is accomplished through several means. All classified employees complete a payroll time sheet biweekly recording all hours worked and any type of leave taken. Managerial and MSUAASF employees complete payroll verification form biweekly to report all leave taken. IFO faculty use a faculty leave verification form for all instances of bereavement or sick leave and use of personal days. All changes in duty days for faculty must be requested through the respective dean. Details on vacation time, sick leave, personal days, and other paid and unpaid leaves can be found in all bargaining unit contracts.

Leave request sheets must be used to request time off for absences known in advance. The reverse side of the classified time sheet can be used to request time off on an emergency basis. Holiday schedules as published in union contracts can be changed through the meet-and-confer process. The official holiday schedule for Bemidji State University is published by the Personnel Office and is distributed to all affected employees.

All classified employees work a predetermined schedule of hours that has been posted according to their appropriate union contract. Hours can be changed according to contract provisions or the flextime program. Overtime hours are also addressed in union contracts. Bemidji State requires that all overtime must be approved in advance; forms are available in the Human Resources Office, Deputy 350, 755-3966.

Federal taxes, state taxes, and, in most cases, social security taxes are deducted from paychecks. Most employees are also covered by a retirement fund. The various plans covering employees of Bemidji State are Minnesota State Retirement System (MSRS), Teacher's Retirement Association (TRA), the Unclassified Managerial Retirement Fund, and the Individual Retirement Account Plan (IRAP) administered by the MnSCU Office. Specific information regarding coverage, contribution rates, and benefits are available in the Human Resources Office.
There are several optional deductions that employees may authorize to be taken from their paychecks. The State Deferred Compensation Program and a number of tax sheltered annuity programs are available to employees as retirement planning options. Deduction authorization forms and general information is available in the Human Resources Office. Employees also may purchase United States Savings Bonds through the payroll savings plan. Forms to start or change bond deductions are available through a once a year campaign from the Human Resources Office.

All state employees are eligible for membership in the Affinity Plus Federal Credit Union. Interested employees should contact either the main APFCU office in St. Paul or the local representative at 759-9849. At this time there are also seven charitable organizations authorized to solicit State employees for payroll deduction contributions: United Way; Open Your Heart to the Hungry and Homeless Campaign; Cooperating Fund Drive; Combined Health Appeal of Minnesota; United Arts Fund; Minnesota Environmental Fund; and United Negro College Fund. Information on these organizations and payroll deduction authorization forms are available from Paul Muller, BSU, Combined Charities Campaign Chairperson, 755-2040.

Privacy Act/Accessibility to Records

Employee Data:
Minnesota law provides that employees asked to supply private or confidential data have the right to be informed of the purpose and intended use of the data, whether they may legally refuse to supply data requested as well as any consequences arising from their supplying or refusing to supply data, and who is authorized to receive the data.

Upon request to the responsible authority, employees must be informed without charge of whether they are the subject of stored public or private data and may request an interpretation of the data. The accuracy or completeness of the public or private data may be contested following procedures outlined in M.S. 14.57-14.62 (1988). See the effective IFO/MnSCU-Board of Trustees Agreement for practices and procedures for personnel files.

Data Privacy:
Access to employee records shall be in accordance with the Minnesota Data Practices Act. Public data on all current and former employees includes but is not limited to: name; actual gross salary; salary range; contract fees; value and nature of employer-paid fringe benefits; job title; job description; previous work experience; work location; work telephone number; city and county of residence, not including street address. A complete listing of public information is available by contacting the Human Resources Office. All other personnel data are private and available only to the subject employee, to others with the prior written consent of the employee, or pursuant to a court order. Refer to the Human Resources Office, Deputy 350, 755-3966.

Personnel Files

The University maintains one (1) official personnel file for each employee to which the employer may have access consistent with the law. Regulations for the inclusion or exclusion of materials and access to the same are detailed in the IFO/MnSCU-Board of Trustees Agreement.

Professional and Ethical Standards

A detailed statement of ethical standards applied to faculty is provided in Article 27, Section C of the IFO/MnSCU-Board of Trustees Agreement.
Professional Development and Evaluation (PDEP)

All faculty at Bemidji State University develop a Professional Development and Evaluation Plan (PDEP) in consultation with their dean, chairperson, and department consistent with departmental and personal objectives. The plan is based on the following criteria:

- Demonstrated ability to teach effectively or perform effectively in other current assignments;
- Scholarly or creative achievement or research;
- Evidence of continuing preparation and study;
- Contribution to student growth and development;
- Service to the University and community.

This is an important process which should be carefully carried out because it is used, in part, for personnel decisions, including retention, tenure, and promotion. See the effective IFO/MnSCU-Board of Trustees Agreement.

Professional Improvement

Funds are available for faculty improvement grants. Such funds are granted based upon proposals written by faculty members and reviewed by faculty and administration. Funds are also available for professional travel and the purchase of books, journals, and software. The department, through a democratic process, determines an equitable process for the distribution of these funds.

See the effective *IFO/MnSCU Board of Trustees Agreement*.

Professional Meetings

Faculty may be absent from the University to participate in non-University related professional meetings, conferences, and activities. Absence and travel request forms must be completed and approval obtained ten (10) class days in advance from the appropriate dean/administrative unit head and appropriate vice president.

Promotion

Refer to the effective *IFO/MnSCU-Board of Trustees Agreement* for information concerning promotions.

Reasonable Accommodations

It is the policy of Bemidji State University to encourage the employment and promotion of any qualified individual including qualified individuals with disabilities. The University will not discriminate in providing reasonable accommodations to qualified individuals with a disability in regard to job application procedures, hiring, advancement, discharge, employee compensation, job training or other terms, conditions, and privileges of employment.

An individual with a disability for the purposes of determining reasonable accommodations is any applicant, current employee, including student employees, or employees seeking promotion, who has a physical or mental impairment which substantially or materially limits one or more of such individual’s major life activities.
Generally, a disabling physical or mental condition which is expected to be temporary and from which the individual is expected to recover is not a disability under this procedure.

Reasonable accommodations will be provided only for job-related needs of individuals with a disability. The primary factor in evaluating an accommodation’s job relatedness is whether the accommodation specifically assists the individual to perform the essential functions of the job as identified at the time of the reasonable accommodation request. If the requested accommodation is primarily for the benefit of the individual with a disability to assist that individual in daily personal activities, the employer is not required to provide the accommodation. The appropriate reasonable accommodation is best determined through a flexible, interactive process that involves both the employer and the qualified individual with a disability; it may include the appropriate union representative as provided by the applicable collective bargaining agreement.

Individuals seeking accommodation shall contact the Affirmative Action Officer to discuss the specific accommodation and possible alternatives.

**Recruitment and Hiring of Unclassified Employees**

For information concerning recruitment and hiring, refer to Human Resources, Deputy 350, 755-3966.

**Retirement**

Under the provisions of Minnesota law, all state employees are members of a state retirement plan. Faculty is enrolled in one of several State of Minnesota retirement plans. Both the employee and the employer make contributions to the employee's retirement fund.

For information on retirement contact the Human Resources Office, Deputy 350, 755-3966.

**Sabbatical Leaves**

For information concerning sabbatical leaves, refer to the *IFO/MnSCU-Board of Trustees Agreement*.

**Sick Leave**

When absent because of illness, unclassified employees are responsible for reporting absence from duty on the Unclassified Faculty and Staff Absence Request form. Submit one form for each continuous absence. If the absence involves more than one month, a separate form for each month must be completed. The University reserves the right to request a doctor's certification prior to return to duty or before approving payroll in which credit is given for sick leave. Forms are available from the Human Resources Office or from the employee's department chairperson or supervisor.

**Summer Sessions**

Faculty members have equal access to summer teaching assignments. Access, however, shall not override curricular determinations or qualifications. Refer to the effective *IFO/MnSCU-Board of Trustees Agreement* for specific information concerning summer sessions.
Tenure

A probationary faculty member becomes a candidate for tenure when he/she submits a tenure request, which documents contributions to the department, college, and University in the areas of teaching, scholarly and artistic achievement, professional growth and development, and service to the University and community. A tenure request will normally be submitted for evaluative action during the fifth year of continuous full-time service in a tenure earning position. All tenure requests, whether or not approved, will be acted upon and forwarded through channels. All supporting materials will accompany the recommendation until the procedures have been completed.

Refer to the IFO/MnSCU-Board of Trustees Agreement for specific information concerning tenure.

Tuition Waiver

Unclassified employees shall be entitled to enrollment, on a space available basis, in courses at any university in the system without payment of tuition or fees, except for laboratory and special course fees. Such enrollment shall not exceed twenty-four (24) semester credits for a fiscal year. The faculty member's spouse or dependent children may share this right within the limit established above with waiver of tuition only. Refer to the effective IFO/MnSCU-Board of Trustees Agreement for specific information concerning tuition waivers.

Vacations/Class Breaks/Examination Week

Class or semester breaks occur at the end of each academic semester and represent a short vacation period or break for students, classified seasonal employees, and teaching faculty who have regular nine-month appointments. Faculty having extended duty day contracts are required to be on duty, during those specified additional days.

At the end of each semester the academic calendar provides an examination week which is comprised of days on which final examinations or class periods are held. Classes normally scheduled for this week are not to be made up in advance or shifted to another period merely to lengthen free or vacation time.

Contact the department chair, dean, or appropriate vice president for information concerning vacations/class breaks/examination week.

Vacation Donation Program

Each fiscal year employees may donate up to twelve (12) hours of vacation time or up to twelve (12) hours of personal leave time to faculty members who do not earn vacation, each fiscal year for the benefit of other employees with unreimbursed medical expenses. Employees who have unreimbursed medical expenses for themselves or a family member in excess of $10,000 may request assistance under the program. Information about recipients under the program is distributed statewide. On the Bemidji State University campus articles are published in the newsletter, distributed to bulletin boards, and with paychecks. Forms to donate vacation or personal leave hours are available in the Human Resources and Payroll Offices.

Workers’ Compensation

The State of Minnesota Workers’ Compensation Program covers injuries or illnesses sustained by employees in the performance of their duties. The Workers’ Compensation Law requires the prompt filing of injury/illness
reports. Deans are responsible for reporting injuries and illnesses, resulting in lost days from work, to the Human Resources office, within five days of their knowledge of the incident. The Department of Labor and Industry assesses fines for late reporting. Late reporting fines will be charged to the employee's home department. Faculty are responsible for notifying their deans of an injury and for assisting them in the prompt and accurate completion of the reporting forms. Forms are available from the Human Resources Office or can be accessed from the Environmental Health & Safety web site at [http://www.bemidjistate.edu/ehs/Forms.html](http://www.bemidjistate.edu/ehs/Forms.html).

If you sustain a work related injury or illness, take the following steps:

**For emergencies:**

- **CALL 9-911 IMMEDIATELY FOR LIFE THREATENING OR SERIOUS INJURIES**
- Report any serious injuries to the Human Resources Office, as soon as possible but **DO NOT DELAY SEEKING EMERGENCY MEDICAL ATTENTION IN ORDER TO REPORT AN INJURY OR COMPLETE FORMS.** Serious injuries may be initially reported by phone or e-mail and then must be followed-up with the written report forms.

**For all other work injuries or illnesses:**

- Report the injury or illness to your dean as soon as possible. If they are not available, contact the Human Resources Office at 755-3966.
- Assist your dean in the prompt and accurate completion of the required Workers’ Compensation program reporting forms.
- For non-emergent conditions that require medical attention:
  - Get your initial evaluation and treatment at BSU’s designated clinic, MeritCare Bemidji.
  - Inform your dean of any condition or treatments or special requirements that will impact your work, such as days away from work and restrictions or limits on physical activity.
  - Provide your dean with “doctors slips”, workability reports, or other written medical orders that document conditions or treatments that affect your work schedule or duties.

More information about the Worker’s Compensation program can be found on the BSU Environmental Health & Safety web site at [http://www.bemidjistate.edu/ehs/WorkComp.html](http://www.bemidjistate.edu/ehs/WorkComp.html) or by contacting the CorVel 24hour employee information line at 866/399-8541. CorVel is a certified managed care company contracted by the State of Minnesota to provide medical management of workers’ compensation injuries and illnesses.

Questions about BSU’s workers’ compensation procedures should be directed to the Human Resources office, located in Deputy Hall 350 or contact them by phone at 218/755-3966.

**Notice of Enrollment in a Certified Managed Care Plan for Workers’ Compensation Injuries and Illness**

Under Minnesota Rule 5218.0250, the Minnesota Department of Employee Relations provides this notice to inform you that:

Effective July 1, 2005, your employer (the State of Minnesota) will be enrolled with **CorVel**, a certified workers’ compensation managed care plan that provides state employees and covered volunteers with all necessary medical treatment for work-related injuries and illness.
If injured in the course of your work, you may receive treatment from a medical doctor, chiropractor, podiatrist, osteopath, or dentist; if the treatment is available within the community and is appropriate for the injury or illness. As a state employee or covered volunteer, you must receive all necessary medical treatment from a health care provider who is a member of CorVel’s plan, except in the following circumstances: you have already established a treating relationship with a non-participating provider (who maintains your medical records)* prior to the work-related injury; or if you require emergency treatment; or if your place of employment and residence are beyond the mileage parameters set forth in part 5218.0100, subp. 1.F.(7). Furthermore, if you sustained your work-related injury prior to the State’s enrollment with CorVel, you may continue to receive treatment from a non-participating provider until you change doctors.

On July 1, you can access care for a work-related injury or illness by going to a clinic or health care provider from CorVel’s network; or by asking your agency’s Workers’ Compensation Coordinator to share CorVel’s provider directory with you; or by accessing CorVel’s provider directory on-line at http://www.doer.state.mn.us (Click on State Employee Information; then, click on the Workers’ Compensation link where you can access the CorVel Provider Directory; or by calling CorVel’s 24-hour Nurse Phone Line at (612) 436-2542 or (866) 399-8541. You may also contact CorVel’s Nurse Phone line if you have questions about managed care for workers’ compensation; or direct such inquiries to the State Workers’ Compensation Program at (651) 296-6521. You may also contact your agency’s Workers’ Compensation Coordinator if you need assistance.

Additional information may be obtained by calling the Minnesota Department of Labor and Industry (DOLI) in St. Paul at (651) 284-5005 or (800) 342-5354. In Duluth, call DOLI at (218) 733-7810 or (800) 365-4584.

*In accordance with part 5218.0500, subparts 1 and 2, except that if you later change doctors you must then choose a doctor who participates in CorVel’s plan.
Section IV:

University Services
Advising Success Center
Sanford Hall 101, 755-4226
Director of Advising Success Center
Ms. Mary Ward

Advising Services coordinates the following:

Advisor-Advisee assignments to all new students. Assignments are made based on a number of variables. (See page 13 for more details.)

New Students advising and registration activities through AAR (Academic Advising and Registration) Program. Faculty advisors participate in AAR programs by providing guidance to new students and their parents during the advising and registration process.

DARS (Degree Audit Reporting System) program. DARS was implemented for freshman students who started the fall of 1998 or later. Transfer work has been added for students starting Fall 2002 or later. Advisors can access their advisees’ DARS reports through the WEB registration system. DARS reports are maintained by the Records Office, Deputy 101, 755-2063.

Provides academic and referral information for students, particularly freshman and new transfers, to ensure academic success.

Advising Resources are provided in the Advisor Reference Manual, distributed to all new faculty. These are also available on the following website: http://www.bemidjistate.edu/students/records/advising/facultyadvising.html. Advising newsletters are published once each semester.

New Advisor Information Sessions are scheduled to assist advisors with important advising information before pre-registration takes place. New faculty should speak with their department chairs to gain an understanding of their advising responsibilities within the department. Advising Services works with department chairs to determine which new faculty need to attend an information session. Sessions are coordinated by Advising Services. The purpose of the session is to provide general advising information. Specific department advising issues should be discusses with your department chair. A copy of the “Advising Reference Manual” is distributed as part of the training and is available on the web at: http://www.bemidjistate.edu/students/records/advising/facultyadvising.html.

Advisee information distribution takes place several times throughout the semester. Advisee lists include information on currently enrolled students assigned to each advisor. A list is distributed after the first two weeks of each semester and at pre-registration. Additional information distribution includes notification of advisees placed on probation and/or suspension, and advisees who have not pre-registered for an upcoming term. Advisee lists are also available through the WEB Registration system.

International student advising is coordinated through the International Program Center, Deputy Hall 103.

A.C. Clark Library
755-3342
The library supports the pursuit of knowledge and understanding by providing and promoting access to information. More than a storehouse of information, the library is a service unit whose staff is committed to helping students become independent and critical users of the materials contained in the library's collection.
This includes manuscripts, audiovisual materials, print and electronic books, article databases, government publications, print and electronic periodicals, microfilms, and scientific and technical reports. Library resources may be accessed from on or off-campus. Newspapers, and scientific and technical reports. Bibliographic access to the library’s holdings is possible not only from within the library but also through the Internet.

**Bemidji State University Foundation**

David Park House, 755-2762

Rob Bollinger, Executive Director

The Bemidji State University Foundation was established in 1969 with the belief that excellence in education at Bemidji State University can be greatly enhanced through the infusion of private gifts.

As a nonprofit corporation the Foundation is empowered to accept and administer gifts, bequests, and trusts for the benefit of the University and its various departments and programs. The Foundation Board of Directors, which consists of area business and professional persons, alumni, and faculty, is entrusted with the handling of Foundation funds.

Alumni, friends, professionals, and members of the business community support the BSU Foundation through on-going, annual pledges. Annual contributions are used to fund Foundation operations, with the great majority of funds going to support scholarships and student recruitment efforts. These gifts are especially important since the University cannot use state appropriations for student scholarships.

The Bemidji State University Foundation strives for excellence, whether it be through scholarships for outstanding students, assistance for student recruitment programs, or services associated with the mission of the University and the operation of the Foundation.

Gifts to the Foundation are tax deductible to the full extent provided by law.

**BSU Bookstore**

Hobson Memorial Union - Lakeside Level, 751-1660

The BSU Bookstore is normally open from 8:00 a.m. - 4:30 p.m. Monday-Thursday and 8:00 a.m. – 4:00 p.m. on Friday. During the summer and semester breaks hours are 8:30 a.m. - 3:30 p.m. Monday-Friday. The bookstore maintains extended hours during the first few days of classes each semester.

As a vital member of the campus community, the BSU Bookstore serves the academic needs of the University. Necessary supplies that have been specifically requested are shelved with the course books, as well as appropriate study aids. The bookstore is committed to providing used books when possible, buying back used books daily. In addition, each semester's aggressive buy back period during finals week is a major source of used books for the campus and a potentially profitable time for students. General supplies, study aids, trade books and gifts are also stocked in the bookstore. Imprinted clothing and school spirit items are carried, and many new items are added seasonally. The bookstore staff, which includes several BSU students, is committed not only to exceptional customer service, but also to generous campus outreach. Visit the bookstore’s website at [www.whywaitforbooks.com](http://www.whywaitforbooks.com) for textbooks and merchandise.
Career Services
102 Sanford Hall, 755-2038
Ms. Margie Thomas Giauque, Director
www.bemidjistate.edu/students/services/career

Career Services provides career counseling and information, career assessments, internships, job search assistance for internships and full-time employment. Career information is available on our website for those exploring different career options as well as those who are seeking internships and full-time employment. Our office staff works closely with freshmen through seniors as we walk them through the four steps to successful academic and career planning. Workshops are offered and employment bulletins with openings for all fields are posted on-line on a regular basis through our website and BSUCareers, our new on-line recruiting system. Go to our website and click on Employment Opportunities. Employment counseling and job search training are available for upcoming graduates, seniors and alumni. Employer contacts are facilitated through BSUCareers, career fairs, on-campus interviews, and links on our website. Information is also available on graduate and professional schools for those students continuing their education right after graduation. Career Services points students in the right direction.

Career Services partners with faculty in providing career information, resume writing, interviewing tips, etc. to students through classroom presentations. If a faculty is interested in arranging a classroom presentation, contact our office to set a date. Before canceling a class, contact our office and arrange one of our staff to come in and present that day. That means you don’t ever have to cancel a class and that our office is working more closely with your students in the job search process.

Career Services also works with faculty and internship coordinators within each department. Each year an updated brochure is published with all the internship coordinators and have that available to students and employers. Employers are encouraged to post internships in BSUCareers and share that information with the appropriate departments. Providing students with the best resources possible to launch a successive job search is one of our main initiatives.

Center for Extended Learning
Deputy Hall 333, 755-2068
Robert Griggs, Associate Vice President for Extended Learning & Library

Providing varied opportunities for a quality educational experience has been a basic component of Bemidji State University's purpose since its inception. The University's central location in northern Minnesota plus the changing lifestyles of many people within the service region have underscored the demand for increased emphasis on academic options. Looking beyond the confines of the physical campus setting, Bemidji State University's Center for Extended Learning is designed to tailor traditional learning resources to the specialized needs of its constituents.

Offerings range from online courses to credit awarded for work experience and prior learning as well as developing classes for specific needs and bringing graduate-level courses to outlying areas. Students have the option of attending workshops and seminars on campus or enrolling in courses offered for credit via interactive television or online.

The Center for Extended Learning opens doors to University study and educational services to adults who cannot participate in programs on campus. Students will visit the campus infrequently, but all semester hours earned through the Center for Extended Learning are considered BSU residence credits and are applicable toward an Associate, Bachelor, or Master’s degree.
Faculty and staff members are in a unique position to identify and help students who are in crisis. The BSU Student Center for Health and Counseling is available to assist you with problem situations and to consult on how to intervene with a particular student. Please call us when you work with a student who you either, have questions or concerns about or if you would like to refer a student to our services, 755-2024. You may also refer to our website for helpful information: www.bemidji状ate.edu/students/services/counseling/

**Students in Distress: A guide for Faculty and Staff**

**Signs a Student May Be in Distress**

**Change in Academic Performance of Behavior:** abrupt decline in quality of work or class preparation, poor attendance, repeated requests for assignment extensions, change in level of class participation excessively anxious when called upon, disruptive behavior

**Changes in Appearance or Behavior:** depressed or lethargic mood hyperactivity or very rapid speech, swollen or red eyes, tearfulness, change in personal hygiene or dress, dramatic weight loss or gain, strange or bizarre behavior indicating loss of contact with reality, exaggerated emotional response that is obviously inappropriate to the situation, difficulty with attention or memory, disjointed thoughts, impaired speech

**References to Suicide, Homicide, or Death:** feelings of helplessness or hopelessness, overt references to suicide, isolation from friends or family, homicidal threats

**What Can You Do?**

If you choose to approach a student you are concerned about or if a student reaches out to you for help, here are some suggestions which might make the opportunity more comfortable for you and more helpful for the student:

**Talk** to the student in private when both of you have the time and are not rushed or preoccupied. Give your undivided attention.

**Listen carefully.** Communicate understanding by repeating back the essence of what the student has told you. Let the student talk.

**Express your concern** in behavioral, non-judgmental terms. For example, “I’ve noticed you’ve been absent from class lately and I’m concerned.

**Give hope.** Assure the student that things can get better. Help the student identify options and resources.

**Maintain clear and consistent boundaries** and expectations. It is important to maintain the professional nature of the faculty/student or staff/student relationship.

**Refer.** Offer the student a Counseling brochure. Explain that the Student Center for Counseling is free and confidential and encourage the student to make an appointment. Offer to let the student call from your office or walk over with the student if you believe they need extra support.

**Consult.** When in doubt about the appropriateness of an intervention, call the Center for Counseling.
Communications & Marketing Office
Deputy Hall 323, 755-2041
Dr. Rose Jones, Director
Mr. James “Andy” Bartlett, Associate Director, News
Ms. Kathy Berglund, Communications Design and Graphics Standards Coordinator
Mr. John Swartz, Photographer
Mr. Brad Folkestad, Athletic Media Relations Director
Mr. Troy Berneking, Athletic Media Relations Assistant Director
Mr. Cedrique Fleming, Athletic Media Relations Graduate Assistant

This office is responsible for several functions affecting how the public views and relates to and supports Bemidji State University. The publications component designs and publishes many of the institution's informational brochures, posters, and catalogs. This area also ensures that users of the University’s nameplate, logo and athletic icon comply with established guidelines. The public information area writes and submits news releases to media covering a variety of academic, cultural, athletic and other events on campus. Marketing focuses on institutional branding and imaging activities while the photographic services area provides visual images for publication, marketing, news, and web initiatives of the office.

Computer Support
See Information Technology Services http://www.bemidjistate.edu/its/

Conduct Office
Residential Life, 755-3750
Dr. Randy Ludeman, University Conduct Officer
http://www.bemidjistate.edu/students/

The BSU Student Code of Conduct and Student Conduct System are an integral part of Bemidji State University’s mission. The student conduct system contributes to the teaching of appropriate individual and group behavior and establishes behavioral expectations to foster a campus community free from disruption and harm.

Students, faculty, and staff are expected to be familiar with the Student Code of Conduct and the Student Conduct System. The rights and responsibilities of students, expectations of the University, and the student conduct process are outlined in the Student Guide. Behavior that is threatening to the safety or welfare of one’s self or others, or that is harassing or discriminatory in nature, will be reviewed promptly by the University and appropriate action will be taken. Students, faculty, and staff are also expected to be familiar with academic policies and procedures as described in the Student Guide.

The BSU Student Conduct System:

- Governs the behavior of students of Bemidji State University,
- Insures the basic rights of individuals and reflects the practical necessities of the community,
- Prohibits and limits actions that interfere with the basic purposes, necessities, or processes of the University, or with the rights of its members, and,
- Reconciles the principles of maximum freedom and necessary order.

Student learning and development are primary outcomes of the Student Conduct System. Engaging with students accused of misconduct is essential in promoting this learning and development. Faculty and staff must
feel empowered through dynamic relationships with students to process allegations of misconduct, while also utilizing the Student Conduct System to resolve the behavioral issues. Collaborative and shared efforts in this arena will result in more successful student development.

Faculty and staff members who wish to report an incident of student misconduct should contact the Student Conduct Officer or the Department of Safety & Security. For further information regarding the BSU Student Code of Conduct and Student Conduct System, contact the Student Conduct Officer or the Office of the Vice President of Student Development & Enrollment.

Disability Services Office
Sanford Hall 202, 755-3883
Ms. Kathi Hagen, Coordinator
http://www.bemidjistate.edu/students/disabilities/

There are typically two types of referrals faculty make to the Disability Services Office (DSO). The first type is for students who present themselves to faculty self-disclosing they have a disability and are requesting some type of accommodation. These students should be referred to the Disability Services Office Coordinator to set up a file and determine reasonable appropriate accommodations for the student. Faculty are strongly urged to provide accommodations only to students presenting a Faculty Notification Form from the DSO.

The second type of referral is for a student who you believe may have a disability or a student approaches you wondering if they have some type of disability. These students should be given a referral to the DSO to determine if they have a disability or if they need to be evaluated for a disability. The DSO will help refer the student to the proper agency for help.

English as a Second Language
Bemidji State University offers a multi-level, individualized program for the non-native English-speaking student. The TOEFL score minimum for the undergraduate is 500 (173 computer-based test). The minimum requirement for the graduate student is 550. The English as a Second Language Program is designed to encourage the student to learn the structure of the English language and perfect overall comprehension and communication skills in all language areas. English skills on Non-native English-speaking students are assessed at the beginning of their first semester, and placed in ESL courses as determined by their assessment results.

For additional information contact Ms. LaMae Ritchie, Director, International Program Center, Deputy Hall 103, 755-4096.

Environmental, Health and Safety
Deputy Hall 345, 755-3988
Richard Marsolek, Coordinator

Hazardous Waste Management
Federal and state regulations require generators of hazardous wastes to manage those wastes in a safe and environmentally responsible manner. BSU Environmental, Health and Safety (EHS) directs management of hazardous waste generated by Bemidji State University. This includes collection, central storage, manifesting and shipping of the wastes. The individual campus generators are responsible for proper management of hazardous wastes generated in their respective areas, including proper collection, identification, labeling and
storage of the waste prior to pick-up by EHS. EHS will also provide waste management information, advice and other assistance to campus generators. Contact the EHS office at 3988 if you have questions about or need assistance with hazardous waste management.

**Recycling Program**
The Environmental, Health and Safety office coordinates the BSU recycling program. Most recyclables can be segregated into two main categories: fiber products and container products. Fiber products include most all paper products such as office paper, computer paper, notebooks, Post-Its™ and other “stickies” (glued edge should be removed), envelopes (cellophane windows should be removed), newspapers, magazines, folders, pressed cardboard (like cereal boxes), business cards, phonebooks, directories and books. Covers should be removed from hardcover books. Please contact the Physical Plant at 3988 if you have a large quantity of a single type of material that needs to be recycled, such as books, stacks of magazines or newspapers. They will be picked up and delivered directly to the recycling center.

- Fiber products are picked up from your office or work area by the custodial staff serving your area. They may also be placed in the appropriate collection containers located throughout campus.
- Corrugated cardboard is collected separately from other fiber products and must be clean. Boxes and similar bulky materials should be flattened. Contact the custodian serving your area or call Building Services, at 2062, to find out where you may place cardboard for recycling.
- Container products include metal cans, glass bottles and jars and #2 plastic bottles with necks. Collection bins for container products are located throughout campus. Empty the containers and remove and discard caps and lids before recycling them. Tub plastic such as pails, buckets and margarine tubs are not acceptable for recycling at this time.
- Other products that may be recycled include packing peanuts and scrap metal. Please contact the Physical Plant at 3988 if you have questions about recycling these items or any other aspects of the recycling program.
- Discarded electronic equipment contains components that can be hazardous to the environment. Therefore, these items must be recycled. They must also be removed from inventory. Contact Inventory Control at 2776 to make arrangements to have electronic items removed from your area.

**Facility Use Safety Guidelines**
The following information is being provided as a guide to safety and regulatory compliance concerns that should be considered when campus facilities are being used to host workshops, conferences, concerts and similar events. The purpose of this guide is to help assure that event participants can enjoy a safe environment and that the University is in compliance with applicable safety codes and regulations. Questions or concerns regarding this information should be directed to BSU Environmental, Health and Safety in Deputy Hall 345, phone: 755-3988.

- Users not familiar with the campus should be informed of the proper procedures for reporting emergencies, the location of emergency devices such as fire extinguishers and phones and the location of emergency exit routes and shelter areas.
- Building and room occupant capacity limits may not be exceeded.
- Displays, registration tables, coat racks, staging and other items that may be set up for the event may not in any way block hallways and corridors, exits, doors, stairwells or otherwise interfere with or limit pedestrian traffic through those areas.
- Displays, registration tables, coat racks, staging and other items that may be set up for the event may not in any way interfere with or limit access to fire extinguishers, fire alarm pull stations, phones, electrical panels, mechanical rooms or other emergency or utility devices, rooms or areas.
- Signs, posters and other items may not cover or otherwise interfere with or block the view of exit signs, emergency route maps, lights or other warning signs or safety devices.
- BSU maintenance should be contacted at least 2 weeks in advance of events if special electrical plumbing, lighting or other utility needs are anticipated.
• Use of electrical equipment, extension cords and similar devices must be carried out in accordance with applicable codes and safety regulations, including proper grounding of equipment and circuits and use of ground fault circuit interrupters (GFCIs).
• Extension cords and similar devices may not create a trip hazard and should be appropriately anchored in place where they cross an aisle, corridor or other pedestrian traffic areas.
• Liquids and other spilled materials should be cleaned up immediately. A custodian or the Physical Plant should be contacted if assistance is needed.
• Demonstrations or activities involving the use of potentially hazardous substances or equipment, such as chemicals or lasers, may be conducted only in rooms with the proper safety equipment and in accordance with all applicable federal, state and local regulations.
• Rooms containing equipment, chemicals or display items should be kept locked when not attended.
• Chemicals and other potentially hazardous materials must be removed by the user at the end of the event or activity. **ABSOLUTELY NO CHEMICAL WASTES MAY BE SEWERED OR PLACED IN THE TRASH.**
• Hazardous waste management and disposal is the responsibility of the generator. State and Federal law prohibits BSU from storing, transporting or disposing of hazardous wastes not generated through its own activities or processes.
• Activities conducted in chemical laboratories must be carried out in accordance with the host department’s chemical hygiene plan and applicable regulations.
• Bemidji State University reserves the right to inspect and review activities carried out in its facilities and on its grounds and may halt any activities found to present a danger or serious hazard or which do not comply with applicable regulations or codes. Inspection and review may also be conducted by local, State or Federal authorities.

In addition to the safety considerations, maintenance personnel have asked that the following housekeeping considerations be observed:

• Recyclable materials such as paper, magazines, newspapers, cans and bottles should be placed in the appropriate recycling containers located throughout the campus.
• Do not use tape to post materials on painted walls.
• Do not use tacks to post materials on sheetrock walls.
• All posted materials are to be removed at the end of the room’s use.

**Campus Policy on Animals**
The presence of dogs or other animals, except seeing-eye dogs, in all campus buildings is strictly prohibited. Dogs are allowed on the grounds of Bemidji State University provided they are leashed at all times and in the accompaniment of the owner or caretaker. Dogs may not be left unattended at any time. Violations of this policy will be reported to the animal pound and any expense incurred in retrieving the animal will be borne by the owner. Effective date of policy: July 1, 1996.

**Escort Service**
Refer to Security and Safety Department for information.

**Hobson Memorial Union**
Hobson Union, 755-3760
Ms. Mary Tosch, Director
Website: [http://www.bemidjistate.edu/students/hobson_union/](http://www.bemidjistate.edu/students/hobson_union/)
Contact Information:
Information Desk 755-3760
Student Senate 755-2099
Northern Student 755-2987
Hobson Harbor for Organizations (H2O) 755-2311
Hobson Union Programming Board 755-2066
Scheduling and Reservations 755-3760
Women’s Resource Center 755-3771
University Bookstore 755-1660
Dining Services 444-7576
C-3 Store 444-1032

HMU Building Hours:
7:00 a.m. - 11:00 p.m. Monday-Thursday
7:00 a.m. - 7:00 p.m. Friday
12:00 noon. - 6:00 p.m. Saturday
1:00 p.m. – 9:00 p.m. Sunday

Key Functions:
• Provide meeting room space and audiovisual equipment
• Provide the following services at the Information Desk:
  ATM card machine (available in Lower Union)
  Check cashing
  Copier machine
  Courtesy telephone
  Fax
  Laminating
  Locker assignments
  Lost and found
  Mailboxes for campus organizations (available in H2O)
  Mail drop-off
  Men’s hockey tickets
  Notary service
  Paging system
  Postage stamps
  Poster approval/distribution
  Poster paper (for student organizations)
  Refunds for video/pop machines
  Student Development transcripts
  Student organization office space available in H2O
  Typewriters for personal use
  University ID pictures
• Provide office space to: Hobson Union Programming Board, Women’s Resource Center, the Phoenix,
  Student Senate, Northern Student, Inter-Varsity Christian Fellowship, Outdoor Program Center
• Lakeside Food Court area managed by BSU Dining Services Hours: Monday-Thursday: 10:30 a.m.-3:00 p.m.; Friday: 10:30 a.m.-1:30 p.m.
• Java City Hours: Monday-Thursday: 7:00 a.m.-6:00 p.m.; Friday: 7:00 a.m.-3:30 p.m.
• House the BSU Bookstore: books, classroom supplies, gifts, BSU clothing and miscellaneous items
  Hours: Monday-Thursday 8:00 a.m.-4:30 p.m.; Friday 8:00 a.m.-4:00 p.m.
• C-3 Store managed by BSU Dining Services: snacks, classroom supplies, gifts BSU clothing, miscellaneous items
  Hours: Monday-Thursday 8:30 a.m.-6:30 p.m.; Friday 8:30 a.m.-3:00 p.m.
• Touche Gallerie: student, faculty, area artists’ work exhibited
  Hours: 8:00 a.m. – 7:00 p.m. Monday-Friday

Information Technology Services
Deputy Hall 335, 755-2068
Mitch Davidson, Chief Information Officer

Email
Contact helpdesk@bemidjistate.edu
http://www.bemidjistate.edu/its/index.html

BSU employees are given accounts on BSU’s Novell GroupWise email server upon request. Most PC users use the full-featured GroupWise Desktop Client to access email on their primary computer. Macintosh users are encouraged to use the new GroupWise Desktop Client for Macintosh or GroupWise WebAccess. Our web-based GroupWise WebAccess application makes it easy for all employees to manage their email while away from campus.

In 2003 BSU adopted a policy requiring BSU students to monitor their BSU-assigned email accounts. Administrative offices and faculty should make every effort to correspond with students using the BSU assigned email addresses. The student email accounts have the domain of st.bemidjistate.edu whereas faculty and staff have the domain name of bemidjistate.edu. Student email addresses are in the format John.Doe@st.bemidjistate.edu

Other Accounts
Contact helpdesk@bemidjistate.edu

In addition to email accounts, faculty and staff are given access to the Netware file server for storing files. As well as storing personal files, many employees have a location on the server for storing files that they want to share within their department or workgroup. All files on the Netware server are backed up on a regular basis.

Accounts on BSU’s web server are available on request.

Individual departments may require faculty to access other servers for department-specific projects.

University List Services
Contact helpdesk@bemidjistate.edu

University-related announcements: Fac_staff_l@listserv.bemidjistate.edu
Social, not-for-profit messages: Social_l@listserv.bemidjistate.edu
(Note: messages must be sent in plain text; attachments are not accepted)
Faculty Laptop Program
Contact helpdesk@bemidjistate.edu

BSU provides laptop computers to most full-time teaching faculty. At the beginning of the 2004-2005 year, a Macintosh G4 Powerbook or a Gateway laptop was ordered for each faculty position. Because the laptops were ordered for specific positions, it is not always possible to assign new faculty the type of laptop they prefer. New laptops are ordered every three years. A brief orientation is required prior to being assigned a laptop. Adjunct and teaching graduate assistants may have their dean request the assignment of an older laptop.

Software
Contact helpdesk@bemidjistate.edu

BSU and the Minnesota State Colleges and Universities system participate in several software agreements. BSU covers the cost of the Microsoft Campus Agreement, Apple TAP contract (for Macintosh Operating System upgrades) and Symantec AntiVirus for BSU owned computers. We also have academic volume purchase contracts for software from Macromedia, Adobe, SPSS, Hyperion (BRIO) Filemaker and others. Please contact the Help Desk for the most up-to-date pricing.

Computer Store
Contact ballen@bemidjistate.edu
http://www.bemidjistate.edu/computerstore

The BSU Computer Store contracts with Apple and Gateway and sells computers and peripheral devices for personal purchase as well as for University purchase. Consultations with staff in the technical support area are required prior to making purchases for university business.

Public Computing Labs
Contact ballen@bemidjistate.edu
www.bemidjistate.edu/superlab

There are three computer labs that are open to all BSU students—the “SuperLab” in Deuphy Hall, the Decker lab and the Oak Hall lab. Many departments have labs for use exclusively by students in their departments.

Learning Opportunities
Contact training@bemidjistate.edu

A variety of short workshops on technology topics are offered throughout the year. We also post helpful documents and tutorials on our website. If there is a specific topic that you would like to know more about, just send email to training@bemidjistate.edu. We are also willing to work with individual departments or offices on specific software as time permits.

eLearning
Contact d2lhelp@bemidjistate.edu
http://onlinelearning.bemidjistate.edu

eLearning responds to the faculty need for support with their web-enhanced and online courses. Desire2Learn (D2L) is the instructional management system used for these types of courses within the
MnSCU system and at BSU. We provide instructional design help and technical support. For assistance, contact us by email at d2lhelp@bemidjistate.edu or by phone at 218-755-2007.

**Technology Exchange Learning Lab**  
**Contact tell@bemidjistate.edu**

TELL provides a collaborative and supportive environment that empowers faculty members to experiment with advanced educational technologies. TELL offers a fun location to learn, explore, research, and share. For more information, check out our website or send an email to tell@bemidjistate.edu.

**Academic Technology Center**  
**Contact lmorgan@bemidjistate.edu**  
[http://www.bemidjistate.edu/ATC](http://www.bemidjistate.edu/ATC)

The Academic Technology Center puts learning first by providing the most technologically advanced tools to enhance the learning experience. The Center supports a wide range of technologies, including: ITV classrooms, smart classrooms; web page design and support; satellite downlinks; PowerPoint presentation help; video production; digital media recording, production, and duplication services; video bulletin boards; brochure design; large-format inkjet printing; conference hosting; and equipment setup and troubleshooting.

**Other Information Technology Services**  
**Contact rhansen@bemidjistate.edu**

BSU IT staff offer a variety of other services for faculty and staff such as test scanning for faculty, programming for specific projects, report generation for offices needing statistical information, demographic information about students, etc.

**Information Technology Help Desk**  
**Contact helpdesk@bemidjistate.edu**

The Help Desk is your one-stop access to computer-related issues. We are located in Memorial Hall 11 and may be contacted in person, by phone (218 755-3777) or by sending email to helpdesk@bemidjistate.edu. Normal hours are 8:00-4:30 Monday through Friday. Please leave a message with complete contact information if you call and get voice mail.

**International Program Center**  
Deputy Hall 103, 755-4096  
Hours: 7:30 a.m. – 4:00 p.m. Monday-Friday  
Ms. LaMae Ritchie, Director

**International Program Center’s services** include international student admissions and services, coordination of Bemidji State University study abroad, domestic travel study programs and exchange programs.

- **International Student Services** includes international student admission and orientation programs, international student advising, processing of Immigration documents and assuring adherence to regulations of the U.S. Department of Homeland Security.
• **English as a Second Language** includes assessment of English language skill of international students, ESL classes emphasizing listening/speaking and reading/writing competencies, and ESL tutoring.

• **Study Abroad Opportunities**
  Among the opportunities are:
  
  **Exchange Programs**
  • Vaxjo University, Sweden
  • Aalborg University, Denmark
  • HELP Institute or INTI College, Malaysia
  • Hertfordshire University, United Kingdom
  • Magdeburg University, Germany
  • Sunlin College, South Korea
  • Tampere Polytechnic, Finland
  • University of Iceland, Iceland

  **University-sponsored Programs**
  • SinoSummer, China
  • Semester break in Malaysia
  • Semester break in South Africa
  • Eurospring

  Students have a variety of opportunities for study-travel experience through Bemidji State.

  **Current Department-sponsored Programs**
  • Northwoods/Boundary Waters
  • Argentina/Spain – Spanish language programs
  • Field study in Hawaii
  • Music tours

  **Independent Study-Travel**
  Students may explore study-travel programs through an independent program provider, with a program sponsored by another U.S. college or university, or by direct enrollment at an accredited institution abroad.

**Physical Plant**
Deputy Hall 350, 755-3988
Mr. Jeff Sande, Director

The operations of the Physical Plant include the maintenance and repair of existing buildings and heating, air conditioning, and electrical systems; maintenance of the campus grounds; issuance of keys, energy management and conservation; motor pool, safety, and security of buildings and other state-owned property.

**Printing Services**
Memorial Hall 10, 755-3921
Mr. Christopher M. Haley, Printing Services and Mailroom Supervisor
Mr. Dan Sorsoleil, Mail Handler
Mr. Troy Solo, Printing Services and Mail Room Clerk
Copy service is available from Printing Services. The best copies are produced from high quality originals. Light copy or blue ink will not produce a good reproduction. Correction tape or fluid can be used for correcting mistakes on the original. The original can be reproduced on white or colored paper and run on the front and back.

All printing requisitions must have an authorized signature and an account number. Routine printing requests may require two working days for completion, but this is dependent upon departmental workload and the size of the job requested. Printing request forms are available from Printing Services. All printing is subject to procedures and guidelines set by the Vice President for Finance and Administration.

More information is available at [http://www.bemidjistate.edu/offices/printing_services](http://www.bemidjistate.edu/offices/printing_services).

**Purchasing Office**

Deputy Hall 204, 755-2044  
Ms. Belinda Lindell, Director  
Ms. Sandra Steffen, Purchasing Clerk

The Purchasing Office, located in Deputy Hall, Room 204, is open Monday through Friday from 8 AM to 4 PM. The office is responsible for processing campus purchase orders and assisting personnel with proper purchasing procedures to ensure that all purchases conform with State of Minnesota and MNSCU guidelines. It is also responsible for issuing and monitoring campus purchasing credit cards. State contract information and catalogs are located in the Purchasing Office and can be reviewed by campus personnel during open hours.

More information is available at [http://www.bemidjistate.edu/offices/logistical_services/](http://www.bemidjistate.edu/offices/logistical_services/).

**Gillett Recreation/Fitness Center**

Recreation Complex, 755-4135  
Mrs. Kierstin Hoven, Director of Campus Recreation  
Mr. Duane Biehn, Associate Director  
Mr. Mark Morrissey, Assistant Director – Outdoor Programming Center

The Gillett Recreation-Fitness Center offers a broad range of services and programming to meet a variety of recreational interests. Through varied activities, campus recreation and the OPC encourages fitness, recreation, and outdoor adventures as an integral part of university life.

The Rec. Center includes the following facilities: Rock Climbing Wall, 200 Meter Indoor Track, Five Racquetball/Handball Courts, Free and Fixed Weight Rooms, Cardiovascular Machines, Dance Studio, Six Lane 25-Yard Pool, Outdoor Tennis Courts, 4 Activity Spaces (adaptable for basketball, tennis, volleyball and badminton), and Rental of outdoor equipment from the OPC.

The Outdoor Program Center is dedicated to providing outdoor experiential learning opportunities. These opportunities allow one a variety of experiences and enjoyment of the outdoors. The exploration of one’s personal potential may be developed with an increased respect and understanding of the Earth’s natural systems and our responsibilities within them. A wide variety of outdoor equipment is rented through the OPC.

The Gillett Recreation-Fitness Center is open for informal or open recreation seven days a week during the academic school year. However, hours are subject to change due to special events and holidays. The Rec. Center and Outdoor Program Center calendar of events and special notices may be accessed on our website [http://www.bemidjistate.edu/students/recreation/](http://www.bemidjistate.edu/students/recreation/) with a direct link to the OPC.
Fitness, wellness, outdoor and recreational programs are offered and targeted to faculty/staff. These programs range from aerobic programs, to clinics and workshops which at times are offered in conjunction with other campus units such as Student Health Service, Counseling Center, and Residential Life. Some topics include stress management, nutrition, body composition testing, and other health related subjects.

**Residential Life**
Lower Walnut Hall, 755-3750  
[http://www.bemidjistate.edu/students/reslife](http://www.bemidjistate.edu/students/reslife)

The Department of Residential Life supports the mission of Bemidji State University by creating a caring environment that encourages academic success, individual respect, personal growth, and a sense of responsibility towards our community and a global society. The Department provides caring, well-trained staff members who develop positive relationships with students and build communities that support and challenge residents to achieve their academic and personal goals.

Two of our signature programs are the First Year Residential Experience and Open Borders Learning Community. More can be learned about these programs by visiting our website at: [http://www.bemidjistate.edu/students/reslife/](http://www.bemidjistate.edu/students/reslife/)

Faculty and staff wanting more information or interested in getting involved with these programs or starting another learning community should contact Dale Ladig, Director of Residential Life or Randy Ludeman, Associate Director of Residential Life.

**Security and Safety Department**
Lower Walnut Hall, 755-3888  
Mr. Casey McCarthy, Director  
[http://www.bemidjistate.edu/offices/security](http://www.bemidjistate.edu/offices/security)

Bemidji State University places the highest priority on the security of its students and faculty. The University security force is on duty continuously. Patrol officers will respond immediately when requested. Campus Emergency Procedures can be found at [http://www.bemidjistate.edu/offices/security/em_pro.pdf](http://www.bemidjistate.edu/offices/security/em_pro.pdf)

The Department of Security & Safety provides an escort service, beginning at 4 p.m. and running until 7 a.m., upon request. Individuals wishing a security escort may call 755-3888 at any time; an officer will be dispatched to provide escort service to anywhere in the campus area.

After hours use of campus buildings must be scheduled through the Hobson Union Scheduling Office, 755-3760. For safety, faculty and staff working in personal offices after hours should report their presence to the Department of Security and Safety.

To access the Annual Security Report, go to [http://www.bemidjistate.edu/offices/security/annual_sec_rpt.htm/](http://www.bemidjistate.edu/offices/security/annual_sec_rpt.htm/)

**Student Senate**
Hobson Memorial Union, 755-2099

Bemidji State University (BSU) has designated the Student Senate as the primary student government body. The Bemidji State University Student Association (BSUSA) Student Senate is composed of elected and appointed representatives who are enrolled for credit or audit at BSU. The Student Senate is comprised of a President, Vice-President, University Liaison, Office Manager, four committee co-chairs, and twenty (20) senators. The two committees are University Affairs and Student Affairs.
The responsibilities of the Student Senate include, but are not limited to the following:

- Represent student views to the BSU administration, BSU faculty, State University Board, and the State Legislature;
- Appoint students to University committees;
- Making recommendations regarding student activity fee allocations;
- Gather input from the student body about student life, academic, and university issues.

**TRIO/Student Support Services**
Lower Sanford Hall, 755-2614

TRIO/Student Support Services (TRIO/SSS), funded through the U.S. Department of Education, provides academic advising and counseling, tutoring, mentoring, and developmental courses that count as electives toward graduation (College Orientation, Reading and Study Skills, and Life Career Planning) to 350 eligible students annually. Services are designed to result in enhanced academic skills, persistence in college through to graduation, and potential for entry into graduate or professional school.

To qualify, a student must meet low income guidelines, be first generation and/or a student with a disability and be a U.S. citizen or permanent resident alien. Most TRIO/SSS students are identified during Academic Advising and Registration (AAR), although eligible students may enter the program at any time of the year. Interested persons should contact the TRIO/SSS office for further information and/or visit their web site at [http://www.bemidjistate.edu/students/services/triosss](http://www.bemidjistate.edu/students/services/triosss).

**University Conference Center**
Lower Walnut Hall, 755-3750

The University Conference Center coordinates the scheduling of meeting rooms, contracting of food service, and reservation of on-campus overnight accommodations for individuals and groups. The Center promotes the use of campus facilities to a wide range of organizations seeking an educational setting for their conferences, retreats, seminars, or workshops. Faculty setting up workshops or wanting to host a state or regional conference should contact the Conference Center early in their planning. The University Conference Center coordinates residence services for such events as Elderhostel, athletic and music camps, professional conventions, non-credit in-service workshops, church conferences, government workshops, and other events.

**University Publications**

- BSU Insider, President's Newsletter – Communications and Marketing
- Emergency Services Directory - Security Services
- Employee Handbook - Human Resources Office
- For the Health of It - Health Services, Pier 9, and Counseling Center
- Graduate Catalog - Graduate Office
- Horizons – Alumni, Foundation, Communications and Marketing
- Indian Student Services/Council of Indian Students/Native Americans into Medicine Newsletter - Indian Student Services
- Journal of Student Research - College of Social and Natural Sciences
- Metamorphosis - Center for Professional Development
- Northern Student - BSU Student Newspaper
- Sports Schedules – Sports Information
- Student Guide - Office of Student Development and Enrollment
University Media

University Television (KBSU)
Deputy Hall 252, 755-2042

University Radio (KBSB/KDRS)
Deputy Hall 252, 755-2059

Northern Student (newspaper)
Hobson Union, 755-2987

Interactive Television:
For information on interactive television, contact ITV Center, Deputy Hall 109, or call 755-2759.

Writing Resource Center
Hagg-Sauer 110
Dr. Brian Donovan, Director

The Writing Resource Center provides a student-staffed writing consultancy for students as well as a resource facility for writing and the study of writing. The Center’s chief role is as a peer tutoring service to help student writers with their academic and occasionally other writing. They also perform similar work on-line via web and e-mail for student writers around the world. There is an arrangement whereby the director supervises paid student copy-editing for a scholarly journal that is edited at BSU. More information is available on their website: http://cal.bemidjistate.edu/WRC/index.html.
Section V:

University Administrative Structure
Minnesota State Colleges and Universities

Bemidji State University is one of 62 college and university campuses that make up Minnesota State Colleges and Universities (MnSCU). A Board of Trustees governs this statewide system of community colleges, state universities and technical colleges. MnSCU is dedicated to providing students with a wide array of opportunities for life-long education in both technical and academic fields, ranging from short-course certificates to the master's degree. More than 162,000 students attend Minnesota State Colleges and Universities.

Bemidji State University – History

Bemidji State University is located in northern Minnesota's Lake District; its beautiful campus occupies 89 acres along the shore of Lake Bemidji. The physical plant of the University consists of 25 buildings, 19 of which were built since 1955. The newest building on campus is the American Indian Resource Center, completed in October 2003.

The university was first known as Bemidji State Normal School and opened with 38 students in the fall of 1919. The goal for several years was to train elementary school teachers. When the name was changed to Bemidji State Teachers College in 1921, the goal was changed to add the training of secondary school teachers as well. Since World War II, both the enrollment and the purpose of the institution have expanded significantly.

Reflecting ongoing changes in the curriculum, the school was renamed Bemidji State College in 1957. In 1975, in recognition of its growing role as a multi-purpose educational institution, it became Bemidji State University. In 1994, its 75th anniversary, BSU served nearly 5,400 undergraduate and graduate students. It offers majors in more than 50 baccalaureate fields of study as well as Master of Arts and Master of Science degrees. Some of its degree programs and research activities are unique in the state.

While the name and curriculum of the school have changed through the years, the primary focus has not: Bemidji State University serves the people of its region. From its inception, BSU's first responsibility has been to provide quality educational opportunities to the citizens of northern Minnesota. Still, over the decades Bemidji State University has attracted more and more students from throughout the state, the region, this nation, and other nations. Welcoming the current challenge of global education, BSU encourages international students to study and live at BSU, and it increases student opportunities to study and live abroad.

Bemidji State University - Vision Statement

Shaping Potential, Shaping Worlds.

Bemidji State University is a catalyst for shaping the potential of those it serves, who, in turn, shape the worlds in which they live and work.

Bemidji State University - Mission Statement

Engage, Embrace, Educate.

As northern Minnesota’s university, we engage in new worlds of thought, embrace responsible citizenship and educate for a future that can only be imagined.
Bemidji State University – Administration

President of the University
The chief executive officer of the University, the President, derives the authority of office from the Minnesota State Colleges and Universities Board of Trustees and the Chancellor of the Minnesota State Colleges and Universities. The President provides overall leadership for the University and is responsive to the needs of all segments of the University community. Because of the magnitude of ongoing programs, however, much responsibility for these matters is delegated to the Vice Presidents and Deans. Final authority and responsibility, however rests with the President, the Chancellor, and the MnSCU Board. Dr. Jon E. Quistgaard is President of Bemidji State University.

President's Leadership Council
The President's Leadership Council consists of the President, the Vice President for Academic Affairs (Interim), the Vice President for Finance and Administration, the Vice President for Student Development and Enrollment, the Associate Vice President for Extended Learning and Library, the Dean of the College of Arts and Sciences, the Associate Dean of the College of Arts and Sciences, the Dean of the College of Business, Technology and Communication, the Dean of the College of Sciences and Human Ecology, the Athletic Director, the Chief Information Officer, the Executive Director for University Advancement, the Executive Director of the American Indian Resource Center, the Director of Communications and Marketing, the Director of Human Resources and Affirmative Action, and the Executive Director of the Center for Research and Innovation and the Custom College. The Leadership Council advises the President on issues of University importance and policy selected matters.
ORGANIZATIONAL CHARTS

MnSCU

Bemidji State University (updated 9/09)
http://www.bemidjistate.edu/administration/org_charts/bsu_org_charts.pdf