

STUDENT HANDBOOK

**Bemidji
State
University**



**Northwest
Technical
College**

Members of the Minnesota State system

Policies and Procedures

Policies of Bemidji State University

The policies of Bemidji State University are found on the official policy website found on the university president's home webpage. To the extent that different versions of these policies may appear elsewhere, the version found on that site is the official version and takes priority over any inconsistent or conflicting version appearing elsewhere.

Policies are intended to support a safe, respectful, and ethical living, learning and work environment in compliance with the university's mission and values and applicable state, local, and federal law. All Bemidji State University faculty, staff and students are expected to be familiar with and above by the University's policies.

Acceptable Use of Computers and Information Technology Policy

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2015/06/Acceptable-Use-of-Computers-and-Information-Technology-Policy.pdf>

Policy Statement: Bemidji State University policy on acceptable use of computers and technology states computer and information technology resources are essential tools in accomplishing the university's mission. These resources must be used and managed responsibly to ensure their availability for the competing demands of teaching, scholarship, administration and other mission related uses.

Admissions Undergraduate Policy

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2015/06/Admissions-Undergraduate-Policy1.pdf>

Policy Statement: Applicants who have previously not attended any post-secondary institution (exclusive of courses taken through a Post-Secondary Enrollment Options (PSEO) program) will be considered for admission to Bemidji State University based on the University's admission requirements for new entering first year students, new entering non-traditional students, and new entering international students. Applicants who have previously attended any post-secondary institution (exclusive of courses taken through a PSEO program) will be considered for admission to Bemidji State University based on the University's admission requirements for transfer students. Applicants who meet the admission standards stated in this section are eligible for admission to the university. Admission to a specific major may require that additional criteria be satisfied. Failure to disclose and submit all documents required for admission, including transcripts from each institution in which the applicant has enrolled, or falsification of information required for admission confirmation may result in immediate suspension and loss of all credit earned at Bemidji State University.

Alcohol and Other Drugs Policy

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2015/06/Alcohol-and-Other-Drugs-Policy.pdf>

Policy Statement: The possession, consumption, manufacture, sale, and/or distribution of alcohol or illicit drugs are prohibited on the Bemidji State University

campus. Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property or any function authorized or controlled by the college or university. This policy extends to:

- all facilities, grounds, and property owned, leased or controlled by the University;
- all University-sanctioned events;
- all persons whether or not they are members of the University community;
- individuals of all ages, even though they may be of legal age to consume or possess alcohol.

The jurisdiction of the policy shall be consistent with the criteria established in Minnesota State Policy 3.6 Student Conduct, Part 2 and shall be applied to the off-campus behaviors of both students and employees for the violation of the “Alcohol and Other Drugs” policy when:

- hazing is involved; or
- the violation is committed while participating in a University-sanctioned event or sponsored activity; or
- the victim of the violation is a member of the University community; or
- the violation constitutes a felony under state or federal law; or
- the violation adversely affects the educational, research, or service functions of the University.

The determination of violations that adversely affect the educational, research, or service functions of the University shall include:

- Significant first-time alcohol or drug-related legal violations (including but not limited to providing alcohol to minors, city ordinance violations, distribution of illicit drugs);
- Repeated alcohol or drug-related legal violations;
- Situations where the student’s or employee’s (while performing job duties) substance use results in a need for medical assistance; or

- Situations where the alcohol or drug use prevent the student or employee from being able to fulfill essential functions designated in their role associated with the University or creates a direct threat to the safety of others in their role associated with the University.
- The jurisdiction of this policy applies to all students as defined by the current Minnesota State Procedure 3.6.1: Student Conduct and to any employee (while performing job duties in their role associated with the University) during the term of any employment contract at Bemidji State University. Jurisdiction applies to any violation of the “Alcohol and Other Drugs” policy that is submitted by formal written report to the University.

Disability Services Policies for Students

<https://www.bemidjistate.edu/services/accessibility/>

The Accessibility Services Office seeks to ensure that all students with disabilities have equitable access to all opportunities at Bemidji State University. The office provides both academic and housing accommodations for eligible students enrolled in courses and programs through Bemidji State University either in online or on-campus courses and serves as a resource for faculty, staff, and the University community to promote an inclusive environment.

Environmental Policy

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2015/06/Environmental-Policy.pdf>

Policy Statement: Bemidji State University enjoys a high-quality natural setting in the northern lakes region of Minnesota. Bemidji State University is committed to excellence and leadership in protecting the natural environment.

Family Educational Rights and Privacy Act/Privacy of Education Records

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2021/02/FERPA-Privacy-of-Education-Records-Policy-v.2.4.21.pdf>

Policy Statement: Family Educational Rights and Privacy Act aka Privacy of Education Records policy which includes access to student records states that upon written request Bemidji State University shall provide a student with access to his or

her education records. All students at the University have the same rights regarding their education records regardless of their age. There is no charge for viewing education records. Upon request, the meaning of their education record will be explained to the student by the University official providing access to the record. Students have the right to review only their own records. When a record contains private information about other individual(s), disclosure cannot include information regarding the other individual(s). A student does not have access to financial information and statements of the student's parents or information contained therein. Furthermore, Bemidji State University will not disclose or release to a third party personally identifiable information from education records without the prior written consent of the student except as required or permitted by law. Where required by law, a record of requests for disclosure and such disclosure of personally identifiable information from student education records will be maintained by the Enrollment Management Office. These records of requests for disclosure will also be made available to the student upon request. Records of requests for disclosure no longer subject to audit or under an active request for access will be maintained according to the applicable records retention policy. The University will inform a third party to whom personally identifiable information is released of the applicable limitations on re-disclosure. If the University discovers that a third party who has received student records from the University has released or failed to destroy such records in violation of such limitations, it will prohibit access to education records for five years.

Fraudulent and Other Dishonest Acts Policy

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2015/06/Fraudulent-and-Other-Dishonest-Acts-Policy.pdf>

Policy Statement: All Minnesota State Colleges and Universities employees, including student employees, are responsible for complying with the State Code of Ethics (Minnesota State Statutes 43A.38), other state statutes and board policies that govern their conduct, and ensuring that all resources entrusted to them are used ethically, prudently, and for their designated purpose. In addition, to ensure that Minnesota State resources are used appropriately, managers and supervisors are responsible for educating employees about proper conduct, creating an environment that deters dishonesty and maintaining internal controls that provide reasonable assurance of achieving management objectives, and detecting dishonest acts. Furthermore, managers and supervisors must be cognizant of the risks and

exposures inherent in their area of responsibility and be aware of symptoms of fraudulent or dishonest acts, should they occur. This policy establishes responsibilities for investigating potential incidents of fraud or other dishonest acts, taking remedial actions, and reporting evidence through their designated college, university or system office channels, but may report any matters directly to the Minnesota State Office of Internal Auditing.

Gender Identity and Expression Acceptance

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2018/06/Gender-Identity-and-Expression-Acceptance.pdf>

Policy Statement: Bemidji State University understands that individuals thrive in healthy environments, free from discrimination, where inclusion and respect for diversity is the norm. Bemidji State University strives to create and sustain an inclusive, supportive, safe, and nondiscriminatory community for all individuals, including those whose gender identity and/or expression differs from the sex assigned to them at birth. Furthermore, Bemidji State University will not exclude, separate, deny benefits to, or otherwise treat any individual differently on the basis of gender identity or expression in its educational programs or activities.

When a student/employee notifies the university that the student/employee will assert a gender identity that differs from previous representations or records, the university will begin treating the student/employee consistent with the student's/employee's gender identity. There is no medical diagnosis or treatment requirement that students/employees must meet as a prerequisite to being treated consistent with their gender identity.

This policy encompasses all areas of campus life.

1.Safe and Nondiscriminatory Environment

Bemidji State University will provide a safe and nondiscriminatory environment for all students, including students whose gender identity and/or expression differs from the sex assigned to them at birth. Harassment that targets a student based on gender identity, gender expression, transgender status, or gender transition is harassment based on sex and is not tolerated. If sex-based harassment creates a hostile environment, Bemidji State University will take prompt and effective steps to end the harassment, prevent its recurrence, and, as appropriate, remedy its effects.

2.Identification Documents, Names and Pronouns

Bemidji State University will treat students consistent with their gender identity even if their education records or identification documents indicate a different sex. Bemidji State University will use pronouns and names consistent with a transgender student's or employee's gender identity.

3. Privacy and Education Records

Protecting students' and employees' privacy is critical to ensuring they are treated consistent with their gender identity. Bemidji State University may maintain records with personally identifiable information (PII), such as student's birth name or sex assigned at birth, but such records will be kept confidential in compliance with the Family Educational Rights and Privacy Act (FERPA).

- a. Disclosure of Personally Identifiable Information from Education Records. FERPA generally prevents the nonconsensual disclosure of PII from a student's education records; one exception is that records may be disclosed to individual school personnel who have been determined to have a legitimate educational interest in the information. These are discussed in the Bemidji State University Family Educational Rights and Privacy Act Policy (<http://www.bemidjistate.edu/offices/president/policies/>).
- b. Disclosure of Directory Information. Bemidji State University may disclose appropriately designated directory information from a student's education record if disclosure would not generally be considered harmful or an invasion of privacy. Directory information may include name, institutionally defined email address, part-time or full-time status, degrees, awards, academic recognitions, and licenses received, participation in officially recognized activities, and sports, dates of attendance and majors and minor fields of study, names of parents when associated with awards and officially recognized activities and sports events, student classification and date of graduation, and star ID will be available to inquiries. Limited directory information may include address, phone number, and other email addresses.

Graduate Studies

<https://www.bemidjistate.edu/academics/graduate-studies/graduate-student-resources/policies-and-procedures/>

Health Insurance Requirement for International Students and Visiting Scholars

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2015/06/Health-Insurance-Requirement-for-International-Students-and-Visiting-Scholars-Policy.pdf>

Policy Statement: All international students and visiting scholars engaged in educational activities are required to purchase the Minnesota State international student accident and illness insurance plan unless they can provide written verification that their government or sponsoring agency (US Government, Foreign Government, Embassy) guarantees payment of all health care expenses for any medical claims that might occur in the United States OR if they have an approved BSU International Student/Scholar Health Insurance Waiver.

Preferred Name Procedure

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2015/06/Preferred-Name-Policy-Procedure.pdf>

Policy Statement: An individual shall generally be permitted to designate any preferred name, including first, middle and/or last name. Bemidji State University reserves the right to deny an inappropriate preferred name including, but not limited to, those that: avoid legal obligations, misrepresent, or violate other system policies, etc. Preferred names may not be used for commercial or promotional purposes and thus may not be a company name, group name, or message. Bemidji State University shall use preferred names for e-mail address, online directory, class rosters, and other functions where technically and legally possible.

Legal names shall be used by default in all cases except where specifically identified in the preferred name list. This list shall be periodically reviewed and updated as necessary to achieve the overall goal of this Procedure, which is to provide for the use of "preferred names where legally permissible." [Form](#)

Registration Cancellation for Nonpayment Policy

<https://www.minnstate.edu/board/procedure/512p3.html>

Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2018/05/BSU-Response-to-Discrimination-and-Harassment-Procedure.pdf>

Policy Statement: This procedure is designed to further implement Bemidji State University's policy relating to nondiscrimination by providing a process through which individuals alleging violation of the Equal Opportunity and Nondiscrimination in Employment and Education policy may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, gender identity, gender expression, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Residential Life Policy

<https://www.bemidjistate.edu/services/reslife/resources/policies-procedures/>

Residential Living Requirement Policy

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2015/06/Residential-Living-Requirement-Policy.pdf>

Policy Statement: Bemidji State University residential living requirement policy states that first-year students who are one-year removed from high school graduation and international students who are classified as unmarried and an undergraduate must reside (as space is available) in University student housing until completion of their first academic year at Bemidji State University.

Service and Emotional Support Animals Policy

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2018/05/Service-and-Emotional-Supp-Animals-Pol.pdf>

Policy Statement: In compliance with applicable law, Bemidji State University generally allows service animals in its buildings, classrooms, residence halls, meetings, dining areas, recreational facilities, activities and events when the animal is accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability.

Emotional Support Animals that are not service animals under the ADA may still be permitted, in certain circumstances, in university housing pursuant to the Fair Housing Act.

Bemidji State University may not permit service or emotional support animal when the animal poses a substantial and direct threat to health or safety or when the

presence of the animal constitutes a fundamental alteration to the nature of the program or service. Bemidji State University will make those determinations on a case-by-case basis.

Sexual Violence Policy

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2015/06/Sexual-Violence-Policy.pdf>

Policy Statement: Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, is prohibited at Bemidji State University. Bemidji State University is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy.

Sexual Violence Procedure (Response)

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2019/08/Response-to-Sexual-Violence-Procedure.pdf>

Policy Statement: Sexual violence is an intolerable intrusion into the most personal and private rights of an individual and is prohibited at Bemidji State University. Bemidji State University is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or of other Bemidji State University policies that may require separate proceedings. To further its commitment against sexual violence, Bemidji State University provides reporting options, an investigative and disciplinary process, and prevention training or other related services as appropriate.

Special and Visiting Students Policy

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2015/06/Special-and-Visiting-Students-Policy.pdf>

Policy Statement: Bemidji State University Special and Visiting Students Policy states that individuals/students not currently admitted to a Minnesota State Colleges and Universities institution may enroll at Bemidji State University (BSU) for a purpose other than seeking a degree. This admission status is termed "Special Student Status." Individuals admitted as special students are not eligible for financial aid or to participate in intercollegiate athletics. A student who is enrolled at another Minnesota State institution may enroll as a "Visiting Student" at Bemidji

State University. A visiting student may enroll in up to 18 credits at Bemidji State University. Total number of credits in a semester of enrolled credits at all system colleges and universities cannot exceed 22.

Student Complaints and Grievances Policy

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2015/06/Student-Complaints-and-Grievances-Policy.pdf>

Policy Statement: Bemidji State University policy states that students have the right to seek a remedy for issues of institutional or program quality such as Bemidji State University's compliance with the standards of our accrediting body, the Higher Learning Commission (HLC), or a claim of consumer fraud or deceptive trade practices. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. [Form](#)

Student Code of Conduct

<https://www.bemidjistate.edu/offices/student-life-success/handbook/conduct/>

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 are expected to be familiar with the Student Code of Conduct, and the Student Conduct System.

The rights and responsibilities of students and the expectations of the University are described in this handbook along with grievance and other procedures. 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.

Student Email Policy

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2015/06/Student-Email-Policy.pdf>

Policy Statement: Bemidji State University policy states that administrative electronic mail communications between the University and University students shall be done using University assigned electronic mail addresses. This communication method is recognized as the primary form of communication between the university and its students. The policy also states that it shall be the

responsibility of each student to monitor the University assigned electronic mail account for communications from the University.

Student Excused and Extended Absence Policy

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2020/11/Student-Excused-and-Extended-Absence-Policy.pdf>

Policy Statement: Bemidji State University students are accountable for meeting all on-campus and online course requirements that may include in-class, out-of-class, individual, and group activities. Students are expected to attend all regularly scheduled meetings in courses for which they are enrolled. Course syllabi should include attendance policies and the consequences of unexcused absences in computing grades. Faculty are expected to make reasonable efforts to allow students with documented excused absences to make up missed assignments, quizzes, exams, and other course work.

Student Fee Assessment Policy

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2015/06/Student-Fee-Assessment-Policy2.pdf>

Policy Statement: Bemidji State University policy states that all student fee allocation recommendations are made by the Student Activities and Fee Allocation Committee (SAFAC) to the Vice President for Finance and Administration. Acceptance and application of such allocation recommendations are the responsibility of the VP for Finance and Administration.

Student Health Policy

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2015/06/Student-Health-Policy.pdf>

Policy Statement: Bemidji State University policy states that all students enrolled for credit instruction and who are assessed the student health fee are eligible to use the health services available at the Student Center for Health and Counseling (SCHC).

Title IX Policy

<https://www.justice.gov/crt/title-ix-education-amendments-1972>

<https://www.bemidjistate.edu/offices/diversity-equity-inclusion/title-ix/>

Tobacco Free Campus Policy

<https://www.bemidjistate.edu/offices/president/policies/wp-content/uploads/sites/79/2015/06/Tobacco-Free-Campus-Policy.pdf>

Policy Statement: Bemidji State University prohibits the use, distribution, or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument, in university buildings or on university premises without exception, at events on university premises, or in university-owned, rented or leased vehicles, is prohibited. Free distribution of tobacco products on campus or at university sponsored events is also prohibited.