

Northern State University

GRADUATE STUDIES HANDBOOK

GRADUATE PROGRAMS

The School of Education at Northern State University is authorized to award Master of Science in Education (M.S.Ed.) degrees in:

- Counseling (School and Clinical Mental Health)
- Educational Studies
- Instructional Design in E-learning
- Leadership and Administration
- Sport Performance and Leadership
- Teaching and Learning

The School of Business at Northern State University is authorized to award a Master of Science (M.S.) degree in:

- Banking and Financial Services

The School of Fine Arts at Northern State University is authorized to award a Master's degree in:

- Music Education

MISSION

The mission of Northern State University's graduate program is to:

- Provide a climate in which candidates in graduate programs can expand their knowledge;
- Encourage the development of critical and independent thinking skills;
- Enhance candidates' abilities to analyze problems objectively;
- Promote the investigation and interpretation of current research;
- Provide a wide range of courses that will prepare graduate candidates for the demands of their professions;
- Maintain flexible program guidelines to prepare candidates for a wide range of employment opportunities.

PROGRAM OUTCOMES

The candidate in a graduate program will demonstrate:

- An understanding of the formulation and application of research;
- Knowledge and application of theoretical concepts in the program area;
- Skills appropriate to the program area;
- Competency in written, oral, and digital communication skills;
- Evidence of the ability to reflect, synthesize, and apply theory to practice.

GOVERNANCE

The Graduate Council develops policy, procedures, and programming for all graduate programs. The Graduate Council is led by the Director of Graduate Studies who presides over the meetings of the Graduate Council. Each academic area offering a master's degree has one representative on the Graduate Council. These representatives are appointed to the position by the dean of their respective schools/college for staggered three-year terms. In addition, one faculty representative from schools/college not offering graduate programs is appointed by the respective dean. A graduate student representative is elected by the Graduate Student Association. The Provost/Vice President for Academic Affairs, the deans, and the registrar serve as ex-officio members. Membership includes the following voting and non-voting members:

Voting Members

Director of Graduate Studies

Faculty representative, School of Education, M.S.Ed. in Counseling

Faculty representative, School of Education, M.S.Ed. in Instructional Design in E-learning

Faculty representative, School of Education, M.S.Ed. in Leadership and Administration

Faculty representative, School of Education, M.S.Ed. in Sport Performance and Leadership

Faculty representative, School of Education, M.S.Ed. in Teaching and Learning

Faculty representative, College of Arts and Sciences

Faculty representative, School of Business, M.S. in Banking and Financial Services

Faculty representative, School of Fine Arts, Master of Music Education

Student representative, Graduate Student Association

Non-Voting Members

Provost/Vice President for Academic Affairs

Dean, College of Arts and Sciences

Dean, School of Business

Dean, School of Education

Dean, School of Fine Arts

Registrar

GRADUATE FACULTY

Faculty members may be recommended for appointment to the graduate faculty by the deans of the schools/college. To be eligible for full graduate faculty status, the faculty member must have an earned doctorate or terminal degree and hold the rank of assistant professor or higher. Faculty members who have not completed a terminal degree may be recommended for associate graduate faculty membership if they have exceptional competence in highly specialized areas and recognized excellence in teaching and research.

During the fall semester of each academic year, the deans recommend to the Director of Graduate Studies those faculty members who have been on the graduate faculty the previous year as well as any initial appointments. The Director of Graduate Studies reviews the recommendations with the Provost/Vice President of Academic Affairs and their recommendations are acted upon by the Graduate Council.

Faculty who accept appointments to graduate faculty must be prepared to teach graduate courses, chair or serve as second or third members of graduate committees, oversee research papers or projects, supervise practicum or internship experiences, and represent their programs or college/schools on Graduate Council.

Graduate faculty may serve as second or third members of graduate committees during their first year; however, they may not chair graduate committees or serve on the Graduate Council until they have completed one academic year of service as a graduate faculty member at Northern State University. (Exceptions to this rule can be made by the approval of the applicable dean and Graduate Council.)

ADMISSION TO GRADUATE STUDIES

Candidates wishing to enroll in course work for graduate credit, regardless of whether they intend to complete a degree program, must apply for admission to graduate study.

Non-degree Seeking Candidates

Non-degree seeking candidates must submit the following information to the Office of Graduate Studies:

1. An application form for admission to graduate study.
2. An official transcript of all college or university credits, including both undergraduate and graduate credit (if applicable). Students who attended a South Dakota regental university (BHSU, DSU, NSU, SDSM&T, SDSU, USD) do not have to provide a transcript from that university.
3. All candidates born after 1956 who receive instruction on campus must document their immune status for measles, mumps, and rubella. Proof of two doses of measles, mumps and rubella vaccine or of separate vaccinations against all three diseases or of the presence of immune antibody titers against measles, mumps and rubella is required.

Degree Seeking Candidates

Degree seeking candidates must submit the following information to the Office of Graduate Studies:

1. An application form for admission to graduate study.
2. An official transcript of all college or university credits, including both undergraduate and graduate credit (if applicable). Students who attended a South Dakota regental university (BHSU, DSU, NSU, SDSM&T, SDSU, USD) do not have to provide a transcript from that university.
3. A \$35.00 application fee. (Fee assessed on all applications to graduate school. Students will pay the fee multiple times if applying to multiple graduate schools. A student who switches institutions and/or drops out for more than three terms must reapply and pay the application fee.)
4. Two letters of reference addressing the student's potential for success in graduate study.
5. All candidates born after 1956 who receive instruction on campus must document their immune status for measles, mumps, and rubella. Proof of two doses of measles, mumps and rubella vaccine or of separate vaccinations against all three diseases or of the presence of immune antibody titers against measles, mumps and rubella is required.

Candidates wishing to pursue a master's degree at Northern State University should indicate their intent upon admission to graduate study. The minimum grade point average for admission to a master's degree program is an overall 2.75 for baccalaureate degree work. Candidates who do not meet the minimum GPA may be admitted if they have earned 1) a GPA of 3.00 during their last 64 semester hours of undergraduate credits or 2) a GPA of 3.25 in their undergraduate major or 3) a GPA of 3.25 in their last 12 credits of graduate work from a program leading to a degree at an accredited institution.

**For additional program-specific admission requirements, please see the appropriate program addendum.*

International Student Admission

In addition to the above requirements for admission to graduate study, international students must provide evidence of a minimum score of 550 on the paper-based test of the TOEFL (Test of English as a Foreign Language); or a minimum score of 79 on the Internet-based TOEFL test; or a minimum score of 6 on the IELTS test (International English Language Testing System); or evidence of satisfactory completion of the Northern State University Advanced Intensive English Program (IEP) for TOEFL scores of 71-78 or IELTS score of 5.5.

Academically eligible students enrolling in the Northern State University Intensive English Program (IEP) will be granted provisional admittance into a Northern State University graduate program. The Graduate Council and/or the Director of Graduate Studies may approve international student admittance without the Northern State University English language requirement on a case by case basis.

International students must provide evidence of their ability to finance a program of study without assistance from Northern State University. International students are also required to purchase a South Dakota Board of Regents medical insurance policy, proof of which must be provided before registering. The insurance requirement applies to the student, her or his spouse and any other accompanying dependents.

Provisional Admission

Candidates unable to meet the requirements for admission to a degree program may apply for provisional admission. Candidates completing a minimum of six graduate credit hours at Northern State University, with a minimum GPA of 3.00, may request a change in status to a degree program. However, only nine credits may be applied toward a degree program at a later date.

Non-Degree Admission

Candidates who intend to complete graduate credit for professional growth or certification purposes may be admitted on a non-degree basis. They may later request a change in status to a degree program. Non-degree students may transfer a maximum of nine credit hours to the degree program.

Undergraduate Students

Undergraduate students who have completed a minimum of 96 credit hours may request permission from the Office of the Registrar to enroll in 500- and 600-level courses for graduate credit. To enroll in graduate credit, undergraduates must have a grade point average of 2.75 or higher. Course work taken for graduate credit will not apply toward the baccalaureate degree.

Former Students

As per Board of Regents Policy 5:5:4, a student who switches institutions and/or drops out for more than three terms must reapply and pay the application fee. The student will be assigned to the catalog in effect for the student's program at the time of readmission.

APPLICATION FOR CANDIDACY

Candidates intending to complete a degree program must apply for candidacy, and in the School of Education, a graduate committee must also be identified. A graduate committee consists of a committee chair, a second and third committee member. Refer to the appropriate program section of the handbook for specific information about the candidacy review process.

Candidacy Review

It is the responsibility of the candidate and his or her committee chair to discuss the projected plan of study, as well as the request for transfer credits, during their first term of enrollment. A maximum of nine semester hours of graduate credit may be transferred from other approved colleges or universities (see Transfer of Credit). The appropriate College/School Dean will review the request for transfer credits and, upon approval, the forms will be placed on file in the Office of Graduate Studies.

Candidates must complete the course requirements indicated on the projected plan of study within a six year period (see Validation of Credit). Any changes to the projected plan of study must be approved by the candidate's committee chair and the appropriate College/School Dean.

Graduation

Candidates should apply for graduation no later than eight weeks before the end of their final semester. Candidates will receive their diplomas after all remaining requirements have been met.

ACADEMIC REQUIREMENTS

All graduate candidates are required to maintain good academic standing with a cumulative 3.00 grade point average, as well as a 3.00 grade point average in their approved plan of study. If a candidate's cumulative grade point average falls below 3.00 in any academic term (i.e., fall, spring, summer), the candidate will be placed on academic probation the following term. While on academic probation, the candidate must earn a term grade point average of 3.00 or higher. When the candidate on academic probation achieves a cumulative grade point average of 3.00 or higher, the candidate returns to good

academic standing. Candidates must be in good academic standing to enroll in a practicum, internship, or culminating experience.

A candidate on academic probation who fails to maintain a term grade point average of 3.00 will be placed on academic suspension for a minimum of two academic terms. Following the two term suspension, candidates may apply for reinstatement by seeking the approval of the appropriate school/college dean. If approval is granted, the candidate must complete a re-entry form in the Office of Graduate Studies.

Grade Point Average

The graduate grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of credit hours that a candidate has taken. Candidates must maintain a cumulative minimum grade point average of 3.00, as well as a 3.00 grade point average in their approved plan of study. Grades below “C” will not count toward graduation.

Incomplete Grades

The deadline for removal of a grade of “Incomplete” or “I” for course work is one calendar year from the end of the semester in which the incomplete was issued.

Course Numbering

500-599	Entry level graduate (may be dual listed with a 400 level undergraduate course)
600-699	Graduate level (undergraduate enrollment only by exception)
700-799	Graduate level (graduate candidates only)
800-899	Doctoral and post-doctoral level (Doctoral and post-doctoral candidates only)

700-Level Course Requirement

A minimum of one-half of the credit hours in any graduate program must be at the 700 level. Exceptions must be approved by the appropriate College/School Dean.

Time Limits

All degree course work must be completed within a period of six years (e.g., course work completed during 2011 is valid until December 31, 2017).

Transfer of Credit

A maximum of nine (9) hours of graduate credit may be transferred from other approved colleges or universities; programs requiring more than 48 credit hours may allow a maximum of twelve (12) transfer credits. All transfer credit must carry a minimum grade of “B” and must meet the same criteria as graduate credit issued by Northern State University.

To receive consideration for graduate work completed elsewhere, candidates must submit official transcripts verifying the credits. A maximum of three workshop credits may be transferred into a graduate program; these workshop credits count toward the maximum number of credits allowed for transfer.

Acceptance of transfer credit is contingent upon the approval of the graduate committee and the appropriate College/School Dean. The request for transfer credits must be made during the first term of enrollment.

Validation of Credit

Course work taken more than six years prior to the completion of the degree is considered to be outdated. A maximum of six (6) credits of outdated course work may be applied to the master's degree if the course is repeated or if the credits are validated.

Approval to validate credit must be obtained from the candidate's graduate committee and the appropriate College/School Dean. Course work may be validated by an oral or written examination, or the equivalent; the graduate committee and the appropriate College/School Dean will appoint a faculty member qualified to administer the exam.

Upon successful completion of the exam, a validation form must be signed by the faculty member administering the exam, the committee chair, and the appropriate College/School Dean. In the event the candidate's committee chair is administering the exam, another committee member will sign the validation form. The validation form must be filed in the Office of Graduate Studies; a \$20.00 fee is assessed for each course validation.

Credit Load

The maximum graduate credit load during one semester is twelve (12) credit hours. The maximum graduate credit load during a five-week summer term is six (6) credit hours; no more than twelve (12) credit hours may be completed during a ten-week summer term. Any exceptions must be approved by the appropriate College/School Dean.

Graduate candidates enrolled in nine (9) graduate credit hours are considered to be full-time students; graduate candidates enrolled in five (5) credits are considered to be half-time students; graduate candidates enrolled in one (1) to three (3) credit hours are considered to be part-time students. Graduate candidates must be enrolled in a minimum of six (6) graduate credits to be eligible for graduate assistantships; graduate assistants may enroll in no more than twelve (12) credits each semester.

Workshop Credits

No more than three (3) graduate credit hours in any graduate program can be workshop credits. Workshops at the graduate level are generally numbered 593, 693, 793, or 893.

Course Retakes/Repeated Enrollment in the Same Course

Candidates are allowed one retake for graduate courses; credit is counted toward graduation only once. Candidates must petition the appropriate College/School Dean for permission to take a graduate course more than two times. When a student repeats a course, only the latter grade, even if it is a lower grade, is used in the computation of the grade point average. If the last grade is a failing grade, earlier credit will be lost as well. All grades remain on the transcript.

Candidates are allowed unlimited takes for a graduate course for which credit toward graduation may be received more than once (e.g., independent study). All takes count in grade point average calculations. Programs may limit the number of credits allowed toward graduation in certain courses.

The audit grade (AU) is the only grade that is not counted as a take of a course. All other grades, including Withdraw (W), count as takes; transfer courses and non-courses (e.g., CLEP, credit by exam) also count as takes.

Second Master's Degree

Individuals who have earned a master's degree may seek a master's degree in another program area. If the first degree was not awarded by Northern State University, the student should apply as stated under Admission to Graduate Studies. If Northern State University awarded the first master's degree, the student should contact the Office of Graduate Studies.

A second master's degree in Counseling, Leadership and Administration, Sport Performance and Leadership, Teaching and Learning, Educational Studies or Instructional Design in E-learning requires appointment of a graduate committee and application for candidacy. No more than nine credit hours can be applied from the first master's degree toward a second master's degree.

FINANCIAL ASSISTANCE

Students must be accepted for admission and enrolled at least half-time in a graduate degree program in order to qualify for federal financial assistance.

Perkins Loans, Direct Stafford Loans, Direct Unsubsidized Stafford Loans, TEACH Grants and Federal Work-Study are available for qualified graduate candidates. Work-study positions are paid on an hourly basis and do not include tuition remission.

For detailed information regarding financial aid programs, application procedures, and deadlines, contact the Office of Financial Aid at finaid@northern.edu or phone (605) 626-2640.

Scholarships

Five scholarships in the amount of \$1,000 are awarded annually to new and continuing graduate candidates. The Bob Lehr Scholarship is also available to Leadership and Administration

graduate candidates. While the priority application deadline is July 1, applications for graduate scholarships are accepted until all available scholarships are awarded.

Scholarship applications are available on the NSU Graduate Studies website (<http://www.northern.edu/academics/Graduate/Documents/scholarshipapp.pdf>). For further information, contact the Office of Graduate Studies.

Graduate Assistantships

A limited number of graduate assistantships are awarded annually. Graduate assistants receive a stipend plus reduced tuition, which includes waiver of non-resident tuition. Both the reduced tuition and the non-resident tuition waiver are effective throughout the academic year (i.e., fall, spring, summer) provided the candidate maintains a cumulative GPA of 3.00 or higher.

Graduate assistants have a work load of approximately 20 hours per week. Individuals employed as graduate assistants may not hold other employment on campus. (An exception would be made for a Work Study position in another department on campus.)

While the priority application deadline is March 1, applications for graduate assistantships are accepted until all positions are filled. For additional information or to apply for a graduate assistantship, contact the Office of Graduate Studies.

ACADEMIC INTEGRITY POLICY

Cheating and other forms of academic dishonesty and misconduct run contrary to the purposes of higher education and will not be tolerated. Academic dishonesty includes, but is not limited to, plagiarism, copying answers or work done by another student (either on an exam or an assignment), allowing another student to copy from you, and using unauthorized materials during an exam. When an academic integrity violation occurs at the graduate level, faculty members are asked to complete the NSU Graduate Academic Integrity Form and to inform the student(s) involved, as outlined in NSU's Graduate Academic Integrity Policy 3:2 (see Appendix A). This policy is designed to supplement SD Board of Regents Policy 3:4 and to provide due process to any student or group of students accused of academic dishonesty. Faculty are to attempt informal resolution, and if informal resolution occurs, the instructor will forward the signed form to the Director of Graduate Studies. If informal resolution is not possible, the instructor will forward the signed form to the Director of Graduate Studies for formal disposition, as outlined in Policy 3:2. The appeal process for academic dishonesty is also outlined in Policy 3:2.

APPEAL PROCESS

Graduate candidates who feel they have been aggrieved by a decision or an action of a Northern State University graduate faculty member relating to class absences or grades shall follow the procedure outlined below if they wish to bring their grievances to a resolution.

- A. The candidate shall first attempt an informal resolution between the candidate and graduate faculty member. Failing resolution at this level, the candidate should file a written complaint to include the desired outcome with the faculty member involved within ten (10) school days ('school days' shall be defined as days in which school is in session) after the alleged grievance. The faculty member must respond in writing within ten (10) school days after the written grievance has been

filed. Copies of both the written complaint and the faculty response should be filed in the Office of Graduate Studies.

- B. If the grievance is not resolved at step A, the Director of Graduate Studies will meet with the graduate candidate and graduate faculty member to attempt a resolution. Failing resolution at this step, the graduate candidate may submit a written complaint and request for resolution to the Graduate Council. A meeting of Graduate Council will be called. The candidate and the member of graduate faculty will be allocated time to speak to Graduate Council. Each may provide written material if desired. Members of Graduate Council may ask relevant questions of the faculty member and the candidate. Upon completion of the discussion, the Graduate Council will meet to determine the resolution of the complaint. Copies of the decision will be given in writing to the faculty member and the graduate candidate.
- C. A graduate candidate not satisfied with the resolution at step B of the above procedure may initiate an appeal to the Academic Grievance Committee as outlined in the Northern State University Student Handbook beginning on step C.

DISRUPTIVE BEHAVIOR

Northern State University and the Office of Student Rights and Responsibilities are committed to promoting a just, orderly, and safe university climate. NSU supports and enforces the behavioral standards, administers disciplinary processes, provides staff training and education through mediation, leadership development, disciplinary sanctions and other intervention efforts. The Office of Student Rights and Responsibilities encourages all members of the NSU community to utilize the Incident Reporting form (<https://publicdocs.maxient.com/incidentreport.php?NorthernStateUniv>) to report behaviors of concern that occur, whether it occurs inside or outside of the classroom setting. Reportable behaviors may include but are not limited to student code of conduct concerns and suspicious activity concerns. The Incident Reporting form is used to report Title IX concerns, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

In addition, this form can be used by students to report concerns about faculty, staff or departments; it can be accessed through the Student Affairs Student Rights and Responsibilities page (<http://www.northern.edu/studentlife/Pages/rightsresponsibilities.aspx>).

COMMENCEMENT

Commencement is a ceremonial exercise. Commencement gives candidates the opportunity to be recognized for their accomplishments by their families, friends, and the university community. The conferring of academic degrees is a tradition that dates back to the 12th century and is regarded as an important rite of passage for candidates and their families. While commencement is a time for celebration, please remember this long and respected tradition and approach the ceremony with the proper decorum and respect. In the spirit of this long tradition, candidates will be expected to march in the proper academic attire.

The apparel worn by candidates receiving a master's degree is different than the apparel worn by students receiving a bachelor's degree. Candidates may obtain the proper academic regalia at the NSU Wolf Shoppe.

APPENDIX A
Northern State University

SUBJECT: Graduate Academic Integrity Policy
NUMBER: 3:2

1. Conduct – Rules and Regulations

Cheating and other forms of academic dishonesty and misconduct run contrary to the purposes of higher education and will not be tolerated. Academic dishonesty includes, but is not limited to, plagiarism, copying answers or work done by another student (either on an exam or an assignment), allowing another student to copy from you, and using unauthorized materials during an exam. When an academic integrity violation occurs at the graduate level, faculty members are asked to complete an NSU Graduate Academic Integrity Form and to inform the student(s) involved. Faculty are to attempt informal resolution, and if informal resolution occurs, the instructor will forward the signed form to the Director of Graduate Studies. If informal resolution is not possible, the instructor will forward the signed form to the Director of Graduate Studies as chair of Graduate Council, or his/her designee as a member of that council, for formal disposition. The goal of these policies and procedures is to ensure that due process is followed for all parties. These policies and procedures also serve to ensure faculty members and the University follow established protocols, policies, and procedures.

These rules and regulations are designed to supplement SD Board of Regents Policy 3:4, Student Conduct Code, and to provide due process to any student or group of students accused of academic dishonesty. In accordance with South Dakota Board of Regents policies and the belief that faculty are the foundation for teaching and reinforcing the highest levels of academic integrity, the following procedures will be used when academic dishonesty is suspected.

- A. Acts of dishonesty include, but are not limited to, the following:
- 1) Cheating, which is defined as, but not limited to, the following:
 - a. use or giving of any unauthorized assistance in taking quizzes, tests, or examinations;
 - b. undisclosed and inappropriate use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
 - c. acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff.
 - 2) Plagiarism, which is defined as, but is not limited to, the following:
 - a. the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement consistent with accepted practices of the discipline;
 - b. the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

- 3) Other forms of dishonesty relating to academic achievement, research results or academically related public service.
- 4) Furnishing information known or believed to be false to any institutional official, faculty member, or office.
- 5) Forgery, fabrication, alteration, misrepresentation, or misuse of any document, record, or instrument of identification, including misrepresentations of degrees awarded or honors received.

B. Disruptive Behavior

Note that disruptive classroom behavior by students is considered to be primarily an issue of student conduct as defined by SD Board of Regents Policy 3:4. This policy can be found at http://www.sdbor.edu/policy/3-Student_Affairs/documents/3-4.pdf and is administered by NSU's Office of Student Affairs.

2. Judicial Policies

A. Allegations and Informal Disposition

- 1) In cases in which a faculty member raises allegations of graduate-level academic dishonesty and/or misconduct, the faculty member is asked to complete the NSU Graduate Academic Integrity form (see attached). The written description/narrative of the allegation shall contain specific details of the alleged violation, evidence for those allegations, and applicable academic sanctions as defined by the faculty member in the course syllabus. A copy of the course syllabus identifying those policies and sanctions should be included with the form.
- 2) Informal Disposition: The instructor should then review the Graduate Academic Integrity form with the student(s) within ten (10) working days of the initial allegation of academic dishonesty. If the student(s) admit(s) misconduct and accepts the consequences as provided by the instructor and stated in the course syllabus, the signed and completed Academic Integrity form will end the matter and the student(s) will thereby waive and forfeit all formal disposition(s) as provided below. After meeting, the instructor and student have five (5) working days to agree on informal disposition. The faculty member will then submit a signed copy of the completed form to the office of the Director of Graduate Studies. The Office of Graduate Studies maintains records on issues of graduate student academic integrity.
 - a. If the student does not admit responsibility or a mutual agreement is not reached within 5 working days of the initial communication between instructor and student, the instructor will forward the matter to the Director of Graduate Studies for formal disposition.

- b. Students failing to meet with the instructor for informal disposition may be contacted by the Director of Graduate Studies. A second failure to meet will be considered an admission of guilt and sanctions applied.
- c. Either the instructor or student may request the presence of a third party, preferably either another faculty member, the appropriate Department Chair or Dean, or the Student Affairs Campus Judicial Officer at the initial meeting.

B. Formal Disposition

If the instructor or the student do not agree on informal disposition, the instructor will forward the Graduate Academic Integrity form along with any supporting materials to the Director of Graduate Studies as chair of Graduate Council or his/her designee from the council within five (5) working days of the end of informal disposition. The Director of Graduate Studies or his/her designee shall review the materials and present in written form to the student and instructor all allegations, the evidence to support those allegations, and those persons whose testimony shall be used to establish the allegations. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after informal disposition ends. The minimum time limits may be waived by the party charged. Maximum time limits for scheduling hearings may be extended at the discretion of the Director of Graduate Studies as chair of Graduate Council or his/her designee.

- 1) The student will have their case heard by a Graduate Conduct Committee, consisting of three faculty from Graduate Council.
 - a. At the beginning of each academic year, Graduate Council shall choose three faculty and two faculty alternates to serve on the Graduate Conduct Committee for that academic year. Any faculty member who has a conflict of interest shall be barred from serving on the Graduate Conduct Committee.
 - b. One of the three faculty members shall chair the committee as Graduate Conduct Officer.
- 2) Hearings shall be conducted according to the following guidelines:
 - a. Hearings shall be conducted in private.
 - b. Informal disposition may still occur prior to the formal hearing.
 - c. The Graduate Conduct Officer and the Director of Graduate Studies or their designee shall have the power to exclude from the hearing any person whose conduct interferes with the hearing.
 - d. In hearings involving more than one accused student, the Graduate Conduct Officer and the Director of Graduate Studies or their designee may permit the hearings concerning each student to be conducted separately or jointly.
 - e. The complainant and the respondent have the right to be assisted by an advisor of their choice, at their own expense. Ordinarily, no more than one advisor for each student shall be permitted. The advisor may be a faculty member, staff member, student, attorney, or family member. The complainant and the respondent are responsible for presenting their own cases, and, therefore,

advisors are not permitted to speak or to participate directly in any hearing, except that the Vice President for Student Affairs shall assume that responsibility under Board Policy 1:18 for the presentation of evidence in matters involving discrimination complaints against students.

- f. The complainant, the respondent, and the Graduate Conduct Officer shall have the privilege of presenting witnesses, subject to the right of cross-examination. Witnesses may only be present during the hearing while testifying.
- g. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Graduate Conduct Committee at the discretion of the Graduate Conduct Officer, or the Director of Graduate Studies or their designee.
- h. All procedural questions are subject to the final decision of the Graduate Conduct Committee or the Director of Graduate Studies or their designee.
- i. At the hearing, the Graduate Conduct Committee shall determine, by majority vote, whether the student has violated each count of alleged academic dishonesty.
- j. The Graduate Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Conduct.
- k. The fact that a student acted while under the influence of alcohol, marijuana or an illegal controlled substance shall not be considered a mitigating factor.
- l. Evidence of previous academic integrity violations will be considered.
- m. The Graduate Conduct Officer shall prepare written findings to support the determination. These shall include:
 - i. Concise statements of each factual finding.
 - ii. Brief explanations of whether the factual findings justify a conclusion that the conduct did or did not violate the code.
 - iii. Recommendations concerning the sanctions recommended by the professor and established in the course syllabus.
 - iv. The Graduate Conduct Officer shall determine the effective date of any sanctions imposed.
- n. There shall be a single verbatim record of all formal evidentiary hearings before a Graduate Conduct Committee. The record shall be the property of the institution.
 - i. The record and its contents shall be held in confidence and may be used solely for purposes of appeal. Any person who unnecessarily discloses the contents of the record to parties not involved in the appeal shall be subject to conduct sanction.
 - ii. In the event of an appeal, the respondent shall be given access to the record for purposes of preparing the appeal.

C. Sanctions

Defining the sanctions for academic dishonesty are the purview of the faculty member as provided for in the course syllabus. Sanctions may include failing the assignment, receiving no or reduced credit for the assignment, and failing the course for reasons of academic dishonesty. Students may also fail a course after receiving failing or reduced grades for affected assignments.

- 1) Faculty are reminded of their responsibility to define academic dishonesty and sanctions in their course syllabus.
- 2) If a student is found guilty of academic dishonesty, sanctions are not limited to those identified in the course syllabus or the recommendations of the Graduate Conduct Committee. Additional sanctions may be levied based on a student's cumulative record of offences.
- 3) Following the hearing, the Graduate Conduct Officer shall provide both the faculty member and the accused, in writing, the findings of fact, conclusions and recommendations, if any, reached by the Graduate Conduct Committee and the sanction(s) imposed, if any.
- 4) The office of Graduate Studies will keep records of all students found guilty of academic dishonesty. These records will be considered evidence in future allegations of academic dishonesty. Students convicted of multiple incidents of academic dishonesty may have additional sanctions imposed up to and including expulsion from the university.
 - a. The Director of Graduate Studies, at the recommendation of the professor and the Graduate Conduct Officer, may choose to not put a student on this list if the student chooses informal disposition.
- 5) An instructor's failing grade for reasons of academic dishonesty will override a withdrawal grade.

D. Appeals

Students may appeal the decision of the Graduate Conduct Committee in writing within five (5) working days of the decision. Appeals will be heard by the Graduate Appeals Board.

- 1) The Graduate Appeals Board shall consist of three faculty serving on Graduate Council. (The members of the Graduate Appeals Board for an incident may not have served on the Graduate Conduct Committee for the same incident.)
- 2) Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the allegations and evidence presented, and in conformity with prescribed procedures;

- b. To determine whether the facts in the case were sufficient to establish that academic dishonesty occurred.
- 3) An appeal may request consideration of new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, where such evidence or facts were not known to the person appealing at the time of the original hearing.
- 4) After reviewing the case, the Graduate Appeals Board will determine:
 - a. if the original Graduate Conduct hearing or decision was conducted fairly and in conformity with prescribed procedures;
 - b. if there is sufficient evidence that academic dishonesty occurred;
 - c. whether or not evidence indicates student misconduct; and
 - d. whether or not the sanctions imposed are consistent with the severity of the occurrence and the sanctions specified in the course syllabus.
- 5) The Graduate Appeals Board will then determine:
 - a. that the decision of the original Graduate Conduct Committee hearing stands or
 - b. is overturned and the case returned to the original Graduate Conduct Committee.

E. Administrative Review

- 1) As provided in SD Board of Regents Policy No. 1:6(4), the Board of Regents or the President may review a finding or a sanction of an official or body exercising the powers delegated through this policy.

Select one of the following; both parties must sign.

__ Informal Disposition

Student accepts responsibility and the incident was resolved to the faculty member's satisfaction through informal disposition.

__ Formal Disposition

Student or faculty member does not agree with informal disposition. Formal disposition will be initiated through the Director of Graduate Studies.

Both parties have five (5) working days to sign this form. If the form is not signed within five (5) days by the student, the student thereby waives his/her right to the process and sanctions as provided by the faculty member will be applied.

Student Signature

Date

Faculty Member Signature

Date