ACADEMIC POLICIES and PROCEDURES

# Non-Attendance Verification and Reporting Policy and Procedure (REQUIRED IN ALL COURSE SYLLABI)

The purpose of the Non-Attendance and Reporting Policy is to ensure Federal Title IV regulations are adhered to with respect to a student’s enrollment level for the purpose of calculating and paying financial aid.  While Metropolitan State University is not required to take attendance, Federal Title IV financial aid regulations require a procedure to establish that students have attended, at a minimum, one day of class for each course in which the student’s enrollment status was used to determine eligibility for the Pell Grant Program.  In addition, the university needs to determine a last date of attendance for those students who receive all failing grades or unofficially withdraw. Attendance is defined based on course delivery mode. A student is “in attendance” if he or she meets the following conditions before the end of the second week of the course:

Classroom Courses –the student is present in the classroom.

Web-Enhanced (Reduced Seat Time Courses) –the student is present in the classroom or submits at least one academically relevant assignment.

Online Courses –the student submits at least one academically relevant assignment

Independent Studies – the student contacts the instructor or submits at least one academically relevant assignment

If a student does not attend the first two classes, either live and/or online, that student is automatically dropped from the course. If a student adds the course past the drop/add date, he/she will not receive points for any assignments, discussions, quizzes, or exams for which the due date has already occurred. Refer to the [Non-Attendance and Reporting Policy 2259,](https://www.metrostate.edu/about/policies/32331) and the [Non-Attendance and Reporting Procedure 259](https://www.metrostate.edu/about/policies/32336).

Note to the student: The above description is the University Policy, but for some courses, based on how it is listed in the registration materials, participation must occur during the first week of class or the student is dropped from the course.

# Accessibility Resources (REQUIRED FOR ALL SYLLABI)

Phone: 651-793-1549

Web: [Center for Accessibility Resources](https://www.metrostate.edu/accessibility)

The University provides access to its programs and services by making reasonable accommodations for qualified students. Accommodations may include approval for early registration, note-takers, interpreters for the deaf, adaptive equipment, and testing arrangements.

# Academic Integrity

The University does not accept knowingly copying the work of others without attribution (plagiarism), or colluding with other students to share answers unless permitted by the instructor (e.g. group project). At my discretion, the consequence of these activities may include failure for the assignment. You should be aware that the university subscribes to plagiarism detection software, and that your papers may be selected for plagiarism checking. In instances of plagiarism or other forms of academic dishonesty, instructors may impose academic sanctions. Allegations of plagiarism or other forms of academic dishonesty are also subject to investigation and additional conduct sanctions under the [Student Academic Integrity Policy #2190](https://www.metrostate.edu/about/policies/7081), and [Procedure #219: Student Academic Integrity](https://www.metrostate.edu/about/policies/7156).

If you have questions about the use of footnotes or other notations, talk to your instructor, consult the Library and Information Services website, or seek assistance in the proper way of writing a paper by contacting a tutor in the [Center for Academic Excellence](https://www.metrostate.edu/academics/success/tutoring). Students who believe that they have been falsely accused of plagiarism should request assistance from the Ombudsperson at (651) 793-1517.

# Student Code of Conduct

Students at Metropolitan State University deserve the opportunity to pursue an education, and it is the responsibility of the university to provide an environment that promotes learning and protects the safety and well-being of the university community. Therefore, the university establishes this Student Conduct Code. Any action by a student that interferes with the education of any other student or interferes with the operations of the university in carrying out its responsibility to provide an education will be considered a violation of this code.

The Student Code of Conduct balances individual student due process rights with the broader interests of the safety, wellbeing and academic integrity of the university community. The Dean of Students Office administers the student conduct process at Metropolitan State University. It operates with the philosophy of balancing the need for student accountability with the opportunity for education and making amends. Students are encouraged to review the [Student Conduct Code University Policy #1020](https://www.metrostate.edu/about/policies/6746) and the [Student Conduct Code Procedure #112](https://www.metrostate.edu/about/policies/6876)to understand their rights and responsibilities under the Code.

If you are aware of a potential student conduct violation, you may report it [HERE](https://cm.maxient.com/reportingform.php?MetroStateUniv&layout_id=2). If you are not certain and would like to inquire about whether something falls under the Student Code of Conduct, please email [dean.students@metrostate.edu](mailto:dean.students@metrostate.edu) .

# Sexual Violence, Sexual Harassment, and other Gender Related Discrimination Concerns (Title IX)

If you believe you have experienced sexual misconduct, harassment, or violence and would like the university to formally investigate the situation, you may submit a formal complaint. These complaints can be student to student, employee to student, employee to employee, and non-students or non-employees.

Information about student(s) involved or investigation itself are confidential and protected under Family Educational Rights and Privacy Act (FERPA). However, information about instances of sexual misconduct must be shared among university staff whose are investigating the situation and responsibilities for rendering a decision.

Students who have experienced or observed related issues may submit a report [**HERE**](https://cm.maxient.com/reportingform.php?MetroStateUniv&layout_id=1). If you are certain if something falls within this category, you may email [dean.students@metrostate.edu](mailto:dean.students@metrostate.edu) . Additionally, the Dean of Students and other related offices provide training and education on these important issues.

# Email

Metropolitan State University has designated e-mail as an official method of communication with students. **The university expects** students to be responsible for all information sent to them via their official university email account.  Refer to [Policy 1050, University E-mail](https://www.metrostate.edu/about/policies/6771), for further information.

# Academic Appeals

The university has written procedures for appealing decisions concerning grades. The student should first attempt to resolve an appeal issue informally with the instructor. To file a formal appeal, the student must begin the formal appeal process within 60 calendar days of the posting of the grade or evaluation. A staff member in Student Affairs serves as ombudsperson to work with students in preparing formal appeals. For details, refer to [Procedure 202, Academic Appeal Procedure](https://www.metrostate.edu/about/policies/7111).

RESOURCES for STUDENT SUPPORT

# Center for Academic Excellence—Tutoring and Testing Center

Phone: 651-793-1549

Web: [Center for Accessibility Resources](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.metrostate.edu%2Faccessibility&data=02%7C01%7Camy.gort%40metrostate.edu%7C57d1d6af2e194ab9ca4408d7f2a4eff5%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637244662515427393&sdata=ydmX66s%2BajfiofneA9D%2F8CtO%2BGcgcbZdCnB9Lmldwbs%3D&reserved=0)

The University provides access to its programs and services by making reasonable accommodations for qualified students. Accommodations are based in individual needs.  Some common accommodations include extended testing time, distraction reduced testing spaces, alternative formats for course materials such as audio books, and assistive technology.

# Counseling Services

Phone: 651-793-1568

Web: [Counseling](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.metrostate.edu%2Fstudents%2Fsupport%2Fcounseling%2Ftherapy&data=02%7C01%7Camy.gort%40metrostate.edu%7Ce790a0f903754de0623408d7f207e47d%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637243988014816685&sdata=axwtxG%2Bf%2BIoVje%2Bt8W1ZVnqam8Gnc3Ao4X1iJNN09JY%3D&reserved=0) Services

College students often experience issues that may interfere with academic success, such as academic stress, sleep problems, balancing multiple responsibilities, life events, relationship difficulties, discrimination / oppression, or feelings of anxiety, hopelessness, or depression. If you are a friend is struggling, we encourage you to seek support. Helpful, effective, and culturally-responsive services are available on campus free of charge.

For immediate help during or after hours, on weekends and holidays, contact Counseling Services at 651-793-1568 and choose option zero to access the Metro CARES support line. Counseling Services is providing telehealth services to students during the COVID-19 pandemic. To schedule an appointment with our staff counselors, call 651-793-1568 during business hours.

# International Student Services

Phone: 651-793-1315

Web: [International Student Services](https://www.metrostate.edu/students/support/international)

The International Student Services (ISS) aids with immigration, cultural, financial, academic, and personal issues for international students at Metropolitan State University.

# Library and Information Services

Phone: 651-793-1616

Web: [Library and Information Services](http://www.metrostate.edu/library)

Email: [library.services@metrostate.edu](mailto:library.services@metrostate.edu)

The Library and Learning Center on the Saint Paul campus offers a full array of library resources, services, computers, and study spaces for the Metropolitan State University community. Librarians are available to assist you in finding information on virtually any topic. They can also guide you in evaluating scholarly and other resources for your coursework and research. Assistance is available by phone (651-7983-1614), email ([library.services@metrostate.edu](mailto:library.services@metrostate.edu)), or chat and Zoom from the library’s homepage. Through this homepage you can access more than 100 research databases and thousands of ejournals, streaming videos, and ebooks.

# Multicultural, American Indian, and Retention Services

Phone: 651-793-1543

Web: [Multicultural Success Services](https://www.metrostate.edu/students/support)

Multicultural Success Coordinators provide educational and cultural support to empower students and promote successful college transitions and graduation.

Success Coordinators advocate for increased intercultural awareness, help familiarize students with resources, and foster academic success for Asian, Asian American and Native Pacific Islander, American Indian, African, African American, LatinX, Undocumented, Women, and LGBTQA communities.

# Student Parent & Resource Center

Phone: 651-793-1564

Web: [Student Parent & Resource Center](https://www.metrostate.edu/students/support/student-parent-center)

St. John’s Hall, L.14; St. Paul Campus

The Student Parent Center is in St. John’s Hall L14 and provides a child-friendly study space. The center seeks to provide support and connect currently enrolled students and their families with campus and community resources to ease obstacles that may be interfering with their education.

# Food for Thought Food Pantry

Phone: 651- 793-1571

Web: [Food for Thought Food Pantry](https://www.metrostate.edu/students/support/food-for-thought)

St. John’s Hall, L.10; St. Paul Campus

The Food for Thought Food Pantry is a collaborative initiative between Metropolitan State University and our community partner Good in the Hood. Students seeking additional support with subsidizing their food budget can stop into the pantry and select up to 25 pounds of food per month. The pantry’s Grab and Go food program also provides on-the-go snacks for students.

# Veterans & Military Student Services

Phone: 651-793-1567

Web: [Veteran Services](https://www.metrostate.edu/students/support/veterans)

Founder’s Hall 201, St. Paul Campus

We assist all who have served or are currently serving in any branch of the United States Armed Forces. Veterans Services will advocate on your behalf. We provide help with understanding admissions requirements and academic programs, getting college credits for your military training, accessing federal and state educational and financial benefits, and VA certification of your registered courses. Thank you for your dedication, sacrifice, and service to our country.

# Zoom

As part of being a student within the Minnesota State Colleges and Universities System, you have access to a premium license of the web conferencing tool: Zoom. Due to recent events your instructors will likely be using this more frequently to host class sessions online, but you can also personally use it for meetings with your classmates!

For help getting started with Zoom, see [Getting Started with Zoom](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fservices.metrostate.edu%2FTDClient%2F1839%2FPortal%2FShared%2FFileOpen%3FAttachmentID%3D%257BB788AF09-A37A-417C-9B9C-212A059AA9E7%257D%26ItemID%3D101232%26ItemComponent%3D26&data=02%7C01%7Camy.gort%40metrostate.edu%7Cbbb17c9887624331b37a08d7f2db3311%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637244895572006327&sdata=XkIZiYo5%2F4FrTqinGWWqvlaEM3YopNKJQDQB8TTe754%3D&reserved=0)

You can access your MinnState Zoom account from: [https://minnstate.zoom.us/](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fminnstate.zoom.us%2F&data=02%7C01%7Camy.gort%40metrostate.edu%7C69b4b394c89f4be500da08d7f2c59b8d%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637244802835623774&sdata=16wXf2SWQfzqGdY4l7RMtyhr9HQ%2FW6Ht%2Byf6XbHwA60%3D&reserved=0), just click the "Sign on" button and login with your StarID and password.

Visit the following link to learn more about connecting to a Zoom conference:  [https://services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=101232](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fservices.metrostate.edu%2FTDClient%2F1839%2FPortal%2FKB%2FArticleDet%3FID%3D101232&data=02%7C01%7Camy.gort%40metrostate.edu%7C69b4b394c89f4be500da08d7f2c59b8d%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637244802835623774&sdata=j%2F50VeADmTswJdpZEnkaBFKUB8DgHq5bXdnmOjborWQ%3D&reserved=0)

Visit the following link to learn more about hosting a Zoom conference for presenting or teaching: [https://services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=100273](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fservices.metrostate.edu%2FTDClient%2F1839%2FPortal%2FKB%2FArticleDet%3FID%3D100273&data=02%7C01%7Camy.gort%40metrostate.edu%7C69b4b394c89f4be500da08d7f2c59b8d%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637244802835633767&sdata=H5DSH3%2Fgj4lmsJty1QuKa7xBm%2FCsSiRNRBY0txK4YPk%3D&reserved=0)

If you get stuck or need some extra help, you can reach out to our Information Technology Services or the Center for Online Learning.  
   
Also, the [Zoom Help Center](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.zoom.us%2F&data=02%7C01%7Camy.gort%40metrostate.edu%7C69b4b394c89f4be500da08d7f2c59b8d%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637244802835633767&sdata=u4t%2FMsNhdpbAr01U0AeI6eqW70MtcWAZOJDmBLFlYfE%3D&reserved=0) has many great resources, live trainings, and even fantastic technical support representatives waiting to help you if need-be.