



# The 2021-2022 Student Policy Handbook

The Student Policy Handbook is the official student handbook of Minnesota State Mankato. It includes helpful information about a variety of policies to guide new students in becoming better acquainted with the University community.

It is our intention to provide policies relevant to the academic, cocurricular, and social lives of students.

While every effort is made to keep this publication up to date, all policies, procedures, and fees are subject to change at any time by appropriate action of the faculty, the University administration, the Minnesota State system Board, or the Minnesota legislature without prior notification.

For current and up-to-date versions of policies and procedures, please refer to the website at [www.mnsu.edu/policies](http://www.mnsu.edu/policies) or [www.mnsu.edu/supersite/administration/policies.html](http://www.mnsu.edu/supersite/administration/policies.html).

All previous issues of this handbook are revoked.

The Student Policy Handbook is developed by the Office of Student Affairs. For more information about the Student Policy Handbook, contact the Office of Student Affairs, 228 Wigley Administration Center, 507-389-2121, 800-627-3529 or 711 (MRS/TTY).

Minnesota State Mankato is committed to providing equal education and employment opportunities to all persons and does not discriminate on the basis of race, religion, color, creed, national origin, sex, sexual orientation, gender identity, gender expression, age, marital status, familial status, disability, status with regard to public assistance, or membership or activity in a local human rights commission. Minnesota State Mankato is a member of the Minnesota State system.

*Access The Student Policy Handbook at*  
<https://mankato.mnsu.edu/student-policy-handbook>



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STD17BK\_03/21

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# UNIVERSITY POLICIES



## Statement of Student Responsibilities

### Policy Statement

Students are dual members of the Minnesota State University, Mankato community and society. Good citizenship is expected of all students regardless of location. Students who engage in alleged violations of the “Statement of Student Responsibilities” policy may also face civil or criminal penalties. This Statement is not intended to replace federal, state or local legal processes.

The “Statement of Student Responsibilities” was established by students, faculty, and staff to clarify behavioral expectations of students. The following responsibilities promote a sense of community where maturity, personal accountability, and positive regard for the well-being of others frame choices and decision-making:

### Student Responsibilities

#### 1. *Individuals will fulfill their academic responsibilities in an honest and forthright manner.*

*All students have a responsibility to maintain the academic integrity of the university and each student must at all times keep in mind that his or her behavior reflects not only upon him/herself, but upon other students, the faculty, and the university as a whole. Each and every student is responsible for becoming familiar with and abiding by the University policy on plagiarism and academic honesty as well as the guidelines and policies established by their instructors and programs of study.*

Examples of violations include, but are not limited to: plagiarism (such as using another’s phrasing, concepts, or line of reasoning as your own); submitting course assignments that are not your own; submitting the same paper in different classes without prior approval from both instructors; cheating on assignments, laboratory reports or examinations; acquiring or using test materials without faculty knowledge; failure to follow class policy; obtaining academic benefits through inappropriate application of technology; computer fraud or unauthorized access; engaging in academic fraud alone or with others; downloading material off the Internet without proper citation; illicit attempts to influence grading; failing to abide by test-taking procedures; signing the class attendance roster for an absent student.

#### 2. *Individuals will respect and foster the academic endeavors of others.*

*Minnesota State Mankato exists to promote learning, and as such, students must behave in such a way so as to allow the process of learning to take place by group or individual.*

Examples of violations include, but are not limited to: harassment of a faculty member; disrupting teaching or learning; excessive noise that disrupts classes, studying, or University activities; other activities that seriously disrupt the educational process; intentionally altering, inhibiting, or stealing another person’s research.

#### 3. *Individuals will respect the integrity of the University’s academic and administrative records.*

*Those records are the property of the University and must be treated as such.*

Examples of violations include, but are not limited to: acting alone or with others to misrepresent academic status, performance, awards, or graduation material; omitting material from or manipulating records; falsifying, altering, stealing, or destroying University documents; forging, or misusing University academic records; obtaining grades, course access, awards, or endorsements dishonestly; computer fraud.

#### 4. *Individuals will adhere to all policies and regulations of Minnesota State Mankato and the Minnesota State system along with federal, state, and local laws that govern individual actions and relationships among community members.*

*When students accept admission to Minnesota State Mankato, they accept the responsibilities that go along with membership in the University community. The University complies with federal, state, and local laws and expects students to act in accordance with the law. The University holds students to high standards of conduct and ethical behavior, which may exceed legal obligations.*

Examples of violations include, but are not limited to: unauthorized or illegal consumption or possession of alcohol; public drunkenness; possession, sale or distribution of illegal material or substances, including medical marijuana on campus; violation of University or departmental policies; violation of law; violation of University email or computer usage policy; possession of false identification; engaging in riotous behavior or encouraging others to do so; illegal gambling; inappropriate use of electronic devices, e.g. cell phones.

#### 5. *Individuals will protect and support the personal safety of self and others.*

*Living in a community requires that students respect another’s personal space. Students have the right to pursue their academic and personal goals free from the threat of injury, threats or unwanted contact. Intentionally injurious behavior has the potential to adversely disrupt the academic and personal success of both the student involved and other Minnesota State Mankato students. Physical safety is a prerequisite for maintaining an educational environment. Violations of these expectations need to be addressed in order to maintain the boundaries of all students.*

Examples of violations include, but are not limited to: threatening with a weapon or simulated weapon; fighting; physical violence; endangering the health or safety of self or others; reckless actions taken with disregard for the harm that may ensue to self or others; participation in a disturbance which may endanger self or others.

**6. Individuals will demonstrate civility for others in all their interactions.**

*As a member of the Minnesota State Mankato community, all students owe to their fellow students, as well as to the faculty, staff and other members of the community, a basic level of respect; and students have a right to be treated with respect as well. Minnesota State Mankato respects and protects the right of students, faculty, staff and visitors to engage in free speech argument, to advance their opinions and beliefs without fear of reprisal or punishment, and to disagree with one another provided that the exercise of those rights takes place within a legally permissible context.*

Examples of violations include, but are not limited to: disruptive noise; terroristic threats; harassment; verbal, written or electronic intimidation; severe or persistent harassment through verbal, written, electronic or graphic expression; hazing (defined as mandating undesirable activities, a pattern of banter/ridicule/criticism, and/or the use of humiliation as a form of initiation); actions that substantially interfere with another person's right to learn and participate.

**7. Individuals will show respect for personal and University property.**

*As a member of the Minnesota State Mankato community, all students will recognize, value, and appropriately regard personal and University property.*

Examples of violations include, but are not limited to: identity theft; vandalism; theft; actual or threatened damage to property; acting fraudulently to obtain goods, services, or funds from University departments, student organizations or individuals; misuse and/or wrongful use of University facilities, equipment or services; failure to return University equipment; wrongful sale or use of another's property; knowingly possessing or using stolen property; littering; public urination; trespassing; unauthorized possession, distribution or duplication of a University key(s); providing a key or ID to another person without proper authorization; providing another person with unauthorized access to a secured area; intentional harm to computer equipment and programs.

**8. Individuals will contribute to a safe environment within the University community.**

*The University is a community and requires the active participation of all members in keeping the community peaceable and safe. Students are encouraged to respect and be proactive about their own safety and the safety of others.*

Examples of violations include, but are not limited to: possession of weapons, incendiary devices or explosives; possession of articles or substances that are used as weapons or simulated weapons; misuse of University keys; willful failure to identify or false identification of oneself or one's guest(s); failure to assume responsibility for the actions of one's guest(s); misuse or damage of fire fighting, safety or other emergency equipment; failure to comply with appropriate requests from University Security or other University staff members; intoxication that disrupts other individuals or the University's activities; self-injurious substance abuse; or interference with law enforcement or University staff performing their duties.

**9. Individuals will comply with the University in enforcing its administrative responsibilities.**

*Successful operation of the University requires adherence to policies and procedures by its members. It is the responsibility of all University students, staff, and guests to cooperate at all times with the University in order to maintain a safe environment.*

Examples of violations include, but are not limited to: retaliation towards an individual for involvement in a University activity; disruption of activities of the University; harassment of University staff (including student staff); submission of a false or purposely incomplete statement/report; misuse, alteration, or transference to another person of the MavCARD; failure to appear in response to a proper summons when requested to do so by a University official; disruption of disciplinary activities; dishonesty as part of a University hearing; misuse of one's position within the University; failure to comply with sanctions from a disciplinary hearing; failure to comply with restriction from areas on campus; or demanding inordinate amounts of attention from faculty or staff.

**Procedures**

The student conduct system promotes and enforces the "Statement of Student Responsibilities" policy following a philosophy of educational discipline. Through involvement in the adjudication process, students have an opportunity to learn new ways of resolving difficulties and relating to others while strengthening their comprehension of rules and regulations necessary to maintain a safe environment conducive to learning and growth.

- Each student is responsible for knowing and adhering to the prescribed community standards. A student found to have violated the "Statement of Student Responsibilities" policy will receive a maximum disciplinary sanction of expulsion, or any sanction not less than a warning.
- Disciplinary action is cumulative resulting in more serious consequences if the student engages in repeat violations or fails to follow through with sanctions from a previous hearing.
- Being under the influence of alcohol and/or other drugs does not in any way excuse or mitigate responsibility for a student's actions. The excessive, illegal, unprescribed or otherwise socially irresponsible use of alcohol or other drugs infringes upon one's ability to preserve personal integrity and civility.

**Additional Information**

For additional information regarding the "Statement of Student Responsibilities," including procedures used, contact the Minnesota State Mankato Office of Student Conduct, WA 228, Mankato, Minnesota 56001, 507-389-2121 or 507-389-2246 (fax). Information can also be found on the Student Conduct website at [www.mnsu.edu/conduct](http://www.mnsu.edu/conduct).

# Minnesota State System Board Policy on Student Rights & Responsibilities

## Board Policy 3.1

### Part 1. Freedom to Learn

Students at colleges and universities have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends on appropriate opportunities and conditions in all learning environments, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

### Part 2. Freedom of Expression

Individual students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not substantially disrupt the regular and essential operations of the college or university. Students shall be free to take reasoned exception to the information or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

### Part 3. Freedom of Association

Students shall be free to organize and join organizations to promote their common and lawful interests, subject to college or university policies, procedures, or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate college or university policies, procedures, or regulations.

### Part 4. Student-Sponsored Forums

Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college or university shall establish reasonable time, place, and manner restrictions to assure that the assembly does not substantially disrupt the work of the college or university or interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such restrictions must not be used as a means of censorship. The president or designee may prohibit any forum when there is a likelihood of harm to individuals or damage to property if the event is held. To the extent possible, the president shall consult with the student association.

### Part 5. Student Publications

Student-funded media (print, broadcast and electronic forms) must be free of censorship and advance approval of copy. Their editors and managers shall be free to develop their own editorial and news coverage policies. Editors, managers, and contributors of student media shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process must not be used as a means of editorial control of student-funded media. All student media must explicitly state that the opinions expressed are not necessarily those of the college, university, Minnesota State, or student body.

### Part 6. Student Policies

The policies, procedures, and regulations of the college or university regarding student expectations, rights and responsibilities must be readily accessible to students.

### Part 7. Catalog and Course Information

To the extent possible, students must be provided relevant and accurate information regarding courses prior to enrollment. Catalog course descriptions and website postings must be accurate

and based on information existing at the time of publication. To the extent possible, class schedules must list the names of faculty teaching the courses.

### Part 8. Student Academic Standing Information

Students must have access to accurate information for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

### Part 9. Academic Evaluation

Student academic performance must be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, student handbook, or on the college or university website. Students must have protection against prejudiced, discriminatory, or capricious evaluation and not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students must have the right to review their corrected examinations or other required assignments that faculty use when evaluating the student's academic performance.

### Part 10. Property Rights

When no longer needed for evaluation purposes, a student's physical personal property, including but not limited to term papers, essays, projects, works of art, and similar items must be made available for return to the student within a reasonable timeframe. The return process must preserve the privacy of the student's grade or score. A student's written permission must be obtained before a student's personal property, including intellectual property, may be used for purposes unrelated to the evaluation of their academic performance.

### Part 11. Student Review and Consultation

Students must have the right to appropriate levels of participation in college and university decision-making pursuant to Board Policy 2.3 and System Procedure 2.3.1, Student Involvement in Decision-Making.

## Academic Honesty

### Policy

As members of this University community, students assume the responsibility to fulfill their academic obligations in a fair and honest manner. This responsibility includes but is not limited to avoiding inappropriate activities such as plagiarism, cheating or collusion. Students found responsible for one or more of these activities may face both academic sanctions (such as lowering a grade, failing an assignment, failing of a course, removal from an academic program, etc.) and disciplinary sanctions (such as probation, suspension, or expulsion).

It is the intent of Minnesota State University, Mankato to encourage a sense of integrity on the part of students in fulfilling their academic requirements. To give students a better understanding of behaviors that may constitute academic dishonesty, the following definitions are provided.

**Plagiarism:** Submission of an academic assignment as one's own work, which includes critical ideas or written narrative that are taken from another author without the proper citation. This applies both to direct quotes and to critical ideas paraphrased by the student. Plagiarism includes but is not limited to:

- submitting the work of others as your own;
- submitting others' work as your own with only minor changes;
- submitting others' work as your own without adequate footnotes, quotations, and other reference forms; or
- multiple submission of the same work, written or oral, for

more than one course without both instructor's permission, or making minor revisions on work which has received credit and submitting it again as new work.

**Cheating:** Use of unauthorized material or assistance to help fulfill academic assignments.

This material could include unauthorized copies of test materials, calculators, electronics, crib sheets, help from another student, etc.

**Collusion:** The act of students working together in a dishonest manner to fulfill an assignment.

The Procedures for this Policy are available at <https://www.mnsu.edu/policies/approved/academichonesty.pdf>

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## Acceptable Use of Computers and Information Technology Resources (Minnesota State system Policy 5.22)

**Policy Statement.** Computer and information technology resources are essential tools in accomplishing the mission of Minnesota State Colleges and Universities and its individual colleges and universities. These resources must be used and managed responsibly in order to ensure their availability. This policy establishes responsibilities for acceptable use of Minnesota State Colleges and Universities information technology resources.

### Part 1. Purpose

**Subpart A. Acceptable use.** System information technology resources are provided for use by currently enrolled system students, administrators, faculty, employees, and other authorized users. System information technology resources are the property of Minnesota State Colleges and Universities, and are provided for the direct and indirect support of the system's educational, research, service, student and campus life activities, administrative and business purposes, within the limitation of available system technology, financial and human resources. The use of Minnesota State Colleges and Universities information technology is conditioned on adherence to this policy and any procedures or guidelines adopted pursuant to this policy.

**Subpart B. Academic freedom.** Nothing in this policy shall be interpreted to expand, diminish, or alter academic freedom articulated under board policy and system collective bargaining agreements, or the terms of any charter establishing a system library as a community or public library.

### Part 2. Applicability

This policy applies to all users of system information technology, whether or not the user is affiliated with Minnesota State Colleges and Universities, and to all uses of system information technology, wherever located. Minnesota State Colleges and Universities is not responsible for any personal or unauthorized use of its system information technology or the security of personal data or devices on or using system information technology resources.

### Part 3. Definitions

**System** The Board of Trustees, the system office, the colleges and universities, and any part or combination thereof.

**System information technology** All system facilities, technologies, and information resources used for information processing, transfer, storage and communications. This includes, but is not limited to, computer hardware and software,

computer labs, classroom technologies such as computer-based instructional management systems, and computing and electronic communications devices and services, such as modems, e-mail, networks, or use of a network via a physical or wireless connection, telephones, voicemail, facsimile transmissions, video, mobile computing devices, and multimedia materials.

**Transmit** To send, store, collect, transfer or otherwise alter or affect information technology resources or data contained therein.

**User** Any individual, including, but not limited to, students, administrators, faculty, employees, and volunteers using system information technology in any manner, whether or not the user is affiliated with Minnesota State Colleges and Universities.

### Part 4. Scope

**Subpart A. Procedures** The chancellor shall adopt procedures under this policy, including, but not limited to: security; employee use consistent with Minn. Stat. section 43A.38 and other applicable law; monitoring; unauthorized uses; and other limitations on use.

**Subpart B. Sanctions** Users who violate this policy or related system, college or university procedures shall be subject to disciplinary action through appropriate channels. Violations may be referred to appropriate law enforcement authorities consistent with applicable law and procedures.

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## Access for Students with Disabilities

Minnesota State University, Mankato recognizes that disability is an aspect of diversity and students with disabilities must be ensured equitable access to programs, opportunities, and activities at the University. All programs, services, facilities, technology resources, and activities of the University, when viewed in their entirety, will be accessible to and usable by students with disabilities. All classes, meetings, programs, or other events will be held in facilities that are accessible. Announcements of meetings or other events will contain a statement indicating the availability of accommodation of disabilities upon request.

Requests for accommodation must be initiated by the student and supported by documentation of the disability. Reasonable accommodations may include: alterations to rules, policies, or practices, removal of architectural or communication barriers, and/or the provision of auxiliary aids.

Minnesota State University, Mankato has the right to refuse to provide an accommodation that poses a direct threat to the health and safety of others, constitutes a substantial change or alteration to an essential element of a course or program, results in undue financial or administrative hardship to the University, or is considered a personal device or service (i.e. wheelchairs, hearing aids, personal transportation).

### Procedures:

All students with a disability may request accommodation through Accessibility Resources.

### Responsibilities of students seeking accommodation for their disability include:

- Self-identify as an individual with a disability through Minnesota State University, Mankato Accessibility Resources.
- Provide current documentation from an appropriate professional that describes the nature of the disability, functional limitations, and the need for specific accommodations.
- Follow specific Accessibility Resources procedures for

obtaining reasonable and appropriate accommodations, including meeting timelines each semester. Faculty and staff are not required to provide accommodations when students do not fulfill their responsibilities.

- Abide by the Minnesota State University, Mankato Student Code of Conduct.
- Meet the University's qualifications and essential technical, academic, and institutional standard.

#### Responsibilities of Accessibility Resources include:

- Determine eligibility for participation of students with disabilities in the accommodations process based upon a review of appropriate documentation.
- Determine reasonable accommodations for each student based on the individual's disability related needs.
- Assure the student receives appropriate accommodations.
- Support and advise faculty and department staff regarding student disability accommodations as they relate to program standards.

#### Responsibilities of faculty and staff include:

- Understand and comply with the University's policies and procedures for providing accommodations to students with disabilities.
- Notify students, through the class syllabi and/or departmental electronic and printed materials, that accommodations are available.
- Discuss with Accessibility Resources staff any concerns related to the accommodation(s) or arrangements that have been requested by the student.
- Maintain appropriate confidentiality of information and communication regarding students with disabilities, except as permitted/required by law.
- Determine the essential elements and academic standards of the course or program.

#### Denial of Accommodation Request Grievance

This grievance process shall apply to situations where a student has followed the established procedures to request accommodations on the basis of disability and the request has been denied or otherwise not provided.

- Written or emailed grievances should be filed within 30 days of the date the incident occurred with the Director of Accessibility Resources.

#### Discrimination Complaint Procedures

- If an informal resolution is not reached through the Denial of Accommodation Request Grievance filed with Accessibility Resources, the student should file a complaint through the University's Office of Equal Opportunity and Title IX (507-389-2986; [eotitleix@mnsu.edu](mailto:eotitleix@mnsu.edu))
- Students also may file a complaint directly with the U.S. Department of Education's Office for Civil Rights (<http://www.ed.gov/about/offices/list/ocr/index.html>) or with the Minnesota Department of Human Rights ([www.humanrights.state.mn.us](http://www.humanrights.state.mn.us)). The Statute of Limitations for filing a complaint with the Office for Civil Rights is 180 days from the date the incident occurred.

#### Confidentiality and Maintenance of Records

All disability-related documentation will be centralized in a confidential file in Accessibility Resources. Departments, faculty, and staff may not access diagnostic or other information regarding a student's disability and may not keep copies of such documentation. Information concerning a student's disability should be disclosed only to those with a legitimate "need to know". Sharing of information with other

faculty and staff needs to be balanced with the student's interest while maintaining their privacy. Confidentiality is not maintained in the case of child abuse, suicidal or homicidal intent.

A confidential file is maintained on each student that includes demographics, documentation of the disability, a record of each contact and action taken. An electronic database is utilized for caseload management purposes for Accessibility Resources staff only. Student records will be shredded seven years after the last contact, but Accessibility Resources will maintain a record of each student and their dates of affiliation with the Office.

#### Rationale:

Minnesota State University, Mankato, is committed to achieving equal educational opportunity and full participation for persons with disabilities. Achieving full participation and integration of individuals with disabilities requires the cooperative efforts of all the departments, offices, and personnel. Assurance of equal educational opportunity rests upon legal foundations established by federal law, specifically the Rehabilitation Act of 1973 including Section 504, and the Americans with Disabilities Act Amendments Act of 2008.

By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning.

A qualified individual is a person who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a university program or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an education program or activity. (Minn. State Board Policy 1B.4, Subpart C).

## Alcohol and Other Drugs Policy

The possession, consumption, manufacture, sale, and/or distribution of alcohol, medical marijuana, illicit drugs and/or illicit drug paraphernalia are prohibited. This policy applies to:

- All university facilities, grounds, property, and university-sanctioned events.
- All persons whether or not he or she is a member of the University community.
- Individuals of all ages, even though they may be of legal age to consume or possess alcohol.
- Medical marijuana cardholders.

The jurisdiction of the policy shall be consistent with the criteria established in Minnesota State system 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.

Violations that fall under this category include but are not limited to:

- Significant first time alcohol or drug-related legal violations (i.e. providing alcohol to minors, social host violations, distribution of illicit drugs, etc.).
- Repeated alcohol or drug-related legal violations.
- Situations where the student or employee's substance use results in a need for medical assistance.
- 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.

## Exceptions

The only exceptions to the Alcohol and Other Drugs Policy are:

- Use of alcohol by legal-aged individuals while attending university sanctioned events when alcohol consumption has been approved by the sponsoring organization and does not violate any state or federal laws, and is consistent with Minnesota State system Procedure 5.18.1 Alcohol Use and Controlled Substances on Campus for events approved by the University President.
- Students who seek help under medical amnesty (see following definition).
- Authorized laboratory and classroom instruction.

## Marketing, Advertising & Promotions

This section pertains to, but is not limited to the following:

- University publications, media, or advertising
- Distribution of university literature, posters, and/or other printed materials
- Events and/or sponsorships
- Raffles and sales
- University offices, departments and contracting agents.

The University does not regulate the content or advertisements in autonomous student publications (i.e. student newspaper).

The following specific advertising, promotional, and marketing activities are prohibited:

- On-campus advertising that portrays drinking as a solution to personal, academic, or professional problems or as necessary for social, sexual, or academic success.
- Any promotion and/or advertising of alcoholic beverages placing an emphasis on quantity and frequency of use.
- Using alcoholic beverages as awards, prizes, or promotional items in connection with university sponsored events.
- Advertising and other promotional campus activities associating alcoholic beverage consumption with the performance of tasks that are unlawful while under the influence of alcohol such as operating a motor vehicle.
- Sponsorship of events or activities that emphasizes alcohol or illicit drug use.

## Procedures

### Recognized Student Organizations

Under Minnesota State Mankato Recognized Student Organizations, Privileges and Responsibilities policy, the Student Government may assign disciplinary sanctions and other consequences when organizations are found responsible for a policy violation.

### Employees

Employees who violate the Minnesota State Mankato Alcohol and Other Drugs policy are subject to disciplinary action, up to and including termination of employment. Disciplinary action for

violations of the Alcohol and Other Drugs policy will be managed by the Office of Human Resources and must be consistent with the employee's respective bargaining contract. Employees with alcohol or other drug use problems may be referred to the Employee Assistance Program or elsewhere for assessment and/or counseling.

### Individual Students

Alleged violations of the Minnesota State Mankato Alcohol and Other Drugs policy will be managed and sanctions will be determined through the Office of the Vice President for Student Affairs and Enrollment Management, Residential Life, or identified designees. In addition to educational sanctions for violations of this policy, one or more of the following disciplinary sanctions may apply for on or off-campus behavior: University Warning, University Disciplinary Probation, Residential Housing Contract Termination, Suspension and/or Expulsion. Students living in the residence communities may have their housing contracts terminated for on or off-campus behavior.

In accordance with Minnesota State system consultation guidelines for student fees, students will be consulted annually on the development of these educational sanctions and appropriate costs. Educational sanctions and their costs will be determined annually prior to the start of the academic year. Direct costs associated with sanctions shall be the responsibility of the student violating the Alcohol and Other Drugs policy.

Sanctions are cumulative over the course of a student's entire education at the University. Students who fail to complete their sanctions may be subject to an administrative hold on registration and records.

### Medical Amnesty

Medical amnesty from formal campus discipline is intended to reduce the barriers that may inhibit students, who are themselves under the influence of alcohol and/or other drugs, from seeking help when faced with a life threatening emergency caused by substance use. Such students will be eligible for conditional medical amnesty when a student not acting in a staff capacity seeks help for anyone believed to need medical care due to the ingestion of alcohol or drugs.

Eligibility for medical amnesty on-campus will be limited to the student needing medical assistance and the first student who called 911 or campus officials. This call must have been placed prior to an awareness that University staff, law enforcement personnel, or medical personnel are responding.

The student under the influence who placed the initial emergency call will be immune from disciplinary sanctions, but must complete an educational sanction at no cost. Failure to complete the educational sanction by the deadline, or violating the Alcohol and Other Drugs policy within 12 months, will result in progressive discipline. The student will also be billed retroactively for the first educational sanction along with the cost of any other educational sanctions resulting from the second violation.

A student under the influence requiring emergency medical assistance will be immune from disciplinary sanctions, but must complete an educational sanction at no cost. Failure to complete the educational sanction by the deadline, or violating the Alcohol and Other Drugs policy within 12 months, will result in progressive discipline. The student will also be billed retroactively for the first educational sanction along with the cost of any other educational sanctions resulting from the second violation.

Students granted medical amnesty will not be immune from disciplinary action for other types of violating behaviors stemming from the incident, such as vandalism, non-compliance with staff, quiet hours disruption, guest/host policy violations, or committing a suspected physical or sexual assault.

## Rationale

The purpose of this policy statement is to maintain a campus environment that promotes healthy, responsible living, affirms civility, supports the well-being of each of its members, and is respectful of state and federal law and institutional regulations governing behavior. Respect for campus/community standards and regulations is expected.

Alcohol, marijuana and other drug use potentially affect the safety, health, and quality of life of all students and employees. Additionally, alcohol and drug use frequently affect the image of the University and restrict the ability of Minnesota State Mankato to carry out its mission. Alcohol misuse, marijuana, and illicit drug use minimizes an individual's abilities to develop his/her academic or social relationships and recognizes that students and employees are responsible for their own conduct and for the consequences of their behavior.

The University acknowledges the rights of businesses that produce, sell and/or serve alcoholic beverages to advertise their products and services to the public. The University reserves the right to protect its educational mission and learning environment from inappropriate product promotions and irresponsible merchandising and advertising. In regard to marketing, University offices, departments and contracting agencies must give careful consideration to the University's mission to determine the consistency of the message being sent when involved in advertising and/or other promotional activities related to alcoholic beverages and alcohol and other drug paraphernalia. University-affiliated publications should be aware that they are representatives of the institution as a whole. Advertising practices that violate the standards established by the industry itself and which encourage misuse of alcohol or other drugs as interpreted by University policy will be met with appropriate University action.

The University Alcohol and Other Drugs policy shall provide guidance and authority for any subordinate policies related to alcohol and drugs at Minnesota State Mankato (i.e. Residential Life, Business Office, Athletics, Vehicle Use, etc.). While subordinate policies may be more specific, they must, at minimum, adhere to the University's Alcohol and Other Drugs policy and maintain its integrity.

## Chalk Use

Use of chalk on sidewalks, walls, windows, etc. is prohibited unless a specific exception is made by contacting University Scheduling and Conference Services at 507-389-2223.

## Department of Residential Life Policies

The policies and procedures published in the Residential Life Student Guide provide useful information on services available in the residence communities and apartments and how you can use them. They also outline expectations developed to safeguard the rights and property of all residents. Living in a residential community requires the cooperation of each person in the group and the policies are designed to provide a framework for behavior that represents an understanding of the group living situation. Reading your Student Guide is an excellent way to familiarize yourself with the services available and to learn more about your rights and responsibilities as a resident.

## Gambling

Except as provided in Minnesota State system Board Policy 5.15 Part 3, no gambling or betting (as commonly understood and/or defined in Minnesota Statutes, Chapter 609.75-609.76) is allowed on college, university or system property.

## Grilling

Open flame cooking devices such as barbecue/roasting grills, pits and/or camp fires are prohibited on University property UNLESS used in conjunction with an approved sanctioned University event. A Special Event Checklist Form and Grilling Permit Request must be completed, submitted, and receive approval prior to the event.

## Hazard, Private Vehicle Related

Any vehicle located on the Minnesota State Mankato campus that in itself is causing a safety hazard to the property or persons located on the campus may be, under the discretion of Parking and Traffic Services/Security, removed from campus to an off-campus impound lot. Safety hazard means a vehicle leaking a hazardous substance, i.e., gas, oil, transmission fluid, etc. A safety hazard is also when a vehicle's horn or intruder alarm is sounding so as to disturb others. Any fines or costs related to the relocating or removing of the vehicle shall be the responsibility of the vehicle owner/operator.

## Identification Card (MavCARD)

Minnesota State Mankato students are required to obtain a MavCARD, carry it whenever present on campus, and provide it to authorized staff, upon request.

Take your MavCARD wherever you go. Security will request assistance from the Mankato Department of Public Safety in cases of persons without identification and/or refusing to leave the premises.

## Minnesota State System 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education Policy

### Part 1. Policy Statement.

#### Subpart A. Equal opportunity for students and employees.

Minnesota State has an enduring commitment to enhancing Minnesota's quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, Minnesota State Colleges and Universities is committed to a policy of equal opportunity and nondiscrimination in employment and education.

**Subpart B. Nondiscrimination.** 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, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression or familial status 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.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech. The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing system, college, and university equal opportunity and nondiscrimination policies.

## Part 2. Definitions.

**Subpart A. Consensual Relationship.** Consensual relationship means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to Board Policy 4.10, Nepotism.

**Subpart B. Discrimination.** Discrimination means conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

**Subpart C. Discriminatory harassment.** Discriminatory harassment means 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 further defines sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment includes 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 or 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.

**Subpart D. Employee.** Employee means any individual employed by Minnesota State Colleges and Universities including all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

**Subpart E. Protected Class.** For purposes of this policy:

1. Protected class includes race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, familial status and membership or activity in a local human rights commission are protected classes in employment.
2. This policy prohibits use of protected class status as a factor in decisions affecting education and employment where prohibited by federal or state law.

**Subpart F. Retaliation.** Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she:

- a) made a complaint under this policy;
- b) assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated;
- c) associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation, gender identity, gender expression, or national origin; or
- d) Made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or state nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.

Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

# Minnesota State System 1B.3 Sexual Violence Policy

## Subpart G. Sexual harassment and violence as sexual abuse.

Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit any college or university or the system office from taking immediate action to protect victims of alleged sexual abuse. Board Policy 1B.3 Sexual Violence addresses sexual violence.

**Subpart H. Student.** For purposes of this policy, the term “student” includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university;
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are living in a college or university residence hall although not enrolled in, or employed by, the institution.

**Part 3. Consensual Relationships.** 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.

**Part 4. Retaliation.** Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

**Part 5. Policies and procedures.** The chancellor shall establish procedures to implement this policy. The equal opportunity and nondiscrimination in employment and education policy and procedures of colleges and universities shall comply with Board Policy 1B.1 and Procedure 1B.1.1.

For more information, contact the Office of Equal Opportunity & Title IX, MH 014, or call 507-389-2986 (V) or 800-627-3529 or 711 (MRS/TTY).

## Part 1. Policy Statement.

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State 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 Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State provides reporting options, an investigative and disciplinary process, prevention training, and other related services as appropriate.

**Subpart A. Application of policy to students, employees, Board of Trustees and others.** This policy applies to all Minnesota State students and employees, Board of Trustees and to others, as appropriate, where incidents of sexual violence on system property have been reported. Reports of sexual violence committed by a student at a location other than on system property are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Reports of sexual violence committed by a system employee at a location other than system property are covered by this policy.

Reports of sexual violence committed on system property by individuals who are not students or employees are subject to appropriate actions by Minnesota State, including, but not limited to, pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Board Policy 1B.1.

**Subpart B. College and university policies.** Each Minnesota State college and university shall adopt a clear, understandable written policy on sexual violence that applies to its campus community, including, but not limited to, its students and employees. The policy content and implementation must be consistent with the standards in this policy and System Procedure 1B.3.1.

## Part 2. Definitions.

The following definitions apply to this policy and Procedure 1B.3.1.

### Affirmative consent

Consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be revoked at any time. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent to sexual activities does not imply ongoing future consent. The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent

has taken advantage of a position of influence over the complainant may be a factor in determining consent.

### Dating, intimate partner, and relationship violence

Violence including physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota law.

### Employee

Any individual employed by Minnesota State, its colleges and universities and system office, including student workers.

### Non-forcible sex acts

Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

### Sexual assault

An actual, attempted, or threatened sexual act with another person without that person's affirmative consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State student codes of conduct and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as date rape or acquaintance rape. This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching of a person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast); or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts.
4. Offensive sexual behavior directed at another, such as indecent exposure or voyeurism.

### Sexual violence

A continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

### Stalking

Conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause reasonable people to fear for their safety or the safety of others or to suffer substantial emotional distress.

### Student

All persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university; or
2. Withdraw, transfer, or graduate after an alleged violation of the code of student conduct; or
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university; or

4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not college or university employees and are not enrolled in the institution but live in a college or university residence hall.

### System property

The facilities and land owned, leased, or under the primary control of Minnesota State, its Board of Trustees, system office, colleges, and universities.

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## Non-Motorized Vehicles and Electric Mobility Devices

### Policy

Minnesota State University, Mankato supports the safe and responsible use of non-motorized vehicles on its campus as a convenient, efficient and environmentally-friendly transportation alternative when used safely and respectfully.

### Definitions/Applications

- Non-motorized vehicles include bicycles, unicycles, skateboards, longboards, Razors and roller blades/skates and similar devices and can relieve parking and traffic congestion.
- Electric mobility devices include electric skate boards, electric-powered Razors, Segways, hoverboards or other motorized and/or battery powered devices. Although motorized, these are covered by this policy.
- Personal Assistive Mobility Devices used to assist disabled individuals as defined by the Americans with Disabilities Act (ADA) are exempt from this policy on campus and in parking lots.
- This policy applies to operation of covered vehicles while operating on campus.
- All vehicles operating on streets within and around campus must comply with state and municipal vehicular and traffic laws.
- Appropriate areas of use: Vehicles covered by this policy may be operated on paved sidewalks adjoining streets, walkways and plazas within and across campus.
- Inappropriate areas of use: No vehicles covered under this policy may be operated inside any campus building or structure.

### Operation

- Operators of vehicles covered under this policy must be alert to their personal safety, the safety of pedestrians and other vehicles to avoid collisions, injuries and property damage to themselves and those with whom they share pathways, parking areas and sidewalks.
- The operation of vehicles covered under this policy inside of campus buildings is not allowed.
- Users of devices covered under this policy are permitted to operate them outdoors on campus. Users must make their own determinations and judgments that conditions are suitable for the use and activity.
- Tricks or stunts such as jumping off of walls, stairs and other potentially hazardous activities are not permitted on campus.

### Storage

- Minnesota State University, Mankato will provide appropriate bicycle storage racks in convenient areas and areas of high

use across campus. Use of bike racks diminishes accidents that could result from bicycles obstructing doorways, walkways, and driveways. Bicycles are to be parked/stored in bicycle storage racks only. For bike rack locations see: [http://www.mnsu.edu/parking/bike\\_racks/bike\\_racks.html](http://www.mnsu.edu/parking/bike_racks/bike_racks.html)

- Smaller, portable non-motorized vehicles such as skate boards may be temporarily stored inside buildings if not in an unsafe, disruptive manner, and so long as the owner/user remains in the immediate vicinity. At no time shall motorized and/or battery powered vehicles covered under this policy be permitted to be stored indoors.

### Safety and Security

- Individuals operating vehicles covered under this policy must do so in a manner that does not endanger people or damage University or personal property.
- The university encourages use of personal safety equipment such as helmets, knee and elbow pads while operating these vehicles.
- Theft of unsecured bicycles is not uncommon. Bicycle users are strongly encouraged to lock their bicycle with the appropriate security cable and padlock, as well as register their bicycle with the Mankato Department of Public Safety. Those interested are encouraged to use the website link to register: [http://www.mnsu.edu/parking/bike\\_racks/](http://www.mnsu.edu/parking/bike_racks/)

### Abandoned property

- Bikes parked, left or abandoned in areas other than approved bike racks will be removed by University Security and impounded. Examples include secured to trees, light poles or sign posts, etc.
- Documentation of actions taken either by University Security or Facilities Services staff shall be in writing with an accompanying photograph.
- Owners of impounded bikes may recover their property by contacting Facilities Services in Wiecking Center. A processing fee may be assessed for cutting the bike lock and transporting the bike to the impound lot. A storage fee may also be assessed.
- At least once a year, Facilities Services staff will conduct a review of all bike racks and place an impound notice on those that appear abandoned. The notice will include a date, at least seven days in the future, when Facilities Services staff will return and impound the bike if it hasn't been moved.
- At least once a year, Facilities Services staff will dispose of impounded bikes which have been in its inventory for one month or longer.

The University attempts to ensure a safe environment and safe practices for all of the campus community. Appropriate sanctions may be applied in instances of policy violations.

Students living in Residence Halls may be covered by additional regulations. Refer to the Residence Life website for additional information.

This policy is administered through Facilities Services' University Services area. Questions or requests for additional information may be directed to: Director of Facilities Services.

### Rationale

The University attempts to advance the use of a wide range of transportation options among members of the campus community. Using a bicycle or other non-motorized transportation is environmentally friendly and reduces the level of harmful air-borne emissions.

## Outdoor Music Events

Amplified sound will be allowed on campus when classes are in session only between the hours of 11:00 A.M. to 1:00 P.M. to alleviate the disruption of classes and university business in nearby buildings. Requests for all outdoor events that require the use of amplified sound anywhere on campus require a Special Event Checklist form be submitted to University Scheduling & Conference Services at least two weeks prior to an event. A planning session will be scheduled for all parties involved prior to the event. University Scheduling & Conference Services, with the help of University Security, University Risk Management, and the Mankato Department of Public Safety if needed, will determine the number of security officers or police officers that will be required for the event (if any are needed at all). If deemed necessary, these expenses will be charged to the department requesting the event. Failure to adhere to this policy may result in the ending or cancellation of the event in question.

## Pets on Campus

The bringing of pets into University buildings is prohibited; those on University grounds must be under the owner's supervision and control. If security personnel discover a pet not under control, they will attempt to locate the owner before calling the city police. Dogs must be licensed and have a veterinarian's certificate for proof of rabies vaccination. If you have a complaint, or if your pet has been impounded, contact the City of Mankato Public Safety Center, 710 South Front Street, Mankato; call 311, 911 or 507-387-8701.

Service animals are not classified as pets. A service animal is a dog that is trained to do work or perform tasks for the benefit of an individual with a disability. Service dogs are allowed to go anywhere their owner goes on campus and is authorized by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

Emotional Support Animals (ESA) are not classified as pets. An Emotional Support Animal is an animal that provides comfort to an individual with a disability in their living environment and is a housing accommodation authorized by Section 504 of the Rehabilitation Act of 1973 and the federal Fair Housing Act. Applications for an ESA as an accommodation must be approved through Accessibility Resources and the Department of Residential Life prior to arriving on campus. Please contact Accessibility Resources at [www.ar@mnsu.edu](mailto:www.ar@mnsu.edu) or 507-389-2825 for further information.

## Posting Policy

All materials posted or displayed on general use bulletin boards in academic buildings and the Centennial Student Union must receive approval from the Centennial Student Union Administration office located in CSU 220. All materials posted or displayed in the Residence Communities must be approved by the Department of Residential Life located in CC 111. Materials shall be date stamped to signify approval for posting. All materials to be posted or displayed on general use bulletin boards in academic buildings should be academically related and sponsored by a University department or Recognized Student Organization (RSO). Materials to be posted in the Centennial Student Union and Residential Communities should adhere to the posting guidelines established for the respective facilities.

# Recognized Student Organizations, Privileges and Responsibilities

## Policy

It is the intent of this policy to promote the formation of diverse student organizations; help coordinate and facilitate communication between student groups, faculty, and administrators; promote student involvement in organizations; assist students and organizations in taking full advantage of University resources and facilities; provide practical leadership opportunities for students; provide leadership training and education; encourage the formation of organizations that complement existing programs at Minnesota State Mankato; and provide students with the opportunity to gain interpersonal and organizational competencies in activities which enhance learning and their educational experience.

A Recognized Student Organization (RSO) is a student group in support of a common purpose. It must be comprised of five or more student members and at least two-thirds of the membership must be enrolled at Minnesota State University, Mankato. RSOs must have a stated purpose and written constitution, and adhere to federal, state, and local laws as well as the Minnesota State Colleges and Universities (Minnesota State) Board of Trustees' policies and regulations. Minnesota State Mankato will not recognize a student organization as such until the registration process has been completed, and the Minnesota State Mankato Student Government has voted to recognize it. All RSOs must adhere to the recognition protocol developed and coordinated by Student Activities.

## Procedures

Organizations which may be recognized to operate on campus include the following:

- Honors, leadership, and recognition societies
- Academic or non-academic Minnesota State Mankato departmental groups
- Fraternities and sororities
- Special interest groups compatible with the mission of Minnesota State Mankato
- Religious organizations
- Sports Clubs
- Multicultural and International Student Organizations.

## Privileges, Services, and Facilities

Recognized Student Organizations are eligible to request activity funds. Funds may be requested for club travel and programming. However, recognition does not assure financial assistance from student activity funds.

Subject to availability and within all applicable policies and regulations, recognition as a student organization also allows the organization to use:

- University staff advisory and consultant services
- University facilities and services (but not for commercial or personal gain)
- University property to raise funds or make other permissible solicitation
- University equipment rental
- University publicity and marketing outlets

## Responsibilities of Recognized Student Organization Members and Advisors

- The responsibility to be aware of and abide by all policies and regulations of Minnesota State Mankato and the Minnesota State system along with federal, state, and local

laws including, but not limited to, policies and laws pertaining to the use of alcohol and other drugs. Members must adhere to provisions regarding drug and alcohol use within the Minnesota State Mankato Student Policy Handbook.

- The responsibility to welcome all people and not to deny nor interfere with the rights and privileges of others while ensuring equal opportunity as stated in the Minnesota State Mankato Equal Opportunity/Affirmative Action Statement.
- The responsibility to conduct membership selection, admission, and/or initiation processes in a manner free from hazing, defined by the Minnesota State System as "An act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team."
- The responsibility to plan and conduct activities furthering the mission of Minnesota State Mankato and/or the purpose of the group as stated in its constitution.
- The responsibility to furnish to the Student Activities Office at the beginning of each term a complete list of advisors, officers, and other members of the organization who are authorized to speak for or represent the organization in its relations with the University and who are authorized to receive for the organization official notices, directives, or information from the University. Each list shall be kept current throughout the semester by the organization.
- The responsibility to contact the Environmental, Health, Safety and Risk Management Office when sponsoring events that may place members at risk and to ensure that participants sign a waiver form (<http://www.mnsu.edu/activities/rso/orms.html>) available from the Risk Management Office. The waiver form shall identify the risks and hazards of the activity. Obtaining family contact information in case of an emergency is advisable. RSO sponsored activities involving the sale or use of alcohol are prohibited unless the alcohol use form ([http://www.mnsu.edu/activities/rso/permit\\_to\\_serve\\_alcohol\\_beverages\\_at\\_msu.pdf](http://www.mnsu.edu/activities/rso/permit_to_serve_alcohol_beverages_at_msu.pdf)) has been signed by the University President. Please refer to Minnesota State System Procedures 5.18.
- The responsibility to work with the contracts office when there is an exchange of money for services.
- The responsibility to follow University graphic standards (online at [mnsu.edu/standards](http://mnsu.edu/standards)) in print and electronic materials, giveaways or other items that represent the organization.

## Conduct Review

Historically, RSOs provide an opportunity for students and the community to grow, learn, question and develop as engaged participants on campus, greater Mankato and the globe. At times however, behavior may not meet University standards and review maybe necessary. Members of the community may address their concerns through a formal conduct review.

A conduct review of any organization's actions may be initiated by the Minnesota State Student Government at the written request of any group or individual. All reviews of Recognized Student Organizations shall immediately be subjected to Student Government's Conduct Review Procedures and Sanctions. The request must be filed during the semester in which the alleged violation is first identified to ensure a timely hearing. (If an alleged violation occurs at the end of the academic year and before the new Student Government is in session, it will be moved to the Fall semester.) The Speaker of the Senate will coordinate the investigation and resolution of the allegations against an organization. This policy is not intended to allow sanctioning of the student media for censorship reasons. Other

disciplinary procedures separate from this policy are followed for certain situations. Information on these policies may be obtained by contacting the following:

- Fraternities and sororities affiliated with Interfraternity Council and Panhellenic Council      Assistant Director for Fraternity and Sorority Life
- Sports Clubs      Director of Campus Recreation
- Allegations against individual students      Dean of Students

### Student Government Conduct Review Procedures

1. Groups or individuals wishing a review may do so by completing a written request form available at the Student Government Office or the Student Activities Office. <http://www.mnsu.edu/student-government/>
2. The Student Government leadership will investigate under the direction of the Speaker of the Senate.
3. The Speaker of the Senate will determine if the alleged behavior may constitute a policy violation. If so, the Speaker will send written notification of the allegation to the group.
4. Upon receipt of written notice of the allegation, the organization must respond within three class days either acknowledging or refuting the allegation.
5. If the organization acknowledges responsibility, the organization will have the option of attending a Senate meeting where sanctions will be assigned.
6. If the organization denies the allegation or fails to respond, the Speaker of the Senate will notify the organization of a hearing date before the entire Senate to be held within two weeks.
7. The Speaker of the Senate will present the investigative findings followed by rebuttal of the evidence by the organization members, if present.
8. The Senate will either:
  - a. Find no basis for the complaint and dismiss the allegation; or
  - b. Determine that it is more likely than not the allegation is factual and assign sanctions.  
In either case, the organization will be notified in writing of the outcome.
9. Appeals must be submitted in writing within 14 calendar days of the written outcome to the Vice President for Student Affairs and Enrollment Management.

### Sanctions

The Student Government may assign the following disciplinary sanctions when organizations are found responsible for a policy violation:

- RSO Written reprimand – official written censure of a student organization.
- RSO Probation – indicates further violations are likely to result in removal of recognition and associated privileges. Probation may be imposed for a period not to exceed one calendar year from the date of imposition.
- RSO Suspension – temporary or permanent withdrawal of recognition and privileges. Notification of the suspension will include terms of the suspension and conditions that must be met if the organization is eligible for reinstatement. At a minimum, suspension will be imposed for the remainder of the term in which the sanction is imposed.

In conjunction with any one of the above sanctions, the Student Government may also require the completion of educational or restorative sanctions such as letters of apology, community service hours, and restitution. Other consequences include, but are not limited to: loss of room/banner/table reservation privileges; forfeiture of travel funds; ineligibility to apply for funds; ineligibility for campus awards; loss of access to state equipment; loss of vehicle use privileges; loss of RSO print, poster and online promotional outlets; loss of office space and supplies through Student Activities; loss of funds; loss of facility space and access.

## Reporting of Crimes on Campus

For the protection of all members of the University community and to ensure compliance with federal legislation, any suspected criminal activity is to be immediately reported to University Security, 507-389-2111, or a Campus Security Authority. Detailed information on reporting procedures can be found in the Annual Security and Fire Safety Report.

Minnesota State Mankato has a moral and legal responsibility to inform law enforcement agencies of crimes committed on property owned or controlled by the University. Individuals requesting that details of an alleged incident not be reported to law enforcement agencies will be informed of the University's position not to withhold information. University Security complies with MSS135A.15 and will only provide basic incident information to law enforcement upon request of a victim of sexual assault. It is University policy to inform the University community, in a timely manner, when an incident considered being a threat to others has occurred. For persons who desire advocacy and support, the University will provide assistance through the Women's Center and the Counseling Center.

### Personal Safety Hotline

University Security has a Personal Safety Hotline, 507-389-2594. The safety hotline is a recorded message with reported information concerning security and safety issues and current reports involving assaults or incidents which may put the campus community at risk. Do not speculate — call the hotline for facts!

University Security website [www.mnsu.edu/security](http://www.mnsu.edu/security)

- Report a crime via online Silent Witness Report form with optional anonymity.

## Solicitation Policy

**Residence Communities:** No commercial solicitation is permitted in the residence communities either by company representatives or students acting on their behalf. However, residents may invite a representative of a commercial enterprise to visit them in their rooms. As a state institution, and in support of the Student Government, specific guidelines are established for both Student Government elections and for the campaigning on behalf of candidates for local, county, state, and national offices. Residents can choose to post a "no campaigning" sign on their living unit door.

**Centennial Student Union, Academic Buildings and the Mall Area:** All solicitation activities must receive prior approval in the University Scheduling and Conference Services Office in SU 219. Further details regarding the solicitation policy are available in the Policy Booklet. Solicitation is not allowed in academic buildings.



## Student Complaints and Grievances (under review at time of publication)

Minnesota State University, Mankato has a commitment to a respectful learning environment. Students have the right to seek a remedy for when they believe a campus office/department or a Minnesota State employee treated them in an improper, unfair or arbitrary manner. Students are encouraged to resolve the matter informally before initiating this process. Students seeking advice may contact the Student Government or an academic advisor.

### Procedures

The Student Complaints and Grievances policy does not apply to Minnesota State Mankato or Minnesota State system rules or regulations with an existing appeal or grievance process. For certain situations, other policies and procedures must be followed.

<i>Applicable Policy</i>	<i>Responsible Office</i>
Discrimination or harassment based on protected class status	Office of Equal Opportunity & Title IX
Student misconduct allegations	Office of Student Conduct
Grade appeals	Office of Academic Affairs
Academic suspension appeals	Office of Academic Affairs
Parking	Office of Parking and Traffic Services
Recognized Student Organization concerns	Student Government

### Definitions

**Complaint** – An oral or written claim of improper, unfair or arbitrary treatment (Minnesota State system policy 3.8.1) submitted by a student for possible informal resolution.

**Grievance** – A written claim raised by a student alleging improper, unfair, or arbitrary action by an employee involving the application of a **specific provision** of a college or university rule/regulation or a board policy or procedure (Minnesota State system policy 3.8.1), submitted by a student on the student grievance form if the initial complaint is not resolved informally.

**Appeal** – The outcome of a grievance may be appealed by the student or the respondent(s) named in the grievance if either party offers new information or evidence of procedural errors in the handling of the grievance that substantially impacted the outcome.

**Retaliation prohibited** – No retaliation shall be tolerated as a result of any individual's participation in the student complaint or grievance process.

**Data Privacy** – Records shall be protected under the Family Education Rights and Privacy Act, Minnesota Government Data Practices Act and the Student Records Policies and Procedures of Minnesota State.

**Contractual stipulations** – This policy is not an employee disciplinary process. Information collected about an employee while investigating a student grievance, must conform to the procedures included in the appropriate collective bargaining agreement or personnel plan.

### Informal resolution procedure

The student presents an oral or written complaint to the office, department or employee(s) involved. For full consideration, the complaint should be filed during the term in which the concern arises or within the first two weeks of the subsequent term. Matters can often be resolved through direct, informal conversation.

The student shall be provided an oral or written response to the complaint within 14 business days unless reasonable cause for delay exists. If the complaint is resolved, the process is complete.

### Formal grievance procedure

If a concern is not resolved informally, the student may then proceed to the formal grievance procedure. The grievance form must be submitted within 14 business days of receiving the outcome of the complaint.

#### Step 1

The student obtains an official grievance form, either from the Student Government or online, located at the end of the policy and submits the form to the Department Head, Dean or Vice President with direct responsibility for the employee(s), office or department involved in the claim. Academic grievances must go to the academic dean.

- a. Employees named on the grievance form will receive copies of the submitted form and any supporting materials, including a copy of the letter determining if the claim documented on the form constitutes a grievance.
- b. Employees named on the grievance form may submit a written response to the Department Head, Dean or Vice President.

#### Step 2

The Department Head, Dean or Vice President or designee determines if the claim doesn't constitute a grievance.

#### Step 3

If the claim on the grievance form constitutes a grievance (as defined by Minnesota State system policy 3.8), the Department Head, Dean or Vice President will appoint a designee to review the grievance within 21 business days of receipt unless reasonable cause for delay exists. If a meeting is held as part of the review process, both the student grievant and the respondent may be accompanied by a support person who shall not participate directly in the process but may advise the person who invited her/him. The designee will review the grievance and report findings to the Department Head, Dean or Vice President.

#### Step 4

Within 14 business days of receiving the designee's findings, the Department Head, Dean or Vice President will inform the grievant and the employee(s) of a decision. This response will support the student's proposed remedy, suggest an alternative remedy, or find the grievance without merit.

### Appeals

The outcome of a grievance may be appealed by the grievant or the employee(s) named in the grievance if either party has new information or evidence of procedural errors in the handling of the grievance that substantially impacted the outcome. Appeals are reviews of process, not a new examination of contested issues. Appeals must detail the grounds for appeal and identify a suggested remedy. Appeals are to be filed with the administrator responsible for the Department Head, Dean, or Vice President who responded to the grievance form, no later than 7 business days after the parties receive notice of the outcome of a grievance. The administrator reviewing the appeal, or designee, may request a meeting or additional information, if needed. A written decision will be provided to all parties within 21 business days of receiving the appeal unless reasonable cause for delay exists.

If the grievance specifically involves a Minnesota State system Board policy or the actions of the University president, a student may further appeal the University decision to the Minnesota State system chancellor. The decision of the chancellor is final and binding.

## Student Education Records

### Policy

Minnesota State University, Mankato complies with the Minnesota Government Data Practices Act (MGDPA) and the Family Education Rights and Privacy Act (FERPA) governing privacy of student records. Education records under MGDPA and FERPA are private. Certain exceptions apply, as noted in the procedures. Data Privacy Protection provides college students, not their parents or guardians, the right to control disclosure of their education records to the extent permitted by law.

FERPA was established in 1974 and FERPA regulations prohibit the University from releasing private information contained in education records unless authorized in writing by the student or permitted under the law.

The Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act (MGDPA) and University policies require that specific information related to a student's educational records, including financial information, may not be shared with anyone (including parents /guardians and spouses) other than the student, unless otherwise authorized by law. The law does not consider age and, therefore, even if a student is under the age of 18, the privacy laws still apply.

### Complaint and Enforcement Procedures

The Secretary of Education has authorized the Family Policy Compliance Office, within the Department of Education, to investigate process and review FERPA complaints and violations.

Students wishing to file a FERPA complaint may contact the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605.

The complete Student Education Records policy along with procedures can be found at <http://www.mnsu.edu/atoz/policies/>.

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## Student Right-to-Know & Campus Security Act

The Student Right-to-Know and Campus Security Act increased the level of information universities must collect and provide to current and prospective students and employees and to the Department of Education. The first part of the act, entitled The Student Right-to-Know Act, requires colleges and universities to compile and release institution-wide graduation rates for all students, with more detailed statistical information submitted on the graduation rates of athletes. The graduation rate for Minnesota State Mankato's new entering freshmen, fall term 2014, cohort, is 51 percent. This percentage reflects the number of first time, full-time, degree-seeking students, who received either a baccalaureate degree within six years or an associate degree within three years. The 2014 cohort is the most recent cohort for which a six year graduation rate is available.

Part II of the act, entitled the Jeanne Clery Campus Security Act, requires colleges and universities to annually make available to all current employees, students, and applicants for enrollment or employment a description of policies concerning the security of and

access to all campus facilities, policies and procedures for reporting campus crime, policies concerning law enforcement, along with crime prevention educational programs relating to campus security, and statistics concerning the occurrence of certain categories of campus crimes. Institutions are also required to issue timely warnings to the campus community about criminal activities representing a continued safety threat to aid in crime prevention. In addition, the University complies with the 1998 Higher Education Amendments Act that amended the Campus Security Act by expanding the geographic scope and categories of offenses that must be included in the annual statistics. This information is available in Minnesota State's Annual Security and Fire Safety Report, which is made available annually via the Internet at [www.mnsu.edu/safety](http://www.mnsu.edu/safety). Copies are available from University Security, WC 222, 507-389-2111.

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## Tobacco and Smoke-Free Campus

### Policy

The use, sale, or distribution of all tobacco products is prohibited at all times on all university property. This policy applies to all students, employees, visitors, or any person on all University property.

### Procedures

#### Definitions:

**"Electronic smoking device"** means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

**"Smoking"** means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.

**"Hookah"** means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

**"University property"** means all land and improvements owned, occupied, and/or controlled by the university; which includes, but is not limited all buildings, offices, meeting rooms, residence halls (including private rooms), sidewalks, walk-ways, parking lots, roads, open spaces, athletic fields, all stadium seating areas and in university owned vehicles and motorized equipment.

**"Visitors"** is any person attending any event on campus grounds, or any position contracted for or otherwise employed, or any person working on a volunteer basis. The term includes, but is not limited to, elected and appointed officials, personnel, contractors, consultants, and vendors.

**Tobacco product** means:

- 1) any product containing, made of, or derived from tobacco or nicotine that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus;
- 2) any electronic smoking device as defined in this policy and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or
- 3) any component, part, or accessory of 1) or 2), whether or not any of these contains tobacco or nicotine, including but not limited to filters, rolling papers, blunt or hemp wraps, hookahs, and pipes.

“Tobacco product” does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

### **Policy Exceptions**

This policy does not apply to tobacco products used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a or other ceremonial use. The use of tobacco products for these cultural activities must be approved in advance by the President of the University or his/her designee. Such use must be preceded by reasonable advance notice to the public.

### **Cessation Programs and Services**

University Human Resources and Student Health Services staff with consultation with external public health experts will identify and/or offer cessation programs and services to those ready to quit both before, during and after this updated policy is implemented. These resources will be updated as new resources become available.

### **Applicability of the Policy**

This policy applies to all employees, students, faculty, vendors, contractors, visitors, and guests on all property including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus.

Organizers and attendees at public or private events on campus property are required to abide by this policy. Event organizers are also responsible for communicating and enforcing this policy. When events are conducted off campus property, staff will work with the owner to encourage the prohibition the use of tobacco and electronic delivery devices throughout the property.

No tobacco products, shall be sold or distributed as samples on university grounds, the student union, or any area on campus.

### **Compliance**

It is the shared responsibility of all university students, employees and visitors not only to comply with this policy, but also to encourage others to comply with the policy in order to promote a safe, clean and healthy environment. Civility and respect are expected by all members of the university community in regard to this policy.

Human Resources staff and all supervisors are responsible for communicating the policy to new and current employees and those they supervise.

Employees who violate the Minnesota State Mankato Tobacco and Smoke-Free Campus policy are subject to disciplinary action, up to and including termination of employment. Disciplinary action for violations of the Tobacco and Smoke-Free Campus policy will be managed by the Office of Human Resources and must be consistent with the employee’s respective bargaining contract.

Alleged violations of the Minnesota State Mankato Tobacco and Smoke-Free Campus policy will be managed and sanctions will be determined through the Office of the Vice President for Student Affairs and Enrollment Management, Residential Life, or identified designees.

Visitors to campus will be informed of the tobacco-free policy and asked to comply.

### **Rationale**

Minnesota State Mankato is committed to providing a clean, safe, and inclusive environment along with the use of data to inform decisions. Tobacco use is a major cause of preventable disease and death, as well as strongly associated with lower academic achievement. The United States Surgeon General has stated there is no risk-free level of secondhand smoke exposure. Secondhand smoke is the third leading cause of preventable death in this country, killing 53,000 nonsmokers in the U.S. each year.

Electronic smoking devices, commonly referred to as e-cigarettes, are prohibited by state law for use indoors and closely resemble and purposefully mimic the act of smoking. The Minnesota Clean Indoor Air Act which prohibits smoking tobacco indoors was amended effective August 1, 2019 to further protect the public and expanded the definition of smoking to include vaping. Besides nicotine, electronic smoking devices can contain harmful ingredients, including ultrafine particles that are inhaled deep into the lungs, aldehydes, flavorings such as diacetyl, a chemical linked to serious lung disease, volatile organic compounds and heavy metals, such as nickel, tin, and lead.

Accordingly, Minnesota State Mankato finds that the purposes of this policy are to break barriers for achievement and create solutions (1) to protect the public health and welfare by prohibiting smoking and the use of tobacco products on campus; (2) to guarantee the right of nonsmokers to breathe smoke-free air, while recognizing that the need to breathe smoke-free air (both second-hand and third-hand smoke) shall have priority over the desire to smoke; and (3) to eliminate the annual cost of tobacco waste clean-up, fires and damage to landscaping on our campus; and (4) to encourage a healthier, more productive living/learning environment for all members of our campus community. A 100% tobacco-free campus policy will advance equity and provide an inclusive environment for all.

In addition, the Minnesota State system Board of Trustees passed a resolution, dated March 16, 2010, stating:

The Minnesota State Colleges and Universities Board of Trustees encourages each college and university to consult with its employees and students about additional steps the institution should take to:

1. Educate employees and students about the danger of tobacco use to themselves and others;
2. Provide information to employees and students about smoking cessation resources available; and
3. Further restrict tobacco use.

## Weapons and Firearms Policy

Possession of any weapon, firearm or fireworks within facilities or on land owned, leased or under the control of Minnesota State University, Mankato is prohibited except as allowed by Minnesota Law, Minnesota State System Board of Trustees Policy [www.mnscu.edu/board/policy/521.html](http://www.mnscu.edu/board/policy/521.html) or University Policy. This prohibition extends to any University sanctioned events on or off campus. Students, as well as employees that are acting within the scope and course of their employment, are prohibited from carrying firearms on University grounds or in any University building.

Licensed law enforcement officers and visitors with a valid permit to carry may possess pistols (handguns) on University grounds and in University buildings. All other firearms are prohibited.

The Children's House area of Wiecking Center is a school and possession of weapons by anyone is prohibited.

Lawful possession of firearms is permitted in University parking lots by Minnesota State Statute 624.714, subd. 18(c). Firearms in vehicles must be stored according to the provisions of Minnesota State Statute 97B.045.

### Definitions:

1. For the purposes of this policy, weapons are defined as any instruments or implements which are capable of inflicting serious bodily injury, and shall include but not be limited to:
  - a. Any rifle, shotgun, handgun, machine gun, or other firearm, or antique firearms suitable for use; any air gun, spring gun, B-B gun, or implement that is not a firearm which propels a pellet of any kind with a force that can reasonably be expected to cause bodily harm; any starter pistol, flare gun, tranquilizer gun, stun gun, zip gun, spear gun, dart gun, sling shot; or ammunition of any type for weapons governed by this policy.
  - b. Any knife with a blade larger than that of a folding pocket knife; dagger; razor or other cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise.

- c. Any striking instrument to include clubs, truncheons, blackjacks, sandbags, metal knuckles, or sap gloves.
- d. Any martial arts weapons to include nunchakus, tonfas, staffs, and throwing stars.
- e. Any bow and arrow combination.
- f. Any device which discharges chemical irritant or tear gas and smoke grenades with the exception of small canisters possessed/carried for personal protection purposes.
- g. Any incendiary device to include flammable liquids enclosed in readily breakable containers that can be equipped with an igniter of any type.
- h. Any explosive device to include hand grenades, bombs, black powder, smokeless powder, percussion caps, friction primers, and pyrotechnic fuses.
- i. Paintball guns and paintball markers—Paintball guns and paintball markers are devices designed and manufactured to propel, by gas or air, an encapsulated gelatin paintball.

2. Fireworks – Fireworks are defined as any combustible or explosive composition or any substance or combination of substances or any article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation and shall include:

Any blank cartridge or toy cannon in which explosives are used; the type of balloons which require fire underneath to propel them; firecrackers, torpedoes, skyrockets, roman candles, aerals or other fireworks of like construction; and any fireworks containing any explosive or flammable compound or any tablets or other device containing any explosive substance.

Suspected violations of this University policy must be reported to University Security (507-389-2111).

**Some policies and procedures contained herein were under revision at the time of publication. Please refer to [www.mnsu.edu/atoz/policies](http://www.mnsu.edu/atoz/policies) for complete and current Minnesota State Mankato and Minnesota State system policy information.**

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