

MSUM FILM STUDIES DEPARTMENT PENALTY POLICY

1. Students can receive up to 4 penalties with the following consequences:
 - a. **FIRST PENALTY** – Student will receive a reminder about the policy that was broken.
 - b. **SECOND PENALTY** – Student will receive a reminder about the policy broken and a talk with their instructor about policies.
 - c. **THIRD PENALTY** – Student will be barred from reserving equipment in the reservation system. However they will be allowed to pick up equipment using the 3:45 rule.
 - d. **FOURTH PENALTY** – Student will be barred from reserving and using all department equipment and resources.

2. DURATION OF PENALTIES
 - a. Starting Fall '09, all penalties will **permanently** remain on a student's record.
 - b. When the next semester begins, all penalty amounts will be decreased by ONE (ex. If you had THREE penalties in the Fall, you would start with TWO in the Spring; If you had FOUR penalties in the Spring, you would start with THREE penalties the next Fall).

3. REASONS FOR PENALTIES
 - a. Students will receive penalties for any of the following:
 - i. Returning Equipment Late
 - ii. Returning Cold Equipment (in the winter)
 - iii. Neglect of Equipment
 - iv. Not picking up reserved equipment
 - v. Reserving equipment not allowed for their class
 - vi. Not returning a checked-out key by morning
 - vii. Reserving a key and not picking it up
 - viii. Having incorrect or non-working contact info on student account