

Office/Contact: University Controller

Source: SDBOR Policy.8.2

Link: <https://public.powerdms.com/SDRegents/documents/1726704>

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Fraud Policy

NUMBER: 5:7

1. Purpose

This policy implements SDBOR Policy.8.2 and sets forth the guidelines for the reporting of suspected or known fraudulent acts at the University. This policy does not displace policies surrounding academic misconduct.

2. Definitions

a. Fraud shall be defined to include the following for purposes of this policy:

i. Conduct within the scope of employment, or conduct apparently within the scope of employment, and representations to the SDBOR or the University which constitute

1. Intentional or deliberate act to deprive the State of South Dakota, SDBOR, the University, or any affiliated organizations or students of something of value (property, money, services, or opportunities).
2. Deception, false representation of fact by either conduct or other communication, or concealing what should have been disclosed, or made when the actor knew or should have known the other party relied upon his or her representations, leading to injury of the State of South Dakota, SDBOR, the University, or any affiliated organizations or students.

3. Examples of a fraudulent act include but are not limited to:

- a. Embezzlement;
- b. Misappropriation, misapplication, destruction, removal, or concealment of property;
- c. Alteration or falsification of documents;
- d. Theft of any asset (money, tangible property, etc.);
- e. Authorizing or receiving compensation for goods not received or services not performed; or

f. Misrepresentation of fact.

- b. Suspected fraud is defined as a reasonable belief or actual knowledge that fraud has occurred or is occurring.

3. Policy

- a. The University has designated the Assistant Vice President for Finance and Business and Controller, successor, or designee as the contact for University employees to report suspected or known fraudulent acts.

- b. University employees are responsible for reading and understanding this policy. Additionally, University employees must report suspected or known fraudulent acts to their respective superR9]010.9 (tc)-1.7rn[(t)-2.6 (h)2 -2.6 (h)2 (du2()19 (or)-4 ((t)-4.6 (o))TJ 0.00

ervisrs aersponsile for

- i. Appropriate and timely action shall be taken against those proven to have committed a fraudulent act. These remedial actions include, but are not limited to:
 - i. Disciplinary action (up to and including termination of employment);
 - ii.