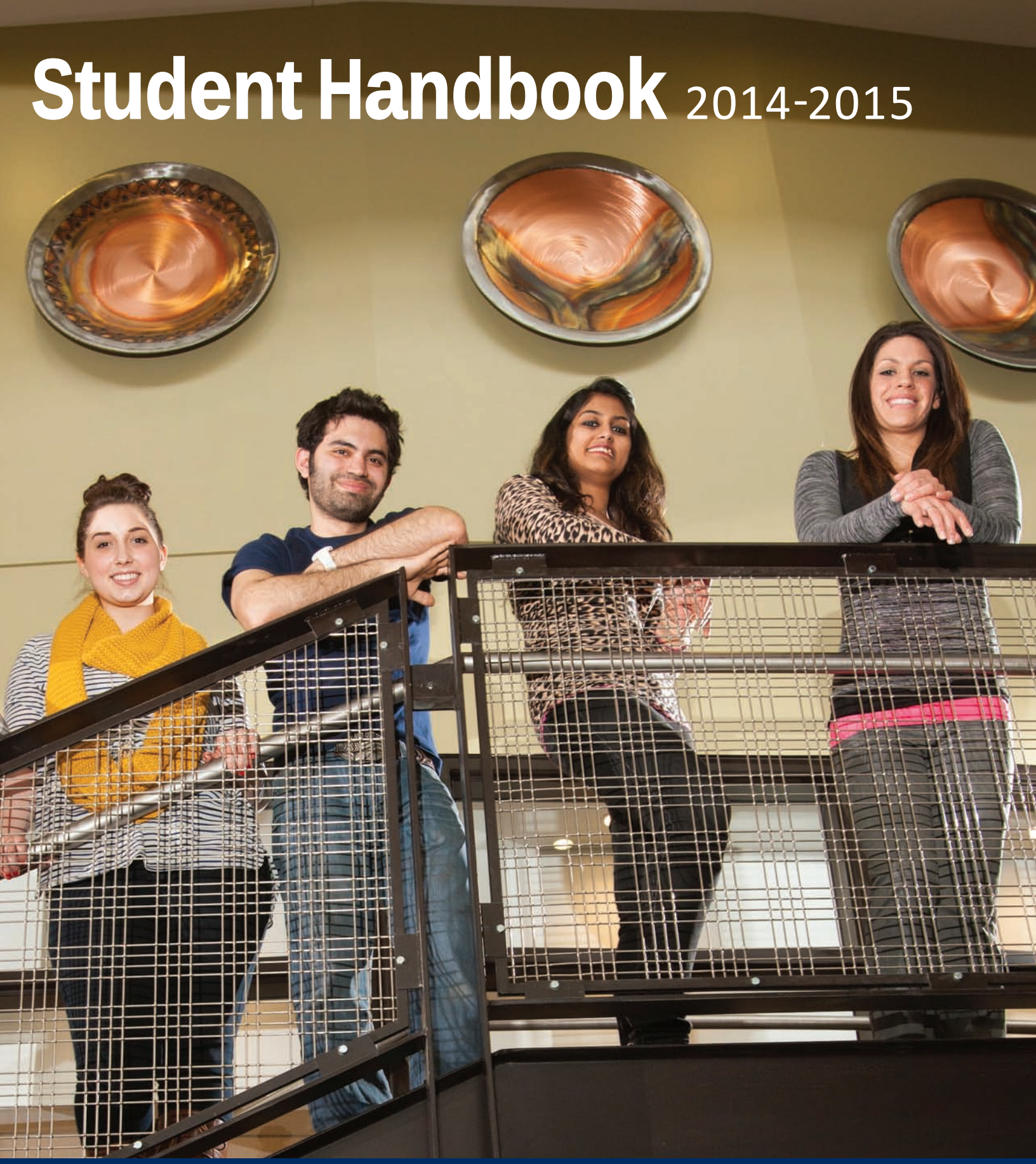
Student Handbook 2014-2015



Minnesota State
Community and Technical College

Discover the difference at Minnesota State Community and Technical College.

Our mission is to provide "dynamic learning for living, working and serving."

Dear M State Student:

Welcome to Minnesota State Community and Technical College, and thank you for choosing M State as the college to discover and pursue your future! Our mission is to provide education for dynamic learning, living, working and serving, so we sincerely hope that your journey in our family of campuses leaves you energized and ready to commit to a plan and a pathway to accomplish your educational, career and life goals.

You are now a member of the M State community. It is a community that will provide you with multiple opportunities and experiences for academic, career and personal growth and development. We want you to fully engage in the M State community of academic programs and services, student life, athletics, housing and possible employment opportunities so you can maximize your experience with us. We want you to succeed in reaching your goals.

This handbook is an important resource during your college experience. Please be sure to read it for important information which will be helpful to you while at M State. If you have any questions, contact our helpful and friendly student services staff.

Best wishes for success - it is a pleasure to have you at M State!

Dr. Peggy D. Kennedy,
President

Vision, Mission and Values

Vision

A success story for every student and stakeholder.

Mission

Provide dynamic learning for living, working and serving.

M State's mission is to provide accessible education with vigor and integrity to diverse learners, preparing them for dynamic living, working and serving.

Values

M State is focused on excellence, integrity, respect and innovation.

- Excellence in teaching and service
- An environment conducive to learning and working
- A culture of diversity and inclusiveness
- Responsiveness to communities served
- Respect and civility in communications
- Openness to innovation and change
- Accountability and transparency in decision-making

Strategic Goals

Aligned with the Strategic Framework of the Minnesota State Colleges and Universities System

Ensure access to an extraordinary education for all Minnesotans

M State embraces the challenge to excel in teaching, learning and service so all students — career, transfer and life-long learners — are ensured of opportunities for success.

Be a partner of choice to meet Minnesota's workforce and community needs

M State recognizes its role as partner and leader in preparing our students, the region and the state for current and future economic competitiveness in a global market.

Deliver to students, employers, communities and taxpayers the highest value and most affordable option for higher education

M State uses sound financial management practices and continually assesses how to productively meet current and future educational needs through innovation, efficiencies and shared services.

2014-2015 M State Student Academic Calendar

August 2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	**25**	26	27	28	**29**	30

September 2014

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28	**29**	30				

October 2014

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12	13	14	15	16	17	18
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November 2014

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16	17	18	**19**	20	21	22
23/30	24	25	**26**	**27**	**28**	29

December 2014

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28	29	30	31			

January 2015

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18	**19**	20	21	22	23	24
25	26	27	28	29	**30**	31

AUGUST 2014

August 25: Fall semester begins
August 29: Last day to drop or add courses

SEPTEMBER 2014

September 1: Labor Day ***COLLEGE CLOSED***
September 19: Application deadline for fall commencement ceremony
September 29: Spring 2015 registration begins

OCTOBER 2014

October 16-17: Fall break ***No Classes/College Open***

NOVEMBER 2014

November 10: ***No Classes/College Open***
November 11: Veterans Day ***COLLEGE CLOSED***
November 19: Administrative duty day ***No Classes/College Open***
November 26: Last day to withdraw from full-term fall semester courses
November 27-28: Thanksgiving break ***COLLEGE CLOSED***

DECEMBER 2014

December 15-19: Final exams
December 18: Fall commencement for all campuses; ceremony in Moorhead
December 19: Fall semester ends
December 22-January 9: Semester break ***No Classes/College Open***
December 25: Christmas ***COLLEGE CLOSED***

JANUARY 2015

January 1: New Year's Day ***COLLEGE CLOSED***
January 12: Spring semester begins
January 16: Last day to drop or add courses
January 19: Martin Luther King Jr. Day ***COLLEGE CLOSED***
January 30: Application deadline for spring commencement ceremony

FEBRUARY 2015

February 13: Summer/fall 2015 registration opens
February 16: Presidents Day ***COLLEGE CLOSED***
February 17: Administrative duty day ***No Classes/College Open***

MARCH 2015

March 13-20: Spring break ***No Classes/College Open***

APRIL 2015

April 2-3: ***No Classes/College Open***
April 21: Last day to withdraw from full-term spring semester courses
April 22: Administrative duty day ***No Classes/College Open***

MAY 2015

May 11-15: Final exams
May 14: Detroit Lakes and Fergus Falls commencement
May 15: Spring semester ends
Moorhead and Wadena commencement
May 18: Summer term begins
May 25: Memorial Day ***COLLEGE CLOSED***

JUNE 2015

June 1: Summer-term liberal arts courses begin

JULY 2015

July 3: Independence Day observance ***COLLEGE CLOSED***

February 2015

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March 2015

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April 2015

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26	27	28	29	30		

May 2015

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17	**18**	19	20	21	22	23
24/31	**25**	26	27	28	29	30

June 2015

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2015

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Visit minnesota.edu for more information.

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Access to Information

The college will make available the following information to all enrolled and prospective students:

Student Right to Know

(Graduation/Completion Rate)

The student Right to Know discloses annual student completion and graduation rates and is available on the college website or by calling 877.450.3322.

Campus Security Report

The Campus Security Report informs the campuses of campus crime prevention programs, crime reporting procedures, emergency response and a three-year statistical history of criminal activity on the college campuses. A copy of the Campus Security Report is distributed annually to students and employees and is available from the Student Services office on each campus. Prospective students and employees can obtain this information from the college website at minnesota.edu or by calling 877.450.3322.

Cost of Attendance

Visit the college website for information on tuition, fees, estimated book and cost supplies, additional program costs and laptop requirements and costs.

Tuition Refund

Information regarding the Tuition Refund Policy for the return of Title IV grants or loans is provided in the Student Handbook, in the college Catalog and on the college website.

Drop/Add/Withdraw

Refer to the college website for the most current Drop/Add/Withdraw policy, which explains the process for making course enrollment changes.

Academic Program Information

A listing of all academic programs and their specific requirements is available on the college website.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act affords certain rights to students concerning their education records. Primary rights include the right to inspect and review education records, the right to seek to have the records corrected and the right to have some control over the disclosure of information from the records. The complete FERPA policy is included in the Catalog and Handbook and on the college website.

Financial Assistance

The college website and Student Services staff can provide the most current information on the availability of financial aid, eligibility, selection criteria, criteria for amount determination, satisfactory progress standards, re-establishing satisfactory progress status, disbursement methods, student work conditions and conditions for repayment of loans.

College Policies

M State policies are regularly reviewed, and policy changes may occur during an academic year. Please visit the college website for updates to policies which may include the following topics:

Academics
Admission
Campus Environment
Degree Completion (Graduation)
Financial Aid
Nondiscrimination in Education and Employment
Online Majors
Registration
Student Records
Student Support Services

If you do not have access to the Internet, please contact a college representative to receive the policies in an alternate form.

Admission

As an open enrollment institution, M State provides students with the opportunity to advance their education regardless of prior academic preparation. We offer comprehensive academic offerings and student support services to educate and train students with diverse backgrounds, academic and personal experiences and life goals. For specific information about the admission process, visit minnesota.edu.

Advanced Standing/Placement

M State awards credit for previously gained knowledge and skills that are equivalent to coursework at the college. Such credit may be granted through various means such as direct transfer of courses of equivalent nature that were completed at regionally accredited institutions of higher education and through articulation agreements for college credit, Advanced Placement courses, CLEP, credit for prior learning or credit by examination.

The amount of credit granted by the college for an exam or other method will not exceed the credit the college grants for an equivalent course or course sequence. The college will not grant credit for exams that overlap completed coursework or for standardized tests for which the student has already gained credit. Credit granted through AP and CLEP may be used for partial fulfillment of the general education distribution requirements for the AA, AS and AAS degrees. Please contact the college registrar's office with any questions about advanced standing/placement.

Assessment for Course Placement

Assessments in reading and math are required of all new students who enroll in more than eight credits at M State. Testing must be completed before registration. Schedules of test dates and times are available online at minnesota.edu. Accommodations for students with disabilities who need to complete assessment testing should be arranged in advance through the college's Center for Students with Disabilities.

Students who do not meet minimum test scores in reading and math will be required to enroll in developmental courses in those areas. Students must demonstrate proficiency in those courses by receiving passing grades before enrolling for the next course in the particular discipline. These courses provide the basic skills required for success in all college courses.

Developmental courses are not intended for transfer; credits earned in these courses will not meet distribution or elective requirements for graduation.

Immunization Requirement

All students must show proof of immunization against diphtheria, tetanus, measles, mumps and rubella. There are two exceptions: 1) if born prior to 1957, or 2) if graduated from a Minnesota high school in 1997 or after. Immunization forms are available at minnesota.edu.

Notice to Students Regarding Possible Impact of Criminal Records

Students who have been arrested, charged or convicted of any criminal offense should investigate the impact that the arrest, charge or conviction may have on employment in a specific field or on access to federal, state or other higher education financial aid.

The following sites may provide information regarding the impact of criminal records on future employment: Minn. Stat. Ch.609B COLLATERAL SANCTIONS, https://www.revisor.leg.state.mn.us/statutes/?id=609B, Minnesota Legislature's Overview of Background Check Statutes, http://www.house.leg.state.mn.us/hrd/pubs/bkgdchck.pdf.

Visiting Students

A student who registers for seven credits or fewer in a semester and who does not intend to immediately pursue a certificate or degree program need not go through formal admission procedures. No proof of high school graduation is required of this type of student. Visiting students must provide appropriate documentation in order to enroll in courses with prerequisites.

Veterans Benefits

The majors offered by M State have been approved by the Minnesota State Approving Agency for veterans and their dependents eligible for GI Bill educational benefits. To determine eligibility or for assistance with GI Bill educational benefits students should visit with one of our veterans assistance coordinators. In Moorhead contact Joe Butler at 218.299.6925 or email at butlejos@mnstate.edu. In Detroit Lakes, Fergus Falls or Wadena contact Eric Abell at 218.299.6881 or email at eric.abell@minnesota.edu. Veterans may receive credit for appropriate military training. The college transfer specialist will determine the number of credits acceptable to transfer.

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Registration

All students who have completed the requirements for admission and and attended a registration event are eligible to register for courses.

Independent Study

In special circumstances, a student may obtain permission to take a regular course on an independent study basis. Students also have the opportunity to expand on an area of special interest by developing an independent study project with an instructor and obtaining the approval of the dean of academic affairs.

Preparing To Transfer

Preparing to Transfer to a Four-Year University

Colleges and universities are working to make transfer easier. Students must plan ahead, ask questions and use pathways created by transfer and/or articulation agreements.

Students Currently Enrolled at M State:

Students should discuss plans with their M State advisor. Call or visit the intended transfer institution. Obtain the following materials and information:

- College catalog
- Transfer brochure
- Information on admissions criteria and on materials required for admission (e.g. portfolio, transcripts, test scores). Note that some majors have limited enrollments or their own special requirements such as a higher grade point average.
- Information on financial aid (how to apply and deadlines for application)

After reviewing these materials, make an appointment to talk with a program advisor or counselor at the transfer institution. Be sure to ask about course transfer and admission criteria.

If not currently enrolled in a college or university, students might begin to plan by meeting with a transfer specialist or admission officer from the intended transfer institution.

Understanding How Transfer of Credit Works:

Completion of the 40-credit Minnesota Transfer Curriculum at M State assures the acceptance of these credits as having satisfied the general education requirements of Minnesota State Colleges and Universities and some colleges within the University of Minnesota system. In addition, the four-year institutions in the state strongly recommend that students complete their associate degrees before transferring. The college has articulation agreements with several of these institutions guaranteeing the acceptance of the associate degree as completing the first two years of a baccalaureate degree. Check with an academic advisor for more information.

For students who transfer without completing an associate degree or the Minnesota Transfer Curriculum, the receiving college or university will decide which credits transfer and whether those credits meet its degree requirements. The accreditation of both sending and receiving institution can affect the transfer of credits earned.

Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content and level.

Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses, and prerequisites and electives. The key question is whether credits fulfill the requirements of the degree or program. Not everything that transfers will apply toward graduation.

Students who change career goals or majors may not be able to complete all degree requirements within the usual number of graduation credits.

Students interested in transfer will find additional resources on which credits may transfer at: www.MnTransfer.org and www.transfer.org/uselect.

Preparing to Transfer to M State

Application for admission is the first step in transferring to M State. Fill out the application prior to the deadline. Pay the application fee. Request that official transcripts be sent from every institution attended. Be prepared to provide a high school transcript or GED test scores as well.

After the college notifies students of acceptance for admission, transcript credits will be evaluated for transfer. How courses specifically meet degree requirements is dependent on the student's declared program of study/ma-

jor. Some courses may not meet specific department or major requirements.

Questions about the evaluation may be addressed to the registrar's office. Transfer credit decisions can be formally appealed.

Your Rights as a Transfer Student:

- A clear, understandable statement of an institution's transfer policy.
- A fair credit review and an explanation of why credits were or were not accepted.
- A copy of the formal appeals process and the ability to appeal any decision made.

Usual Appeals Steps:

- A student fills out an appeal form online. Supplemental information provided to reviewers (a syllabus, course description or reading list) can help.
- The department or instructor reviews.
- The student receives, in writing, the outcome of the appeal.
- The student can appeal decision to the chief academic officer.

Transfer of Credit to M State

Students wishing to transfer credit from another institution to M State must request an official transcript from each institution previously attended. If the student has taken courses at other institutions that are part of the Minnesota State Colleges and Universities (MnSCU) system, the M State transfer specialist will be able to access this information electronically in most cases. For all other college transcripts or for transcripts from MnSCU institutions that are not available electronically, it is the student's responsibility to request that official transcripts be sent to M State. The transfer evaluation process will begin once all transcripts have been received and the student has been accepted to M State with a declared major. Students may be required to provide course descriptions, outlines and/or other information regarding their coursework as part of the transfer evaluation process. Technical courses need to have been completed within the last five years unless this requirement is waived (for more information, refer to the college's Recency Policy).

Transfer of D Grades

If the student's overall GPA at another institution is lower than 2.0, courses in which the student earned a grade of D at that institution will not be transferred to M State. These courses are listed on the student's Degree Audit Report (DARS) and noted as NTD (non-transfer D). If the student's GPA at the sending institution is above 2.0, courses at that institution in which a D grade was earned are transferred to M State for credit and are noted on the student's DARS as TD (transfer D). An exception to this requirement is made for any course taken at another Minnesota State Colleges and Universities (MnSCU) institution if the course has met any of the Minnesota Transfer Curriculum (MnTC) goal area(s). If the student earned a grade of D in a course that meets any MnTC goal area(s) and was taken at a MnSCU institution, the course will transfer to M State regardless of the student's GPA at the sending institution.

Individual programs/departments reserve the right to not accept grades of D in fulfillment of program requirements. In these cases, the requirement is applied to all students in the program and to all courses taken, regardless of whether the course was taken at M State or at another institution.

Change of Major/Program or Campus at M State

Students who wish to change their major or move to another campus of M State may request to do so by completing a Change of Major/Program or Campus form online. The request will be reviewed and approved based on space availability in the program and/or campus requested by the student. The student will be notified by the college if the request cannot be accommodated.

Student Records

Confidentiality of Student Records/FERPA Notification and Student Directory Data

Under the Minnesota Government Data Practices Act (MGDPA) and the Family Educational Rights and Privacy Act (FERPA), students have the right:

- To inspect and review their educational records.
- To request an amendment of records for the purpose of correcting inaccurate or misleading records, or records that violate student privacy or other rights in some fashion.
- To have a hearing regarding records which the student believe are inaccurate or misleading, if the college does not amend records upon request.
- To place a written statement explaining the disagreement with the college in their records, if the college does not amend records after the opportunity for hearing about whether the records are inaccurate or misleading.
- To consent to disclosures of information that identify the student personally, except to the extent that disclosures are allowed without consent under state and federal law.
- To file a complaint with the United States Department of Education if the student believes the college is not meeting the requirements of the federal law. Written complaints should be sent to: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W. Washington, DC 20202-4605.
- To obtain a copy of the college's complete policy regarding education records. The college has policy information available in the college Catalog and the Student Handbook.

FERPA and the MGDPA permit disclosures of student information without consent to college officials with legitimate educational interest. A college official is a person employed by the college in an administrative, supervisory, academic support or support staff position, a person or company with whom the college has contracted, a student serving on an official college committee, a person serving on the Board of Trustees or in the Office of the Chancellor, a person assisting another college official in performing his or her tasks, and/or contractors, consultants, volunteers and other service providers. A college official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Records Maintained on Students are Categorized as Follows:

- Public Data – Data that has been designated as directory data is considered public. The Student Directory Data policy defines directory data for M State.

- Private Data – Almost all educational data is private. Private data is accessible to the subject of the data and to those who have a business need for access to the data. Students must provide the college with prior written consent for disclosure of private data.
- Confidential Data – Confidential data is not accessible to the subject of the data. Confidential data is accessible only to individuals or agencies authorized by law to have access to the data.

Student Directory Data

Student directory data is considered public data, and the college may release it without a student's written consent. A student may, however, make a written request to prevent the college from releasing directory data without the student's written consent. M State defines directory data to include:

1. Name
2. Items needed to be accepted to the college and/or to a selective admissions program
3. Categories of holds preventing a student from registering for classes (i.e., academic or business office)
4. Major field of study
5. College email address
6. Honors and awards
7. Most recent educational agency or institute attended
8. Dates of attendance
9. Weight and height (used for student athletes only)
10. Dates of graduation, certification and awards

Notice to students: If you are currently enrolled in or receiving services from one college or university within the Minnesota State Colleges and Universities system, your academic records from that institution are available to officials of other schools within MnSCU while you are in attendance. M State forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosures of your records to other schools under other circumstances may require your prior written consent. Students should contact the dean of student success if they have questions about their rights.

Change in Student Record

The college expects students to report any name, address, program/major, telephone number or other record changes to Student Services. This ensures accuracy of student information and allows the college to communicate important information to students. Students should use the appropriate online form to make such changes.

Students who have name changes must provide legal documention to the college. Contact Student Services with questions.

Photography/Video for Publicity

Student images (photo or video) may be used by the college for public relations, marketing and/or publications. If a student does not wish to have his/her image used for these purposes, a written request must be filed with the Marketing and Communications office by contacting Tina Bartels at tina.bartels@minnesota.edu.

Academic

Classification of Students

A student who has earned fewer than 30 credits is classified as a freshman. One who has earned 30 credits or more is classified as a sophomore. Two other terms are used occasionally to refer to a student's status: "Part-time" refers to students who carry less than 12 credits, and "visiting" refers to occasional students who are not currently pursuing a degree or certificate.

Graduation Policy

M State grants Associate in Arts (AA) degrees, Associate in Science (AS) degrees, Associate in Applied Science (AAS) degrees, Associate in Fine Arts (AFA) degrees, diplomas and certificates. The following general requirements apply to all candidates for each of the degrees.

General Requirements:

- Achieve a minimum cumulative GPA of 2.00.
- Successfully complete all required coursework for the program major(s) according to criteria established by the college. The actual graduation date will be within the semester in which all coursework, transfer credits and related materials required for program completion are finalized.
- Programs may have additional graduation requirements. These requirements are published and available from program faculty and advisors.
- Students must earn 20 semester credits/equivalent or one-third of the credits required for graduation at the granting institution, whichever is less.
- Requirements are established at the time of admission to the program.
- Students must complete an application for graduation. The application can be obtained on the college website at minnesota.edu.

Career Exploration and Placement Services

The college assists students with career exploration through one-on-one and/or group assistance and counseling. Each campus offers career interest inventories and other resource information and customized course work and services to help students create and meet their educational and career goals.

For technical programs, the college also assists students with placement services for one year following graduation. While the college does not accept responsibility for a student securing employment, the college offers services designed to assist students in the job-seeking process. Many of these services are available on campus in the Spartan Center and include assistance with portfolio and resume development, interviewing and job searching techniques.

Carl D. Perkins Vocational Career and Technical Education Act of 2006

M State partners with Lakes Country Service Cooperative and various education, business and community agencies to carry out services as part of the Carl D. Perkins Vocational Career and Technical Education Act of 2006.

The purpose of the Act is to improve career and technical education and create opportunities to enter high-skill, high-wage and high-demand employment in Minnesota for all learners. The Act places special emphasis on

improving access and services for special student populations defined by law. These special populations include:

- Individuals with disabilities
- Individuals from economically disadvantaged families, including foster children
- Individuals preparing for non-traditional fields
- Single parents, including single pregnant women
- Displaced homemakers
- Individuals with limited English proficiency

Non-traditional fields also receive special emphasis in the Act. A non-traditional field is defined as a high-skill career field for which students from one gender comprise fewer than 25 percent of the students enrolled in the field. Examples include women in construction electricity or men in dental hygiene. M State encourages students to consider non-traditional fields, and we welcome questions and inquiries from all students and members of the public. For more information about non-traditional fields, please contact the enrollment manager at any M State campus. For eCampus programs, contact the dean of student access for the college.

For information about how to access Perkins services and programs at any M State campus, contact Carrie Brimhall, associate vice president of academic and student affairs, at carrie.brimhall@minnesota.edu.

Academic Assessment

Program faculty assess the effectiveness of student learning in programs and disciplines each year. Career programs share results with their industry-based advisory committees and then adjust their curriculum as appropriate.

Academic Support Services

The college provides students with numerous services to support their educational experience. Each campus has tailored its services to meet the needs of its student population and may include:

- Academic advising, counseling and support
- Career counseling, resources and assessment
- Career placement services
- English Language Learner services
- Free tutoring, study skills assistance and other learning services
- Career counseling and referrals to other agencies
- Library services
- Multicultural programming and services
- Services for students with disabilities
- Writing assistance

For more information or to obtain any of these services, contact Student Services.

International Students (F-1, M-1 Visa)

International students are required to be enrolled in 12 or more credits each semester (fall and spring). Upon arrival at the college, students must present their visa and passport bio page to the international student advisor. International students must purchase health insurance through MnSCU. International students are responsible for maintaining their legal status while enrolled at M State.

English Language Learners (ELL)

Enrollment managers and academic advisors offer assistance to English language learners who seek aid in getting admitted and enrolled at M State. M State offers courses and support services to assist ELL students in reaching their educational goals. See an academic advisor, enrollment manager or resource specialist for more information on support services.

Student Credit Load

The maximum number of credits that a student is allowed to take in any one semester is 20. A student may complete the appeal form to petition the academic dean to take more than 20 credits in one semester.

Credit by Examination

A student may challenge any program-level course at M State through an examination for credit with the appropriate department by the drop/add date. The student should obtain a Credit by Examination form at minnesota.edu to secure approval for such an examination from the appropriate faculty. A $50 per credit (lecture or lab) fee will be assessed for the course that the student intends to challenge. If the student passes the test, a grade of CR (credit) is recorded on the student's transcript and the credits are awarded toward his or her degree. If the student fails the test, the attempt is not recorded on the student's transcript. A student MAY NOT repeat a challenge examination.

Financial aid amounts are based in part on the number of credits students register for each semester. Any test-out credits are not counted toward determining a student's status of full-time, three-quarter-time, half-time, or less than half-time to determine financial aid awards.

A student may not use the credit by exam process for a course which already appears on the student's record. Students are encouraged to complete the credit by examination process well in advance of the term but must complete it by the drop/add date.

Refer to the Residence Credits Policy to determine any limitations to earning credits by examination.

Auditing Courses

Students intending to audit a course (earn no credit) are required to register for the course, pay the course tuition and fees and submit an Audit Grade Request form online. Auditing students may not need to meet regular course requirements but should confer with the instructor as to their privileges and responsibilities in the course. A student may change from credit to audit status or audit to credit status any time during the first five days of the semester. Courses audited are not included in determining the total credits earned toward a major or the cumulative grade point average.

Drop/Add/Withdraw

A student must drop a class within the first five instructional days of a semester to avoid being billed tuition and fees for the course. No entry will be made on the student's academic record if a course is dropped within the first five instructional days of a semester.

A student may add a class through the fifth day of instruction for the semester. Proportional time limits may be applied to courses of shorter duration.

A student may withdraw from a course no later than the point at which eighty percent (80 percent) of the course has elapsed. To verify the exact last date to withdraw for each course, students may log into their E-Services account, view their class schedule and check the information listed in the "Last Dates to Drop/Withdraw" column.

A course from which a student withdraws after five instructional days and before 80 percent of the course has elapsed will appear on the student's record as a withdraw (W).

Tuition and fees will be assessed for all courses for which the student is registered after the fifth instructional day of the semester. Courses from which a student withdraws after the fifth instructional day will not reduce the student's tuition obligation.

Student financial aid is calculated based on the number of credits a student is registered for at the end of the drop/add period. Accumulated withdrawals will impact financial aid eligibility and may require repayment of received funding per federal guidelines.

The college does not automatically drop or withdraw a student for non-attendance. Should a student fail to begin attendance by the fifth instructional day of the semester, a grade of FN may be issued by the instructor. An FN grade will prevent the disbursement of financial aid for that course. Should a student cease attendance and/or participation in a course for 14 consecutive calendar days without prior arrangements having been made with the instructor, a grade of FW may be issued by the instructor.

When students do not officially drop or withdraw, they receive the earned grade in each course for which they are registered and will be responsible for tuition and fees for those courses. It is the student's responsibility to drop or withdraw from a course.

The college reserves the right to administratively drop a student for non-attendance in special circumstances.

Withdrawing from the College

Students needing to initiate a withdrawal from all their courses can do so online at minnesota.edu. Please note that tuition and fee refunds do not apply to withdrawing from individual courses.

The college encourages students to visit with their academic advisor prior to making a decision to complete the withdrawal process. Withdrawing may have an impact on student repayment of financial aid, eligibility to receive financial aid and satisfactory academic progress.

The college refunds tuition and fees to students who withdraw in accordance with MnSCU policy. Students receive a proportionate refund for tuition and fees provided the withdrawal process is completed within the established deadline.

After the fifth day of the semester, the college issues refunds according to the following schedule:

Fall and Spring semesters:

Date of Withdrawal	Refund allowed
6th through the 10th day of the term	75%
11th through the 15th day of the term	50%
16th through the 20th day of the term	25%
21st day and after	No refund allowed

Summer sessions and other terms at least three weeks in length but less than 10 weeks in length:

Date of Withdrawal	Refund allowed
6th through the 10th day of the term	50%
11th day and after	No refund allowed

Minnesota Transfer Curriculum (MnTC)

The Minnesota General Education Transfer Curriculum (MnTC) is the result of a collaborative effort by all of the two- and four-year public colleges and universities in Minnesota to define a common philosophy toward general education. The goal of this effort is to help students transfer their work in general education. Completion of a defined transfer curriculum at one institution enables a student to receive credit for all lower-division general education courses upon admission to any other MnSCU institution.

Students who complete the general education transfer curriculum are certified in 10 areas of competency by faculty at the sending institution. Beginning January 1, 2002, all MnTC courses offered by MnSCU institutions must transfer within MnSCU into the goal areas as designated by the original institution. The following are the 10 goal areas of the MnTC:

Minnesota Transfer Curriculum Goal Areas:

1. Written and Oral Communication
2. Critical Thinking
3. Natural Sciences
4. Mathematics/Symbolic Systems
5. History and the Social and Behavioral Sciences
6. The Humanities—the Arts, Literature and Philosophy
7. Human Diversity
8. Global Perspective
9. Ethical and Civic Responsibility
10. People and the Environment

The college Catalog contains a complete listing of all the MnTC courses and their corresponding goal areas. The college website also contains this listing.

Degree Requirements

The requirements for the AA, AS, AAS and AFA degrees, diplomas and certificates are detailed in the college Catalog, in addition to being located on the M State website.

Please consult an academic advisor with questions about the course requirements for a specific degree, diploma or certificate.

Academic Program Assessment

All academic programs at the college develop and implement plans for assessing student learning. These plans include assessment of approved Program learning outcomes to provide evidence of student learning at the level deemed appropriate for graduates of college programs. The results of these assessments are used by the program faculty to plan strategies for improved student learning.

In addition to assessing student learning, the college works in other ways to evaluate the quality of student experiences at the college, both inside and outside the classroom. As a result, students will be asked to participate in a variety of surveys and other evaluative processes, such as course surveys, satisfaction surveys, comment cards and focus groups. The college uses the feedback to determine ways to improve.

Academic Advising

It is the college's philosophy that academic advising is essential to the growth and development of each individual student. Academic advising will be available to all students to assist with scheduling and academic issues. It is the intent of the college to provide the student with personally relevant information and instructional assistance.

Mid-Term Progress

Students should meet with their advisors to review mid-term progress each semester.

Final-Term Grades

Final grades are provided to students upon completion of an academic term.

Grading

The college will use the following letter grades to document student achievement:

A = Excellent
B = Above Average
C = Average
D = Below Average
F = Failing
I = Incomplete***

CR = Credit by Examination
NC = No Credit
P = Pass
W = Withdraw

Other Designations:

H = Honors project****
AU = Audit of a class for no credit**
Z = Designator to indicate course is in progress or a faculty member has not submitted a final grade.
FN = Unearned F/Never attended.
FW = Earned F/Ceased attendance prior to the end of the term.

** A student auditing a course will pay the normal tuition rate.

***A student may request faculty to assign the student a grade of incomplete (I). A grade of "I" (Incomplete) will convert to an "F" at the end of the subsequent semester (excluding summer semester) unless the faculty member submits a grade change with the earned grade to replace the I.

**** The H designation does not impact grade point average or satisfactory academic progress.

An incomplete grade must be removed by completing course requirements at the end of one semester, excluding summer semester. Any incomplete grade not removed will be changed to an "F."

Repeating Courses

All courses taken at M State may be repeated. A student may repeat a course an unlimited number of times, unless stated otherwise. Both the original and the repeat grade will appear on the student's transcript. The highest grade will be used to compute the student's GPA. Exceptions include choir, music lessons and student newspaper. Because financial aid may not cover the cost of repeated courses, students are advised to consult with the financial aid office.

Grade Point Average

Academic progress will be evaluated, in part in terms of grade point average. The following system will be used to establish a student's grade point average and will be the only grades included in the GPA calculation:

A = 4 grade points per credit
B = 3 grade points per credit
C = 2 grade points per credit
D = 1 grade points per credit
F = 0 grade points per credit

A GPA is determined by the sum of all grade points divided by total credits attempted, except those credits that carry grades other than the usual A - F grades.

Academic Forgiveness

Academic forgiveness gives an undergraduate student a one-time opportunity to establish a new grade point average.

Academic forgiveness cannot be granted if a student has earned a post-secondary degree following his/her initial M State attendance and has applied M State credits toward that degree. Courses that have been used for completion of certificate, diploma or degrees are not subject to academic forgiveness.

Please see the college website at minnesota.edu for the complete Academic Forgiveness Policy.

Satisfactory Academic Progress

All students in a program of study must meet satisfactory academic progress standards in order to remain enrolled and maintain eligibility for financial aid. Students must maintain an acceptable grade point average and completion rate for their registered credits to meet M State's standards for satisfactory academic progress. The acceptable grade point average and completion rate are based on cumulative registered credits and are detailed below:

Qualitative Measure

Grade Point Average (GPA): All students are required to meet the minimum cumulative GPA as shown below.

Cumulative Registered Credits	Minimum Required GPA
0 – 5	0.00
6 – 23	1.75
24 or more	2.00

Quantitative Measure

Completion Percentage: All students are required to earn a minimum of their cumulative registered/attempted credits. Grades of F, FN, FW, I, NC, W and Z (or blank/missing) are treated as registered credits but NOT earned credits and thus negatively impact the percentage of completion.

Formula:
Percent earned = [cumulative earned credits/ cumulative registered credits X 100]

Cumulative Registered Credits	Minimum Required Completion
0 – 5	0%
6 – 23	58%
24 or more	66.6%

Evaluation Period

The college will evaluate satisfactory academic progress after each term which includes fall, spring and summer. All students with registered credits during a term will be evaluated at the end of that term.

Failure to Meet Standards

Warning Status: If at the end of the evaluation period a student has not met either the college's GPA or completion percentage standard, the student will be placed on warning status for one evaluation period. Students on warning status are eligible to register and receive financial aid.

Reinstatement of Students on Warning Status: If at the end of the academic warning period a student who has been on warning status has met both the cumulative GPA and cumulative completion percentage standards, the warning status is ended and the student is returned to good standing.

Suspension of Students on Warning Status

If at the end of the warning period a student who has been on warning status has not met both the college's cumulative GPA and completion percentage standards, the student shall be suspended. Students on suspension are not eligible to register or receive financial aid. Without an appeal (see "Appeals and Probation" below), the suspension period is for one calendar year. Students returning after the one-year suspension period must still appeal for potential financial aid reinstatement.

Suspension of Students for Other Reasons

Suspension for Inability to Meet Program Requirements within the Maximum Time Frame: If at the end of the evaluation period the college determines it is not possible for a student to raise his or her GPA or course completion percentage to meet the standards before the student completes his or her program of study at the college, the student shall be suspended from financial aid eligibility.

Suspension for Exceeding the Maximum Time-Frame: If at the end of the evaluation period a student has failed to meet the college's standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility.

Suspension for Extraordinary Circumstances: The college may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

Suspension at another MnSCU Institution: Students who have been suspended from another MnSCU institution who have an active suspension on their record will not be allowed to register for courses at the college. Students whose suspension period has elapsed may enroll at the college but may not be eligible for financial aid until they've academically performed at an acceptable term level (75 percent completion and a term GPA of 2.25 or greater). These students will enter the college on probationary status.

Appeals and Probation

Appeals: Students may appeal their suspension based on unusual or extenuating circumstances. Extenuating circumstances include:

- Serious illness or injury to a student or immediate family member (parent, spouse, sibling or child) that required extended recovery time
- Death of an immediate family member (parents, spouse, sibling or child)
- Significant trauma in a student's life that impaired the student's emotional and/or physical health
- Other unexpected documented circumstances beyond the control of the student
- Suspension due to an excessive number of credits without completing a degree, diploma or certificate

The student shall submit, as part of the appeal, information as requested regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress (SAP) at the end of the next evaluation period.

An appeal may be approved only if the college:

1. Has determined that the student should be able to meet SAP standards at the end of the next evaluation period; or
2. Develops an academic plan with the student that, if followed, shall ensure that the student is able to meet SAP standards by a specific point in time; and
3. Maintains a standard of term performance of a minimum of 75 percent completion rate AND a minimum GPA of 2.25 until such time as satisfactory cumulative measures are met.

Probation: A student whose suspension period of one year has passed or who has been granted reinstatement through the appeal process shall be placed on probation. If, at the end of that evaluation period, a student on probation status:

- Has met the college's cumulative grade point average and completion percentage standards, the student shall be returned to good academic standing.
- Has not met the college's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan AND a standard of term performance of a minimum of 75 percent completion rate AND a minimum GPA of 2.25, the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
- Has not met the college's cumulative GPA and completion percentage standards and also has not met the conditions specified in his/her academic plan, the student shall be re-suspended immediately upon completion of the evaluation period. The suspension period is for one calendar year; students must appeal for potential financial aid reinstatement.

Notification of Status and Appeal Results

Status Notification: Students are notified in writing (email or letter) when the evaluation of satisfactory academic progress results in Warning, Suspension, or Probation. The notice includes the conditions of the current status and the conditions necessary to regain eligibility for registration and financial aid (where applicable). Notice of suspension also includes the right and process necessary to appeal suspension.

Appeal Result Notification: Students are notified in writing (email or letter) of the results of all appeals. Approved appeals may include specific conditions under which the appeal is approved and any conditions necessary to retain eligibility for registration and financial aid.

Reinstatement

Students who have been suspended from financial aid eligibility may be reinstated after an appeal has been approved or the minimum cumulative GPA and completion percentage standards have been achieved. Students suspended from the college may be reinstated to enroll for classes after an appeal or after the suspension period of one year has passed but may not be eligible for financial aid until they've met the conditions of their appeal for financial aid reinstatement.

Definitions

Credits: The unit by which academic work is measured.

Registered (Attempted) Credits: The total number of credits for which a student has officially enrolled at the end of the registration drop/add period each term.

Cumulative Registered Credits: Cumulative registered credits are the total number of credits registered for all terms of enrollment at the college, including summer terms and terms for which the student did not receive financial aid.

Earned Credits: Earned credits include the grades of A, B, C, D, AH, BH, CR and P. They are successfully completed credits that count toward the required percentage of completion (66.6 percent) as defined by the quantitative measure.

Attempted, NOT Earned: Grades of F, FN, FW, I, NC, W, Z (or a blank/missing grade) will be treated as credits attempted but NOT successfully completed (earned).

Academic Forgiveness: Credits for which a student has been granted academic forgiveness WILL be included in all financial aid satisfactory progress measurements.

Audited Courses: Audited courses are not financial aid-eligible courses and are not included in any financial aid satisfactory academic progress measurements.

Consortium Credits: Consortium credits are credits for which a student is registered at another college/university, which are accepted in transfer by this college and are included for purposes of processing financial aid at this college. These credits are included in all satisfactory academic progress measurements.

Developmental Credits: Developmental credits are awarded for remedial course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 credits (English Language Learner courses). These credits are included in all satisfactory academic progress measurements. However, up to 30 developmental credits are excluded from the maximum timeframe calculation.

Incompletes: The grade of "I" (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of extraordinary circumstances beyond their control. An "I" grade will automatically become an "F" grade at the end of the next term (not including summer sessions) if requirements to complete course work have not been satisfactorily met. Faculty have the option of setting an earlier completion date for the student. A grade of "I" is not included when calculating grade point average or earned credits. Thus, it does not impact GPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

Repeat Credits: Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student may repeat a class as allowed by the college. The college will determine, based on its Repeating Courses Policy, which grade will become the grade calculated in the GPA. All repeated credits are included in the percent of completion and maximum time frame calculations.

Transfer Credits: Transfer credits are credits earned at another institution which are accepted by this college. Transfer credits which are accepted by M State and are applicable to the student's program of study shall be counted as credits attempted and completed for calculation of completion percentage and maximum time frame. Grades associated with these credits are not included in calculating GPA.

Withdraw: The grade/mark of "W" (withdraw) is assigned when a student withdraws from a class after the drop period. It is not included in calculating grade point average or earned credits. Thus, it does not impact GPA but is counted as attempted credits, therefore negatively impacts the student's percentage of completion.

Academic Honesty and Integrity

M State is committed to providing students with the competencies and skills associated with academic honesty and integrity. Students are expected to meet their academic requirements with honesty and integrity pursuant to this policy. Students are expected to be the sole authors of their work and to acknowledge the authorship of others' work through proper citation and reference. Use of another person's ideas, including another student's, without proper reference or citation constitutes plagiarism and academic dishonesty and is prohibited conduct. The college extends the concept of plagiarism to include issues of copyright and trademark infringement. Submission of prior work without self-citation constitutes self-plagiarism and academic dishonesty and is prohibited conduct.

Collaboration in the completion of course work is prohibited unless explicitly permitted by the course instructor. Where such collaboration is permitted by the course instructor, students must acknowledge any collaboration and its extent in all submitted course work.

The consequences of academic dishonesty are determined on a case-by-case basis by each instructor and may include but are not limited to one or more of the following academic sanctions: non-acceptance of submitted course work, failing grade on an assignment, lower grade in a course, or failing grade in a course. In severe cases, the student may be referred to the student code of conduct process for possible sanctions.

M State students, faculty, and staff share the responsibility for promptly reporting any alleged violation of this policy.

Rationale

In support of M State's core values, this policy establishes the standards for academic honesty and enforces the college's commitment to teaching and learning while maintaining authenticity, ethics, and scholarship in one's work as a student at the college. This policy also establishes the due process procedures for the internal resolution of acts of academic dishonesty.

Definitions

Academic dishonesty: Academic dishonesty refers to the use of either intellectual property produced by the work of others that has not been given the appropriate recognition or the intentional misuse of quantitative or qualitative data.

Plagiarism: Plagiarism is one example of academic dishonesty. Plagiarism is presenting someone else's ideas or work as your own. Plagiarism also includes copying verbatim or rephrasing ideas without properly acknowledging the source by author, date, and publication medium. Students must take great care, whether in a draft or final version of a paper or project, to distinguish their own ideas and language from information acquired from other sources. Sources include published primary and secondary materials, electronic media, unpublished materials, and information and ideas gained through other people.

Consequence: A consequence is an academic decision that may be issued due to committing an act of academic dishonesty. Academic consequences may include but are not limited to one or more of the following: non-acceptance of submitted course work, failing grade on an assignment, lower grade in a course, or failing grade in a course. In severe cases, the student may be referred to the student code of conduct process for possible sanctions. This list is not exhaustive.

Academic Appeals

Students may appeal any academic issue and discuss it with the appropriate employee(s) and/or administrator(s) as established by college policy or procedure. Students have the right to seek remedy through the college's designated academic appeal process. Students should use available informal means (direct conversation) to resolve disputes before filing an appeal. There will be no retaliation of any kind against students, faculty or staff who participate in the appeal process. For more information about filing an academic appeal, contact Student Services.

Student Grievances

Students have the right to file a grievance in writing if they have allegations of improper, unfair, arbitrary or discriminatory action by an employee involving the application of a specific provision of a college rule or regulation. Students should use available informal means to have decisions reconsidered before filing a grievance. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. These procedures shall also protect data privacy rights. For more information on filing a grievance, contact your campus director of student development services.

Program Interruption

The academic calendar of M State is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, interruption of utility services, acts of God, civil disorder and war. In the event of any such occurrences, the college will attempt to accommodate students. The college will not, however, guarantee that courses of instruction, extracurricular activities or other college programs or events will be completed or rescheduled.

Financial

Tuition

Tuition for all students is set annually by the Minnesota State Colleges and Universities Board of Trustees and charged on a per credit basis.

All applicable tuition charges are billed to the student and are payable on or before the tuition and fee due date. Tuition not paid by this date as defined by the registration Cancellation for Non-payment policy (listed below) will result in the cancellation of all courses.

Cancellation for Non-payment

Minnesota State Colleges and Universities policy requires that minimum payment criteria must be met fifteen days prior to the first day of each semester to avoid an administrative drop of all courses a student is enrolled in for the term. To ensure courses are not canceled, a student must have one of the following payment criteria in place one week prior to the first day of classes.

1. Pay in full using cash, check or credit card.
2. Create a payment plan. The student has made a down payment of 15 percent of tuition and fees charged or $300, whichever is less, and an active payment plan with FACTS Management Company is in place.
3. Apply for federal financial aid. Once the student has applied for financial aid and M State has received the application (FAFSA) results from the Department of Education, courses will be confirmed. To access the FAFSA application, go to www.fafsa.ed.gov.
4. Submit a scholarship or third-party authorization. As soon as M State has received payment in the form of scholarships, third-party authorizations or tuition waivers that meet the minimum down payment of 15 percent or $300, courses will be confirmed.
5. Apply for Veteran's Education Benefits and complete the Veteran's Sign-Up form.
6. For international students, an active I-20 or DS20.19 is on file.

Create an Active File

Students can manage their account online at SpartanNet by clicking on the E-Services link. Once student tuition and fee bills are posted, there will be messages to indicate whether the payment criteria to avoid an administrative drop have been met. If any known payment or financial aid information does not appear on the online screens, students should contact Student Services for resolution as early as possible.

Students who register and later change their plans for attendance should not rely on the cancellation for nonpayment (commonly referred to as drop for non-payment) process to complete administrative drops for them. Students who do not wish to be enrolled must drop their courses via the online registration process and officially withdraw from M State for accurate determination of their financial obligation to the college, if any.

Tuition Reciprocity

Reciprocity agreements exist between the state of Minnesota and the states of North Dakota, South Dakota, Wisconsin, Michigan, Missouri and Nebraska. Students of these states and the province of Manitoba are permitted to pay tuition at a rate below the nonresident rate. Reciprocity application forms are available from high school counselors, online or from the Student Services office.

Non-resident Tuition

M State allows students from states other than Minnesota and from states that do not have reciprocity agreements to attend and pay resident tuition rates.

General Fee for Senior Citizens

As defined in Minnesota Statues §135A.51, senior citizens who have reached 62 years of age before the beginning of any term, or a person receiving a railroad retirement annuity who has reached 60 years of age before the beginning of the term, can pay an administrative fee of $20 per semester credit to be enrolled in credit courses on a space-available basis after all students who pay regular fees have been accommodated.

Residency

Students who seek to qualify for in-state tuition must first meet the following threshold requirements:

- Students must have resided in Minnesota for at least one calendar year immediately prior to applying for in-state tuition.
- Residence in Minnesota must not be merely for the purpose of attending the college.

Each of the following additional facts and circumstances will be considered when responding to a petition for in-state tuition. Not one of these factors is either necessary or sufficient to support a claim for in-state tuition.

- Continuous presence in Minnesota during period when not enrolled as a student
- Sources for financial support are generated within Minnesota
- Domicile in Minnesota of family, guardian or other relatives or persons legally responsible for student
- Ownership of a home in Minnesota
- Permanent residence in Minnesota

The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to affect eligibility for in-state tuition under these regulations but may be considered as part of the demonstration of the facts and circumstances listed above.

- Voting or registration for voting
- The lease of living quarters
- A statement of intention to acquire a domicile in Minnesota
- Domicile of student's spouse in Minnesota
- Automobile registration
- Other public records, e.g. birth and marriage records

College Fees

Various fees will be assessed to students depending upon enrollment status, courses attempted and services offered by the campus attended. The following is a list of the fees that may be assessed. Fees unique to a program or a class offering are detailed in the course requirement list. Fees shall be established annually by the president. A fee schedule is available from the campus business office for the current academic year. Fees may vary based on the campus where the student is enrolled.

Application Fee

All students entering the college will be assessed a one-time, non-refundable application fee.

Art Fee

All students in studio art courses are assessed a fee to partially cover the cost of studio materials.

Athletic Fee

Students in varsity courses may be assessed a fee to cover the costs of travel uniforms and road trip expenses.

Clinical Makeup Fee

In the event that a student is absent from excessive clinical time, he or she will be required to make up some or all of that time. Because this is extra time for the faculty and extra expense for the college, this fee will be assessed to the student.

CNA/HHA Testing Fee

Any nursing assistant or home health aide student wishing to take the certification test through the college is assessed this fee. The fee is used to pay for the cost of scoring the exam.

Credit by Examination Fee

When a student wishes to test out of a course through credit by examination, a credit by examination fee shall be assessed.

Culinary Arts Fee

Students in the culinary arts program are assessed a fee to cover meals they consume during the courses.

Equine Fee

Students enrolled in courses delivered at Red Horse Ranch are assessed a fee to cover the costs of tack and the use of ranch horses.

Golf Green Fee

Students in golf classes are assessed a fee to cover green fees at community golf courses.

Late Payment Fee

Late payment fees will be assessed on the 21st day of each semester to any student who has not paid tuition and has not provided proof of financial aid or other funding. The fee is based on the number of credits for which a student is registered.

Nursing Application Deposit

Applicants to the nursing programs are required to pay a deposit, which will be returned if the applicant is not accepted into one of the college's nursing programs. The deposit will be applied toward the first-term tuition of accepted students.

Parking/Common Area Fee

Parking fees are assessed on a per credit basis, with the proceeds used to maintain and upgrade college parking facilities.

Pottery Clay Fee

Students enrolled in ceramics courses are assessed a fee to pay for the cost of the clay used in class projects.

Private Music Lessons

A fee is assessed for students who enroll in private vocal and instrumental music instruction.

Pre- and Post-Test Assessment Fee

Nursing students are assessed fees to cover the cost of the pre-test and post-test exams required of students in the nursing program.

Professional Liability Fee

Students in courses that require clinical/internship experience are assessed a fee that is used to purchase professional liability insurance on their behalf.

Replacement of Student Identification Card

Each student receives his or her first student identification card at no cost, but there is a charge for replacement cards.

Technology Fee

Students are assessed a technology fee on a per-credit basis as outlined in the technology fee plan. Proceeds from this fee shall be used to upgrade and maintain the technical infrastructure of the college and to assist in the staffing of technology-related positions.

Student Activity Fee

Students are assessed a student activity fee to support Student Life activities.

Student Association Fee

All students are assessed a per-credit fee to support membership dues required by the Minnesota State College Student Association.

Uniform Deposit Fee

All students who rent a uniform from the college must pay a deposit, which is refunded at the end of the academic year if all uniforms are returned undamaged.

Uniform Rental Fee

A uniform rental fee is assessed to all students who are enrolled in programs that require uniform rental.

Wellness Fee (Moorhead campus only)

Students enrolled in courses on the Moorhead campus are assessed a fee for the operation of the campus Fitness Center.

Student Payments

All tuition and fees are due on the tuition and fee due date which is established annually by the college. All courses will be cancelled unless the student has met the payment definition outlined in the Drop for Non-Payment section of the college Catalog or Student Handbook.

In the event that the student does not receive enough financial aid, scholarship or third-party agency payment to cover all charges, the account will be considered delinquent. Also, if the student does not stay current with the agreed-upon payment plan, the account will be considered delinquent.

In the event that the account becomes delinquent, a written notice will be sent to the student which will make the student aware of the delinquency

and notify him or her that payment in full must be received immediately.

Any student who does not make payment after the above notice is received will be sent a State of Minnesota 20-day letter. This letter will inform the student that the account will be turned over to the Minnesota Collection Entity if payment is not received.

In addition, no student with an outstanding account will be allowed to register for future courses, and his or her college transcript will be held until payment in full has been received.

Deferment/Payment Plan

In accordance with MnSCU Policy 5.8, M State has the ability to grant deferments and payment plans to students demonstrating the need for such arrangements.

A deferment is defined as an agreement between the college and the student to delay payment until financial aid, which is sufficient to cover all student charges, arrives at the college. Financial aid for this purpose is described as grants, loans, scholarships or third-party authorizations. Deferments may be granted from authorized representatives of the financial aid or business offices.

M State has made arrangements with FACTS Tuition Management Services which allows students to pay for their charges throughout the term. To access these services, go to our website at minnesota.edu and click on the e-Cashier link.

All payment plans must be paid in full before students will be allowed to register for future terms. Failure to stay current with a payment plan will put a student's account in a delinquent status, and collection efforts will begin.

Tuition Refund

Tuition will be refunded to students canceling their registration at the college through a formal withdrawal process and in accordance with MnSCU policy. Refunds are applicable only to complete withdrawals from the college.

The following refund schedule applies to students who completely withdraw from the college, which requires withdrawal from all courses for which a student is registered in the term.

Refund for fall and spring term courses (at least 10 weeks in length):

- Withdrawal from 1st through 5th instructional day: 100% refund
- Withdrawal from 6th through 10th instructional day: 75% refund
- Withdrawal from 11th through 15th instructional day: 50% refund
- Withdrawal from 16th through 20th instructional day: 25% refund
- Withdrawal after the 20th instructional day: 0% refund

Refund for summer session courses (at least three weeks in length):

- Withdrawal from 1st through 5th instructional day: 100% refund
- Withdrawal from 6th through 10th instructional day: 50% refund
- Withdrawal after 10th instructional day: 0% refund

Courses that start after the fifth instructional day of the term or courses that are less than three weeks in length will have a 100 percent refund of tuition if the student withdraws prior to the end of the first business day following the first class meeting. If the withdrawal request is made on the second or third business day following the first class meeting AND the withdrawal results in 100 percent course withdrawal, the student is entitled to a 50 percent refund. There is no refund for withdrawal from such short-term courses after the third business day following the first class meeting.

Federal pro rata refund will apply to federal financial aid recipients enrolled for the first time at the college.

Return of Title IV Funds for Financial Aid Recipients

Students who receive federal Title IV financial aid (Pell Grant, SEOG Grant, Direct Loan, Stafford Loan or Perkins Loan) and who completely withdraw prior to completion of 60 percent of the term shall be required to repay the unearned portion of that aid. Federal financial aid is earned on a pro rata basis up to the 60 percent point of the term (e.g. after 40 percent of the term has elapsed, 40 percent of the federal aid has been earned while 60 percent is unearned and subject to repayment). After the 60 percent point in the term, the student will be considered to have earned 100 percent percent of his or her federal aid. Students should consult with financial aid office personnel before completely withdrawing from college to accurately determine repayment liability to federal financial aid sources. Students who earn all F's for a term will be considered to have unofficially withdrawn from the course at 50 percent of the term for the purpose of determining if the student has earned their financial aid. If a student did attend at least 60 percent of the term, and that student can get documentation from the instructor within the 15 days of the end of the term, the student will not have to repay the financial aid.

Financial Aid and Satisfactory Academic Progress

In addition to meeting and maintaining the standards set forth in the college Satisfactory Academic Progress Policy, student recipients of financial aid must complete their degree, diploma or certificate within a maximum allowable period of time.

Measuring the time period: All students must complete their degree, diploma or certificate within 150 percent of the published length of the program (e.g. 60 credit programs must be completed within 90 attempted credits). When it becomes clear that a student cannot complete the program within the maximum allowable period, the student becomes ineligible for financial aid.

Seeking a second degree, diploma or certificate: The credits a student has earned in the successful completion of a degree, diploma or certificate program shall not be counted in the maximum time period calculation for a subsequent program, excepting for those credits which apply to both programs.

Changing programs prior to completion: Students who change programs (majors) without successfully completing a program shall remain subject to the 150 percent rule.

Appeals: Students may appeal the suspension of financial aid for exceeding the maximum allowable time frame based on special circumstances. The appeal form can be found on the Forms page of the M State website.

Student Information

Academic Advising

Academic advising is a teaching and learning process focused on student success. Students partner with their academic advisor to develop a plan for achieving their academic and career goals. The desired outcome of academic advising is that students learn to make informed and increasingly independent decisions about their educational plans and other academic issues.

Academic planning is a continual process during a student's enrollment at M State. Current students meet at least once each semester with their academic advisor to review their Degree Audit Report (DARS), discuss educational goals, determine progress towards graduation and receive their access code to register for the next semester. Students should schedule an appointment with their assigned academic advisor and bring a copy of their DARS report and sample schedule to their advising session.

There are two types of academic advisors at M State, program advisors and professional advisors. Each admitted student is assigned an advisor based on his or her program of study.

Program advisors

- Advise students enrolled in technical/career programs

Professional advisors

- Advise all Liberal Arts & Sciences - Associate in Arts (AA) students
- Advise students completing the Minnesota Transfer Curriculum (MnTC)
- Advise candidates for programs with selective admission (e.g. criminal justice, dental assisting, dental hygiene, nursing and radiological technology)
- Advise Engineering - Associate in Science (AS) students
- Advise students who are undecided or undeclared

Detroit Lakes:

Karen Buboltz, 218.846.3670: Liberal Arts and Sciences AA, Liberal Arts and Sciences AA Social Science Emphasis, and Dual Enrolled

Sarah Hofmann, 218.846.3670: Nursing Candidates (PN & RN) and Post Secondary Enrollment Option (PSEO)

Mark Nelson, 218.846.3670: Accounting, Paralegal (campus and online) and Radiologic Technology candidates (campus and online)

eCampus:

Joni Massie, 218.299.6590: Liberal Arts and Sciences AA online, Operations Management online, Undecided online, PSEO online

Fergus Falls:

Jennifer Bieniek, 218.736.1533: Liberal Arts and Sciences AA, Post Secondary Enrollment Option (PSEO), Biological Sciences AS, Engineering AS, Environmental Science AS

Ann Nelson, 218.736.1533: Liberal Arts and Sciences AA, Nursing candidates, Accounting AS, Business AS, Management AS, Management Information Systems AS, Music AFA

Moorhead:

Amanda LeGare, 218.299.6880: Engineering, Pre-Practical Nursing (last names A-G), RN Mobility Nursing (last names A-G), Liberal Arts & Sciences AA (last names E-K), Social Science Emphasis AA (last names E-K), Undeclared (last names E-K)

Sarah Kenz, 218.299.6880: Pre-Practical Nursing (last names H-Z), RN Mobility Nursing (last names H-Z), Liberal Arts and Sciences AA (last names L-O), Social Science Emphasis AA (last names L-O), Undeclared (last names L-O)

Penny Brynildson, 218.299.6880: Pre-Dental Assisting & Hygiene, Liberal Arts and Sciences AA (last names A-D), Social Science Emphasis AA (last names A-D), Undeclared (A-D), PSEO

Michele Burns, 218.299.6804: English Language Learners, International Students (Last Names A-K), Liberal Arts and Sciences AA (last names J-L)

Wadena:

Christian Breczinski, 218.631.7800: Nursing candidates (A-M), Liberal Arts and Sciences AA (A-M)

Suzie Rethemeier, 218.631.7800: Nursing candidates (N-Z), Liberal Arts and Sciences AA (N-Z), PSEO

Bookstores

Each M State campus has a bookstore where students can purchase textbooks, school-related supplies and M State apparel. Bookstores are usually open Monday through Friday during the academic year, with special hours during the first week of each semester and holidays. Credit cards and personal checks are accepted.

Textbook Return Information

Textbooks and course related items purchased in Fall and Spring semesters may be returned with original receipt within the first five (5) business days of the semester while those items purchased for Summer session and late starting classes may be returned within (3) business days from the start of the class. Textbooks and course related items purchased after the refund period may only be returned if within 24 hours and with the original receipt and in new condition.

Books, course related items, and non-course related items will be refunded in full if they are in new, resalable condition. New books returned that are not in new condition may be refunded at 75% of the new price. Defective items must be exchanged within the same semester of purchase. Non-returnable items include: e-books, software, special orders, seasonal and clearance merchandise. Refunds on credit card purchases will be issued to the credit card used at time of purchase and must present original receipt.

The bookstore staff reserves the right to access the condition of all returned items and may make exceptions at their sole discretion.

In addition to processing returns, each campus bookstore offers book buybacks at the end of fall and spring semesters.

Please contact your campus bookstore with specific questions:

Detroit Lakes: 218.846.3727
eCampus: 218.736.1569
Fergus Falls: 218.736.1556
Moorhead: 218.299.6570
Wadena: 218.631.7825

Bulletin Boards

Bulletin boards are specified on each campus for general use, while others are for office or faculty use only. All bulletins are to be placed on regular bulletin boards only.

Campus Dining

Each campus has a dining service and vending machines that offer a variety of snacks, light meals and entrees. Dining services are open Monday through Friday during the regular academic year. Each dining service can provide information about pre-pay options and may be available to cater events on request.

Child Care

Child care resource information may be available from the Student Services office at each campus. Contact Child Care Resource and Referral for information about child care options in specific communities. Minnesota Child Care Resource and Referral can be reached at 1-888-291-9811 or www.mnchildcare.org. North Dakota Child Care Resource and Referral can be contacted at 701-772-1106 or www.ndchildcare.org.

Consumer Information

The college, in compliance with Title IV of the Educational Amendments of 1976 to the Higher Education Act and subsequent federal legislation, will provide and disseminate consumer information to all prospective and enrolled students. This information shall include but not be limited to the following: admission requirements, financial aid programs, costs, job placement, probation/suspension policy and refund policy.

Counseling Services

M State counselors assist in the total development of each student and his or her personal and life-career planning goals. College counselors strive to provide an accepting environment in a confidential setting. They can assist with career guidance, career selection, personal and life-career planning resources, short-term individual counseling and in making referrals.

Campus Counselors

Fergus Falls campus: Steve Lindgren 218.736.1641
Moorhead campus: Tom Dubbels 218.299.6516, Maronda Robertson 218.299.6618

Disabilities

M State complies fully with the provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, which prohibits discrimination in employment and public educational services on the basis of an individual's disability. An individual with a disability is one who has or is regarded as having a physical or mental impairment which substantially limits one or more major life activity.

All M State campuses are accessible by ramps or doorways. Designated handicapped parking spaces are located near main entrances. Vehicles bearing a state handicapped license, permit or college-issued handicapped parking pass are the only vehicles allowed to park in these spaces. Temporarily disabled students (e.g. broken leg) may obtain handicapped permits for a limited time from the campus director of student services. Students need a letter of verification from a doctor for all temporarily handicapping conditions (this letter must state the approximate length of the handicapping condition) to obtain a campus-issued handicapped parking pass.

Assistive technology devices are available; see Disability Services for specific needs. Tape-recorded books, adapted testing and tutoring are provided. Information is available on note-taking, study skills, time management and developmental courses in math and composition. The college is equipped to serve students with various physical challenges.

In order to ensure equal access to the full range of collegiate experiences in the most integrated setting possible, the college provides a wide range of supplemental services. Students who provide the college with a recent assessment documenting a disability and apply for services may receive the following special services:

- Support, counseling and information about assessment and referral services;
- Academic assistance including testing assistance, note takers, assistive devices and tutoring;
- Advocacy services that may include assistance from a disability services coordinator for students needing services, assistance in working individually with faculty and administrators, intervention procedures and grievance procedures.

Disability Services Coordinators:

Detroit Lakes Campus: Sarah Hofmann, 218.847.3734
Fergus Falls Campus: Jon Kragness, 218.736.1595
Moorhead Campus: Claudia Simon, 218.299.6882
Wadena Campus: Joe Hundeby, 218.631.7870

Emergency/Weather Closings and Drills

If a weather emergency situation develops, campus officials will consult with local authorities, including law enforcement officials, to determine whether to cancel classes or to close a campus. Campus closings or class cancellations are announced at minnesota.edu, emergency text messaging service and on local and regional television and radio stations.

Emergency drills are held periodically during the school year. Information regarding emergency evacuation of buildings is posted throughout each campus. In the case of a tornado warning, please go immediately to a designated Safe Area.

The Star Alert wireless emergency notification system alerts students and staff if a campus is closed or if classes are delayed or cancelled. It will be in place at every MnSCU institution, so students who attend more than one campus may choose to receive Star Alerts from each. Sign up for Star Alert through SpartanNet.

Employment Information

Students seeking part-time employment on campus are urged to contact the financial aid office. Off-campus employers provide information to each campus about part-time opportunities available for students. The information is posted on the college website.

Health Services/Insurance

Students are encouraged to carry some type of health coverage while attending school. Group health insurance is available to all M State students. (NOTE: Students should check coverage within their family insurance programs.) Information and applications for student health and dental insurance may be obtained from Student Services. International students are required to purchase a MnSCU International Student Medical Insurance Policy. Health and accident insurance is the responsibility of the student. Student injuries that occur during class time are the responsibility of the student, not the college.

The college does not assume responsibility for any illness or accident to a student. The student is responsible for making financial arrangements for costs that are incurred at any health care facility.

All accidents are reported. If there is an accident or illness in a classroom or laboratory, an ambulance may be called to transport the student to a local emergency room. All campus laboratories are equipped with first aid kits, eyewash and showers for first aid treatment of minor injuries.

Laptops

Some M State majors and programs require that students possess adequate computing resources. These requirements can be met with a student-owned laptop or a laptop procured through a lease with a vendor; however, the minimum hardware specifications and general software requirements must be met to accommodate general communication, research and specific program computing activities needed for that program or major.

Annually the college Information Technology Services Department identifies minimum hardware requirements for a laptop and required general software to meet all programs and majors. These hardware and software requirements are available from each campus Computer Help Center and available on our college website. Due to the changing nature of curriculum, software and course sequencing, the college will not endorse an alternate specification. Students interested in using alternate specifications are strongly advised to consider the numerous changing variables that may affect their computing needs throughout their program of study prior to leasing or purchasing an alternate specification. Limited IT resources may result in not possessing adequate computer and software resources.

All students are required to:

- On request, produce proof of licensure for all software installed on the computer, and
- Register their computer or mobile device with the Computer Help Center to gain access to campus IT resources.

All students using their own laptop computers or campus computer labs are subject to the rights and responsibilities of M State Acceptable Use of Computers and Information Technology Resources Policy.

Library Services

The four M State libraries located on the Detroit Lakes, Fergus Falls, Moorhead and Wadena campuses contain thousands of books and hundreds of magazines, journals, videos, DVDs and CD-ROMs.

The library catalog can help students find books and other resources on all four M State campuses and at all state colleges and universities. Several private college library catalogs and the University of Minnesota library catalog can be accessed using the M State library catalog. It also provides access to thousands of full textbooks online. The electronic periodical databases on the library page provide access to thousands of full-text periodicals. Both the library catalog and electronic periodical databases can be accessed off campus. The library catalog can also be used to renew library materials and check on accounts.

Lost and Found

Collection points for lost and found items are located in Student Services on the Detroit Lakes, Fergus Falls and Wadena campuses and in the library in Moorhead.

Representing the College

Students and student groups should not imply or state that they represent the college unless specifically authorized to do so.

Computer Help Center

Tech Help Request

For all your IT-related technical questions, including D2L, please submit a ticket to our Computer Help Center technicians using the Tech Help Request link within your SpartanNet Portal. You can also search the Self-Help tab under the Tech Help Request link to troubleshoot your own problem, or click New Request to get assistance from a tech specialist.

Software and Printing

M State participates in the Microsoft Campus Agreement and makes available to students the most current Microsoft products at a reduced cost. Please refer to our college website for the most current information about available Microsoft products. Technical assistance is available through your campus Computer Help Center.

At the start of each semester, a student's network account receives a printing balance of $12.50. This equates to about 250 sheets of free printing to the campus networked printers. These free balances are not carried from semester to semester and cannot be transferred. Additional printing can be purchased at the printing kiosks on each campus. Printing costs are 5 cents for black & white and 25 cents for color. NOTE: Additional printing that is purchased does carry over from semester to semester as long as the student is continuously enrolled. However there are no refunds issued for printing balances when a student leaves M State. Student printing balances can be viewed in the SpartanNet portal.

SpartanNet

SpartanNet is a one-stop personal portal to college resources, e-services, desire2learn (D2L), student email, Star Alert and more. Students can contact their campus Help Center if they have any problems logging in to or using SpartanNet.

Student Clubs and Activities

M State believes student activities and organizations promote the complete development of students and help motivate students to enroll in and continue in college. Through the number and variety of activities and organizations, all students have the opportunity to participate in extracurricular programs. The student life budget supports the expenses of approved student body activities.

All student club membership and activities are governed by the Student Code of Conduct. Anyone interested in establishing a student organization should contact the director of student engagement/director of student life.

Student Clubs

ADN Organization - Fergus Falls

Supports students in the Associate Degree nursing program

Auto Tech Club - Moorhead

Encourages student interest in automotive careers

Business Professionals of America - Moorhead

Helps prepare students for careers in business and information technology

CACTUS (Cultural Activities Can Touch Us) - Fergus Falls

Promotes cultural awareness on campus

College Ambassadors - Fergus Falls, Moorhead

Represents and promotes M State

Cosmetology Club - Wadena

Promotes professionalism and leadership among cosmetology students

Creative Minds Connection - Moorhead

Promotes student interest in the arts

Criminal Justice - Moorhead

Promotes an interest in the criminal justice program

Dental Assisting - Moorhead

Supports students in the dental assisting program

Diesel Club - Moorhead

Supports diesel students and their interests

F2CO - Fergus Falls

Encourages interest in chemistry

Fine arts - Fergus Falls

Chamber Chorale, Concert Band, Jazz Band, Theater and Voice Ensemble

Gaming Guild - Detroit Lakes

For students interested in playing interactive multiplayer games

Ignite (Campus Crusade for Christ) - Fergus Falls

Explores issues related to faith, spirituality and Christianity

Intercollegiate athletics - Fergus Falls

Football, volleyball, basketball (men's and women's), baseball, softball and golf (men's and women's)

Intramural sports - Fergus Falls

Activities can include basketball, volleyball, flag football, soccer and bowling

LPN Organization - Fergus Falls

Supports students in the Practical Nursing program

Mu Alpha Theta - Fergus Falls

Mathematics honor society

Native American Student Association - Moorhead

Enhances knowledge and awareness of Native American culture

Nursing Club - Wadena

Provides leadership and growth opportunities for nursing students

Phi Theta Kappa (PTK) - Detroit Lakes, Fergus Falls, Moorhead

Academic honor society

Pride Alliance - Moorhead

Supports lesbian, gay, bisexual and transgender students and their allies

Skills USA - Detroit Lakes, Moorhead, Wadena

Official organization of vocational education with state and national competitions

Student American Dental Hygienists Association - Moorhead

Supports students in the dental hygiene program

Student Government Association - Detroit Lakes, Fergus Falls, Moorhead, Wadena

Provides a student voice in campus administration

Student Human Resource Organization - Moorhead

Expands experience in the human relations and business fields

Technology, Gaming and Robotics - Moorhead

Provides opportunities for hands-on projects related to technology, gaming and robotics

Volunteerism Club - Fergus Falls

Collegiate chapter of the Kiwanis service organization

To learn more about opportunities to get involved in student life activites or the clubs offered at M State, vist the Student Life section of our college website.

Student Email

Students are automatically issued an email address once they are admitted to M State. Students are expected to check their email on a daily basis, as the college uses email to send information about financial aid, registration, student services and other important topics. Student email account addresses will be in the format of firstname_lastname@my.minnesota.edu. Contact your campus Computer Help Center as soon as possible with email questions or activation problems.

Student Housing

Housing arrangements are the responsibility of individual students, although each M State campus may maintain information about community and on-campus housing options. Please contact your campus for more information.

M State Housing - Fergus

On-campus housing is available on the Fergus Falls campus. Students wishing to live on campus can choose from two apartment-style complexes, college Manor or Williams Hillside Village. Both complexes are furnished and house four students in each apartment. The college recommends on-campus living as a positive college experience. These facilities are "no-alcohol," and the college shares in the management of both facilities.

Student Identification Cards

The student identification card is the required form of identification for M State students. The college issues a photo identification card to students attending on-campus courses after students complete their initial registration. Students must show their identification cards for admission to various college events, to vote in student elections, to check out library

materials, to conduct transactions in the Business Office and for other purposes as required by the college. If an identification card needs to be replaced for any reason, students may obtain a replacement identification card for a fee.

Student Lockers

Lockers are available to students on the Detroit Lakes, Moorhead and Wadena campuses. Locker services are extended as a convenience to students. Students must keep lockers in good condition. Students may place a lock on the locker at their expense. The college reserves the right to inspect lockers at any time. If the college needs to enter a locker when the student is not available or does not wish to be available, the college reserves the right to remove the lock at the lock owner's expense. The college is not responsible for lost or stolen articles/items. Contact Student Services for questions about locker services.

Student Right To Know

It is the policy of the college to annually prepare and make available to all enrolled and prospective students, statistics on completion or graduation rates, transfer-out rates and employment, pursuant to the Student Rights To Know Act of 1990. This information is made available through appropriate publications, mailings and the college website.

Student Services Appeals

Students may appeal any student services issue and discuss it with the appropriate employee(s) and/or administrator(s) as established by college policy or procedure. Students have the right to seek remedy through the college's designated student services appeal process. Students should use available informal means (direct conversation) to resolve disputes before filing an appeal. There will be no retaliation of any kind against students, faculty or staff who participate in the appeal process. For more information about filing an student services appeal, contact Student Services.

M State Official Team Colors

The official team colors are blue, gold and white. All intercollegiate teams and organizations carry the name of "Spartans."

Theatre

The College Theater Department on the Fergus Falls campus produces two plays a year.

Transcript Requests

Official transcript requests are fulfilled at no charge. The Transcript Request to Self/Another Institution form is available at minnesota.edu. For privacy reasons, this form must be completed and electronically signed by the student in order for a transcript request to be processed. Students transferring to or from another Minnesota State Colleges and Universities (MnSCU) campus do not need to submit a transcript request.

Travel Abroad

The college offers students a study/travel abroad program through which students register for selected spring semester courses that are tied to a trip overseas at the end of spring semester. The credits taken for both the spring semester course work and the field experience apply to the transfer portion of the Associate in Arts degree. The courses and the cost of the program are announced during the fall semester.

Visual Arts

As part of Minnesota's 1984 "Percent for Art" legislation, M State works to use up to 1 percent of the total construction budget to purchase or commission original art work for building projects costing $500,000 or more. M State campuses strive to select art work that reflects the region's culture, history and diversity. The Fergus Falls campus has long been committed to the visual arts through course offerings, exhibits in the Waage Gallery and the Charles Beck Gallery, and a permanent collection of more than 400 works displayed prominently throughout the campus. The collection began when faculty member Charles Beck encouraged students to leave a work of art for the college. Through budgeted funds and gifts to Fergus Area College Foundation, the college also has purchased the work of regional artists for its permanent collection.

The Moorhead campus Art Fund was created in 2006 as part of a State college and University Awards for Excellence faculty award to the former M State art instructor Pamela Sund. The focus of the collection on the Moorhead campus is to acquire art works that represent a variety of art traditions from the Western world, especially American traditions, and world traditions that represent diverse cultures, especially those cultures represented by the M State student population and the multicultural populations in our region.

Campus Environment

Animals on Campus

It is the policy of M State to provide a safe environment for all students, employees, visitors and guests by establishing and enforcing regulations for animals on campus. With the exception of service animals for persons with disabilities and/or the written permission of the campus senior dean, animals are not allowed in campus buildings. This policy and related procedures apply to all buildings and all members of the campus community, as well as individuals using campus buildings, including leased properties.

Pets are not allowed in M State student housing. If there is an unauthorized animal on the premises and the resident fails to remove it within 24 hours, M State will contact local animal control personnel to remove the animal. Students will be fined $100 plus the cost incurred for repairing property.

Animals and animal cadavers used for teaching and learning are exempt from this policy.

Safety Expectations Related to Service Animals

Vaccinations: An animal must have its current immunizations against diseases, including rabies, distemper and parvovirus or the appropriate vaccination series for the type of animal. Dogs must wear a rabies vaccination tag.

Owner ID: The animal must wear an owner identification tag (owner name and contact information) any time the animal is on campus.

Health: The animal must be in good health.

Leash: The animal must be leashed and under the control of the partner/handler at all times.

Training: Service animals must be properly trained. An owner of a service animal may be asked to provide verification that the animal has been individually trained as a service animal to provide the service needed.

Care: The care and supervision of the animal is solely the responsibility of its partner/handler.

Cleanup: The partner/handler is responsible for cleaning up animal waste unless the partner/handler is physically unable to perform the cleanup. If an individual with a disability is not able to clean up after the service animal, arrangements should be made with campus maintenance services to designate a specific service animal toileting area.

Campus Security

All crimes occurring on campus should be reported immediately to both campus administration and local law enforcement to ensure that appropriate action is taken. Crimes can be averted and suspects apprehended more quickly if suspicious activity is reported promptly. If someone's actions or the situation is disturbing or out of the ordinary, report it to the any college employee. In an emergency, call 911. The administration and police will assess the situation and take any necessary and appropriate action. Please see Student Services to report or document any suspicious activity on your campus. Immediate documentation of an incident provides valuable information to law enforcement should a student be either a victim of or witness to a crime.

College personnel have no enforcement authority over instances of criminal actions, thus college personnel are not expected to attempt to detain a person suspected of such actions. The college cooperates closely with local and state law enforcement.

Crime Bulletins and Statistics

In compliance with the Crime Awareness and Security Act of 1990, M State publishes the Campus Security Report for access at the college website at minnesota.edu/?id=493.

Each year, the dean of student success sends a notice to direct all students and employees to the complete Security report. The report contains statistics of crimes that have occurred over the past three calendar years on each of the M State campuses as well as those reported to local law enforcement to have occurred on the land contiguous to the campuses. The report also contains policies and procedures developed to enhance safety and security. For questions about the Campus Security Report, please contact Dean of Student Success Shawn Anderson at 218.299.6535.

The campus senior dean, working with local law enforcement, promptly publicizes any incident of criminal activity that poses a potential threat to the campus. See the publication Annual Security Report for statistics concerning the occurrence of crimes reported to campus officials and local law enforcement.

EMERGENCIES: Dial 911 to report crimes in progress or police, fire or medical emergencies on campus.

If there is a fire and no telephone is available, activate one of the fire alarms located throughout campus.

City Police

Detroit Lakes	218.847.4222
Fergus Falls	218.736.5438
Moorhead	218.299.5120
Wadena	218.631.7700
Perham	218.346.4452

County Sheriff

Detroit Lakes	218.847.2661
Fergus Falls	218.736.5421
Moorhead	218.299.5151
Wadena	218.631.7600
Perham	218.736.5421

Security and Access to Campus Buildings and Grounds

The campus maintains posted hours when it is unlocked. Access to the buildings and offices is managed by the facilities services supervisor and the building staff. Specific security methods are established by the Campus Safety Committee. Although most buildings can be accessed by key after business hours, many are locked and alarmed after hours. It is essential that staff, faculty and students cooperate to keep locked facilities locked (do not prop open doors or leave doors unlocked if you enter after hours) and to ensure that unauthorized individuals do not enter campus buildings (do not open the door for individuals you do not know, protect the security of campus keys and report immediately the loss or theft of keys to the facilities services supervisor).

Educational and Prevention Services and Programs

Information concerning campus security procedures and practices is presented annually as part of the student orientation process and at a staff in-service session. The Campus Safety Committee will review campus crime statistics and present the campus security techniques. Information to promote awareness of crime prevention tactics and encouragement for students and staff to be responsible for their own security and the security of others is presented at those times through the use of DVDs, brochures and speakers.

Campus Safety Tips

1. Travel in a group or pairs during evening hours.
2. When attending evening classes, students should attempt to park as close to an entrance as possible.
3. Escort service is available during evening hours. Custodial/security personnel are available on each campus to provide escort services as needed. Courtesy phones are located throughout each campus.
4. The college encourages all members of the college to report any activities and/or conditions that affect campus safety to the campus administration.
5. The college encourages all members of the college to be responsible for their own safety. Be familiar with safety guidelines and use common sense.

Cell Phone Use

The college strives to provide high quality educational programs and services to students and community members. No member of the college community shall use a cell phone, pager or other technological communication device that disrupts the learning environment or the ability to provide high quality services.

During classes, meetings or other activities or events, instructors or employees responsible for those activities may require that all cell phones and pagers be turned off or placed in non-ring/vibrate mode.

Drug-Free Environment

M State is committed to providing an environment free of alcohol and illegal drugs for its students, employees and visitors. Therefore, the college prohibits the unlawful possession, use, manufacture or distribution of controlled substances, including alcohol and illegal drugs, by students and employees on its property, in college- or state-owned vehicles, or as part of any of its activities.

Except as permitted by MnSCU Board Policy 5.18, the possession, use, sale or distribution of alcoholic beverages and 3.2 percent malt liquor is prohibited at college-sponsored events on or off-campus.

Listed below are M State standards of conduct, disciplinary sanctions, resources for assistance, health risks and description of legal sanctions, as required by Drug-Free Schools and Campuses Regulations:

Standards of Conduct

M State standards of conduct prohibit the unlawful possession, use, manufacture or distribution of illegal drugs and alcohol by students and employ-

ees on all on-campus activities and off-campus activities that are considered to be college-sponsored. Foreign study programs, field trips, etc., also fall under these requirements.

Disciplinary Sanctions

M State shall impose appropriate disciplinary sanctions on students and employees who are found to have violated this policy, up to and including expulsion or termination. Individuals who violate this policy may additionally be subject to legal sanctions, including criminal prosecution, under federal, state or local law. Summary information on legal penalties for violating controlled substance laws is found below.

Students working as employees are covered while on duty under the employee sanctions; otherwise, they are covered under the student sanctions

Resources for Assistance

Students and/or employees seeking assistance with an alcohol or drug problem may contact the following resources for assistance:

State Employee Assistance Program

Counseling Services.....866.477.1586

Website ..... www.doer.state.mn.us/eap/eap.htm

Detroit Lakes

Alcoholics Anonymous 218.844.9970

Glenmore Recovery Center 218.846.1605

Fergus Falls

Alcoholics Anonymous 218.739.9887

Lakeland Mental Health Center.....218.736.6987

Moorhead

Alcoholics Anonymous 701.235.7335

Clay County Social Services 218.299.5200

Narcotics Anonymous.....701.232.9930

Wadena

Alcoholics Anonymous 218.631.3823

Neighboorhood Counseling Center.....218.631.1714

Northern Pines 218.631.1714

Health Risks

Alcohol: Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Cannabis (Marijuana, Hashish): The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Hallucinogens: Lysergic acid (LSC), mescaline and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affect the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack: Cocaine users often have a stuffy, runny nose and may have perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions and even death.

Methamphetamines: Methamphetamines are addictive and users can develop a tolerance quickly, so the user will need more and more to get the same effect. There are many health risks from taking this type of drug. While on the drug the user may become tense and anxious and it can leave them feeling depressed, paranoid and tired for days after. Methamphetamines can also cause violent mood swings and users can become very aggressive. Long-term use can cause paranoia, hallucinations, mental illness, respiratory problems and will put a strain on the heart, due to increased blood pressure.

Amphetamines: Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse and death. Heavy users are prone to irrational acts.

Heroin: Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

State and Federal Legal Sanctions regarding Controlled Substances:

Minnesota Alcohol Violation Sanctions

- It is illegal to drive, operate, or be in physical control of a motor vehicle while under the influence of alcohol and/or a controlled or hazardous substance, or with a "blood-alcohol concentration" of 0.08 or more. Motor vehicles include cars, boats, snowmobiles, ATVs, planes, etc. "Operate" or "in physical control" includes starting the motor, steering, or being in position to control a vehicle, including simply sitting or sleeping in a parked vehicle.

  PENALTY:

  First offense (including juvenile convictions): misdemeanor- fine up to $700, jail up to 90 days, driver's license revocation of at least 30 days.

  Second offense within 5 years or 2 or more convictions within 10 years: gross misdemeanor- fine up to $3,000, jail up to one year, driver's license revocation of at least 30-90 days and possible chemical dependency treatment.

  Third or more offenses: longer periods of revocation.

- Minors in possession or consumption:

  Persons ***under 21 years of age*** consuming or possessing alcoholic beverages with intent to consume, unless the person is in a parent or guardian's home and drinks with their permission. Possession anywhere other than a parent or guardian's home is prima facie evidence of intent to consume.

  PENALTY: Misdemeanor

- Selling, bartering, furnishing or giving alcoholic beverages to a person, under 21 years old (except parents in their home).

  PENALTY: Gross misdemeanor. Possible civil liability for damages caused by the person under 21 while under the influence.

- Anyone under 21 years of age who purchases or attempts to purchase an alcoholic beverage, or claiming to be 21 or older for the purpose of purchasing alcoholic beverages.

  PENALTY: Misdemeanor. Driver's license suspension of 90 days if a driver's license, permit or MN identification is used in making or attempting the purchase.

- Including a person under 21 years to purchase or procure, alcoholic beverages or lending to or permitting use of identification by a person under the age of 21 for the purpose of purchasing or attempting to purchase alcoholic beverages.

  PENALTY: Gross misdemeanor. Driver's license suspension of 90 days if a driver's license is lent.

  NOTE: Penalties can change with each legislative session. Municipalities and counties may also have ordinances that regulate gatherings and have specific penalties for violation.

Minnesota Drug Sanctions

Schedule Drugs (I-V)

I. Heroin, LSD, mescaline and peyote, amphetamine variants marijuana, other hallucinogens.
II. Opium, morphine, codeine, methadone, cocaine, barbiturates.
III. Anabolic steroids, opium, codeine, methadone, cocaine, barbiturates.
IV. Barbiturates, benzodiazepines, choral hydrate, other narcotics, stimulants and depressants.
V. Opium, codeine, other narcotics and depressants.

- ***First Degree***

  Sale: 10+ grams of cocaine, 50+ grams of other narcotic drug, 200+ doses hallucinogen, 50 kilos marijuana, or 25+ kilos marijuana in a school zone, park zone, or public housing zone.

  Possession: 25+ grams cocaine, 500+ grams of other narcotic drug, 500+ doses hallucinogen, 100+ kilos marijuana.

  PENALTY: 0 to 40 years, 4-year mandatory minimum if prior drug felony; up to $1 million fine, 0 to 40 years, 2nd offense.

- ***Second Degree***

  Sale: 3+ grams of cocaine, 10+ grams of other narcotic drug, 50+ doses hallucinogen, 25 kilos marijuana, or sale of a Seclude I or II narcotic drug of 5+ doses hallucinogen or methamphetamine either to a person under 18 or in a school zone, park zone, or public housing zone.

  Possession: 6+ grams cocaine, 50+ grams of other narcotic drug, 100+ doses hallucinogen, 50+ kilos marijuana.

  PENALTY: 0 to 40 years, 3 year mandatory minimum if prior drug felony; up to $500,000 fine.

- ***Third Degree***

  Sale: Narcotic drug: 10+ doses hallucinogen, 5+ kilos marijuana, or sale of a Schedule I, II, or III (except a Schedule I or II narcotic drug or marijuana) to a person under 18 or employment of person under 18 to sell the same.

  Possession: 3+ grams cocaine, 10+ grams of other narcotic drug, 10+ kilos marijuana, and any amount of a Schedule I or II narcotic drug or LSD or methamphetamine or 5+ kilos marijuana in a school zone, park zone, or public housing zone.

  PENALTY: 0 to 30 years, 2 year mandatory minimum if prior drug felony; up to $250,000 fine, 0 to 30 years, 2nd or subsequent offense.

- ***Fourth Degree***

  Sale: Any Schedule I, II, or III drug (except marijuana), or sale of marijuana in a school zone, park zone, or public housing zone or any Schedule IV or V drug to a person under 18 or conspiracy for the same.

  Possession: 10 doses hallucinogen, any amount of a Schedule I, II, or III drug (except marijuana) with intent to sell it.

  PENALTY: 0 to 30 years, 1 year mandatory minimum if prior drug felony; up to $100,000 fine.

- ***Fifth Degree***

  Sale: Marijuana, or any Schedule IV drug.

  Possession: All Schedule I, II, III, or IV drugs except 42.5 grams or less of marijuana. Any prescription drugs obtained through false pretenses or forgery.

  PENALTY: 0 to 5 years, 6 months mandatory minimum if prior drug felony; up to $10,000 fine.

Small Amounts of Marijuana

- For the Possession of up to 1.4 grams of marijuana the person is guilty of a petty misdemeanor including a fine of $200 and required attendance at an approved drug education program.
- Second conviction of possession of a small amount of marijuana results in a misdemeanor and possible drug treatment. Possession of 1.4 grams or less of marijuana in an automobile is a misdemeanor.

Federal Controlled Substance Sanctions

Schedule I Drugs (Penalty for possession):

- ***First Offense:*** 0 years to life, 10 year mandatory minimum; if death or serious injury, 20 year minimum; up to $4 million fine individual, $10 million other than individual.
- ***Second Offense:*** 0 years to life, 20 year mandatory minimum; if death or serious injury, not less than life; up to $8 million fine individual, $20 million other than individual.

Schedule II Drugs (Penalty for possession):

- ***First Offense:*** 5 years to 40 years, 5 year mandatory minimum; if death or serious injury, 20 year minimum; up to $2 million fine individual, $5 million other than individual.
- ***Second Offense:*** 0 years to life, 10 year mandatory minimum; if death or serious injury, not less than life; up to $4 million fine individual, $10 million other than individual.

Schedule I or II Controlled Drugs (Penalty for possession):

- ***First Offense:*** 0 to 20 years; if death or serious injury, 20 year minimum, not more than life; up to $1 million fine individual, $5 million other than individual.
- ***Second Offense:*** 0 to 30 years; if death or serious injury, not less than life; up to $2 million fine individual, $10 million other than individual.

Schedule III Drugs (Penalty for possession):

- ***First Offense:*** 0 to 5 years, up to $250,000 fine individual, $1 million other than individual.
- ***Second Offense:*** 0 to 10 years; up to $500,000 fine individual, $2 million other than individual.

Schedule IV Drugs (Penalty for possession):

- ***First Offense:*** 0 to 3 years; up to $250,000 fine individual, $1 million other than individual.
- ***Second Offense:*** 0 to 6 years; up to $500,000 fine individual, $2 million other than individual.

Schedule V drugs (Penalty for possession):

- ***First Offense:*** 0 to 1 year; up to $100,000 fine individual, $250,000 other than individual.

- ***Second Offense:*** 0 to 2 years; up to $200,000 fine individual, $500,000 other than individual.

Miscellaneous Penalties:

- ***21 U.S.C. 853(a)(2) and 881 (a)(7):*** Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment.

- ***21 U.S.C. 881 (a)(4):*** Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.
- ***21 U.S.C. 844 (a):*** Civil fine of up to $10,000 (pending adoption of final regulations).
- ***21 U.S.C. 853 (a):*** Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses up to one year for first offense, up to five years for second and subsequent offenses.
- ***18 U.S.C. 922 (g):*** Ineligible to receive or purchase a firearm.

Facilities Use

Use of college facilities, including buildings and grounds, by student organizations, non-college groups, organizations or individuals shall be determined on an individual basis. Individuals, groups, or organizations interested in using such facilities should contact Barb LaPlante at 218.736.1684. A cost may be associated with the use of college facilities. The college shall not be responsible or assume any liability of the using groups, organizations or individuals related to the utilization of the college facilities.

Health And Safety Policy

M State is committed to providing a safe and healthy work and educational environment for its employees, students, visitors and contractors.

This policy includes establishing and maintaining programs to identify and appropriately control workplace hazards; providing for health and safety committees to identify and address workplace hazards and workplace health and safety issues; providing appropriate tools and equipment; and providing suitable training to employees concerning workplace health and safety.

While the Occupational Health and Safety Act or its regulations do not cover students, M State is also committed to fulfilling its responsibilities concerning the health and safety of its students, and the college believes this policy helps to facilitate this objective.

Note: Supporting References (at end) lists pages in Student Handbook, which is not printed this year.

MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE

Student Conduct Code

Policy

1. Student Conduct

The college strives to provide an environment that facilitates learning. An action by a student that interferes with the education of any other student or interferes with the responsibilities and operations of the college may be considered a violation of the Student Conduct Code. Violations of the Student Conduct Code will be subject to disciplinary action pursuant to the process stated herein. Allegations of discrimination, harassment, sexual violence (see MnSCU 1B.1. and 1B.3. policy and procedures) and academic dishonesty shall be adjudicated under separate procedures in accordance with the aforementioned MnSCU and Minnesota State Community and Technical College (M State) policies and procedures. Faculty members retain the right to enforce violations of classroom rules; students will be afforded due process under the grievance policy.

2. Definitions

"College" means Minnesota State Community and Technical College.

"Policy" means the written regulations of the college and Minnesota State Colleges and Universities (MnSCU) as found in, but not limited to, the Student Conduct Code, residence life policies and procedures, the college and MnSCU websites, Board Policy and System Procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus, Board Policy and System Procedures 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources, and the college catalog.

"Preponderance of evidence" means a standard of responsibility that it is more likely than not that the Student Conduct Code has been violated.

"Student" includes all persons who:

a) Are enrolled in one or more courses, either credit or non-credit, through the college;
b) Withdraw, transfer or graduate after an alleged violation of the student conduct code;
c) Are not officially enrolled for a particular term but who have a continuing relationship with the college;
d) Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; and/or
e) Are living in a college residence hall although not enrolled in the institution.

"Student Organization" means any number of persons who have complied with the formal requirements for official college recognition and are in active or inactive status.

3. College Jurisdiction

The college asserts jurisdiction for violations of the Student Conduct Code that occur on college property. The college also asserts jurisdiction for violations of the Student Conduct Code that occur off college property when:

a) The violation occurs while participating in a college-sanctioned or sponsored activity, including on-line learning;
b) The victim of the violation is a member of the college community;
c) The violation constitutes a felony under state or federal law;
d) The violation interferes with or adversely affects the educational, research or service functions of the college.
e) Hazing is involved.

Student Conduct Code Violations

Except for summary suspensions, students who are charged with violating the Student Code of Conduct may continue to be present on campus and attend classes until the charges have been resolved.

Conduct covered by Board of Trustees policy 1B.3 (Sexual Violence Policy) will be subject to the resolution procedures provided in 1B.1. (See MnSCU 1B.1. and 1B.3. policy and procedures)

The college defines the following behaviors as violations of the Student Conduct Code; these behaviors are subject to the disciplinary sanctions outlined in this policy.

1. **Falsification:** Willfully providing college offices or officials with false, misleading or incomplete information; intentionally making false reports of a bomb, fire, natural disaster or other emergency to a college official or an emergency service agency; misusing, altering, forging, falsifying or transferring to another person a college-issued identification; forging or altering official college documents without appropriate authorization or conspiring with or inducing others to forge or alter college records or documents without proper authorization; violating copyright regulations; tampering with the election of any college-recognized student organization; falsely claiming to represent the college or a student organization of the college.

2. **Identification and Compliance:** Failure to comply with directions and/or requests of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

3. **College Facilities and Service:** Acting to obtain fraudulently (by deceit, unauthorized procedure, bad check or misrepresentation) goods, services or funds from college departments or student organizations or individuals acting on their behalf; misuse, alteration or damage of fire-safety equipment or other emergency equipment; interference with the performance of those specifically charged with carrying out emergency services; unauthorized presence in or use of college premises, facilities or property.

4. **Disorderly conduct on the campus or at a college-sanctioned or sponsored activity:** Intimidation, threats to, physical abuse of, or harassment that threatens to or endangers the health, safety or welfare of a member of the college community; breach of the peace; physically assaulting another; fighting; obstructing or disrupting teaching, research, administration or public service functions; obstructing or disrupting disciplinary procedures or authorized college activities; vandalism; lewd or indecent conduct.

5. **Theft and Property Damage:** Theft or embezzlement of, destruction of, damage to, unauthorized possession of, or wrongful sale or gift of property belonging to the college or a member of the college community or a campus guest.

6. **Theft or other abuse of computers, including but not limited to:**

   a) Unauthorized installation of software or unauthorized entry into a file to use, read or change the contents or for any other purpose.
   b) Unauthorized transfer of a file.
   c) Unauthorized use of another individual's identification or password.
   d) Use of computing facilities to interfere with the work of another student or college employee.
   e) Use of computing facilities to send obscene or abusive messages.
   f) Use of computing facilities to interfere with normal operation of the college computing system.
   g) Use of campus technologies that would constitute a violation under MnSCU and college Acceptable Use of Information Technology Policies.

7. **Hazing:** Hazing, for the purpose of initiation, admission, affiliation or membership in a group or organization, which endangers the mental or physical health or safety of a student or which destroys or removes public or private property. Hazing is defined to include any actions, activities or situations intentionally created to produce unnecessary or undue mental or physical discomfort, embarrassment, harassment, ridicule, excessive fatigue, interference with scholarship or personal lives, or exposure to situations where one's physical or mental well-being may be endangered.

8. **College Rules:** Violating MnSCU policy and published college policies, rules or regulations or violating other college department regulations that have been posted or publicized. Provisions contained in college documents shall be deemed "rules" under this code.

9. **Weapons on campus or at college-sponsored activities:** Use or possession of weapons on college property unless expressly authorized by the college. A weapon is broadly defined to mean any object, device or instrument designed as a weapon or capable of threatening or producing bodily harm including but not limited to all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy clubs and fireworks.

10. **Disruptive Demonstrations:** Participation in a campus demonstration that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities of any campus building or area; obstruction which unreasonably interferes with freedom of movement, both pedestrian and vehicular, on campus.

11. **Keys:** Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.

12. **Violations of Law:** Violation of local, state or federal law on college property or off college property when such a violation poses a threat to the safety or welfare of the college community or disrupts the operations of the college.

13. **Sound Amplification:** Using sound amplification or loudspeaker equipment except when authorized by a college official.

14. **Controlled Substances:** Use, possession or distribution of any controlled substance or drugs and/or drug paraphernalia.

15. **Abuse of the college judicial process, including but not limited to:**

   a) Failure to comply with the summons of the college judicial board, vice president of student development or designee.
   b) Falsification, distortion or misrepresentation of information before a college judicial body.
   c) Disruption or interference with the orderly conduct of a college judicial proceeding.
   d) Initiation of a judicial complaint intentionally without cause.
   e) Attempting to discourage an individual's proper participation in, or use of, the judicial system.

f) Attempting to influence the impartiality of a member of the college judicial board prior to and/or during the course of the judicial proceeding.

g) Harassment and/or intimidation of a member of a college judicial board prior to, during and/or after a judicial proceeding.

h) Failure to comply with the sanction(s) imposed under the Student Conduct Code.

i) Influencing or attempting to influence another person to commit an abuse of the judicial system.

17. Physical Abuse/Intimidation: Intentionally, recklessly or negligently causing physical harm or placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, defamation, harassment, hazing, intimidation, use of electronic communication devices such as video, computers and telephones, threats or other conduct which threatens or endangers that person's emotional, mental or physical well-being.

18. Fire Safety: Intentionally or recklessly activating a fire alarm without cause, damaging and/or tampering with fire safety equipment or initiating a false report, false warning or threat of fire, explosion or other emergency on college premises.

19 Tobacco Use: Use of any tobacco product in college buildings or classrooms or in non-smoking areas on college property.

20. Gambling: Gambling for money or other items of value on campus or at college-sponsored activities except as permitted by law.

21. Alcohol: Public intoxication or use, possession or distribution of alcoholic beverages except as expressly permitted by law and college regulations.

Violation of Law and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Conduct Code. For example, college disciplinary proceedings may be instituted if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under the Student Conduct Code may be carried prior to, simultaneously with or following civil or criminal proceedings off-campus.

2. If the alleged offense is also the subject of a proceeding before the judicial board under the Student Conduct Code, the college may advise off-campus authorities of the existence of the Student Conduct Code and how such matters will be handled internally within the college community. The college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus as permitted by State and Federal privacy laws. Individual students, staff and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

3. When a student is found to have violated the Student Conduct Code and disciplinary actions include sanctions which terminate enrollment status of the student, the college may hold the student responsible for payment of tuition, fees and other educational costs associated with attendance in the term of enrollment.

SECTION II. JUDICIAL PROCESS

A. Charges and Informal Process

1. Any member of the college may file a written complaint alleging that a student or organization has violated the Student Conduct Code. Charges should be in writing for the record but can proceed upon verbal notification to the dean of student success or designee.

2. The dean or designee shall conduct a preliminary investigation to determine the validity of the charges by meeting with the complainant(s) and accused student(s) within a reasonable period of time from receiving the complaint. Upon determination that the charges are valid, the dean or designee shall:

   a) Provide written notice to the accused student(s) that a complaint has been filed which accused the student(s) of violating the Student Conduct Code. This notice will be sent to the student's institutional e-mail and to the mailing address on file with the college, and it will include the specific violation(s) alleged and the date the alleged violation(s) occurred. This written notice will be sent to the accused student(s) within a reasonable period of time of the violation determination (typically within 10 business days).

   b) Provide the accused student(s) with a copy of the Student Conduct Code.

   c) Inform the accused student(s) of the nature of evidence available to support the complaint.

   d) Specify a date and time when the student is required to meet with the dean or designee to attempt to reach a mutually acceptable resolution of the charges. Allow the student(s) at least 48 hours to prepare for this meeting.

   e) Inform the student(s) that failure to appear for this informal meeting shall result in referral of the charges for a formal hearing before the Judicial Board.

3. Under this informal process, the dean or designee determines whether a violation occurred and the applicable sanction. If the sanction is less than expulsion or a nine-day suspension, the student does not receive a formal hearing but instead may appeal to the vice president of student development or designee. A student may request a formal hearing before the judicial board only if the sanction is expulsion or suspension of more than nine calendar days.

B. Formal Process

The formal process will consist of a hearing following these guidelines:

a) A judicial board will be in place comprised of the dean of student success or designee or designee, the advisor of the accused student or organization or designee, up to two members of the Student Government Association/Student Senate, a faculty member and a staff member. A counselor or designee may also be in attendance as an ex-officio member to assist with mediation and counseling but shall not be expected to act in a disciplinarian role. The person bringing the claim of misconduct may also be in attendance but may not serve on the judicial board.

b) The dean of student success or designee shall provide the accused student with advance written notice of the time, place and date of the hearing. The accused student or organization must also be provided in advance with written information regarding: 1) the charges; 2) evidence to be presented against the student/organization; and 3) a list of witnesses and the nature of their testimony. If the accused student or organization representatives fail to appear at the appointed time, the hearing may still proceed as scheduled.

c) The accused student or organization will be given the opportunity to speak in his/her own defense, to question any witnesses and to have an advisor present. This advisor may give advice to the accused student or organization but may not question the judicial panel members or witnesses. This advisor may not be the same advisor serving on the judicial panel. The advisor may not be an attorney.

d) A written statement of the findings, conclusions and any sanctions imposed will be postmarked to the address the student has on file with the college no later than five business days following the date of the hearing.

SECTION III. SANCTIONS

The following sanctions may be imposed when students have been found to have violated the Student Conduct Code. More than one of these sanctions may be imposed for any single violation. Failure to comply with imposed sanctions may result in additional sanctions. Additional penalties may be imposed if the student is found to have further violated the Conduct Code.

1. **Reprimand and Warning:** The issuance of a written reprimand and warning that states that the student(s) is violating or has violated institutional regulations.
2. **Restitution:** A student may be required to pay the cost for the repair or replacements of any damaged or destroyed property.
3. **Confiscation:** Goods used or possessed in violation of the Conduct Code, including falsified information or identification, will be confiscated and are not subject to return to the student.
4. **Restricted Access:** A student may be removed from and/or have access restricted from specified college facilities, including student residence halls.
5. **Loss of Privileges:** A student may lose privileges to participate in and/or attend college events, represent the college in specified manners, hold office in any college-sanctioned organization, receive institutional financial aid or maintain on-campus student employment.
6. **Participation in a Specific Program:** A student may be required to participate in a specific program(s), such as an educational program, counseling program or other program as assigned.
7. **Probation:** A written notice of probation for violation of the specified regulations. Probation imposed will be for a designated period of time and will include the probability of more severe disciplinary sanctions if the student(s) is found to be violating any institutional regulation during the probationary period.
8. **Discretionary Sanctions:** Work assignments, service to the college or other related discretionary sanctions.
9. **Suspension:** Termination of enrollment for specified period of time, after which the student(s) is eligible to return. Conditions for re-admission may be specified.
10. **Expulsion:** Permanent termination of the privilege of enrollment at the college.
11. **Summary Suspension:** A suspension is imposed without a formal hearing to ensure the safety and well-being of members of the college community.

After the student has been summarily suspended, the dean of student success or designee must provide the opportunity for a judicial board hearing within the shortest reasonable time period, not to exceed nine calendar days from the date the student received written notification of the summary suspension.

During the summary suspension, the student may not be on college property without obtaining prior written authorization from the dean of student success or designee.

SECTION IV. APPEALS

***For appeals of the informal process, see Section A., Number 3.**

1. A decision reached by the college judicial board may be appealed by the accused student(s) to the chief student affairs officer/or designee within five (5) business days of the decision. Appeals must be in writing and shall be sent to the chief of student affairs officer/or designee.

2. An appeal shall be limited to review of the verbatim record of the initial hearing and supporting comments for one of more of the following purposes:

   a) To determine whether the original hearing was conducted in a fair manner in light of the charge(s) and evidence presented and in conformity with prescribed procedures allowing the accused student(s) a reasonable opportunity to prepare and to present a rebuttal of the charge(s) and evidence.

   b) To determine whether the evidence confirmed that a violation of the Student Conduct Code occurred.

   c) To determine whether the sanction(s) imposed were appropriate for the specific violation of the Student Conduct Code.

3. Following a review of the hearing and the appeal presented by the student(s), the chief student affairs officer or designee shall render a decision. The chief student affairs officer or designee may: uphold the judicial board's decision and sanction(s); determine that the decision was reached in error or inappropriately; or may determine that the sanction was inappropriate. In the latter case, the chief student affairs officer or designee may issue a lesser sanction. If the chief student affairs officer or designee decides that the sanction(s) was reached in error or inappropriately, the chief student affairs officer or designee may require the judicial board to hear the case de novo or may choose to absolve the student(s).

4. The chief student affairs officer or designee shall notify the student(s) in writing of the decision of any new sanction imposed. This written notice will be provided no later than 10 business days following the date of receiving the appeal.

5. The chief student affairs officer or designee's decision shall be final with the college and MnSCU.

6. If the sanction involved suspension for 10 days or more, the student(s) shall be informed of the right to a contested case hearing under Chapter 14 of Minnesota Statutes which states that an appeal may be made to an Administrative Law Judge at the Minnesota State Hearing Examiners Office, St. Paul, Minnesota. The student(s) may request a hearing in writing within five (5) business days of receipt of written suspension notice. If the student(s) does not file an appeal within the five (5) business days, any further right to appeal shall be waived. The attorney assigned to MnSCU by the attorney general shall represent the college at this hearing. The administrative law judge shall prepare a report, which contains a recommendation, to the college president. Within a period of not less than twelve (12) business nor more than twenty (20) business days following receipt of the recommendation, the college president will make a decision. The decision of the college president is final. During this appeal process, the student(s) shall have the right to attend classes and to receive services related to the college program until a final decision has been made, unless the process is the result of actions deemed harmful or potentially harmful to other persons or property.

SECTION V. INTERPRETATION

1. Any questions of interpretation regarding the Student Conduct Code shall be referred to the chief student affairs officer or, in the case of academic dishonesty, to the chief academic affairs officer of the college.

2. The Student Conduct Code shall be reviewed every year under the direction of the chief student affairs officer.

SECTION VI. MAINTENANCE OF RECORDS

Records relating to students' histories of student conduct shall be kept as required by law and the college records retention schedule and shall be kept separate from students' regular records. The only persons having access to these records shall be the college president, the chief student affairs officer, the chief academic affairs officer and the deans or directors of student services. Any other person who wishes to review these files must have permission from the chief student affairs officer or the chief academic affairs officer.

Purpose

To support the development and well-being of all members of the college community and to ensure due process and the orderly disposition of violations of the Student Conduct Code.

Student Involvement in Decision Making

The college values student participation in planning and decision making. The college shall give students the opportunity to participate in activities, committees, events and forums that are related to policy development and/or decision making. Student committee members shall be selected by the Student Senate. Exceptions to student participation on committees may include: committees established for the evaluation of personnel; committees established under collective bargaining agreements; management teams and presidential cabinets.

Tobacco-Free Environment

Minnesota State Community and Technical College is committed to providing a smoke-free environment for students, employees and visitors. Use of tobacco products and electronic nicotine delivery devices on the premises of college facilities is therefore prohibited except in designated outdoor areas. Use of tobacco products in college- or state-owned vehicles is also prohibited.

Workplace Violence

The college is committed to providing a safe working environment for its employees, students, and visitors, free from threats and acts of violence. In support of this commitment, the college shall implement the following policies in an attempt to reduce the potential for threats and workplace violence, including banning dangerous weapons from workplace sites:

- Creating a low-risk work environment: college administrators are expected to promote positive behavior, and to lead by example, by treating employees with the respect and dignity each person deserves. Emphasis will be placed on creating a workplace where established standards of conduct are clear, are communicated, are consistently enforced and where discipline is used fairly and appropriately to deal with instances of unacceptable behavior.

- Training: All college administrators will be provided training in workplace-related threats and acts of violence. This training will focus on prevention and de-escalation of violence, will include suggestions for appropriate responses to threats and acts of violence, and will identify those resources which are available to use once a potential problem has been identified, or an incident has occurred.

- Employee Counseling and Assistance: The administration will encourage use of the Employee Assistance Program (EAP). The EAP is primarily an assessment, short-term counseling and referral agency. While administrators, family members, or union representatives may encourage employees to seek help from the EAP, the decision to use those services must be voluntary. Employees may also choose to seek assistance from private health services to deal with pressures, stress, emotional problems, or other personal issues which could, if ignored, lead to threats or acts of violence.

- Valuing and Respecting Diversity: The college values and respects individual differences among people. Harassment of any person in the workplace is strictly prohibited. Incidents of this nature, if not corrected, may result in workplace violence. The administration will continue to treat incidents of harassment and discrimination as outlined in MnSCU Board Policy 1B.1.

- A Safe Workplace: college and campus administrators have the primary responsibility for ensuring a safe work environment. They are empowered to take immediate action to resolve or stabilize violent situations in the workplace, and to protect people from harm. Administrators will also ensure that appropriate disciplinary responses are made to internal workplace acts of violence or aggression.

- Dangerous Weapon Prohibition: The administration will work to eliminate dangerous weapons from the workplace. The possession of any dangerous weapon, to include any firearm, in any college workplace by any person other than a law enforcement officer, is strictly prohibited. For the purposes of this plan and policy, the following items are considered to be "Dangerous Weapons":

  - Any weapon which, according to law, is illegal to possess.
  - Any firearm, loaded or unloaded, assembled or disassembled, including pellet, "BB", and stun guns (electronic incapacitation devices).
  - Replicate firearms, as defined in Minnesota Statute 609.713.
  - Knives (and other similar instruments) with a blade length of more than three inches, other than those present in the workplace for the specific use of instruction or for food preparation and service.
  - Any "switchblade" knife.
  - "Brass knuckles," "metal knuckles," and similar weapons.
  - Bows, crossbows and arrows.
  - Explosives and explosive devices, including fireworks and incendiary devices.
  - "Throwing stars," "numchucks," clubs, saps, and any other item commonly used as, or primarily intended for use as, a weapon.
  - Any object that has been modified to serve as, or has been employed as, a dangerous weapon.

Prohibition of Concealed Weapons

The college adopts in full Policy 5.21 of Minnesota State Colleges and Universities. In addition to concealed firearms, employees, students, and visitors are prohibited from carrying any concealed dangerous weapons (defined in policy 1090-1-01) on college property, exclusive of parking lots. Employees are prohibited from carrying concealed weapons while acting in the course and scope of employment. Violators will be subject to sanctions: employment-related civil sanctions for employees and academic sanctions for students.

1B.1 Nondiscrimination in Employment and Education Opportunity

Minnesota State Community and Technical College hereby adopts MnSCU 1B.1 Board Policy and Procedure 1B.1.1 in full:

Part 1. Policy Statement.

Subpart A. Equal opportunity for students and employees. Minnesota State Colleges and Universities 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 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, or gender expression 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 the Board Policy 4.10, of Trustees Nepotism policy 4.10.

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, membership or activity in a local human rights commission is a protected class in employment.
2. This policy prohibits use of protected class status as a factor in decisions affecting 96 education and employment where prohibited by federal of 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:

1. made a complaint under this policy;
2. 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;
3. 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
4. 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 stated 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.

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.

Procedure 1B.1.1
Report/Complaint of Discrimination/ Harassment Investigation and Resolution

Part 1. Purpose and Applicability.

Subpart A. Purpose. This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, gender identity, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Subpart B. Applicability. This procedure shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including its students, employees, and applicants for employment, 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/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action. A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation. Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of Board Policy 1B.1, conduct must be considered sufficiently serious to deny or limit a student's or employee's ability to participate in, or benefit from, the services, activities or privileges provided by Minnesota State Colleges and Universities.

Subpart C. Scope. This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints notarizing from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

Part 2. Definitions.

The definitions in Board Policy 1B.1 also apply to this procedure.

Subpart A. Designated officer. Designated officer means an individual designated by the president or chancellor to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure. Prior to serving as the designated officer, the individual must complete investigator training provided by the Office of the Chancellor.

Subpart B. Decision maker. Decision maker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether Board policy 1B.1 has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings. Prior to serving as a decision maker for complaints under this procedure, administrators must complete decision maker training provided by the Office of the Chancellor.

Subpart C. Retaliation. Retaliation means any action against a complainant or other individual because the individual:

a. Participated in the investigation or resolution of a complaint under this procedure;
b. Opposed conduct the individual believes was in violation of Board policy 1B1.; or
c. Associates with another individual who is protected from discrimination under Policy 1B.1.

Part 3. Consensual Relationships.

Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted. Examples of prohibited consensual relationships include, but are not limited to:

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person's supervision.
- A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible. This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship 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. Reporting Incidents of Discrimination/Harassment.

Subpart A. Reporting an incident. Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs. Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the Office of the Chancellor, college, or university.

Subpart B. Duty to report. Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

Subpart C. Reports against a president. A report/complaint against a president of a college or university shall be filed with the Office of the Chancellor. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

Subpart D. Reports against Office of the Chancellor Employees or Board of Trustees. For reports/complaints that involve allegations against Office of the Chancellor employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

Subpart E. False statements prohibited. Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

Subpart F. Withdrawn complaints. If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, colleges, and universities reserve the right to investigate and take appropriate action.

Part 5. Right to Representation.

In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting. Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 6. Investigation and Resolution.

The Office of the Chancellor, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Personal resolution. This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Board Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

Subpart B. Information privacy. Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Subpart C. Processing the complaint. The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. **Jurisdiction.** The designated officer shall determine whether the report/complaint is one which should be processed through another Office of the Chancellor, college or university procedure available to the complainant; if appropriate; the designated officer shall direct the complainant to that procedure as soon as possible.
2. **Conflicts.** The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.
3. **Information provided to complainant.** At the time the report/complaint is made, the designated officer shall:
   a.) inform the complainant of the provisions of the Board Policy 1B.1 and this procedure;
   b.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
   c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
   d.) inform the complainant of the provisions of Board policy 1B.1 prohibiting retaliation.
4. **Complaint documentation.** The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the Office of the Chancellor, college or university.

5. **Information provided to the respondent.** At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:
   a) Provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
   b.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
   c.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
   d.) determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
   e.) inform the respondent of the provisions of Board policy 1B.1 prohibiting retaliation.
6. **Investigatory process.** The designated officer shall:
   a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
   b.) inform the witnesses and other involved individuals of the prohibition against retaliation;
   c.) create, gather and maintain investigative documentation as appropriate;
   d.) disclose appropriate information to others only on a need-to-know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
   e.) handle all data in accordance with applicable federal and state privacy laws.
7. **Interim Actions.**
   a.) Employee reassignment or administrative leave. Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
   b.) Student summary suspension or other action. Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.
8. **No basis to proceed.** At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

Subpart D. Resolution. After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. Conduct or coordinate education/training;
2. Facilitate voluntary meetings between the parties;
3. Recommend separation of the parties, after consultation with appropriate Office of the Chancellor, college or university personnel;
4. Other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. The Office of the Chancellor, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. Upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

Subpart E. Decision process. If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. **Designated officer.** The designated officer shall:
   a.) prepare an investigation report and forward it to the decision-maker for review and decision;
   b.) take additional investigative measures as requested by the decision-maker; and
   c) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.
2. **Decision-maker.** After receiving the investigation report prepared by the designated officer, the decision-maker shall:
   a.) determine whether additional steps should be taken prior to making the decision.

Additional steps may include:

1. A request that the designated officer conduct further investigative measures;
2. A meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
3. A request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.
   b.) take other measures deemed necessary to determine whether a violation of Policy 1B.1 has been established;
   c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;
   d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;

e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.

f.) Conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate.

Part 7. Office of the Chancellor, College or University Action.

The Office of the Chancellor, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board policy 1B1.1, as well as allegations of retaliation. Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the Office of the Chancellor, college or university. In accordance with state law, the Office of the Chancellor, college or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

Part 8. Appeal.

Subpart A. Filing an appeal. The complainant or the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision-maker.

Subpart B. Effect of review. For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

Subpart C. Appeal process. The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

Part 9. Education and Training.

The Office of the Chancellor, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board policy 1B.1 and this procedure. All colleges and universities and the Office of the Chancellor shall promote awareness of Board policy 1B.1 and this procedure, and shall publicly identify the designated officer.

Part 10. Distribution of Board Policy1B.1 and this Procedure.

Information regarding Board Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Website, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the Office of the Chancellor and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers. Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Websites and other appropriate public announcements.

Part 11. Maintenance of Report/Complaint Procedure Documentation.

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the Office of the Chancellor, college or university in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

M State Designated Officers

To support MnSCU Board Policy 1B.1 and Procedure 1B.1.1., the following individuals are the designated officers for M State. These individuals have the primary responsibility for investigating or coordinating the investigation of reports, investigation between designated and officers and complaints of discrimination/harassment.

Jill Abbott, Interim Associate Vice President for Academic and Student Affairs/Senior eCampus Dean:
218.846.3796, jill.abbott@minnesota.edu

Doug Andring, Assistant Human Resources Director:
218.299.6870, doug.andring@minnesota.edu

Shawn Anderson, Senior Dean/Moorhead and Dean of Student Success:
218.299.6535, shawn.anderson@minnesota.edu

Christian Breczinski, Director of Student Development Services, Wadena:
218.631.7832, christian.breczinski@minnesota.edu

Karen Buboltz, Director of Student Development Services, Detroit Lakes:
218.846.3714, karen.buboltz@minnesota.edu

Holly Doyle, Associate Academic Dean and Director of Student Development eCampus:
218.631.7936, holly.doyle@minnesota.edu

Scott Ebsen, Director of Student Development Services, Moorhead:
218.299.6620, scott.ebsen@minnesota.edu

Gary Henrickson, Dean of Academic Affairs, Fergus Falls and Moorhead:
218.736.1506, gary.henrickson@minnesota.edu

Dacia Johnson, Human Resources Director:
218.736.1512, dacia.johnson@minnesota.edu

Monty Johnson, Senior Dean/Wadena:
218.631.7812, monty.johnson@minnesota.edu

Nancy South, Director of Student Development Services, Fergus Falls:
218.736.1530, nancy.south@minnesota.edu

STATEMENT OF NON-DISCRIMINATION:
NOTIFICATION UNDER TITLE IX AND SECTION 504

(Non-discrimination based on sex or disability)

Minnesota State Community and Technical College does not discriminate on the basis of race, color, national origin, sex, gender expression, gender identity, disability or age in its educational programs, activities and employment. The following persons have been designated by the college to receive inquiries regarding the college's Title IX (non-discrimination based on sex) and Section 504 (non-discrimination based on disability) policies:

Students and Prospective Students

Detroit Lakes:

Section 504: Sarah Hofmann, Academic Advisor and Learning Services Coordinator, 218.846.3734

Title IX: Shawn Anderson, Dean of Student Success, 218.299.6535

Fergus Falls:

Section 504: Jon Kragness, Disabilities Services Coordinator, 218.736.1595

Title IX: Shawn Anderson, Dean of Student Success, 218.299.6535

Moorhead:

Section 504: Claudia Simon, Director of Transition Programs and Services, 218.299.6882

Title IX: Shawn Anderson, Dean of Student Success, 218.299.6535

Wadena:

Section 504: Joe Hundeby, Learning Services Coordinator, 218.631.7870

Title IX: Shawn Anderson, Dean of Student Success, 218.299.6535

Employees or Prospective Employees

Section 504 and Title IX:

Doug Andring, Assistant Director Human Resources, Moorhead Campus, Office B152, 218.299.6870

Minnesota State Community and Technical College is committed to a policy of nondiscrimination in employment and education opportunity. 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, gender expression, gender identity, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Inquiries regarding compliance, rights and other information may be addressed to the The Affirmative Action Officer, Doug Andring, Assistant Human Resources Director, Moorhead Campus, Office B152, 218-299-6870. Inquiries regarding the education opportunities or equal employment policies of the Affirmative Action program should be directed to:

Minnesota State Community and Technical College, Compliance Officer, 1414 College Way

Fergus Falls, MN 56537-1000; Telephone: 218.736.1512; Fax: 218.736.1511

Office of Civil Rights, U.S. Department of Education, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204

Telephone: 312.886.8434; FAX: 312.353.4888; TDD: 312.353.2540; Email: ww.OCR_Chicago@ed.gov

U.S. Department of Education, Office for Civil Rights, Customer Service Team, Mary E. Switzer Building

330 C Street, SW, Washington, DC 20202; Telephone: 1.800.421.3481; FAX: 202.205.9862; TDD: 877.521.2172; Email: www.OCR@ed.gov

Printed copies of the campus drug free policy, security policy, athletic gender equity policy, and student right to know are available by contacting: Student Services Office; Minnesota State Community and Technical College; 1414 College Way; Fergus Falls, MN 56537-1000; 218.736.1500.

Minnesota State Community and Technical College is accredited by the Higher Learning Commission; Member of the North Central Association (NCA), with additional program-specific accreditation information found in the M STATE catalog. Information about NCA can be found on their website at: http://www.ncahigherlearningcommission.org/ or you can write to them at 30 North LaSalle Street, Suite 2400; Chicago, IL 50502-2504; telephone 312.263.0456.

The purpose of the online handbook is to provide students, advisors, counselors, faculty, and college administration a convenient, paperless vehicle for viewing up-to-date information about M State's programs, courses, and other student services and academic functions. While M State is committed to communicating in a timely and accurate manner, it is important for all online handbook users to understand that this publication is not intended to create any guarantees about current practices or program/course offerings. M State reserves the right to change or vary the content of this online publication, without notice to current or potential users, when in its sole discretion such changes, updates or variations are warranted. It is the user's responsibility to seek clarification and/or assistance from a college advisor or administrator regarding any content questions. The most current publication of M State's online handbook supersedes all prior print or online publications.

If you use a TTY, you can call us using the Minnesota Relay Service at 651.297.5353 or 800.627.3529 and ask them to place a call to Minnesota State Community and Technical College. Upon request this information will be made available in alternate formats.

Minnesota State
Community and Technical College

Detroit Lakes
900 Highway 34 East
Detroit Lakes, MN 56501-2698
218.846.3700
Fax: 218.846.3794

Fergus Falls
1414 College Way
Fergus Falls, MN 56537-1000
218.736.1500
Fax: 218.736.1510

Moorhead
1900 28th Avenue South
Moorhead, MN 56560-4899
218.299.6500
Fax: 218.299.6810

Wadena
405 SW Colfax Avenue
Wadena, MN 56482-1447
218.631.7800
Fax: 218.631.7904

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