

Student Handbook

2016-2017



Minnesota State
Community and Technical College

Welcome to Minnesota State Community and Technical College!

Minnesota State Community and Technical College has campuses in Detroit Lakes, Fergus Falls, Moorhead and Wadena, and an online program that offers numerous opportunities to *discover your future*. Whether you are interested in career and technical training, academic transfer education, advancing in your existing career or just enriching your life and personal interests, M State can meet your professional and personal learning needs. M State serves nearly 8,400 students each year, so we offer large college advantages within a small college environment.

There is something for everyone at M State, and I invite you to visit any of our campuses or our website at minnesota.edu to explore the many pathways open to you. You will find caring and helpful student services staff ready to assist you — be sure to stop by one of our campus Spartan Centers for help with studying, developing a resume, practicing your interviewing skills, getting a job or transferring to a university. Be sure to engage with our experienced faculty who are experts in their fields of study and discipline — you'll get extra attention with our smaller class sizes. Everyone on campus is eager to assist you in meeting your educational, career and transfer goals, so be sure to take advantage of that.



Your success is our priority, and we are focusing on realizing what we do extremely well, reconnecting with our stakeholders to determine what we can do better and redesigning what we offer to achieve more for you, for the regional workforce and for our communities.

On behalf of our faculty, staff and administrators, I want to thank you for considering M State as your educational partner and pathway to a bright future. We look forward to meeting and working with you to help you reach your career and transfer goals.

Best wishes for success with your college plans and your personal goals. Remember, your success is our vision!

A handwritten signature in black ink that reads "Peggy D. Kennedy". The signature is written in a cursive, flowing style.

Peggy D. Kennedy, Ed.D.
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.

2016-2017 M State Student Academic Calendar

August 2016

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	25	26	27
28	29	30	31			

AUGUST 2016

August 22: Fall semester begins
August 26: Last day to drop or add courses

SEPTEMBER 2016

September 5: Labor Day **COLLEGE CLOSED**
September 16: Application deadline for fall commencement ceremony

OCTOBER 2016

October 17: Spring 2017 registration begins
October 19-21: Fall break **No Classes/College Open**

NOVEMBER 2016

November 11: Veterans Day **COLLEGE CLOSED**
November 23: Last day to withdraw from full-term fall semester courses
November 24-25: Thanksgiving break **COLLEGE CLOSED**

DECEMBER 2016

December 12-16: Final exams
December 16: Fall commencement for all campuses; ceremony in Moorhead
December 16: Fall semester ends
December 19-January 5: Semester break **No Classes/College Open**
December 26: **COLLEGE CLOSED**

JANUARY 2017

January 2: **COLLEGE CLOSED**
January 9: Spring semester begins
January 13: Last day to drop or add courses
January 16: Martin Luther King Jr. Day **COLLEGE CLOSED**
January 31: Application deadline for spring graduates/spring commencement ceremony

FEBRUARY 2017

February 20: Presidents Day **COLLEGE CLOSED**
February 21: **No Classes/College Open**

MARCH 2017

March 6: Summer/fall 2017 registration opens
March 10: Application deadline for summer graduates/spring commencement ceremony
March 13-17: Spring break **No Classes/College Open**

APRIL 2017

April 12: Last day to withdraw from full-term spring semester courses

MAY 2017

May 1-5: Final exams
May 3: Detroit Lakes campus commencement
May 4: Fergus Falls campus commencement
May 5: Moorhead and Wadena campus commencements
May 5: Spring semester ends
May 10: Summer term begins
May 29: Memorial Day **COLLEGE CLOSED**

JUNE 2017

June 5: Summer term general education/online courses begin

JULY 2017

July 4: Independence Day **COLLEGE CLOSED**
July 28: Summer term ends

February 2017

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	25
26	27	28				

March 2017

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	

April 2017

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

May 2017

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	25	26	27
28	29	30	31			

June 2017

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017

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
23/30	24/31	25	26	27	28	29

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.

Annual Security Report

The Annual Security Report informs the campuses of campus crime prevention programs, crime reporting procedures, emergency responses and a three-year statistical history of criminal activity on the college campuses.

A copy of the Annual Security Report is distributed annually to students and employees and is available from the Student Development Services office on each campus. The Annual Security Report also includes the current student housing fire statistics.

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 and fees, estimated book and supply costs, additional program costs and laptop requirements and costs.

Tuition Refund

Information about the Tuition Refund Policy for the return of Title IV grants and loans can be found on the college website, in the college Catalog and under the "Financial" heading in the Student Handbook.

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 Development Services staff can provide the most current information on the availability of financial aid, including

eligibility, determination of award amount, satisfactory academic progress standards, aid disbursement, student work opportunities and loan repayment.

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

Undergraduate Admissions Policy

Minnesota State Community and Technical College hereby adopts Minnesota State 3.4 Board Policy and Procedure 3.4.1 in full:

3.4 Undergraduate Admissions Policy:
www.mnscu.edu/board/policy/304.html

3.4.1 Undergraduate Admission Procedure:
www.mnscu.edu/board/procedure/304p1.html

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/admissions.

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/assessment. 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 Requirements

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/forms.

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 does not intend to immediately pursue a certificate or degree program and who is not seeking financial aid need not go through the formal admission process. No proof of high school graduation or GED attainment is required of this type of student. Visiting students must provide official college transcripts 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 butlej@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.

Registration

All students who have completed the requirements for admission 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.transferology.com.

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/major. 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 (Minnesota State) 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 Minnesota State 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 (Minnesota State) 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 Minnesota State 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 form or Change of Home 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 system office, 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 designates the following information as directory data:

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

Because directory data is considered public, the college will release such information to anyone upon request except for the directory data of students who have requested suppression. Students who wish to suppress their directory data must submit a written request by using the Release of Information form available on the college's website and selecting the DO NOT RELEASE option, which will remain in effect until a change is requested in writing.

Restricting your data will result in:

- Name not being listed in commencement publications
- Denial of all student directory information being released to third parties
- The college will not verify enrollment or attendance

Students who wish to override a suppression request for a specific party or purpose may do so by providing a written authorization to the Registrar's Office providing the specific details of the override.

Minnesota State Community and Technical College designates the following information as **limited** directory data:

1. Permanent address
2. Telephone number
3. Students' personal and/work email address (if supplied by student)

This information will be released with limitations to the college's foundations and/or its alumni associations. Second-year students' mailing addresses will be disclosed to Minnesota State universities for recruitment or marketing communications related to degree transfer.

The suppression of directory data also includes a suppression of limited directory data unless the student provides a written authorization to release limited directory data to the Registrar's Office.

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 legal name changes must provide legal documentation to the college. Contact Student Development Services with questions.

Students who have not had a legal name change but wish to be recognized by a preferred name should complete the Preferred Name Request form.

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 Services: Exploration, Counseling and Job Search

The college provides opportunities for students to explore careers and take part in career interest inventories through one-on-one and/or group assistance and counseling. Career resource materials are available for students in the Spartan Center on each campus. In addition, students have access to online job postings from employers specifically seeking M State graduates.

While the college does not accept responsibility for a student securing employment, students have the opportunity to take part in services and programs designed to build professional skills and intentionally explore the job search process. Services and programs include on and off campus job fairs, development and review of job search materials (such as resume, cover letter, and portfolio), and individual support with interview skills and job search strategy.

Carl D. Perkins Vocational Career and Technical Education Act

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 an enrollment manager at any M State campus.

For information about how to access Perkins services and programs at any M State campus, contact Associate Vice President of Academics Jill Abbott at jill.abbott@minnesota.edu.

Assessment of Student Learning

The College has developed a comprehensive model for the assessment of student learning. The model includes annual course and program assessment, program outcome assessment, and institutional core ability assessment. Additionally, all academic programs conduct a comprehensive program review process every 3 years.

Assessment of Student Learning serves several important functions, and improving student learning remains at the top of the list of those functions. We encourage students to become familiar with their course competencies, program outcomes, and the M State core abilities, so you are always well informed about the intended learning outcomes of your chosen program.

In addition to the assessment of student learning that takes place in courses, programs, and through clinical, internship, or practicum experiences in industry, M State encourage students to enhance their demonstration of the M State Core Abilities through involvement in co-curricular activities and Student life/student development experiences.

For more information about Assessment of Student Learning, contact the associate vice president of academics.

M State College-wide Core Abilities

A. Demonstrate effective communication

Indicators

1. Learner writes clearly, concisely and accurately in appropriate context and format.
2. Learner speaks clearly, concisely and accurately in a variety of contexts and formats.
3. Learner comprehends written and verbal communication.

B. Demonstrate critical thinking

Indicators

1. Learner draws conclusions based on evidence.
2. Learner distinguishes between facts, fallacies, inferences and judgments.
3. Learner considers multiple perspectives in problem solving.

C. Demonstrate quantitative and logical reasoning

Indicators

1. Learner performs computations using appropriate methods.
2. Learner demonstrates numerical and logical reasoning.

D. Demonstrate personal and social responsibility

Indicators

1. Learner demonstrates personal integrity and professional ethical practices.
2. Learner demonstrates respect for the rights, views and work of others.
3. Learner demonstrates personal accountability.
4. Learner demonstrates multicultural and global awareness.
5. Learner demonstrates the ability to work in a team.

E. Demonstrate effective use of information technology

Indicators

1. Learner applies technology to create solutions.
2. Learner uses technology to communicate.

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 Development 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 Designated School Official (DSO) on their campus. International students must purchase health insurance through Minnesota State. 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 for Prior Learning

Students may earn academic credit in certain college courses if they have gained skills and/or knowledge from previous education, job training, self-study, occupational experiences, or other experiences. In some programs, students may be permitted to start at a more advanced level if they can demonstrate college-level competency substantively similar in nature and quality to the competency they would acquire in courses offered by the college.

Academic credit may be earned through credit by evaluation assessed by college faculty, national standardized exams such as CLEP and AP, or third party agencies providing transcripts such as the American Council on Education (ACE). Students will be charged applicable fees. No more than 75 percent of a degree program conferred by Minnesota State Community and Technical College can be earned through credit for prior learning. A student may not use the credit by exam process for a course which already appears on the student's record.

Financial aid amounts are based in part on the number of credits students register for each semester. Any credit for prior learning 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.

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 Minnesota State 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:

<u>Date of Withdrawal</u>	<u>Refund allowed</u>
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:

<u>Date of Withdrawal</u>	<u>Refund allowed</u>
6th through the 10th day of the term	50%
11th day and after.....	No refund allowed

Minnesota Transfer Curriculum (MnTC)

The Minnesota 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 Minnesota State 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 Minnesota State institutions must transfer within Minnesota State 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 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	CR = Credit by Examination
B = Above Average	NC = No Credit
C = Average	P = Pass
D = Below Average	W = Withdraw
F = Failing	
I = Incomplete***	

Other Designations:

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 = Failure/non-attendance
FW = Failure/unofficial withdrawal

** 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.

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:

$$\text{Percent earned} = \left[\frac{\text{cumulative earned credits}}{\text{cumulative registered credits}} \times 100 \right]$$

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 Minnesota State Institution: Students who have been suspended from another Minnesota State 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 aca-

demeric 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 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 additional 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 Development 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) may 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. Enroll in a payment plan. The student has made a down payment of 15 percent or \$300, whichever is less, and an active payment plan with Nelnet Business Solutions/FACTS 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 a special approved tuition 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 Statute §135A.51, a senior citizen who is a legal resident of Minnesota who has reached 62 years of age before the beginning of any term in which a course of study is pursued or is 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 and Football Fee

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

Background Check Fee

Background check fees will be assessed annually to students enrolling in courses requiring direct contact with individuals in licensed institutions.

Certification Fee

Assessed to students taking PWST, REFR and PHRM.

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

All students in the chef training program are assessed a fee to cover meals the student consumes during the courses.

Equine Fee

All courses taught at Red Horse Ranch require a fee to cover the costs of tack and the use of ranch horses.

Golf Green Fee

Students taking golf will be assessed a fee to pay for the green fees at the 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, when no proof of financial aid or other funding is provided. The fee is based on the number of credits for which a student is registered.

Nursing Application Deposit

A deposit is required of all students applying for the nursing programs. The deposit is returned to the applicant if he or she is not accepted into one of the college's nursing programs. If the student is accepted, the deposit is credited toward the student's first term tuition.

Nursing Fee – ATI Package

Assessment Technologies Institute (ATI) is a comprehensive assessment and review program that is integrated into all Nursing program courses. The package includes access to computer modules, content review, lab skills and a live NCLEX Review Course delivered at each campus at the end of the program.

Parking/Common Area Fee

Parking fees will be assessed on a per credit basis. The proceeds from this fee are used to upgrade and maintain the college parking facilities.

Pottery Clay Fee

Students taking the pottery course will be creating and keeping clay projects throughout the course. Each student will be assessed a fee to pay for the cost of the clay projects.

Private Music Lessons

Students wishing to take private vocal or instrumental music lessons will be assessed a fee for the lessons.

Professional Liability Fee

Professional liability fees will be assessed to students enrolling in courses requiring clinical/internship experience. This fee is used to purchase professional liability insurance on the student's behalf.

Replacement of Student Identification Card

Each student will receive a student identification card at no charge. In the event the card needs to be replaced, a fee will be assessed to the student.

Technology Fee

Technology fees shall be assessed 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.

Testing Fee

Assessed to students taking RADT 1180, 1190, 2280 and HLTH 2215.

Student Activity Fee

A student activity fee shall be charged to students. The activity fee is allocated to Student Life activities.

Student Association Fee

All students shall be assessed a fee which is passed on to the Minnesota State College Student Association for college membership dues. This fee shall be assessed on a per credit basis.

Uniform Deposit Fee

This fee will be assessed to all students who rent a uniform from the college. The deposit is charged to ensure all uniforms are returned to the college in the same condition they were received (less ordinary wear). The fee is refundable at the end of the year if all uniforms are returned undamaged.

Uniform Rental Fee

This fee is assessed to students in programs that require student uniform rental. The fee is used to pay for the rental of the uniform.

Wellness Fee (Moorhead campus only)

This fee is assessed to students enrolled in courses on the Moorhead campus. The fee is used to operate the M State Fitness Center located on the Moorhead campus.

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 Cancellation 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, 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.

Deferral/Payment Plan

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

A deferral 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 Nelnet Business Solution/FACTS which allow 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 Minnesota State 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

Federal regulations require Title IV financial aid funds (Pell Grant, SEOG Grant, Direct Stafford Loans) to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she originally received. Under this policy, students earn financial aid in proportion to the time they are enrolled up to the 60% point of the term. After the 60% point in the term, the student will be considered to have earned all of the federal aid that was originally awarded to him/her and they will not be required to return any funds. Students should consult with financial aid office personnel before completely withdrawing from college to accurately determine repayment liability to federal financial aid sources.

Federal regulations require a recalculation of financial aid eligibility if a student:

- Completely withdraws from all courses (Official Withdrawal);
- Stops attending before the end of the semester (Unofficial Withdrawal);
- Does not complete all module classes in which the student is enrolled as of the start date of the semester and/or the start date of the module classes.

The unearned share of the federal financial aid must be returned to the program from which it was paid as prescribed by federal regulation in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Plus Loan
4. Federal Pell Grant
5. Federal SEOG Grant

Official Withdrawal: When the student officially withdraw from all courses after the semester begins, the Financial Aid Office will use the withdrawal date to determine the portion of the Federal Title IV aid earned (or could have earned) to be used to pay institutional charges such as tuition and fees. Any unearned funds will be returned to the appropriate financial aid source.

Unofficial Withdrawal: A student is said to be unofficially withdrawn if they stop attending and do not receive a passing grades in all of their courses. For a student who has been determined to have unofficially withdrawn, the date of withdrawal for purposes of the Return of Title IV refund calculation will be the last date of attendance recorded by the faculty at grading.

Timeframe for R2T4 calculation: Federal regulations requires the college to calculate the Return of Title IV refunds within 45 days of determining an official or unofficial withdrawal date.

Post Withdrawal Disbursement: In some cases, a student may withdraw from all courses before aid has been disbursed. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he/she is entitled to receive a post-withdrawal disbursement of the earned aid that was not received. The amount earned is determined as part of the required federal Return of Title IV Funds calculation.

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 of 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 radiologic technology)
- Advise Engineering - Associate of Science (AS) students
- Advise students who are undecided or undeclared

Detroit Lakes:

Kristina Seifert, 218.846.3734, kristina.seifert@minnesota.edu

Mark Nelson, 218.846.3670, mark.nelson@minnesota.edu

Fergus Falls:

Jennifer Bieniek, 218.736.1533, jennifer.bieniek@minnesota.edu

Ann Porter, 218.736.1533, annporter@minnesota.edu

Moorhead:

Michele Burns, 218.299.6804, michele.burns@minnesota.edu

Penny Brynildson, 218.299.6880, penny.brynildson@minnesota.edu

Kristin Nelson, 218.299.6886, kristin.nelson@minnesota.edu

Amanda LeGare, 218.299.6880: amanda.legare@minnesota.edu

Joni Massie, 218.299.6590, joni.massie@minnesota.edu

Wadena:

Suzie Rethemeier, 218.631.7800, suzie.rethemeier@minnesota.edu

Bookstores

M State has a bookstore at each campus location, along with an online bookstore for online courses, 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, holidays and Summer Semester. Credit cards and personal checks are accepted.

Textbook Rental Program:

M State's bookstores also offer the option of textbook rental. Textbooks eligible for rent may vary by store and semester. Rental fees can be charged to student accounts against financial aid, payment plans and other types of funding. For more information, see M State's Textbook Rental Agreement on the *About the Bookstores* webpage, minnesota.edu/bookstore.

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 three (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: bundled 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.

Refunds on cash or check purchases will be issued a check within seven business days or can choose to receive a store gift card. Refunds on purchases charged on account will be refunded to the student's account.

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

Fergus Falls: 218.736.1556

Moorhead: 218.299.6570

Wadena: 218.631.7825

online: 218.846.3800

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: Kristina Seifert, 218.846.3734

Fergus Falls Campus: Jon Kragness, 218.736.1595

Moorhead Campus: Claudia Simon, 218.299.6882

Wadena Campus: Christian Brezczinski, 218.631.7832

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 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 Minnesota State 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 local 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 Minnesota State 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 text reference books 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 Development Services on the Detroit Lakes, Fergus Falls and Wadena campuses and in the library in Moorhead.

M State Official Colors

The official institutional colors for M State are blue, green, and gold. The official team colors for M State's Spartan athletics are blue and gold. Specific guidelines for how and when the institutional and athletic colors may be used can be found in the "Branding Guide for Identity and Graphics Standards," which can be found on the college's website.

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

IT Help

For all your IT-related questions, including D2L, please submit a ticket using our IT Help link within the SpartanNet portal. Once you click on IT Help, you can search our knowledgebase to troubleshoot your own problem, or submit a ticket for assistance from our many tech specialist. Each Campus also has an on-site Computer Help Center staffed from 8 a.m. - 4:30 p.m. Monday - Friday.

Software and Printing

M State participates in the Microsoft Campus Agreement and makes available to all currently enrolled students the free download of Office 365. This free download allows students to install Word, Excel, PowerPoint, Publisher, Access and more on their own personal devices which includes up to 5 PC's or Macs and 5 tablets or mobile devices. For more information or how to download the Office 365 software, students can login to their SpartanNet Portal or contact their local CHC.

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 print-

ing 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 11 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, D2L Brightspace, 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 extra-curricular 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

College Ambassadors - Fergus Falls

Represents and promotes M State

Construction Management Student Organization - Moorhead

Expands experience in the construction management field.

Criminal Justice Association - 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

Equius (Equine Club) - Fergus Falls

Provides students opportunity to explore interests in the equine field

F2CO - Fergus Falls

Encourages interest in chemistry

Fine Arts - Fergus Falls

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

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, Moorhead

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

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

Academic honor society

Philosophy Club - Fergus Falls

Designed to instigate intellectual curiosity through conversation and thought

Powersports Technology Club - Detroit Lakes

The club builds camaraderie and lets members share their passion for the power sports industry

Skills USA - Detroit Lakes, Moorhead

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 college administration

Student Human Resource Organization - Moorhead

Expands experience in the human relations and business fields

Student Nursing Organization - Moorhead

Provides growth and leadership for those interested in nursing careers

Technology, Gaming and Robotics - Moorhead

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

To learn more about opportunities to get involved in student life activities or the clubs offered at M State, visit 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 Fergus Falls Housing

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 housing facilities are substance free, including alcohol and tobacco, regardless of the age of residents.

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. Online and concurrent students will receive a non-photo college identification card via mail after registering for classes. 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.

New identification cards are not needed every year. ID cards can be updated for the current year with a sticker that can be obtained from the libraries on the Detroit Lakes, Moorhead and Wadena campuses. In Fergus Falls, the sticker can be obtained from the Spartan Service Center. If an identification card needs to be replaced for any reason, students may obtain a replacement identification card for a fee.

Student Lockers

A limited number of 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 Development 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 Development Services.

Theatre Department

The Theater Department on the Fergus Falls campus produces two major productions a year.

Transcript Requests

Official transcript requests are fulfilled at no charge. The Transcript Request form is available at minnesota.edu/forms. 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 (Minnesota State) campus do not need to submit a transcript request, unless the student's records are not available electronically.

Travel Abroad

The college frequently 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 Annual 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 Annual Security Report, please contact Dean of Student Success Shawn Anderson at 218.299.6535.

Campus leadership, 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

County Sheriff

Detroit Lakes	218.847.2661
Fergus Falls	218.736.5421
Moorhead	218.299.5151
Wadena	218.631.7600

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 Minnesota State 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 employees 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.

Medical Cannabis

Although some limited use of medical cannabis is now legal in Minnesota under state law, federal law continues to classify its use as illegal and M State is required to prohibit its use as a condition of receiving federal financial assistance.

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
Glennmore 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
Neighborhood 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)

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

Municipal Separate Storm Sewer System Plan (MS4s) - Moorhead Campus

As required by the Environmental Protection Agency and the Minnesota Pollution Control Agency, the Moorhead campus has a storm sewer system plan intended to protect the Red River from parking lot discharges. Nothing should be dumped or allowed to discharge into the drains. If any discharge or dumping is observed, please contact Robin Mattson at 218.299.6522.

Ways you can help

1. Do not litter.
2. Wash your car at a car-wash or in a grassy area to avoid soap discharge to drains.
3. Clean up your pet's waste.
4. Store your chemicals such as paint, oil, solvents and cleaners in original labeled containers and in a secure, protected area away from drains.
5. Connect household plumbing only to the sanitary sewer.
6. Check vehicles regularly and immediately repair any leaks.
7. Choose earth-friendly landscaping such as rain gardens and native plants; fertilize sparingly and carefully.
8. Dispose of oils, chemicals and other toxic materials safely.
9. Remove litter and debris around drains and dispose of it in the trash.
10. Get involved, volunteer. Help clean up along rivers and in your neighborhood.

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 [Minnesota State 1B.1. and 1B.3. policy and procedures](#)) and academic dishonesty shall be adjudicated under separate procedures in accordance with the aforementioned Minnesota State 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 (Minnesota State) as found in, but not limited to, the Student Conduct Code, residence life policies and procedures, the college and Minnesota State 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 Minnesota State 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-recog-

nized 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 (classroom, lab, common area, residence hall, athletic field, etc.) 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 Minnesota State 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 Minnesota State 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, 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 disciplinary 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 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 Minnesota State.
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 Minnesota State 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 Government Association. 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 Minnesota State 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":
 - o Any weapon which, according to law, is illegal to possess.
 - o Any firearm, loaded or unloaded, assembled or disassembled, including pellet, "BB", and stun guns (electronic incapacitation devices).
 - o Replicate firearms, as defined in Minnesota Statute 609.713.
 - o 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.
 - o Any "switchblade" knife.
 - o "Brass knuckles," "metal knuckles," and similar weapons.
 - o Bows, crossbows and arrows.
 - o Explosives and explosive devices, including fireworks and incendiary devices.
 - o "Throwing stars," "numchucks," clubs, saps, and any other item commonly used as, or primarily intended for use as, a weapon.
 - o 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 Equal Opportunity and Nondiscrimination in Employment and Education Opportunity

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

1B.1 Equal Opportunity and Nondiscrimination in Employment and Education Policy:
www.mnscu.edu/board/policy/1b01.html

1B.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure:
www.mnscu.edu/board/procedure/1b01p1.html

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

**Procedure 1B.1.1 Report/Complaint of Discrimination/
Harassment Investigation and Resolution:**
www.mnscu.edu/board/procedure/1b01p1.html

1B.3 Sexual Violence Policy and Procedure

Minnesota State Community and Technical College hereby adopts Minnesota State 1B.3 Board Policy and Procedure 1B.3.1 in full:

1B.3 Sexual Violence Policy:
www.mnscu.edu/board/policy/1b03.html

1B.3.1 Sexual Violence Procedure:
www.mnscu.edu/board/procedure/1b03p1.html

M State Designated Officers

To support Minnesota State Board Policy 1B.1 and Procedure 1B.1.1 and Minnesota State Board Policy 1B.3 and Procedure 1B.3.1., the following individuals are 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. Those individuals with an “*” by their name are designated as 1B.1 and 1B.3 investigators.

Jill Abbott, Associate Vice President of Academics:
218.846.3796, jill.abbott@minnesota.edu

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

*** Shawn Anderson, Dean of Student Success:**
218.299.6535, shawn.anderson@minnesota.edu

Christian Brezinski, Director of Student Development Services, Wadena:
218.631.7832, christian.brezinski@minnesota.edu

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

Dllona Clendenen, Academic Dean:
218.299.6631, dllona.clendenen@minnesota.edu

Holly Doyle, Associate Dean of Academic Technology:
218.631.7936, holly.doyle@minnesota.edu

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

Steve Erickson, Academic Dean:
218.846.3721, steve.erickson@minnesota.edu

Gary Henrickson, Academic Dean:
218.736.1506, gary.henrickson@minnesota.edu

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

Monty Johnson, Academic 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

M State Confidential Resources

In support of Minnesota State Statute 135A.15 Sexual Harassment and Violence Policy (www.revisor.mn.gov/statutes/?id=135A.15) the following staff are considered confidential resources for victims of sexual violence or sexual harassment. The confidential resource can provide victims with information about locally available resources for victims of sexual violence and sexual harassment, including but not limited to, mental health service and legal assistance. The confidential resource will provide information on the process of reporting an incident of sexual violence and sexual harassment to college authorities or local law enforcement. Data shared with a confidential resource is classified as sexual assault communication data as defined by section 13.822, subdivision 1; Sexual Assault Data (www.revisor.mn.gov/statutes/?id=13.822#stat.13.822.1)

Tom Dubbels, Counselor
218.299.6516, tom.dubbels@minnesota.edu

Steve Lindgren, Counselor
218.736.1539, steve.lindgren@minnesota.edu

Maronda Robertson, Counselor
218.299.6618, maronda.robertson@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: Kristina Seifert, 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: Christian Breczinski, Director of Student Development Services, 218.631.7832

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 Development 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

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Learn more. [Earn more. minnesota.edu](https://www.mnstate.edu)



MINNESOTA STATE

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