As a member of the Minnesota State Colleges and Universities System (MnSCU), Minnesota State Community and Technical College is a public, non-profit community and technical college that has campuses in four unique communities in west central Minnesota and offers a wide variety of online programs and courses. M State was created July 1, 2003, with the merger of Fergus Falls Community College and three campuses of Northwest Technical College. The College was developed to better serve the needs of the communities in west central Minnesota and the Red River Valley through the combination of strong technical programs and comprehensive community college curriculum.

Prior to the merger, each of the campuses met the educational and workforce needs of its community for nearly a half century or more. The Detroit Lakes, Moorhead and Wadena campuses were established when state leaders recognized the need to provide education and training to meet workforce demands. The Wadena campus was founded in 1959, Moorhead in 1965 and Detroit Lakes in 1966. True to the goal of meeting workforce needs, each campus has added and enhanced programs as demands have changed. The Fergus Falls campus was established in 1960 thanks to the initiative of community leaders determined to create a community college where area students could complete the first two years of a four-year degree. The College also serves students in our Lineworker Program in Baudette, Minn., and offers many online programs.

**M STATE DEGREES, DIPLOMAS AND CERTIFICATES**

- Accounting
- Administrative Assistant
- Administrative Support
- American Sign Language
- Architectural Drafting and Design
- Associate of Arts
- Associate of Fine Arts
- Associate of Science
- Automotive Service Technology
- Biological Sciences
- Business
- Business Administration
- Business and Banking
- Business Entrepreneurship
- Business Management Marketing And Sales
- Cardiovascular Technology-Invasive
- Chemistry
- Child Care And Education
- Cisco Networking
- Civil Engineering Technology
- Network Security
- Comercial Refrigeration
- Computer Programming
- Construction Management
- Cosmetology
- Criminal Justice
- Culinary Arts
- Dental
- Dialysis Technician
- Diesel Equipment Technology
- Drafting and 3D Technologies
- Early Childhood And Paraprofessional
- Electrical Lineworker Technology
- Electrical Technology
- Engineering
- Environmental Science
- Equine Science
- Esthetist
- Fire Service Preparation
- Gas Utility Construction and Service
- Graphic Design Technology
- Health Information Technology Coding
- Heating Ventilation And Air Conditioning
- Human Resources
- Information Technology
- Manicurist
- Marine Engine Technology
- Marketing
- Massage Therapy
- Medical Administrative Assistant
- Medical Coding And Insurance
- Medical Laboratory Technician
- Medical Office Assistant
- Network Administration and Security
- Nursing
- Paralegal
- Payroll Specialist
- Pharmacy Technology
- Phlebotomy Technician
- Plumbing Technology
- PowerSports Technology
- Radiologic Technology
- Sign Language Interpreter Preparation
- Surgical Technology
- Survey Technician
- Web Design

*For the most up to date list of degrees, diplomas and certificates, visit www.minnesota.edu*
Dear M State High School Partner:

Welcome to the Concurrent Enrollment Program at Minnesota State Community and Technical College. Our mission is to provide education for dynamic learning, living, working and serving, so we sincerely hope that this experience leaves your students energized and ready to commit to a plan and pathway to accomplish their educational, career and life goals.

This handbook is an important resource. Please be sure to read it for information regarding concurrent enrollment at M State. If you have any questions, contact a member of our concurrent enrollment team.

Best wishes – it is a pleasure to have you as part of our M State community!

Dr. Peggy D. Kennedy
M State President

MISSION, VISION AND VALUES

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.

VISION
Our vision is a success story for every student and stakeholder.

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

We value
• 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
PROGRAM OVERVIEW

CONCURRENT ENROLLMENT PROGRAM

M State collaborates with 35-plus partner high schools across Minnesota to offer college-level classes taught in high school classrooms by qualified high school instructors.

Benefits of concurrent courses include:

- Earn college credit as a high school student
- Save money
- Get a college experience in a high school setting
- Develop college-level study habits and time-management skills
- Experience college expectations and academic rigor
- Save time and gain flexibility in college by completing credits in high school

Concurrent enrollment course offerings span the academic disciplines and include 23 Minnesota Transfer Curriculum course options in art, biology, chemistry, English, history, math, physics, political science, psychology, sociology, Spanish and communications. Technical course options include introduction to computers, career internship, entrepreneurship, medical terminology and more. We may be able to offer other courses to meet the curriculum needs of our partner high schools and students. Concurrent students are held to the same standards of achievements as those expected of students enrolled in classes at M State.

Faculty mentors take great pride in developing collaborative relationships with high school concurrent enrollment instructors to provide eligible high school students with a college experience that engages them and encourages them to persist in taking rigorous coursework throughout their high school and college years.

M State works closely with our partner high schools to provide a high level of service in the areas of faculty mentoring, student admission, registration and transcript processing.

COMMON CONCURRENT COURSE OFFERINGS

ACCT 1012 - Principles of Bookkeeping
ACCT 2211 - Financial Accounting I
ADMS 1142 - Career Internship I
BIOL 1122 - General Biology I
BIOL 1123 - General Biology II
BIOL 2260 - A & P I (Lecture)
BIOL 2261 - A & P I (Lab)
BIOL 2262 - A & P II (Lecture)
BIOL 2263 - A & P II (Lab)
BUS 1146 - Personal Finance
CHEM 1100 - Fund. Concepts Chemistry
CHEM 1111 - General Inorganic Chemistry I
COMM 1120 - Intro. to Public Speaking
COMM 2230 - Intercultural Communication
CPTR 1104 - Intro. to Computer Tech
ECON 1150 - Essentials of Economics
ECON 2210 - Macroeconomics
ENGL 1101 - College Writing
ENGL 1205 - Writing About Literature
ENGL 2302 - American Ethnic Literature
ENGL 2235 - Intro. to Literature: Drama
HIST 1110 - Western Civ.: Ancient-1400's
HIST 1112 - Western Civ.:1600's-1800's
HIST 2212 - American History 19th Century
HIST 2213 - American History 20th Century
HLTH 1116 - Medical Terminology
MATH 1114 - College Algebra
MATH 1118 - Precalculus
MATH 1122 - Applied Calc. & Linear Algebra
MATH 1134 - Calculus I
MATH 1213 - Intro to Statistics
MCS 2230 - Multicultural America
PHYS 1105 - Fund. Concepts in Physics
PHYS 1401 - College Physics I
POLI 1120 - American National Gov
PSYC 1200 - General Psychology
PSYC 1500 - Positive Psychology
PSYC 2220 - Abnormal Psychology
PSYC 2222 - Developmental Psychology
SOC 1111 - Intro to Sociology
SPAN 2211 - Intermediate Spanish
SPAN 2212 - Intermediate Spanish II

*Any M State course may be considered as a concurrent offering. Course outlines can be found at www.minnesota.edu/?id=658.
CONCURRENT PROGRAM COMMITMENT AND RESPONSIBILITIES

M STATE RESPONSIBILITIES TO PARTNER HIGH SCHOOLS

M State is committed to serving our partner high schools with the utmost integrity and providing quality post-secondary educational opportunities to high school students.

M State is responsible for:

- Communicating all CE Program requirements.
- Recruiting, assigning and training high quality faculty mentors.
- Supporting the high school instructor’s academic freedom and course syllabus.
- Providing annual professional development.
- Paying for administration of the Accuplacer test.
- Collecting Accuplacer results and providing them to the high school liaison.
- Registering high school students for transcripted college credit.
- Communicating and responding in a timely manner to all correspondence.
- Making on site high school visits (when requested) to meet with students, parents, instructors and/or administrators.
- Providing superior customer support for any day-to-day occurrence.

HIGH SCHOOL ADMINISTRATION RESPONSIBILITIES

The high school administration will:

- Support adherence to CE Program contract and program requirements.
- Sign and return the M State CE Program annual contract.
- Assist in the application submission process for new instructors.
- Pay appropriate fees for courses.
- Support high school instructors in continued education by attending Concurrent Enrollment Day.
- Contact M State’s CE Program supervisor with program, instructor, or student concerns.
- Purchase all textbooks and supplies.

HIGH SCHOOL LIAISON RESPONSIBILITIES

Each high school must appoint a CE Program liaison for its school. The liaison may be a school counselor, instructor or administrator. The liaison is vital to the program’s success and serves as the key connection between the high school students, high school instructors and M State.

The high school liaison will:

- Assist students in registration, testing, appeals, etc.
- Follow M State’s concurrent enrollment timeline, which can be found at www.minnesota.edu/ceptimeline.
- Confirm annual course offerings.
• Submit appeals (See page 9).
• Submit waivers - 9th and 10th Grade Option and 50% Enrollment Rule (See page 7).
• Review class list(s) for accuracy and communicate any student drop, add and withdrawals.
• Distribute class lists for grades to the instructors and follow up to make sure lists are completed and returned to the M State registrar.
• Provide information and relevant updates to all high school instructors about M State.
• Communicate and respond in a timely manner to all correspondence.
• Be educated on FERPA laws and collect Release of Information Forms from students.
• Coordinate visits with M State’s K-12 collaborator for concurrent enrollment presentations to high school students and parents, faculty, counselors and administration.
• Collect Student Rights and Responsibilities (optional).

HIGH SCHOOL INSTRUCTOR RESPONSIBILITIES

High school instructors will:

• Work with their faculty mentor to create a syllabus that meets all of M State’s CEP syllabus requirements, for every course taught. A syllabus template and checklist with these requirements is available at www.minnesota.edu/instructor, as well as a sample syllabus.
• Instructors will distribute the approved syllabus to their students. Instructors are also encouraged to have students sign the syllabus to further ensure that students have read and understand their responsibilities.
• Instructors are required to meet, or exceed, the competencies listed in the course outline and assess for those competencies. Individual lessons, models, methods and pedagogy are determined by the individual instructor in consultation with the mentor. Course outlines and competencies can be found at www.minnesota.edu/?id=658.
• Work with their mentor to select a textbook that reflects current information relevant to the discipline. The high school is responsible for the purchasing of course textbooks.
• Meet with their M State faculty mentor:
  For a new class, new instructor or new mentor, six meetings are required. At least one planning meeting between the mentor and high school instructor (which includes new instructor orientation) must occur prior to the start of the semester. At least two in-person classroom observations will occur and one follow-up meeting. Mentors will record their observations and recommendations, which are submitted and reviewed by M State’s Associate Vice President (AVP).
  Repeat course offerings with the same instructor and mentor are required to have three meetings. At least one of these meetings will be a classroom observation.
• Respond to communications from their mentors in a timely manner.
• Review class lists and work with the high school liaison to communicate any and all changes to M State.
• Submit grades at the end of the term.
• Stay in compliance with FERPA.
• Attend annual professional development (Concurrent Enrollment Day). (See Professional Development Requirements for Concurrent Enrollment Instructors on page 6).
• Participate in M State’s concurrent enrollment electronic surveys.
M STATE FACULTY MENTOR RESPONSIBILITIES

Mentors will:

- With a new mentoring relationship, where either the concurrent enrollment instructor, course, or mentor is new, the mentor completes two classroom observations, for which two on-site visits to the high school are required. Mentors also do a pre-class meeting, which can be done using technology and they can also do their remaining meetings using technology or in person.

- With a repeat mentoring relationship, where the concurrent enrollment instructor has taught the course before and has been mentored by the same faculty member, the mentor completes one classroom observation, for which one on-site visit to the high school is required. The remaining two meetings for that assignment can be done by webinar, phone, some other type of technology, or in person.

- Provide support, guidance and mentoring for concurrent enrollment high school instructors to ensure the delivery of a quality, collegiate-level learning experience for concurrent enrollment students.

- Review the course syllabus and course outline with the high school instructor to ensure consistency in course outcomes and expectations.

- Review grading practices to ensure standards are similar to on-campus courses.

- Review assignments and assessments to ensure students are being assessed using similar methods to on-campus courses.

- Mentor the high school instructor on subject matter, course guidelines, required materials, exams, grading, testing procedures and length of class meetings.

- Provide information for the high school instructor on M State academic policies and procedures.

- Ensure high school students have access to library and other college services to assist them in their academic success.

- Mentors will submit a mentor report at the end of each semester.

- Mentors are encouraged to attend the annual professional development (Concurrent Enrollment Day).

- Mentors are expected to be familiar with the Concurrent Enrollment Handbook and other mentor and instructor resources.

CONCURRENT PROGRAM TIMELINE

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall Semester Preparation</th>
<th>Spring Semester Preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td>The assessment process begins</td>
<td>Dec 1</td>
<td>Oct 1</td>
</tr>
<tr>
<td>Grading packets sent to high school for teachers to submit final grades</td>
<td>Jan 1</td>
<td>May 1</td>
</tr>
<tr>
<td>Email sent to high school liaison asking for proposed course offerings</td>
<td>March 1</td>
<td>Oct 1</td>
</tr>
<tr>
<td>Final semester grades are due</td>
<td>Feb 10</td>
<td>June 10</td>
</tr>
<tr>
<td>Deadline to confirm courses</td>
<td>March 31</td>
<td>Oct 31</td>
</tr>
<tr>
<td>Priority deadline for assessment completion</td>
<td>May 1</td>
<td>Nov 30</td>
</tr>
<tr>
<td>Registration request forms emailed to high school liaisons</td>
<td>May 1</td>
<td>Dec 1</td>
</tr>
<tr>
<td>Deadline to return registration forms</td>
<td>May 31</td>
<td>Dec 15</td>
</tr>
<tr>
<td>Class lists are mailed to high school</td>
<td>Aug 15</td>
<td>Jan 15</td>
</tr>
</tbody>
</table>
ADMINISTRATIVE PROCEDURE AND PRACTICE GUIDE

OFFERING A NEW COURSE PROCEDURE

When a school decides it wants to propose a new course offering, the high school liaison should contact M State’s K-12 Collaboration Manager. The proposed course, along with the high school instructor and his or her credentials, will be reviewed, and the College’s decision will be communicated to the high school liaison and administration.

Please note that the high school is financially responsible for purchasing all textbooks and required course materials.

REGISTRATION

The high school liaison will work with administration to confirm course offerings for the coming semester. M State will email course registration forms to the high school liaison to be filled out for each class. Registration forms will be returned to M State’s concurrent enrollment associate registrar. A class list of registered students will be mailed back to the high school liaison and should be reviewed for accuracy.

Class sizes can not exceed the course cap due to employee contractual rules that the College must follow. If the number of enrolled students is greater than the course cap, another section will be added and the school will be billed accordingly, as stated in the M State Concurrent Enrollment Contract.

IMPORTANT: Any course cancellations or additions for upcoming semesters must be communicated promptly to M State’s K-12 Collaboration Manager. Confirming course offerings is an imperative step in the CE Program process. Changes to course offerings significantly impacts mentor assignments and the registration process, and may result in delays to assigning a mentor and/or being able to confirm a college-level offering.

INSTRUCTOR QUALIFICATIONS AND APPLICATION PROCESS

Each applicant is considered independently, but a minimum of a master’s degree with 18 graduate credits in the specific discipline the applicant wants to teach in is highly preferred. Undergraduate credits, teaching experience, professional development and other relevant experience also will be considered. Additionally, provisional approvals may be granted for those actively working to complete graduate credits.

Applications must include:

• A letter of recommendation from the high school principal
• A letter of application from the instructor with a summary of qualifications
• Instructor resume
• Official undergraduate and graduate transcripts

Completed applications can be mailed to: M State, 1414 College Way, Fergus Falls, MN 56537, Attn: AVP Admin Assistant

NEW INSTRUCTOR ORIENTATION PROCEDURE

Each new concurrent enrollment instructor will complete a required program overview and discipline specific orientation with their assigned faculty mentor prior to the start of the course. The faculty mentor will contact the new instructor to establish a meeting time and date to complete the orientation. The New Teacher Orientation Checklist can be found at www.minnesota.edu/instructor.
REPLACING A CONCURRENT INSTRUCTOR PROCEDURE

When a high school concurrent enrollment instructor resigns, retires or is no longer teaching with the district, the high school must contact the K-12 Collaboration Manager promptly. M State understands the challenges of transition and the hiring of new instructors. We will work to support you in this process.

Please note when hiring a new (prospective) concurrent enrollment instructor, the instructor and school must go through the official application process.

If the high school has an approved concurrent instructor on extended leave who plans to return, please refer to “Communication of Changes”.

COMMUNICATION OF CHANGES

IMPORTANT: Any course or instructor changes that occur during the academic year must be communicated to M State’s K-12 Collaboration Manager immediately (e.g., a concurrent enrollment instructor goes on medical leave).

PROFESSIONAL DEVELOPMENT REQUIREMENTS FOR CONCURRENT ENROLLMENT INSTRUCTORS

All M State concurrent enrollment instructors are expected to participate in our annual professional development, Concurrent Enrollment Day, held on the Fergus Falls campus. This annual professional development opportunity is for concurrent instructors, high school liaisons, high school administrators and faculty mentors. The day includes: updates on CE guidelines and best practices, discipline specific mentor meetings and networking, distribution of any new CE materials and resources, breakout sessions and panel discussions.

Concurrent enrollment program staff maintain attendance records of annual professional development for high school instructors. The K-12 Collaboration Manager will contact instructors who have been found to be non-compliant.

If a concurrent instructor misses consecutive years of the annual professional development day, the following will occur:

1. Year Absence – The instructor must notify the K-12 Collaboration Manager of his or her absence.
2. Years of Absences – The instructor may be put on probation as a concurrent instructor.
3. Years of Absences – The instructor is in jeopardy of losing approval to teach concurrent courses with M State.

These requirements are not intended to be punitive. They are designed to follow the National Alliance of Concurrent Enrollment Partnership (NACEP) accreditation standards to ensure quality. In addition, the requirements are designed to ensure that there is a commitment on everyone’s part to investing and supporting the continued professional development of all concurrent enrollment instructors.

NON-COMPLIANCE WITH COURSE CONTENT

All concurrent instructors are expected to adhere to M State’s course competencies. The course competencies, academic rigor and expectations should mirror that of a traditional course taught at the College. If the mentor has concerns regarding a concurrent instructor’s adherence to the course content, academic rigor or other course components, these issues will be addressed on a case-by-case basis.

Actions that may be taken if a concurrent instructor is not in compliance with course content:

• The mentor will document any concerns and submit his or her findings to the Associate Vice President (AVP) of M State for review.
• Based on the outcome of the review, the high school principal/administrator may be contacted.
• A meeting may be scheduled for the concurrent instructor, mentor, principal/administrator and AVP to discuss the situation and develop a plan to align the concurrent course with M State’s expectations.

• If all parties cannot come to an agreed upon course revision or if the instructor fails to take actions toward compliance, the course may be in jeopardy of being canceled and the instructor may lose his or her approval to teach in the Concurrent Enrollment Program.

50 PERCENT ENROLLMENT PROCEDURE
The high school will certify that more than 50 percent of the students in a concurrent course will be enrolled for college credit. A waiver signed by the M State president is required for non-concurrent students to participate in the class. The waiver can be found at www.minnesota.edu/counselor.

9th and 10th Grade Option
When a concurrent enrollment course cannot be filled with eligible 11th and 12th grade students, a waiver may be granted for 9th and 10th grade students who rank in the upper one-tenth of their class, or attain a score at or above the 90th percentile on a nationally standardized, norm-reference test, or have a favorable recommendation from a designated high school official to enroll in a concurrent course. A waiver is required for this option, as well as the signature of the College President. The waiver can be found at www.minnesota.edu/counselor.

ACCREDITATION SURVEY RESPONSIBILITIES
As part of NACEP’s national concurrent enrollment accreditation process, M State is required to conduct the following surveys:

• End-of-term student course evaluations for each course offered.
• Annual survey for alumni of concurrent enrollment students who are one year out of high school.
• Once every three years, M State will survey students four years out of high school.
• Once every three years, M State will conduct surveys with partner high school principals, instructors and counselors.

CONFIDENTIALITY OF STUDENT RECORDS/FERPA
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 believes are inaccurate or misleading, if the college does not amend records upon request
• To place a written statement explaining the disagreement with the college in their records, if the college does not amend records after the opportunity for hearing about whether the records are inaccurate or misleading
• To consent to disclosures of information that identify the student personally, except to the extent that disclosures are allowed without consent under state and federal law.
• To file a complaint with the United States Department of Education if the student believes the college is not meeting the requirements of the federal law. Written complaints should be sent to: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W. Washington, DC 20202-4605.
• To obtain a copy of the college’s complete policy regarding education records. The college has policy information available in the College Catalog and the Student Handbook.
FERPA and the MGDPA permit disclosures of student information without consent to college officials with legitimate educational interest. A college official is a person employed by the college in an administrative, supervisory, academic support or support staff position, a person or company with whom the college has contracted, a student serving on an official college committee, a person serving on the Board of Trustees or in the Office of the Chancellor, a person assisting another college official in performing his or her tasks, and/or contractors, consultants, volunteers and other service providers. A college official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### PROGRAM ELIGIBILITY

High school senior students must have a 2.8 GPA and junior students must have a 3.2 GPA to be eligible to apply to M State’s Concurrent Enrollment Program.

### ACCUPLACER/ACT SCORE REQUIREMENTS

In addition to qualifying GPAs, students must also meet the required assessment scores (Accuplacer or ACT). Every student who would like to enroll in a concurrent course must complete the Accuplacer, unless he or she has a qualifying ACT score in math (22 or higher), reading (21 or higher) and English (18 or higher).

- Accuplacer Reading - 78 or higher
- ACT Reading - 21 or higher
- ACT English - 18 or higher

*Math scores vary based on the math course prerequisites.

### APPLICATION FOR ADMISSION AND REQUEST TO TEST

Students will work with their high school liaison to fill out their application for admission. The high school liaison will submit the student application and required high school transcripts to M State’s testing coordinator.

### ACCUPLACER

The Accuplacer is a Web-based assessment that evaluates academic abilities in reading, writing and mathematics. The Accuplacer is not a pass/fail test and does not have a time limit.

**The Accuplacer Process**

- Students fill out the “Student Application & Request to Test” form found at [www.minnesota.edu/counselor](http://www.minnesota.edu/counselor).
- Completed forms are scanned or faxed to M State with each student’s high school transcript.
- The high school liaison will in turn receive a spreadsheet in approximately one week with student IDs and testing instructions.
- The high school liaison will notify the M State testing coordinator of the dates they plan to administer the Accuplacer.
- Students take the test online. On average, students need 3-4 hours to complete the test.
- A final score spreadsheet will be emailed to the high school liaison indicating if the student is eligible for enrollment or retest range.
IMPORTANT: High schools must notify M State’s testing coordinator with the dates the school plans to administer the Accuplacer.

REVIEW FERPA/RELEASE OF INFORMATION

The Federal Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. When a student enters a postsecondary institution at any age, the right to access and control disclosure of education records under FERPA transfers from the student’s parents (as in the K-12 setting) to the student.

In most circumstances, family members will need to show an authorization form signed by the student to allow the release of information. An electronic form is located below. Any document that includes the following would also be valid: who is authorized to release the information; to whom the information may be released; what information may be released; the purpose for which the information may be used; the student’s signature; and a date. A simple email from a student is not a sufficient authorization.

School officials may honor a copy of a valid release, including a fax. An authorization could permit disclosure of information by phone or e-mail so long as an otherwise valid release is on file. A form could also authorize on-going disclosures, such as grades each semester.

For more information, visit FERPA for Parents at www.minnesota.edu/?id=677.

APPEALS

Student who would like to appeal their GPA and/or assessment score requirements need to work with their high school liaison to complete the Student Appeal Form at www.minnesota.edu/counselor.

DROP/ADD/WITHDRAW

Students needing to initiate a withdrawal from all their college courses can do so by contacting their high school liaison. M State encourages students to meet with their counselor before making a decision, as withdrawing may have an impact on satisfactory academic progress and future eligibility to receive financial aid and satisfactory academic progress. A student must drop a class within the first five (5) business days of a semester to avoid receiving a “W” (withdraw) on their permanent transcript. No entry will be made on the student’s academic record if a course is dropped within the first five (5) business days of a semester.

A student must withdraw from a course no later than the date on which eighty percent (80%) of the days in the academic semester have elapsed. A full semester course dropped after five (5) business days and before 80 percent (80%) of the semester has elapsed will appear on the student’s record as a withdraw (W). Should the student withdraw after 80 percent (80%) of the course has elapsed- a letter grad “F” will appear on their permanent transcript.

The drop/add/withdraw deadline can also be found at www.minnesota.edu/ceptimeline.

GRADES

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

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

*An incomplete (I) is assigned only in exceptional circumstances and is a temporary grade. It will be given to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An “I” automatically becomes an “F” grade at the end of the next semester if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date for the student.

*M State does not award plus or minus grades.

TRANSCRIPT REQUEST
To request a transcript to a non-MnSCU school, go to the M State forms page at www.minnesota.edu/forms. Click on “Transcript Request” under the “Graduation and Transfer” heading. An electronic signature is required to complete the form. The request will be processed within 72 hours.

To request a transcript to another MnSCU school, a transcript request is NOT needed as all MnSCU colleges and universities have access to internal eTranscripts. To find out if a school is part of MnSCU, visit www.mnscu.edu.

STUDENT RIGHTS AND RESPONSIBILITIES
Student success in college starts with successfully adjusting to college-level classes and expectations.

Be responsible.
To be successful in college, you must accept responsibility for your choices and actions. You need to have self-discipline, good study habits and time-management skills. Students in concurrent courses are held to the same standards as students in classes taught on the college campuses. Read your class syllabus carefully to understand what is expected of you in your class.

Participate.
Class attendance and active participation are critical to your success as a college student. Each instructor’s attendance policy should be outlined in the course syllabus. It is important to be engaged in classroom discussions and attend every class session.

Hit the books.
As a general rule, you will need to spend two hours of study time for each hour you are in class. College classes are more academically challenging, and your college GPA will affect your high school GPA and your future college career.

Academic honesty and integrity.
Students are expected to be the sole author of their work and to acknowledge the authorship of others’ work through proper citation and reference. Use of another person’s ideas constitutes plagiarism and academic dishonesty and is prohibited conduct. The consequence of academic dishonesty is determined by the instructor and may include but is not limited to non-acceptance of submitted course work, failing grade on assignment, lower or failing grade in a course. The Academic Honesty and Integrity Policy, along with all other M State policies, can be found at www.minnesota.edu/policies/.

Meet the requirements.
You are responsible for meeting satisfactory program requirements every semester. This means maintaining the GPA and percentage completion requirements outlined in the M State Student Handbook. Failure to meet these requirements will automatically disqualify you from the concurrent enrollment program.

Ask for help.
If you are experiencing problems, talk your instructor and high school counselor right away, or call M State at 1.877.450.3322 and ask to schedule an appointment with a staff member about your concerns.

Comply with college policies.
You are responsible for understanding and complying with college policies outlined in the handbook (i.e., drop/add/withdrawal, academic progress, etc.). If you register for a class and decide to drop it, contact your high school counselor immediately. Concurrent students must follow the deadline for the last day to withdraw, just like all other college students. For important dates and deadlines, check out the M State Academic Calendar.

FERPA FAQs.
The Family Educational Rights and Privacy Act (FERPA) is a federal law which gives college students the right to control disclosure of private education records. If you would like your parent or guardian to have access to your records, you must sign a release of information form. The form should be available in your high school counseling office.

Plan for your future.
Please keep in mind that your concurrent classes will be a permanent part of your college record. The grades you receive will count toward your cumulative college GPA and will impact your future college career. Understand that you will be required to send an M State transcript to all colleges you attend in the future, and you will be held to college policies regarding satisfactory academic progress and financial aid eligibility based on your academic performance.

A complete list of M State policies can be found at www.minnesota.edu/policies.

ACCESS AND ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES POLICY
M State is committed to providing equal access to education for all students. Students that have a disability or believe they may have a disability are invited to contact the M State Disability Services office to determine eligibility and/or submit accommodation requests.

M State has adopted MnSCU Board of Trustee Policy 1B.4 Access and Accommodations for Individuals with Disabilities, which can be found in full at www.mnscu.edu/board/policy/1b04.html.

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

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

The consequences of academic dishonesty are determined on a case-by-case basis by each instructor and may include but are not limited to one or more of the following academic sanctions: non-acceptance of submitted course work, failing grade on an assignment, lower grade in a course, or failing grade in a course. In severe cases, the student may be referred to the student code of conduct process for possible sanctions.
M State students, faculty and staff share the responsibility for promptly reporting any alleged violation of this policy.

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

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

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

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

MINNESOTA TRANSFER CURRICULUM (MnTC)
The Minnesota General Education Transfer Curriculum is the result of a collaborative effort by all of the two- and four-year public colleges and universities in Minnesota to define a common philosophy toward general education. The goal of this effort is to help students transfer their work in general education. Completion of a defined transfer curriculum at one institution enables a student to receive credit for all lower-division general education courses upon admission to any other MnSCU institution. Students who complete a general education transfer curriculum are certified in 10 areas of competency by faculty at the sending institution. Beginning January 1, 2002, all Minnesota Transfer Curriculum Courses offered by MnSCU institutions must transfer within MnSCU into the goal areas as designated by the original institution. The following are the 10 goal areas of the Minnesota Transfer Curriculum:

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

To see what goal area(s) a class meets, refer to the course outline at www.minnesota.edu/?id=658.

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.
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.

SATISFACTORY ACADEMIC PROGRESS

All students in a program of study must meet satisfactory academic progress standards in order to remain enrolled. 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 is progressive based on cumulative registered credits and is detailed below:

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

<table>
<thead>
<tr>
<th>Cumulative Registered Credits</th>
<th>Minimum Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 5</td>
<td>0.00</td>
</tr>
<tr>
<td>6 – 23</td>
<td>1.75</td>
</tr>
<tr>
<td>24 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**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.
MESSAGE TO STUDENTS

You are most likely wondering what your next steps could be after graduating from high school and earning college-level credits through concurrent enrollment. We invite you to visit any of our campuses to learn more about the affordable, diverse and personalized educational environment we offer at M State. To schedule a visit to one of our campuses, or to learn more about our academic programs, contact the M State Solutions Center at 877.350.3322.
M State values concurrent enrollment students and partner high schools. Our vision is to support your success. Thank you for what you do as a student, or high school partner, to support the Concurrent Enrollment Program that is characterized by innovation, integrity and passion for student learning and growth.