



# STUDENT**HANDBOOK**

2020-2021



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# Welcome to Minnesota State Community and Technical College!

Congratulations on your decision to attend Minnesota State Community and Technical College. Whether you are attending one of our campuses in Detroit Lakes, Fergus Falls, Moorhead or Wadena, or attending online or at an off-site location, your success is our No. 1 priority.

You may be a student who knows exactly what you want to do for your career or where you want to be in life, or you may be a student who is hoping your experience at M State helps you find your path in life. We are ready to serve you, regardless of where you're at in your educational journey. We have created our processes, our systems and our educational opportunities to meet your goals.

At M State, "We are "all IN." You'll see our college's values of integrity, inclusion and innovation reflected in our programs and in the support we offer to our students.

We operate with these foundational values because we want you to be successful in all aspects of your college experience. I graduated from M State because of the dedication of the faculty and staff who taught and served me through the ups and downs of my educational experience. Today, I am certain that our employees believe in you and stand ready to help you in any way possible!

**We know that every M State student has a story.** Every student who attends M State brings their life experiences and journey, identity and dreams in to our classrooms. We are honored you have chosen M State. It is our privilege to guide you in the next phase of your life.

I look forward to hearing your success stories; please share them with me!

Carrie Brimhall, Ph.D  
President  
1997 M State Graduate



@PrezBrimhall



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# Mission, Vision, and Values

## Mission

Minnesota State Community and Technical College specializes in affordable and exceptional education, service and workforce training. We welcome all students and engage them in shaping their futures and their communities.

## Vision

A success story for every student.

## Values

“We are all IN!”

### Integrity

As dedicated professionals, we act with purpose in everything we do. We are sincere and honest in our relationships and communications, and hold ourselves accountable to doing the right thing even when no one is watching.

### Inclusion

We welcome, respect and accept people for who they are and celebrate the power of our collective differences in creating and shaping more robust, energized communities.

### Innovation

Through the power of our four campuses, strategic partnerships, and creative problem-solving, we enhance communities. We incorporate technology to improve the student experience and we see continuous improvement as a constant.

## Strategic Pillars

### PILLAR I

#### STUDENT SUCCESS: INCREASING OUR CAPACITY TO BE STUDENT-READY

Our focus on STUDENT SUCCESS encompasses academic readiness for college, successful course completion, documented learning improvement, student persistence toward degree completion, graduation, placement, exam/certification/pass rates, transfer rates, co-curricular experiences and student awards and honors.

### PILLAR II

#### INCLUSION AND EQUITY: MODELING A WELCOMING, SUPPORTIVE AND INCLUSIVE CAMPUS CLIMATE

Our focus on INCLUSION AND EQUITY encompasses operating as a vibrant, inclusive body of diverse students and employees who challenge, inspire and support each other through teamwork and individual action, opportunities for professional growth and community leadership.

### PILLAR III

#### PROGRAMMATIC AND FINANCIAL SUSTAINABILITY: LEADING THROUGH INNOVATIVE PROGRAMMING DELIVERY

Our focus on PROGRAMMATIC AND FINANCIAL SUSTAINABILITY encompasses the prudent management of the college's enrollment, fiscal, physical and technology resources by being responsive to changing budget realities of higher education through strategic partnerships.



# 2020-2021 M State Student Academic Calendar

August 2020						
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

September 2020						
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27	28	29	30			

October 2020						
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November 2020						
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22	23	24	25	26	27	28
29	30					

December 2020						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2021						
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28						

March 2021						
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28	29	30	31			

April 2021						
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May 2021						
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June 2021						
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20	21	22	23	24	25	26
27	28	29	30			

July 2021						
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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 2020

Aug. 24: Welcome Day

Aug. 24: Fall semester begins

Aug. 26: Last day to add courses for fall semester

Aug. 28: Last day to drop courses for fall semester

## ▶▶▶ SEPTEMBER 2020

Sept. 7: Labor Day **COLLEGE CLOSED**

Sept. 17: Constitution Day

Sept. 18: Application deadline for fall commencement ceremony

## ▶▶▶ OCTOBER 2020

Oct. 12: Spring 2021 registration begins

Oct. 15-16: Fall break **No Classes/College Open**

## ▶▶▶ NOVEMBER 2020

Nov. 11: Veterans Day **COLLEGE CLOSED**

Nov. 25: Last day to withdraw from full-term fall semester courses

Nov. 26-27: Thanksgiving break **COLLEGE CLOSED**

## ▶▶▶ DECEMBER 2020

Dec. 14-18: Final exams

Dec. 18: Fall commencement for all campuses; ceremony in Moorhead

Dec. 18: Fall semester ends

Dec. 21-Jan. 8: Semester break **No Classes/College Open**

Dec. 25: Christmas **COLLEGE CLOSED**

## ▶▶▶ JANUARY 2021

Jan. 1: New Year's Day **COLLEGE CLOSED**

Jan. 11: Spring semester begins

Jan. 13: Last day to add courses for spring semester

Jan. 15: Last day to drop courses for spring semester

Jan. 18: Martin Luther King Jr. Day **COLLEGE CLOSED**

## ▶▶▶ FEBRUARY 2021

Feb. 5: Application deadline for spring graduates/spring commencement ceremony

Feb. 15: Presidents Day **COLLEGE CLOSED**

## ▶▶▶ MARCH 2021

March 1: Summer/fall 2021 registration begins

March 5: Application deadline for summer graduates/spring commencement ceremony

March 15-19: Spring break **No Classes/College Open**

## ▶▶▶ APRIL 2021

April 5: **No Classes/College Open**

April 14: Last day to withdraw from full-term spring semester courses

## ▶▶▶ MAY 2021

May 3-7: Final exams

May 6: Detroit Lakes and Fergus Falls campus commencements

May 7: Moorhead and Wadena campus commencements

May 7: Spring semester ends

May 10: Summer term begins

May 31: Memorial Day **COLLEGE CLOSED**

## ▶▶▶ JUNE 2021

June 7: Summer term general education/online courses begin

## ▶▶▶ JULY 2021

July 5: Independence Day observed **COLLEGE CLOSED**

July 23: Summer term ends

■ No classes ■ Final exams ■ Registration begins

Visit [minnesota.edu/calendar](https://minnesota.edu/calendar) for more information.

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## Access to Information

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

### Academic Program Information

A listing of all academic programs and their specific requirements is available on the college website at [www.minnesota.edu/degrees](http://www.minnesota.edu/degrees).

### College Policies

M State policies are regularly reviewed, and policy changes may occur during an academic year. Please visit the college website at [www.minnesota.edu/policies](http://www.minnesota.edu/policies) for updates to policies which may include the following topics:

- Academics
- Admission
- Campus Environment
- Degree Completion (Graduation)
- Drop/Add/Withdraw
- Financial Aid
- Nondiscrimination in Education and Employment
- Online Majors
- Registration
- Student Complaints, Grievances and Informal Concerns
- Student Records
- Student Support Services

If you do not have access to the internet, contact a member of the Student Affairs team, Monday through Friday from 8 am to 4:30 pm or call 877.450.3322 to receive the policies in an alternate form.

### Cost of Attendance

Visit the college website at: [www.minnesota.edu/cost](http://www.minnesota.edu/cost) for information on tuition and fees, estimated book and supply costs, additional program costs and laptop requirements and costs.

### Drop/Add/Withdraw

Refer to [www.minnesota.edu/policies](http://www.minnesota.edu/policies) for the most current Drop/Add/Withdraw policy, which explains the process for making course enrollment changes.

### 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 this handbook and on the college website.

### Financial Assistance

The college website and Student Affairs 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.

## Refunds for Dropped Courses and Withdrawals

Information about the Tuition Refund Policy and 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.

### Student Right to Know

The following Student Right to Know information can be found by visiting [www.minnesota.edu/righttoknow](http://www.minnesota.edu/righttoknow) or in this Handbook on the Student Right to Know on page 26.

- Athletic Equity Report
- Annual Security and Fire Safety Report
- Drug-Free Schools and Communities Act Biennial Review
- Completion/Graduation and Transfer-Out Rates
- Gainful Employment Program Disclosures
- Gainful Employment Data Privacy/Suppression
- Placement Rates
- Retention Rates
- Sexual Assault Data Report
- Student Complaints, Grievances and Informal Concerns Procedure

## 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.minnstate.edu/board/policy/304.html](http://www.minnstate.edu/board/policy/304.html)

**3.4.1 Undergraduate Admissions Procedure:**  
[www.minnstate.edu/board/procedure/304p1.html](http://www.minnstate.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 [www.minnesota.edu/admissions](http://www.minnesota.edu/admissions).

### Advanced Standing/Credit Transfer

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.



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## Assessment for Course Placement

Assessments in reading and math may be required for 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 [www.minnesota.edu/testing](http://www.minnesota.edu/testing). Accommodations for students with disabilities who need to complete assessment testing should be arranged in advance through a campus Accessibility Resources Office. More information can be found online at [www.minnesota.edu/accessibility-resources](http://www.minnesota.edu/accessibility-resources).

## Developmental Education

Students who do not meet minimum test scores in reading and math may 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

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 [www.minnesota.edu/forms](http://www.minnesota.edu/forms).

## Information for Pregnancy, Childbirth or Breastfeeding

Absences for pregnancy, childbirth or breastfeeding will be granted, from class and co-curricular activities, for as long as the student's doctor deems the absence medically necessary. Permission to miss class, however, does not exempt you from completing all requirements of your courses or financial obligations. Students are encouraged to review the Pregnancy, Childbirth or Breastfeeding procedure for additional options at [www.minnesota.edu/policies](http://www.minnesota.edu/policies) under the "Student Policies" heading.

## 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, [www.revisor.mn.gov](http://www.revisor.mn.gov) and access to federal financial aid: [studentaid.ed.gov/sa/eligibility/criminal-convictions](http://studentaid.ed.gov/sa/eligibility/criminal-convictions).

## 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. For more information or to contact a veterans assistance coordinators, please see [www.minnesota.edu/veterans](http://www.minnesota.edu/veterans). Veterans may receive credit for appropriate military training. The college transfer specialist will determine the number of credits acceptable to transfer.

## 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.

Visit [www.minnesota.edu/admissions](http://www.minnesota.edu/admissions) for more information or to apply as a visiting student.

## Registration

All students who have completed the admissions requirements and met the course placement requirements 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 with 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 and call or visit the intended transfer institution. Students should review the following materials and information:

- College catalog
- 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 the Minnesota State system and regional colleges and universities. In addition, the four-year institutions in the state strongly recommend that students complete their associate degrees before transferring. 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](http://www.mntransfer.org) and [www.transferology.com](http://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, [www.minnesota.edu/admissions](http://www.minnesota.edu/admissions). 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:

- Student completes the Transfer Review/Appeal form available in their eServices account. Supplemental information, such as a course outline or syllabus, must be uploaded for review.
- Information is reviewed by faculty within the appropriate department/discipline.
- Student receives notification of the outcome of the review/appeal via their M State email account.
- If the initial review/appeal is denied and the student wishes pursue a next level appeal, the student may log into eServices and click the "Appeal" button found next to the denied review/appeal entry. Additional information to support this second level appeal would be uploaded at this time and the appeal will be reviewed by the colleges 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 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 Reporting System (DARS) audit 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 audit as TD (transfer D). An exception to this requirement is made for any course taken at another Minnesota State system 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 M State campus may make the request by completing a Change of Major/Program or Semester form, [www.minnesota.edu/forms](http://www.minnesota.edu/forms). 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.

Students in online majors may request a change of home campus by completing a "Change of Home Campus for Online Students" form at [www.minnesota.edu/forms](http://www.minnesota.edu/forms).

# 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 on the college website at [www.minnesota.edu/policies](http://www.minnesota.edu/policies).

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

(Policy currently under review, please check [www.minnesota.edu/policies](http://www.minnesota.edu/policies) for updated policy.)

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. Honors and awards
6. Most recent educational agency or institute attended
7. Dates of attendance
8. Weight and height (used for student athletes only)
9. 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 stu-

dents 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.

M State designates the following information as **limited** directory data:

1. Permanent address
2. Telephone number
3. Student's personal and/work email address (if supplied by student)
4. Students' college email address
5. Student Star ID numbers

This information will be released with limitations. Student contact information, including college and/or personal email address and star ID, at the discretion of the college may be made available to third party vendors that provide services for the college. Students' college email addresses and Star ID numbers are approved for inclusion in the Office 365 Global Address List. Second-year students' mailing addresses and institutional email addresses will be disclosed to Minnesota State Colleges and Universities system 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 Records

The college expects students to report any name, address, intended program/major, telephone number or other record changes on the forms available at [www.minnesota.edu/forms](http://www.minnesota.edu/forms).

Students who have name changes must provide the legal documentation as specified on the form available at [www.minnesota.edu/forms](http://www.minnesota.edu/forms). Degrees are awarded under the name the student has on file at the time the degree requirements are completed.

Academic records are maintained under a student's legal name at the time of enrollment. Academic records and credentials are not modified unless the student has an active registration with the college.

## Preferred Name

In accordance with Minnesota State board procedure 1B.1.2, students may choose to identify a preferred first, middle and/or last name. This preferred name will be used where legally permissible, including class rosters and the student's college email address. A student's official academic record, including their M State transcript, will be maintained under the student's legal name. The college reserves the right to deny a requested preferred name if the requested name is inappropriate, such as: to avoid legal obligation, to misrepresent, or the name violates some system policy, etc. More information, along with the Preferred Name Request Form, can be found at [www.minnesota.edu/forms](http://www.minnesota.edu/forms).

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## 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](mailto: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 of Arts (AA) degrees, Associate of Science (AS) degrees, Associate of Applied Science (AAS) degrees, Associate of 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/forms](http://minnesota.edu/forms).

### 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. Enrolled students and alumni can

access online job boards, events and materials by creating an account at [www.careers.minnesota.edu](http://www.careers.minnesota.edu).

### Perkins V: Strengthening Career and Technical Education for the 21st Century Act

M State partners with Lakes Country Service Cooperative and various education, business and community agencies to carry out services as part of the Perkins V: Strengthening Career and Technical Education for the 21st Century Act. 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;
- Individuals preparing for non-traditional fields;
- Single parents, including single pregnant women;
- Out-of-workforce individuals;
- English learners;
- Homeless individuals defined by McKinney-Vento
- Youth in or have aged out of foster care;
- Youth with a parent in active duty military.

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 Dean of Academic Support and Partnerships Angela Mathers at [angela.mathers@minnesota.edu](mailto:angela.mathers@minnesota.edu).

### Assessment of Student Learning

M State uses institutional learning outcomes as the learning goals and foundation for students' educational experience. Students are encouraged to be familiar with the institutional learning outcomes, as well as course competencies (found in the course descriptions at [www.minnesota.edu/course-descriptions](http://www.minnesota.edu/course-descriptions)) and program outcomes ([www.minnesota.edu/programs-and-degrees](http://www.minnesota.edu/programs-and-degrees)) to ensure learning objectives are being met.

The college regularly assesses student learning in courses, programs and co-curricular activities to ensure institutional learning outcomes are met and to identify opportunities to enrich the student learning experience. The process includes annual program learning outcome assessment and assessment of institutional learning outcomes. Every three years, all academic programs and disciplines conduct a comprehensive program review.

In addition to the assessment of student learning that takes place in courses, programs and through clinical, internship or practicum experiences, M State encourages students to enhance learning and mastery of M State's institutional learning outcomes through involvement in co-curricular activities and student life/student development experiences.

For more information about assessment of student learning, contact Steve Erickson at [steve.erickson@minnesota.edu](mailto:steve.erickson@minnesota.edu).

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## M State Institutional Learning Outcomes

### 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 services
- Career counseling, resources, assessment and referrals
- English Language Learner services
- Free tutoring, study skills assistance and other learning services
- 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 Affairs on any M State Campus, Monday - Friday, 8 a.m. to 4:30 p.m. or call 877.450.3322 to reach the Support Center.

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

International students are required to be enrolled in 12 or more on-campus credits each semester (fall and spring). Upon arrival at the college, students must present their visa and passport to the Designated School Official (DSO) on their campus. All international students are required to carry a Minnesota State International Student Medical Insurance Policy. M State will procure the policy on behalf of the international student. The cost of coverage will be applied to the student's M State bill.

All international student information can be found within the International Student Requirements Packet found at [www.minnesota.edu/international](http://www.minnesota.edu/international).

## 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

Credit for Prior Learning provides students an opportunity to earn college credit through alternative pathways by demonstrating how the student has met course specific outcomes for their program of study at college-level equivalency. The student may demonstrate this through professional life experiences, non-credit training or courses, and/or experiential setting opportunities.

Credit for Prior Learning may be earned through the following opportunities:

- Credit by examination either by faculty assessed course specific examination or standardized exams such as CLEP, AP or DSST.
- Faculty assessed course specific review by demonstration or portfolio.
- Institutional review of transcripts from a third party agency such as the American Council on Education (ACE).

Students requesting Credit for Prior Learning assessment must be actively enrolled and pursuing a degree through M State.

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 (review Residence Policy regarding requirements).

An assessment fee may be charged for applicable Credit for Prior Learning services.

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.

For additional information, please see the Credit for Prior Learning policy at [minnesota.edu/policies](http://minnesota.edu/policies).

## 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

### Full Semester Courses

#### DROP

- A student may drop a class within the first five (5) business days of a semester to avoid being billed for the course.
- No entry will be made in the student's academic record if a course is dropped within the first five (5) business days of a semester.

#### ADD

- A student may add a class within the first three (3) business days of a semester.

#### WITHDRAW

- A student has the option to withdraw from a course no later than the date on which eighty percent (80 percent) of the days in the academic semester have elapsed.
- A full semester course dropped after five (5) business days and before 80 percent (80 percent) of the semester has elapsed will appear on the student's record as a Withdraw (W).
- Faculty have the obligation to enter the letter grade of FW (Failure to Withdraw) if a student ceases attending a course for 14 consecutive calendar days.
- If a student is issued a grade of FW as a result of non-attendance in a course, the FW is a final grade and may impact a student's financial aid eligibility, dependent upon the last date of attendance entered. The FW is not calculated in the term or cumulative grade point average; but is calculated in the student's completion percentage.
- Tuition and fees will be assessed for all courses for which the student is registered after the first five (5) business days of the semester.
- Courses withdrawn from after the fifth (5th) business day will not reduce the tuition obligation.
- The last day to withdraw for each course can be viewed in the students' schedule available via eServices, which can be accessed through SpartanNet.

### Short Session Courses

#### DROP

- Students will have one (1) business day past the first meeting day of the course to drop the course without being billed or having the course appear on the student's academic record (transcript).

#### ADD

- Students must add courses no later than one (1) business day after the first meeting day of the course.

#### WITHDRAW

- A student may withdraw from the course no later than the date on which eighty percent (80 percent) of the instructional days for the course have elapsed.
- A course withdrawn from more than one (1) business day after the course begins and before 80 percent (80 percent) of the instructional days for the course have elapsed will appear on the student's academic record as a withdraw (W).
- The last day to withdraw for each course can be viewed in the students' schedule available via eServices, which can be accessed through SpartanNet.
- It is the student's responsibility to drop or withdraw from a course. When a student does not officially withdraw, they will be issued the earned grade in each course for which they are registered and will be responsible for tuition and fees for those courses.

### Full Withdraw

- A student who fully withdraws from the college within a specific period of time may be eligible for pro-rated refunds at increments of 100 percent, 75 percent, 50 percent, 25 percent.
- Student Affairs representatives may provide specific information on the dates for the current semester.

### Financial Aid Eligibility

- Financial aid awards are affected by a full college withdraw,
- The College encourages students to speak with a financial aid representative to determine the financial impact if considering a full withdraw from the college.

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

## Failure for Non-Attendance (FN)

FN (Failure for Non-Attendance) is a grade designation assigned when a student enrolled but never attended a course. For additional detail, see the [Failure for Non-Attendance Policy](#) on the college's website.

## Failure to Withdraw (FW)

FW (Failure to Withdraw) is a grade designation assigned when a student has ceased active participation for 14 consecutive calendar days (including holidays) prior to the end of the term. For additional detail, see the [Failure to Withdraw Policy](#), which can be found on the college's website.

## Withdrawing from the College

Students needing to initiate a withdrawal from all their courses can do so online at [minnesota.edu](http://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 percent
11th through the 15th day of the term .....	50 percent
16th through the 20th day of the term .....	25 percent
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 percent
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

Academic advising at M State is an educational partnership focused on student success. Students work with their advisor to develop a plan for achieving their academic and career goals while making informed and increasingly independent decisions. Academic advising will be available to all students. It is the intent of the college to provide the student with personally relevant information and assistance.

## Grading

Letter Grade	Grade Value	Grade Point Value Per Credit Hour	Total
A	Excellent	4	4 x # course credits
B	Above Average	3	3 x # course credits
C	Average	2	2 X # course credits
D	Below Average	1	1 x # course credits
F	Failure	0	0 x # course credits
I	Incomplete	0	0 x # course credits
NC	No Credit	No grade point value	None
P	Pass	No grade point value	None
CR	Credit by Examination	No grade point value	None

### Other Designations:

- AU** Audit of a class for no credit. The AU designation does not impact grade point average or satisfactory academic progress. \*\*
- Z** Designator to indicate faculty member has not submitted a grade.
- FN** Failure for non-attendance. Used at the end of the course's drop/add period when the student has never attended. The FN designation does not impact grade point average but may prevent financial aid from applying for the course (or will force a recalculation of financial aid that may have been applied prior to the posting of the FN). In the event of an FN grade posting, the student no longer has access to any course content, including electronic access to the course.
- FW** Failure to withdraw. When the student has ceased active participation for 14 consecutive calendar days prior to the end of the term, the instructor may issue a grade of FW. Active participation in an online course is defined as completing an assignment from your instructor. Examples of this may include submitting a discussion post, uploading an assignment to the drop box, taking a quiz, or completing a survey, etc. The type of assignment may vary by course and instructor. Simply logging into the online classroom does not count as active participation. The FW designation does not impact grade point average and may force a recalculation of financial aid applied if the FW represents a total withdrawal from all coursework for the term prior to the 60th percentile date for the term. In the event of an FW grade posting, the student no longer has access to any course content, including electronic access to the course.

\*\* 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" 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."

### Final-Term Grades

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

## 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 certificates, diplomas or degrees are not subject to academic forgiveness.

Please see the college website at [minnesota.edu/policies](http://minnesota.edu/policies) 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 percent
6 – 23	58 percent
24 or more	66.6 percent

### 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 enroll at the college. Students whose suspension period has elapsed may enroll at the college but may not be eligible for financial aid until they've academically performed at an acceptable term level (75 percent completion and a term GPA of 2.25 or greater). These students will enter the college on probationary status.

## Appeals and Probation

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

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

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

### An appeal may be approved only if the college:

1. Has determined that the student should be able to meet SAP standards at the end of the next evaluation period; or
2. Develops an academic plan with the student that, if followed, shall ensure that the student is able to meet SAP standards by a specific point in time; and



3. Maintains a standard of term performance of a minimum of 75 percent completion rate AND a minimum GPA of 2.25 until such time as satisfactory cumulative measures are met.

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

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

## Notification of Status and Appeal Results

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

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

## Reinstatement

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

## Definitions

**Credits:** The unit by which academic work is measured.

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

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

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

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

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

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

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

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

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

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

**Transfer Credits:** Transfer credits are credits earned at another institution which are accepted by this college. Transfer credits which are accepted by M State 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 consequences: non-acceptance of submit-

ted 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 Affairs. Academic appeal forms can be found online at [www.minnesota.edu/forms](http://www.minnesota.edu/forms).

## Disruption-Free Classroom

The college strives to create a classroom atmosphere that is characterized by respect, openness, and cooperative interactions. Students play a critical role in helping to create a classroom environment where all students can learn without disruption. Students are not allowed to be disruptive in class.

Examples of disruptive behavior include, but are not limited to:

- Making loud and distracting noises.
- Eating in class when it is prohibited.
- Monopolizing classroom discussions to the detriment of student learning or the faculty member's ability to teach.
- Excessive amounts of emails sent directly to the faculty member that monopolize the faculty member's time and are detrimental to the faculty member's ability to teach.

- Repeatedly interrupting when the instructor or others are speaking or persisting in speaking without being recognized.
- Using cell phones or electronic devices when prohibited.
- Behavior that distracts the class from the subject matter or discussion.
- Refusal to comply with faculty direction.
- Repeatedly leaving or entering the classroom during class without authorization.
- Failing to respect the rights of other students to express their viewpoints.
- Electronic conversations that are off-topic or not related to learning materials.

A student who has been notified and/or removed three or more times for disruptive behavior may be referred to the appropriate academic administrator. It is possible that a student who has been notified or removed from a class three or more times will not be allowed to continue to attend or participate in the class in accordance with due process procedures. Removal from a course may result in a student earning a failing grade for the course, and the student will not be eligible for a refund. Any adjustment a failing grade or removal from a course may cause to the student's financial aid eligibility and/or financial implications is solely the student's responsibility.

Examples of extreme disruptive behavior include, but are not limited to:

- Verbal abuse such as profanity or derogatory language, hostile remarks, taunting, badgering, or verbal intimidation toward or about other students in the classroom, other groups of people, or the instructor.
- Intoxication or other suspected substance impairments.
- Harassment (e.g. use of "fighting words", stalking)
- Making physical threats to a classmate or the instructor.
- Threat to harm oneself or others.
- Physical violence (e.g. shoving, grabbing, assault, use of weapons)
- Communication that may directly or indirectly affect teaching and learning including phone calls, emails, or other correspondence prior to, during, or after a semester of a course enrollment that creates reasonable fear for a faculty member or fellow classmates.

A student who has been notified and/or removed for extreme disruptive behavior will be referred to the appropriate academic administrator. A student who has been notified or removed from a class will not be allowed to continue to attend or participate in the class in accordance with due process procedures. Removal from a course may result in a student earning a failing grade for the course, and the student will not be eligible for a refund. When a student earns a failing grade or is removed from a course, it may impact the student's financial aid eligibility and/or result in financial implications the student would be responsible for addressing.

Students in violation of this academic policy may also be in violation of the Student Conduct Code and may be subject to concurrent and or separate sanctions pending the offense.

## Definitions

**Class/Classroom** - a physical classroom, lab, instructional field space, off-site practicum/clinical space or the online instructional environment.

**Notification** - a notification can be delivered via the student's college email account, mailed to the student's address on file with the college, delivered in person or a combination of the aforementioned methods.

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## 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.

## Proctoring

Proctoring services are available to M State students enrolled in online classes at no cost.

Proctoring services are available to enrolled Minnesota State system students for an online or distance education course at no cost.

If the student and/or faculty choose to utilize approved remote proctoring services, a fee may apply.

M State will only proctor exams during regular business hours and when the identified site proctor, or designee, is available. The college will make reasonable efforts to provide all necessary proctoring needs. If the proctoring request exceed staff/proctor or facility capabilities, the students/examinee will be directed to alternate proctoring options.

# Financial

## Tuition

Tuition for all students is set annually by the Minnesota State system 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 may result in the cancellation of all courses per Board Policy 5.12.3.

## Cancellation for Non-Payment

Minnesota State system policy requires that minimum payment criteria must be met fifteen business 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.

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 Campus Commerce 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 [fafsa.ed.gov](http://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 Benefit 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 eServices 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 Affairs 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 Student Affairs.

## 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 AMST, DSET, PHRM, PWST and REFR.

### 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.

### Cosmetology Supply Fee

Students are assessed a fee to cover the cost of salon projects.

### 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.

### Drug Testing Fee

Students in the ELWT, GAS or ENST programs are assessed a fee for drug testing required for the program.

### 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 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.

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## Testing Fee

Assessed to students taking HLTH 2215, RADT and SURT courses.

## Student Activity Fee

A student activity fee shall be charged to all students to support 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 Fee

This fee is assessed to students in the culinary or health programs for the purchase of uniforms required for these programs.

## 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.

## Deferment/Payment Plan

In accordance with Minnesota State Policy 5.12, M State has the ability to grant deferments and payment plans to students demonstrating the need for such arrangements.

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

M State has made arrangements with Nelnet Campus Commerce which allow students to pay for their charges throughout the term. To access these services, go to [www.minnesota.edu/spartannet](http://www.minnesota.edu/spartannet) and click on E-Services.

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 business day: 100 percent refund
- Withdrawal from 6th through 10th business day: 75 percent refund
- Withdrawal from 11th through 15th business day: 50 percent refund
- Withdrawal from 16th through 20th business day: 25 percent refund
- Withdrawal after the 20th business day: 0 percent refund

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

- Withdrawal from 1st through 5th business day: 100 percent refund
- Withdrawal from 6th through 10th business day: 50 percent refund
- Withdrawal after 10th business day: 0 percent 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 does not complete 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 percent point of the term. After the 60 percent 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 withdraws 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. 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 [www.minnesota.edu/forms](http://www.minnesota.edu/forms).

# 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 (DARS), discuss educational goals, determine progress toward 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 students completing transfer pathways programs.
- 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 in the accounting, paralegal, payroll programs.
- Advise students completing Post Secondary Enrollment Option (PSEO).
- Advise students who are undecided or undeclared

#### Detroit Lakes:

*Kristina Seifert, 218.846.3734, [kristina.seifert@minnesota.edu](mailto:kristina.seifert@minnesota.edu)*

*Mark Nelson, 218.846.3670, [mark.nelson@minnesota.edu](mailto:mark.nelson@minnesota.edu)*

#### Fergus Falls:

*Jennifer Bieniek, 218.736.1533, [jennifer.bieniek@minnesota.edu](mailto:jennifer.bieniek@minnesota.edu)*

*Lauren Proels, 218.736.1518, [lauren.proels@minnesota.edu](mailto:lauren.proels@minnesota.edu)*

#### Moorhead:

*Michele Burns, 218.299.6804, [michele.burns@minnesota.edu](mailto:michele.burns@minnesota.edu)*

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*Kristin Nelson, 218.299.6886, [kristin.nelson@minnesota.edu](mailto:kristin.nelson@minnesota.edu)*

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*Leah Trontvet, 218.299.6844, [leah.trontvet@minnesota.edu](mailto:leah.trontvet@minnesota.edu)*

#### Wadena:

*Suzie Lundsten, 218.631.7800, [suzie.lundsten@minnesota.edu](mailto:suzie.lundsten@minnesota.edu)*

*Leslie Rudrud, 218.631.7922, [leslie.rudrud@minnesota.edu](mailto:leslie.rudrud@minnesota.edu)*

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## Accessibility Resources

M State is committed to providing equal access to education for all students, and Accessibility Resources strives to cultivate a college-wide culture and climate that supports that commitment. We work in partnership with faculty, staff and students to remove disability-related barriers to education through reasonable accommodation to qualified students. This includes providing outstanding facilities designed to meet the educational needs of students who may have physical, visual, hearing, learning or other disabilities. There are also automatic doors, ramps, restrooms and designated parking for persons with disabilities to ensure complete accessibility to college programs.

Students who have a disability or believe they may have a disability are invited to contact the Accessibility Resources office promptly to determine eligibility and/or submit accommodation requests. To receive service, register with Accessibility Resources. Once registered, accommodation requests need to be made each semester for which accommodation is requested. To reach the M State Accessibility Resources office, please contact one of the Accessibility Resources personnel listed below.

M State strives to fully comply with the provisions of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. section 12101 (<http://www.ada.gov/pubs/adastatute08.htm>), which prohibits discrimination in employment and public educational services on the bases of any individual's disability; Section 504 of the Rehabilitation Act of 1973 (<https://www.dol.gov/oasam/regs/statutes/sec504.htm>) and Section 508 of the Rehabilitation Act (29 U.S.C. 794d) (<https://www.section508.gov/manage/laws-and-policies>) to ensure the campuses, website, and on-line course offerings meet the requirements therein.

M State follows Minnesota State Board Policy 1B.4 Access and Accommodation for Individuals with Disabilities (<https://minnstate.edu/board/policy/1b04.html>).

For all Accessibility Resources forms, visit [www.minnesota.edu/forms](http://www.minnesota.edu/forms).

### Accessibility Resources Directors:

#### Detroit Lakes:

Mark Nelson, [mark.nelson@minnesota.edu](mailto:mark.nelson@minnesota.edu), 218.846.3756

#### Fergus Falls:

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#### Wadena:

Paula Rohr, [paula.rohr@minnesota.edu](mailto:paula.rohr@minnesota.edu), 218.631.7862

## 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, [www.minnesota.edu/bookstore](http://www.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 the used book price, or 75 percent off new price if a used price is not listed in the POS System under any campus. 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 assess 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.

### 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 Affairs 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 <http://parentaware.org/>. North Dakota Child Care Resource and Referral can be contacted at 800.997.8515 or <https://ndchildcare.org/>.

## Co-Curricular Activities at M State

M State co-curricular experiences enrich the student learning environment by providing opportunities for students to learn from intentionally designed activities, events, programs and services that extend and complement classroom learning. Co-curricular programs provide diverse and purposeful learning experiences to support student attainment of educational goals and to support the college's vision of a success story for every student. Like academic programs, co-curriculars are aligned with institutional learning outcomes, the M State Pillars of Success and use assessment to provide effective and exceptional educational opportunities.



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## College Social Workers

The college social workers assist in the navigation of community and college resources to overcome barriers that are non-academic. College social workers have knowledge of available services and benefits and the ability to guide students through the social service systems.

Barriers that students may be assisted with may include, but are not limited to: transportation, housing, finances, legal, health/wellness/food/nutritional needs and safety.

### Social Workers

#### Fergus Falls and Moorhead:

*Tyler Strand, tyler.strand@minnesota.edu, 218.299.6839*

#### Detroit Lakes and Wadena:

*Kayla Simon, kayla.simon@minnesota.edu, 218.846.3687*

## Computer Help Center

### Tech Support

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 Tech Support, you can search our knowledgebase to troubleshoot your own problem, or submit a ticket for assistance from our many tech specialists. The hours for the Computer Help Center on the Detroit Lakes, Fergus Falls and Wadena campuses are 8 a.m. - 4:30 p.m. and the Moorhead campus hours are 7:30 a.m. - 5:30 p.m.

### 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 five PCs or Macs and five 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 printing to the campus networked printers. These free balances are not carried from semester to semester and cannot be transferred. Additional printing can be purchased at the printing kiosks on each campus. Printing costs are 5 cents for black & white and 10 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.

## 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*

## 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](http://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. Instructions on how to modify your personal Star Alert preferences can be found by logging into your SpartanNet account and selecting the Star Alert link that can be found on the left hand side of the page.

## 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 at [www.collegecentral.com/minnesota](http://www.collegecentral.com/minnesota).

## Health Services/Insurance

Students are encouraged to carry some type of health coverage while attending college. All international students are required to carry a Minnesota State International Student Medical Insurance Policy. M State will procure the policy on behalf of the international student. The cost of coverage will be applied to the student's M State bill.

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, laboratory or housing facility 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.

## Intercollegiate Athletics

M State offers a variety of athletic programs on the Fergus Falls campus. Athletic programs are open to all M State students. M State is a member of the Minnesota College Athletic Conference (MCAC), whose mission advances intercollegiate athletics by providing an engaging and supportive environment for success of our student athletes and competition among member institutions.

For additional information see the Intercollegiate Athletics policy at [www.minnesota.edu/policies](http://www.minnesota.edu/policies).

## Laptops

Some M State majors and programs require that students possess adequate computing resources. These requirements can be met with a student-owned laptop; 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

Information about academic programs requiring laptops can be found at: [www.minnesota.edu/?id=521](http://www.minnesota.edu/?id=521).

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, [www.minnesota.edu/computer-information](http://www.minnesota.edu/computer-information).

## Library Services

The M State libraries located on the Detroit Lakes, Fergus Falls, Moorhead and Wadena campuses offer students access to books, online databases, and many more resources. Each campus has study rooms, computer access, interlibrary loan capability, and library staff excited to help students navigate the library. The library catalog and many electronic resources are accessible off campus using your Star ID and password.

## Lost and Found

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

## M State Housing Options

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

The Fergus Falls campus has college owned and operated student housing options available. Our campus offers two housing options, with a total of 38 apartment-style housing units with College Manor housing four students and Williams Hillside housing three students per unit. All apartments are furnished with living room, dining room and bedroom furniture. The college recommends on-campus living as a positive collegiate experience. These housing facilities are substance free, including alcohol and tobacco, regardless of the age of residents.

## 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 at [www.minnesota.edu/communications](http://www.minnesota.edu/communications).

## Representing the College

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

## SpartanNet

SpartanNet is the one-stop site where M State students can access all their college resources including D2L Brightspace, email, eServices, tech support and print balances.

## 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

**Architectural Technology Student Association (Detroit Lakes):** provides a greater understanding of architectural practice

**Auto Club (Moorhead):** encourages student interest in automotive careers

**Campus Crusade for Christ (Fergus Falls, Moorhead):** explores issues related to faith, spirituality and Christianity

**Cosmetology Club (Wadena):** encourages, develops and promotes professionalism and leadership among cosmetology students

**Criminal Justice Association (Moorhead):** promotes an interest in the criminal justice program

**Dental Assisting Association (Moorhead):** supports students in the Dental Assisting program.

**Diesel Club (Moorhead):** supports diesel students and their interests

**Electrical Line Workers Organization (Wadena):** promotes professional growth among electrical line worker students

**F2CO (Fergus Falls):** encourages interest in chemistry

**Fine arts (Fergus Falls):** Chamber Chorale, Concert Band, Jazz Band, Theater

**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

**Mu Alpha Theta (Fergus Falls):** math honor society

**Phi Theta Kappa (PTK) (Detroit Lakes, Fergus Falls):** academic honor society

**PowerSports Technology Club (Detroit Lakes):** lets members share their passion for the power sports industry

**Pride Alliance (Moorhead):** a source of information and a safe zone for all LGBTQ+ students.

**Skills USA (Detroit Lakes, Moorhead):** official organization of vocational education with state and national competition

**Sparkies (Wadena):** Promotes professional growth among electrical technology students

**Student American Dental Hygienists' Association (Moorhead):** supports students in the dental hygiene program

**Student Government Association (Detroit Lakes, Fergus Falls, Moorhead, Wadena):** provides a student voice in campus administration

**Student Human Resources Organization (Moorhead):** expands experience in the human relations and business fields

**Student Nursing Organization (Moorhead, Wadena):** designed to interest nursing students in the field of nursing and medicine

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To learn more about opportunities to get involved in student life activities or the clubs offered at M State, visit [www.minnesota.edu/student-life](http://www.minnesota.edu/student-life) for current information.

## Student Email

Email is the official means of communication at M State. All students are automatically issued an email address once their StarID account has been created. Students are expected to check their email on a daily basis or at a minimum have their college email forwarded to an account they do check. M State is not responsible for email lost due to forwarding rules. Student email addresses are in the format of: first.last@go.minnesota.edu. To access your email, login to SpartanNet and click the email tab. Submit a Tech Support ticket if you have issues.

## 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.

## 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 Affairs for questions about locker services.

## Student Rights and Responsibilities

In accordance with Minnesota State system Board Policy 3.1 Student Rights and Responsibilities, the college shall provide students with the system outlined rights and responsibilities as described below. The college believes these student rights are essential components of academic life. The college asserts that students play a critical role in creating an educational atmosphere that supports these rights for all members of the academic community; thus, we expect students to exercise these freedoms with responsibility.

For complete details, please review the Student Rights and Responsibilities policy at [www.minnesota.edu/policies](http://www.minnesota.edu/policies).

## Student Services Appeals

The college has an appeal process that allows students to request an exception to an M State policy or seek remedy to a student services issue. The college encourages students to use available informal means (direct conversation) to identify potential solutions. There will be no retaliation of any kind against students, faculty or staff who participate in the appeal process. For information about filing a student services appeal, contact Student Affairs on any M State campus or the Support Center at 877.450.3322.

## Theatre Productions

Theatre productions are an important part of student life on the Fergus Falls campus. During the academic year, students have the opportunity to participate in two mainstage productions. Student involvement takes place both on the stage and behind the scenes. Productions are chosen to spotlight student talent and to offer a variety of theatrical genres, including musical theatre in conjunction with the Music Department. Smaller productions may occur during the year as well, such as radio plays, madrigals and experimental productions.

## Transcript Requests

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

## Travel Abroad

The college occasionally 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 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.

The Ceramics students on the Fergus Falls campus participate in an Empty Bowls event. Current and former students make bowls and help serve a soup and bread lunch. The proceeds benefit The Salvation Army food program. It gives the students a chance to work together and use the arts to benefit the community.

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# Student Right to Know Information

The Student Right to Know data discloses annual student completion and graduation rates and is available at [www.minnesota.edu/righttoknow](http://www.minnesota.edu/righttoknow) or in printed format by calling 877.450.3322, or by requesting one in Student Affairs on any M State campus, between 8 a.m. and 4:30 p.m., Monday-Friday.

## Annual Security and Fire Safety Report

M State shall by October 1 of each year publish and distribute an Annual Security and Fire Safety Report ([www.minnesota.edu/righttoknow/](http://www.minnesota.edu/righttoknow/)) as required by the Jeanne Clery Act of 1990. A copy of the Annual Security and Fire Safety Report is available at Student Affairs on each campus and on the college website. The Annual Security and Fire Safety Report contains information regarding any reported criminal activity on campus as well as activity that takes place during an event sponsored by an organization recognized by the college, such as a travel away trip.

## Athletic Equity Report

This information is disclosed through appropriate publications, mailings or electronic media. This information is gathered by the Office of Institutional Research and the Business Office.

Institutions must make available to prospective students the college's commitment to providing equitable athletic opportunities for its men and women students. Any co-educational institution of higher education that participates in a federal student aid program must complete an EADA report by October 15 and enter those data to the U.S. Department of Education via an online mandatory survey.

Data collected in this survey will be published by the Office of Postsecondary Education on the Equity in Athletics Data Analysis Cutting tool website located at: <http://ope.ed.gov/athletics>.

View the 2019 Athletic Equity Report at [www.minnesota.edu/righttoknow](http://www.minnesota.edu/righttoknow).

## Completion/Graduation and Transfer-Out Rates

### Student Right-To-Know Act

This information is disclosed through appropriate publications, mailings, or electronic media. This information is gathered by the Office of Institutional Research.

Each institution must annually make available to prospective and enrolled students the completion or graduation rate of certificate- or degree-seeking, first-time, fulltime, undergraduate students. The completion and graduation rate must be disaggregated by gender, major racial/ethnic subgroups, recipients of Federal Pell Grant and subsidized Direct Stafford Loans, recipients of neither Federal Pell Grant nor subsidized Direct Stafford Loans.

The data are to be available by July 1 each year for the most recent cohort that has had 150 percent of normal time for completion by August 31 of the prior year. If the information is requested by a prospective student, it must be made available prior to the student's enrolling or entering into any financial obligation with the institution.

Note: Institutions may add other information to their completion/graduation rate disclosures (e.g., graduation rates for other timeframes, but the HEA-required information must be identifiable and separate from any additional information).

An institution that determines that its mission includes providing substantial preparation for students to enroll in another Title IV, HEA-eligible institution must disclose a transfer-out rate for each cohort.

A student shall be counted as a completion or graduation if the student

earns a degree or certificate or completes a transfer-preparatory program within 150 percent of normal time for the student's program.

Institutions are allowed to exclude from completion/graduation or transfer-out rate calculations those students who leave school to serve in the Armed Forces, on official church missions, or with a federal foreign aid service, or are deceased or totally and permanently disabled.

Note: These data are collected in the IPEDS Graduation Rate Survey (GRS)

Link to information contained in the Students Right-To-Know Graduation & Transfer-Out Rates is [www.minnesota.edu/righttoknow/](http://www.minnesota.edu/righttoknow/).

## Drug-Free Schools and Communities Act Biennial Review

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152. Drugs; Controlled Substances, 340A. Liquor, and 624.701 Alcohol in Certain Buildings or Grounds, the college has prepared the Drug-Free Schools and Communities Act Biennial Review - 2018 report. It is available below for your review at [www.minnesota.edu/righttoknow](http://www.minnesota.edu/righttoknow), under the heading "Drug-Free School and Communities Act Biennial Review."

## Placement Rates

Institutions must make available to current and prospective students information regarding the placement in employment of, and types of employment obtained by, graduates of the institution's degree or certificate programs. (Institutions must identify the source of the placement information, and any timeframes and methodology associated with it.)

Under this provision, institutions are not required to calculate placement rates, but an institution must disclose any placement rates it calculates for any program.

M State participates in the annual Minnesota State Graduate Placement Survey following a strict protocol prescribed by the Minnesota State system of college and universities. Graduates are surveyed one year after their graduation to determine their employment status. Responses are submitted to and processed by the system office, which produces a database and report generator that calculates the "related employment rate" for all of M State's programs and for M State as a whole. The "related employment rate" represents the total number of graduates working in a position related to their program of study as a percentage of the total number of graduates available for related work.

M State makes this information available through appropriate publications, mailings or electronic media.

Job placement rates can be found at [www.minnesota.edu/righttoknow/](http://www.minnesota.edu/righttoknow/).

## Retention Rates

This information is disclosed through appropriate publications, mailings or electronic media. This information is gathered by the Office of Institutional Research.

Institutions must make available to current and prospective students the retention rate of certificate- or degree-seeking, first-time, undergraduate students (as reported to IPEDS).

This information is collected in the IPEDS Fall Enrollment Survey. If the retention rate information is requested by a prospective student, the information must be made available prior to the student's enrolling or entering into any financial obligation with the institution.

Retention rates can be found at [www.minnesota.edu/righttoknow/](http://www.minnesota.edu/righttoknow/).



## Sexual Assault Data Report

M State makes information regarding the Minnesota Sexual Assault Data Report available on its website ([www.minnesota.edu/sexual-violence-resources](http://www.minnesota.edu/sexual-violence-resources)), in accordance with state and federal regulations.

## Student Complaints, Grievances and Informal Concerns

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 seek resolution before filing a grievance. The Student Complaints, Grievance and Informal Concern form can be accessed online at [www.minnesota.edu/forms/](http://www.minnesota.edu/forms/). The Student Complaint, Grievance and Informal Concern policies and procedures are available for download at [www.minnesota.edu/policies](http://www.minnesota.edu/policies), under "Student Policies."

Pursuant to the United States Department of Education's Program Integrity Rule, institutions providing online education are required to provide all prospective and current students contact information of the state agency or agencies that handle complaints against postsecondary education institutions offering distance learning within that state.

We encourage you to seek resolution to any concerns by discussing them informally with a staff member at the college. If a complaint cannot be handled informally, M State students are encouraged to use our college's complaint process, according to the policy and procedure stated above and outlined in the Student Handbook, which can be found at [www.minnesota.edu/handbook/](http://www.minnesota.edu/handbook/).

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 about filing a student grievance, contact Student Affairs on any M State campus or the college's Support Center at 877.450.3322.

If a complaint cannot be resolved at the college level, you may contact the Minnesota Office of Higher Education ([www.ohe.state.mn.us](http://www.ohe.state.mn.us)) or the Higher Learning Commission ([www.hlcommission.org/Student-Resources/complaints.html](http://www.hlcommission.org/Student-Resources/complaints.html)).

## 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 designee, academic dean or dean of student affairs, animals are not allowed in campus buildings. This policy and any related procedures apply to all buildings and all members of the campus community, as well as all individuals using campus buildings, including leased properties. If a service animal poses a substantial and direct threat to the health or safety of others on campus, the college may elect to not permit the animal to be on campus. Also, should the service animal's presence fundamentally alter the nature of the program or service provided, the college may not permit the service animal's presence on campus or it may request the removal of the service animal. These determinations are made on a case-by-case basis.

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

### Safety Expectations Related to Service Animals

**Vaccinations:** The animal must have current immunization 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, including the

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 owner/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 if the animal is misbehaving and/or causing a commotion that is not related to providing a needed service to the owner/handler.

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

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

**Student Housing:** 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 of being notified the animal must be removed, the college will contact local animal control personnel to remove the animal. Students will be fined \$100 plus the cost incurred for repairing property. Emotional Support Animals may be allowed in student housing at the discretion and approval of the college.

### Definitions

**Owner/Handler:** A person with a disability who is assisted by a service animal or a personal care attendant who handles an animal for a person with a disability.

**Service Animals:** Any dog\* individually trained to do work or perform tasks for the benefit of an individual with a disability including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of "service animal" under the Americans with Disabilities Act (ADA) regulations 28 CFR 35.104. The work or tasks performed must directly be related to the individual's disability.

Examples include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

\*Under particular circumstances set forth in the ADA regulations 28 CFR 35.136(i), a miniature horse may qualify as a service animal.

**Emotional Support Animal:** An emotional support animal (ESA) is a companion animal that provides therapeutic benefit, such as alleviating or mitigating some symptoms of the disability, to an individual with a mental or psychiatric disability. ESAs are typically dogs and cats, but may include other animals. In order to be prescribed an ESA by a physician or other medical professional, the person seeking such an animal must have a verifiable disability. To be afforded protection under the United States federal law, a person must meet the federal definition of disability and that the emotional support animal provides a benefit for the individual with the disability. An animal does not need specific training to become an ESA.

An ESA is one that is necessary to afford the person with a disability an equal opportunity to use and enjoy college housing. ESAs do not perform work or tasks that would qualify them as service animals under the Americans with Disabilities Act and are not allowed on campus. ESAs that are not service animals under the ADA may still be permitted, in certain circumstances, in college housing pursuant to the Fair Housing Act.

## 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 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 Affairs 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 Annual Security and Fire Safety Report for access at the college website at [www.minnesota.edu/campus-safety](http://www.minnesota.edu/campus-safety).

Each year, the compliance officer for M State sends a notice to direct all students and employees to the complete Annual Security and Fire Safety 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 and Fire Safety Report, please contact Compliance Officer Laura Zeiher at 218.299.6522.

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 and Fire Safety 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	218.998.8555
Moorhead	218.299.5120
Wadena	218.631.7700

### County Sheriff

Detroit Lakes	218.847.2661
Fergus Falls	218.998.8555
Moorhead	218.299.5151
Wadena	218.631.7600

### Security and Access to Campus Buildings and Grounds

Each M State location 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.

## Bystander Intervention Amnesty

The college expects all community members to take reasonable and prudent action to prevent or stop harassment, discriminations, and the violation of college policy and Student Conduct Code. Taking action may include direct intervention, a call to campus security (Fergus Falls and Moorhead campuses have security services), or a report to a person in authority. The college also recognizes that fear of disciplinary repercussions may deter reporting or requests for help. The college has developed this policy to alleviate such concerns and encourage members of the college to respond to a potential act of sexual, emotional, or physical violence with or without the use of alcohol and/or drugs by any of the parties.

Students will be eligible for bystander intervention amnesty when a student not acting in a staff capacity, but rather as a “Good Samaritan” seeks professional assistance for another student(s) believed to be in danger or risk of significant harm if not assisted by emergency personnel.

Eligibility for bystander intervention amnesty when acting as a “Good Samaritan” will be limited to:

1. The student(s) in need of assistance/intervention and
2. The student who first contacts emergency services (dialed 911 or first contacts security services (Fergus Falls and Moorhead campuses have security services) for assistance.

Assessing emergency assistance will be a mitigating factor in the student disciplinary process as noted below:

-The student who placed the call for assistance may be required to participate in educational programs and/or counseling related to sexual violence prevention. Disciplinary probation or suspension will be ‘deferred’ on the condition the student completes the educational sanctions as defined by the authorizing authority.

Bystander amnesty is specific to campus disciplinary action related to the Student Conduct Code. Students granted bystander amnesty will not be immune from discipline for other concurrently occurring violations of the Student Conduct Code, such as but not limited to sexual violence, physical violence, hazing, vandalism, and weapons.

If local law enforcement assistance is required, the college cannot guarantee immunity for students from citation, arrest or criminal prosecution.

The purpose of this policy is to maintain a campus environment that promotes healthy, responsible living; affirms civility; supports the well-being of each member of the campus community, and is compliant with state and federal laws and college policies regulating behavior. Respect for college/campus/community standards and regulations is expected.

## Equity & Inclusion

Minnesota State Community and Technical College (M State) and the Office of Equity and Inclusion are firmly committed to equity and inclusion principles. This commitment is illustrated by strengthening existing relationships and building new relationships within the diverse communities that the college serves.

M State cultivates these relationships by the development of programs and campus and community events that partner college students, faculty and staff along with external constituents that the college serves.

M State supports our students, faculty and staff by fostering a college environment where we are consistently working to build an inclusive community through co-curricular education and activities and community outreach.

The Office of Equity and Inclusion has the task of collaborating with internal college departments to engage in dialogue to formulate institutional policies that produce equitable outcomes for all students.

The office is determined to create a college experience that nurtures ac-

ceptance and respect of issues related to ability level, age, beliefs, economic status, ethnicity, gender, gender identity, national origin, race, religion, sexual identity.

## Medical Amnesty

Medical amnesty, also known as Good Samaritan or 911 protection law, is essentially a policy to protect people from facing harsh legal consequences in a drug or alcohol-related emergency. At a college level, medical amnesty is intended to reduce barriers that may inhibit students from seeking professional assistance when faced with a potentially life threatening emergency caused by alcohol and/or drug use, by reducing the threat of college discipline for drug or alcohol use.

Students will be eligible for medical amnesty when a student not acting in a staff capacity seeks professional assistance for themselves or for another student(s) believed to be in danger or risk of significant harm if not evaluated by emergency personnel.

Eligibility for medical amnesty will be limited to the student in need of medical assistance and the student who first contacted emergency services (dialed 911) or contacted security services (Fergus Falls and Moorhead campuses have security services).

Assessing emergency medical assistance will be a mitigating factor in the student disciplinary process as noted below:

- The student who placed the call for assistance may be required to participate in educational programs and/or counseling related drug and/or alcohol use/abuse. Disciplinary probation or suspension will be ‘deferred’ on the condition the student completes the educational sanctions as defined by the authorizing authority.
- The student requiring emergency medical intervention may be required to complete educational programs and/or counseling. Disciplinary probation or suspension will be ‘deferred’ on the condition the student completes the educational sanctions as defined by the authorizing authority.

Medical amnesty is specific to campus disciplinary action related to the Student Conduct Code with regard to alcohol and/or drug violations. Should either of the aforementioned students be found responsible for an additional violation of college policy related to alcohol and/or other drugs within one calendar year of the date of the first violation, disciplinary sanctions for both violations may be assigned to that student.

Students granted medical amnesty will not be immune from discipline for other concurrently occurring violations of the Student Conduct Code, such as but not limited to sexual violence, physical violence, hazing, vandalism, and weapons.

If local law enforcement assistance is required, the college cannot guarantee immunity for students from citation, arrest or criminal prosecution. Individuals however may qualify for prosecution immunity under Minnesota Statue 340A.503 Persons Under 21; Illegal Acts. Subd. 8

The purpose of this policy is to maintain a campus environment that promotes healthy responsible living, affirms civility, supports the well-being of each member of the campus community, and is compliant with state and federal laws and college policies regulating behavior. Respect for college/campus/community standards and regulations is expected.

Alcohol and other drug use potentially affect the safety, health, and quality of life for all students and employees. Additionally, alcohol and other drug use can affect the image of the college and restricts the college’s ability to carry out its mission. Alcohol misuse and illicit drug use minimize an individual’s ability to develop his/her academic or social relationships and is contrary to the educational process and goals of M State. M State recognizes that students and employees are ultimately responsible for their own conduct and the consequences of their behavior.

## 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..... 1.800.657.3719  
Website ..... [www.mylifematters.com](http://www.mylifematters.com)  
(password required, contact Human Resources or view the EAP Brochure for additional information)

## Detroit Lakes

Alcoholics Anonymous ..... 1.877.833.2327  
Drake Counseling Services..... 218.844.5191

## Fergus Falls

Alcoholics Anonymous ..... 218.739.9887  
Lakeland Mental Health Center..... 218.736.6987  
FF Comm Addiction Recovery Enterprise ..... 218.736.1800

## Moorhead

Alcoholics Anonymous ..... 701.232.9930  
Anchorage Recovery..... 218.287.1500  
Clay County Social Services ..... 218.979.4835  
Drake Counseling Services..... 701.293.5429  
Lost and Found Ministry..... 218.287.2089  
Narcotics Anonymous..... 701.234.9930  
Prairie St. Johns ..... 701.476.7200  
Regroup ..... 218.477.0288

## 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.

**Amphetamines** - Amphetamines can cause a rapid or irregular heartbeat, headaches, depression, damage to the brain and lungs, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

**Club Drugs** - Club drugs, such as MDMA (Ecstasy), Rohypnol, GHB, and Ketamine sometimes are used in a nightclub, bar, or rave drug scene. They have varying effects and can cause changes to critical parts of the brain.

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

**Hallucinogens** - Lysergic Acid Diethylamide (LSD) causes 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) affects 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. Hallucinogens can cause liver damage, convulsion, coma and even death.

**Marijuana** - 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. Users also experience interference with psychological maturation and temporary loss of fertility. 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.

**Methamphetamine** - Methamphetamines, known as speed, meth, ice, glass, etc., have a high potential for abuse and dependence. Taking even small amounts may produce irritability, insomnia, confusion, tremors, convulsions, anxiety, paranoia, and aggressiveness. Methamphetamines are addictive and users can develop a tolerance quickly, so the user will need more and more to get the same effect. Over time, methamphetamine users may experience symptoms similar to Parkinson's disease, a severe movement disorder. 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.

**Heroin/Narcotics/Opiates** - Narcotics such as codeine, heroin or other opiate drugs cause the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

**Steroids** - Steroid users experience a sudden increase in muscle and weight and an increase in aggression and combativeness. Steroids can cause high blood pressure, liver and kidney damage, heart disease, sterility and prostate cancer.

## Legal Sanctions

Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more. The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .08 or more) may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

## 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 illicit discharges. Nothing should be dumped or allowed to discharge into any parking lot drain, or into the storm water retention pond located on the northwest corner of the M State Moorhead Campus. If any discharge or dumping is observed, please contact Pat Nordick at 218.631.7920.

### 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.

## Student Conduct Code

The college strives to provide an environment that facilitates learning and views the student conduct process as a learning experience that promotes growth and personal understanding of one's responsibilities and privileges within the college community. Therefore, it is the responsibility of the student who has been accused of misconduct to participate conscientiously in the discipline process.

The college has an expectation that members of the college community maintain a level of civility that is appropriate for the academic environment.

As members of the college community, we have the right to:

- Expect a campus free of incidents that create a hostile learning and/or living environment.
- Expect a healthy and responsible attitude to accompany college-sponsored events and activities.
- Expect individuals to take responsibility for their choices and actions.
- Expect the academic experience to extend beyond the classroom and into all campus facilities.

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.

A complete copy of the Student Conduct Code can be found at [www.minnesota.edu/associated\\_downloads/application\\_pdf/StudentConductCode5\\_2.17.17.pdf](http://www.minnesota.edu/associated_downloads/application_pdf/StudentConductCode5_2.17.17.pdf). The Student Conduct Code also contains provisions for prohibited conduct in the residence halls on the M State Fergus Falls campus.

## 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

M State is committed to providing a smoke and tobacco-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 and nicotine delivery devices 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 Minnesota State Board Policy 5.21. 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

M State 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.minnstate.edu/board/policy/1b01.html](http://www.minnstate.edu/board/policy/1b01.html)

**1B.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure:**  
[www.minnstate.edu/board/procedure/1b01p1.html](http://www.minnstate.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.minnstate.edu/board/procedure/1b01p1.html](http://www.minnstate.edu/board/procedure/1b01p1.html)

## 1B.3 Sexual Violence Policy and Procedure

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

**1B.3 Sexual Violence Policy:**  
[www.minnstate.edu/board/policy/1b03.html](http://www.minnstate.edu/board/policy/1b03.html)

**1B.3.1 Sexual Violence Procedure:**  
[www.minnstate.edu/board/procedure/1b03p1.html](http://www.minnstate.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.

**\* Shawn Anderson, Dean of Student Affairs:**  
 D120, Moorhead Campus  
 218.299.6535, shawn.anderson@minnesota.edu

**Matt Borcharding, Dean of Academic Affairs:**  
 C336, Fergus Falls Campus  
 218.436.1506, matthew.borcharding@minnesota.edu

**Karen Buboltz, Interim Associate Dean of Academic and Student Affairs:**  
 E101, Detroit Lakes and M26, Wadena  
 218.846.3714, karen.buboltz@minnesota.edu

**Scott Ebsen, Director of Student Success:**  
 D123, Moorhead Campus  
 218.299.6620, scott.ebsen@minnesota.edu

**Steve Erickson, Dean of Institutional Effectiveness and Accreditation:**  
 E101F, Detroit Lakes Campus  
 218.846.3721, steve.erickson@minnesota.edu

**\* Dacia Johnson, Chief Human Resources Director:**  
 A520, Fergus Falls Campus  
 218.736.1512, dacia.johnson@minnesota.edu

**\* Nancy South, Director of Student Development:**  
 C341, Fergus Falls Campus  
 218.736.1530, nancy.south@minnesota.edu

**Laura Zeiher, Compliance Officer:**  
 B152, Moorhead Campus  
 218-299-6522, laura.zeiher@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](http://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](http://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: Mark Nelson, Academic Advisor and Accessibility Resources Director, F114, 218.846.3756, mark.nelson@minnesota.edu

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Title IX Coordinator: Laura Zeiher, Compliance Officer,  
218.299.6522, B152, Moorhead Campus  
Deputy Title IX Coordinator: Shawn Anderson, Dean of Student Affairs,  
218.299.6535, D120, Moorhead Campus

**Fergus Falls:**

Section 504: Jon Kragness, Accessibility Resources Director, C344,  
jon.kragness@minnesota.edu

Title IX Coordinator: Laura Zeiher, Compliance Officer,  
218.299.6522, B152, Moorhead Campus

Deputy Title IX Coordinator: Shawn Anderson, Dean of Student Affairs,  
218.299.6535, D120, Moorhead Campus

**Moorhead:**

Section 504: Jamie Jensen, Accessibility Resources Director, E112a,  
218.299.6882

Title IX Coordinator: Laura Zeiher, Compliance Officer,  
218.299.6522, B152, Moorhead Campus

Deputy Title IX Coordinator: Shawn Anderson, Dean of Student Affairs,  
218.299.6535, D120, Moorhead Campus

**Wadena:**

Section 504: Paula Rohr, Accessibility Resources Director, S29,  
paula.rohr@minnesota.edu, 218.631.7862

Title IX Coordinator: Laura Zeiher, Compliance Officer,  
218.299.6522, B152, Moorhead Campus

Deputy Title IX Coordinator: Shawn Anderson, Dean of Student Affairs,  
218.299.6535, D120, Moorhead Campus

**Employees or Prospective Employees**

Section 504 and Deputy Title IX Coordinator:

Dacia Johnson, Chief Human Resource Director, Fergus Falls Campus, Office  
A520, 218.736.1512

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, Dacia Johnson, Chief Human Resource Director, Fergus Falls Campus, Office A520, 218.736.1512. 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, Dacia Johnson, Chief Human Resources Director, A520, 218.736.1512, dacia.johnson@minnesota.edu, 1414 College Way, Fergus Falls, MN 56537-1000; Fax: 218.736.1705

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: [www.OCR\\_Chicago@ed.gov](mailto:www.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](mailto: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:

**Detroit Lakes Campus** - Student Affairs, 218.846.3714; 900 Highway 34 East, Detroit Lakes, MN; Monday - Friday 8 am - 4:30 pm

**Fergus Falls Campus** - Student Affairs, 218.736.1530, 1414 College Way, Fergus Falls, MN; Monday - Friday 8 am - 4:30 pm

**Moorhead Campus** - Student Affairs, 218.299.6809, 1900 28th Avenue South, Moorhead, MN; Monday - Friday 8 am - 4:30 pm

**Wadena Campus** - Student Affairs, 218.631.7832, 405 Colfax Avenue SW, Wadena, MN; Monday - Friday 8 am - 4:30 pm

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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 affairs 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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