WELCOME TO MINNESOTA STATE
COMMUNITY AND TECHNICAL COLLEGE!

Congratulations on your decision to attend Minnesota State Community and Technical College. I am excited to welcome you to the 2022-23 academic year!

We know that every M State student has a story. You may already have your career path planned, or you may be hoping your M State experience helps you find your path in life. We are ready to serve you, no matter where you are in your educational journey.

At M State, our instructors and staff are committed to student success. You’ll see our 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 assisted me through the ups and downs of my journey. Today, I’m certain that our employees believe in you and are ready to help you in any way possible!

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. We are honored you have chosen to attend M State, and it is our privilege to support you every step along the way to graduation.

Carrie Brimhall, Ph.D
President
1997 M State Graduate

@PrezBrimhall
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.

Strategic Pillars

PILLAR I
STUDENT SUCCESS: INCREASING OUR CAPACITY TO BE STUDENT-READY

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

PILLAR III
PROGRAMMATIC AND FINANCIAL SUSTAINABILITY: LEADING THROUGH INNOVATIVE PROGRAMMING DELIVERY

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 see continuous improvement as a constant.
2023-2024 M State Academic Calendar

AUGUST
- 21 | Spartan Welcome Days begin
- Fall semester begins
- 23 | Last day to add full-term fall semester courses
- 25 | Last day to drop full-term fall semester courses

SEPTEMBER
- 4 | Labor Day COLLEGE CLOSED
- 15 | Application deadline for fall commencement ceremony
- 17 | Constitution Day
- 26 | No Classes/College Open

OCTOBER
- 20-21 | Fall break No Classes/College Open
- 23 | Spring 2024 registration begins

NOVEMBER
- 10 | Veterans Day observed No Classes/College Open
- 11 | Veterans Day
- 22 | Last day to withdraw from full-term fall semester courses

DECEMBER
- 11-15 | Final exams
- 15 | Fall semester ends
- 15 | Fall commencement for all campuses; ceremony in Moorhead
- 18-24 | Semester break No Classes/College Open

JANUARY
- 1 | New Year's Day COLLEGE CLOSED
- 8 | Spring semester begins
- 10 | Last day to add full-term spring semester courses
- 12 | Last day to drop full-term spring semester courses
- 15 | Martin Luther King Jr. Day COLLEGE CLOSED

FEBRUARY
- 2 | Application deadline for spring graduates/spring commencement ceremony
- 19 | Presidents Day COLLEGE CLOSED

MARCH
- 4 | Summer/fall 2024 registration begins
- 8 | Application deadline for summer graduates/summer commencement ceremony

APRIL
- 10 | Last day to withdraw from full-term spring semester courses
- 12 | No Classes/College Open
- 29-30 | Final exam and commencement week

MAY
- 1-3 | Final exam and commencement week
- 6 | Spring semester ends
- 27 | Memorial Day COLLEGE CLOSED

JUNE
- 3 | Summer term general education/online courses begin
- 19 | Juneteenth COLLEGE CLOSED

JULY
- 4 | Independence Day COLLEGE CLOSED
- 26 | Summer term ends

AUGUST
- 19 | Fall semester begins

Dates marked with bold text are important dates. Days marked with green text indicate final exams. Days marked with blue text indicate registration.

No classes, Final exams, Registration, BOLD Important Dates

minnesota.edu | 877.450.3322
ACCESS TO INFORMATION

Academic Program Information

College Policies

Cost of Attendance

Drop/Add/Withdraw

Family Education Rights and Privacy Act (FERPA)

Financial Assistance

Refunds for Dropped Courses and Withdrawals

Student Right to Know

ADMISSION

Undergraduate Admissions Policy

Advanced Standing/Credit Transfer

minnesota.edu
Notice to Students Regarding Possible Impact of Criminal Records

Students who have been arrested, charged or convicted of any criminal offense, including but not limited to traffic offenses, may be impacted in the following areas:

- Employment: Certain types of employment may be difficult to obtain due to criminal convictions.
- Higher Education: Some schools or programs may require a background check, which can be impacted by criminal convictions.
- Public Service: Certain public service roles may be impacted by a criminal record.
- Military Service: Criminal convictions may affect eligibility for military service.

For more information, please refer to the website: dentaid.ed.gov/sa/eligibility/criminal-convictions

Developmental Education

Developmental Education courses are designed to help students develop the basic skills required for success in all college courses. Students who do not meet minimum test scores in reading and math may be required to take developmental courses in order to meet the requirements for entry into college-level courses.

Immunization Requirements

Students must show proof of immunization against diphtheria, tetanus, pertussis (whooping cough), measles, mumps, rubella (German measles), hepatitis B, meningococcal disease, and polio. Immunization forms are available at the Health and Wellness Center.

Assessment for Course Placement

Minnesota State Community and Technical College uses various assessment tests to determine the best course placement for each student. Courses are not intended for transfer; credits earned in these courses will not meet distribution or elective requirements for graduation.

Veterans Benefits

College students who are veterans or have family members who are veterans may be eligible for certain benefits. The college transfer specialist can help veterans determine the number of credits acceptable to transfer. Students should discuss plans with their M State advisor and call or visit the veterans assistance coordinators. More information can be found online at www.minnesota.edu/veterans

Preparation for Course Placement

Minnesota State Community and Technical College uses various assessment tests to determine the best course placement for each student. Courses are not intended for transfer; credits earned in these courses will not meet distribution or elective requirements for graduation.
Understanding How Transfer of Credit Works:

Transfer of Credit to M State

• If the initial review/appeal is denied and the student wishes to request a level appeal, a copy of the formal appeals process and the ability to appeal via their M State email account.
• 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.
• Information is reviewed by faculty within the appropriate department.
• A course outline or syllabus, must be uploaded for review.

Preparing to Transfer to M State

• 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 inspect and review their educational records.

Your Rights as a Transfer Student:

Your Rights as a Transfer Student:

Usual Appeals Steps:

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 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 inspect and review their educational records.

Change of Major/Program or Campus at M State

Transfer of D Grades

• If the student's overall GPA at another institution is lower than 2.0, courses from that institution 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 as NTD (non-transfer D). If the student's overall GPA at another 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 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 requirement is made for any course taken at another Minnesota State system institution.

Individual programs/departments reserve the right to not accept grades of D in fulfillment of program requirements. In these cases, the requirement is dependent on the student's declared program of study/majors.

Individual programs/departments reserve the right to not accept grades of D in fulfillment of program requirements. In these cases, the requirement is dependent on the student's declared program of study/majors. Not everything that transfers will apply toward graduation.

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, M State must request an official transcript from each institution attended. Be prepared to provide a high school transcript and/or GED test scores as well.

Your Rights as a Transfer Student:

• If the student's overall GPA at another institution is lower than 2.0, courses from that institution 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 as NTD (non-transfer D). If the student's overall GPA at another 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 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 requirement is made for any course taken at another Minnesota State system institution.

Individual programs/departments reserve the right to not accept grades of D in fulfillment of program requirements. In these cases, the requirement is dependent on the student's declared program of study/majors.
Student Directory Data are categorized as follows:

- **Confidential Data** – Confidential data is not accessible to the subject of the data and to those who have a legitimate educational interest. A college of FERPA and the MGDPA permit disclosures of student information without the student's written consent. M State designates the following information as Confidential Data:
  - Student contact information, including college and personal email addresses (if supplied by the student)
  - Telephone number
  - Permanent address
  - Student’s personal and work email address (if supplied by student)
  - Category of holds preventing a student from registering for classes (i.e., academic or business office)
  - Change Code (NEW/RTN/DROP)
  - **Student identification number**

- **Public Data** – Data that has been designated as directory data is considered public. The Student Directory Data policy defines the following information as Public Data:
  - Student name, address, telephone number, date of birth, and academic program information on students or age 17 and older, low and military recruiters to access some address, biographical information is defined as Limited Directory Data for purposes of communicating with military recruiters who have requested suppression. Students who wish to suppress their directory data must submit a written request by using the Release of Information Authorization.

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- **Confidential Data** – Confidential data is not accessible to the subject of the data and to those who have a legitimate educational interest. A college of FERPA and the MGDPA permit disclosures of student information without the student's written consent. M State designates the following information as Confidential Data:
  - Student contact information, including college and personal email addresses (if supplied by the student)
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Records Maintained on Students are Categorized as Follows:

- **Confidential Data** – Confidential data is not accessible to the subject of the data and to those who have a legitimate educational interest. A college of FERPA and the MGDPA permit disclosures of student information without the student's written consent. M State designates the following information as Confidential Data:
  - Student contact information, including college and personal email addresses (if supplied by the student)
  - Telephone number
  - Permanent address
  - Student’s personal and work email address (if supplied by student)

- **Public Data** – Data that has been designated as directory data is considered public. The Student Directory Data policy defines the following information as Public Data:
  - Student name, address, telephone number, date of birth, and academic program information on students age 17 and older, low and military recruiters to access some address, biographical information is defined as Limited Directory Data for purposes of communicating with military recruiters who have requested suppression. Students who wish to suppress their directory data must submit a written request by using the Release of Information Authorization.

- **Limited Directory Data** – Limited directory data is accessible to the subject of the data and to those who have a legitimate educational interest. A college of FERPA and the MGDPA permit disclosures of student information without the student's written consent. M State designates the following information as Limited Directory Data:
  - **Student identification number**

- **Restricted Data** – Restricted data is accessible only to individuals serving a legitimate educational interest. A college of FERPA and the MGDPA permit disclosures of student information without the student's written consent. M State designates the following information as Restricted Data:
  - **Student identification number**

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. Should a student request suppression of their directory data, the full functionality of Office 365 may not be available to them due to their removal from the directory data. The suppression of directory data for M State.
Change in Student Records

Preferred Name

Photography/Video for Publicity

ACADEMIC

Classification of Students

Graduation Policy

General Requirements:

Career Services: Exploration, Counseling and Job Search

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

minnesota.edu

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Assessment of Student Learning

M State Institutional Learning Outcomes

Communication

Information Awareness

Scientific Inquiry and Mathematical Reasoning

Equity and Inclusion

Academic Support Services

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

English Language Learners (ELL)

Student Credit Load

Credit for Prior Learning

Minnesota State Community and Technical College
Student Handbook 2023-24

1.877.450.3322
Auditing Courses

\*Auditing students may not need to meet regular course requirements but should confer with the instructor as to their privileges.

\*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 reduce the tuition obligation.

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

\*The last day to withdraw for each course can be viewed in the course requirements but should confer with the instructor as to their privileges.

\*The college reserves the right to administratively withdraw or drop a student enrolled but never attended a course. For additional detail, see the Failure for Non-Attendance Policy.

\*The college reserves the right to administratively withdraw or drop a student for non-attendance in special circumstances. For additional detail, see the Failure for Non-Attendance Policy.

\*Failure to Withdraw Policy

\*Failure to Withdraw Policy must be signed by the student or their parent/guardian and forwarded to the Office of Student Affairs.

\*Withdrawing from the College

\*Financial Aid Eligibility

\*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.

\*Students needing to initiate a withdrawal from all their courses can do so online at minnesota.edu. Please note that tuition and fee refunds do not proceed according to the following schedule:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>After five (5th) business days</td>
<td>0%</td>
</tr>
<tr>
<td>After five (5th) business days but before 80 percent (80 percent) of the days of a semester</td>
<td>25%</td>
</tr>
<tr>
<td>After five (5th) business days but before 80 percent (80 percent) of the instructional days of a semester</td>
<td>50%</td>
</tr>
<tr>
<td>After five (5th) business days but before 80 percent (80 percent) of the calendar days of a semester</td>
<td>75%</td>
</tr>
<tr>
<td>After five (5th) business days but before 80 percent (80 percent) of the academic days of a semester</td>
<td>100%</td>
</tr>
</tbody>
</table>

\*It is the student's responsibility to drop or withdraw from a course. When a student does not officially withdraw, they will be issued a grade of FW (Failure to Withdraw) if a student ceases attending or participating in the course to drop the course without being billed or having the earned grade in each course for which they are registered and earned toward a major or the cumulative grade point average.

\*When a student does not officially withdraw, they will be issued a grade of FW (Failure to Withdraw) if a student ceases attending or participating in the course to drop the course without being billed or having the earned grade in each course for which they are registered and earned toward a major or the cumulative grade point average.

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Academic Advising

Repeating Courses

Minnesota Transfer Curriculum (MnTC)

Minnesota Transfer Curriculum Goal Areas:

Degree Requirements

Final-Term Grades

Other Designations:

Grading

Fall and Spring semesters:

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

<table>
<thead>
<tr>
<th>Cumulative Registered Credits</th>
<th>Minimum Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 5</td>
<td>0.00</td>
</tr>
<tr>
<td>6 - 23</td>
<td>1.75</td>
</tr>
<tr>
<td>#</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Quantitative Measure

\[ \text{Cumulative Registered Credits} \times 100 \]

Formula:

Completion Percentage: All students are required to earn a minimum of 24 or more credits with a GPA of 2.00. Students who have completed between 6 and 23 credits are required to have a GPA of 1.75. Students who have completed 0 to 5 credits are required to have a GPA of 0.00.

Failure to Meet Standards

Satisfactory Academic Progress

Academic Forgiveness

Suspension of Students for Other Reasons

Appeals and Probation

Academic Forgiveness Policy:

Suspension at Another Minnesota State Institution:

Remedial/Developmental credits

Suspension for Inability to Meet Program Requirements within the Maximum Time Frame:

Suspension for Exceeding the Maximum Time Frame:

Suspension for Extraordinary Circumstances:

Appeals:

Minnesota State Community and Technical College
Student Handbook 2023-24
Reinstatement
retain eligibility for registration and financial aid. Approved appeals may include specific condi-
the right and process necessary to appeal suspension.

Appeal Result Notification:
the results of all appeals. Notice of suspension also includes
status and the conditions necessary to regain eligibility for registration
the evaluation of satisfactory academic progress results in Warning, Suspension.

Status Notification:
An appeal may be approved only if the college:

1. Has not met the college’s cumulative GPA and completion percentage standards.
2. Has met the college’s cumulative grade point average and completion percentage standards.
3. Death of an immediate family member (parents, spouse, siblings).
4. Serious illness or injury to a student or immediate family member (spouse, child).
5. Excessive number of credits without academic credit or grade (no letter grade). If, at the end of that evaluation period, a student on probation status:
   - good academic standing.
   - minimum GPA of 2.15 until such time as satisfactory cumulative measures are met.
   - a specific point in time; and
   - performance of a minimum of 75 percent completion rate AND a successful completion grade.

Notification of Status and Appeal Results

Status Notification:
- students who cannot complete the work of a course on schedule because of circumstances beyond the student’s control.

Audited Courses:
- in current or previous terms.

Developmental Credits:
- is a temporary grade which is assigned when a student
- for purposes of processing financial aid at this college.
- for purposes of processing financial aid at this college. These credits are included in all satisfactory academic progress calculations.

Cumulative Registered Credits:
- are successfully completed credits that count toward the student’s academic plan, the student shall be re-suspended
- audit or incomplete.

Earned Credits:
- attempt but not successfully completed (earned).

Definitions
Credits (dZ\u2212u7, Z\u2220u8, Z\u2220u8, Z\u2220u8)
Registered (Attempted) Credits (dZ\u2212u7, Z\u2220u8, Z\u2220u8, Z\u2220u8)
Cumulative Registered Credits (dZ\u2212u7, Z\u2220u8, Z\u2220u8, Z\u2220u8)
Transfer Credits (dZ\u2212u7, Z\u2220u8, Z\u2220u8, Z\u2220u8)
Audited Courses (dZ\u2212u7, Z\u2220u8, Z\u2220u8, Z\u2220u8)
Developmental Credits (dZ\u2212u7, Z\u2220u8, Z\u2220u8, Z\u2220u8)
Incompletes (dZ\u2212u7, Z\u2220u8, Z\u2220u8, Z\u2220u8)
Repeat Credits (dZ\u2212u7, Z\u2220u8, Z\u2220u8, Z\u2220u8)
Transfer Credits (dZ\u2212u7, Z\u2220u8, Z\u2220u8, Z\u2220u8)
Withdrawal (dZ\u2212u7, Z\u2220u8, Z\u2220u8, Z\u2220u8)
Academic Honesty and Integrity

**Definitions**

*Academic dishonesty:* Using or allowing others to use either your work, ideas, or information as your own, without proper authorization.

*Plagiarism:* 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 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 intellectual property produced by the work of others that has not been due to committing an act of academic dishonesty. Academic consequences may be referred to the student code of conduct process for possible sanctions.

**Academic Honesty and Integrity**

**Academic Honesty and Integrity**

Academic dishonesty refers to the use of either employee(s) and/or administrator(s) as established by college policy.

Students may appeal any academic issue and discuss it with the appropriate procedures for the internal resolution of acts of academic dishonesty.

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 submitted course work, failing grade on an assignment, lower grade in a course, or student's percentage of completion.

**Disruption-Free Classroom**

**Disruption-Free Classroom**

The college strives to create a classroom atmosphere that is characterized by respect for the rights of others to express their viewpoints.

Students are expected to meet their academic requirements with honesty and integrity. Students are expected to present their learning materials in an organized manner. Students are expected to respect the rights of other students to express their viewpoints. Students are expected to respect the rights of the faculty member to teach the course.

A consequence is an academic decision that may be issued due to committing an act of academic dishonesty. Academic consequences may be referred to the student code of conduct process for possible sanctions.

M State is committed to providing students with the competencies and skills associated with academic honesty and integrity. 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 intellectual property produced by the work of others that has not been due to committing an act of academic dishonesty. Academic consequences may be referred to the student code of conduct process for possible sanctions.

**Disruption-Free Classroom**

**Disruption-Free Classroom**

**Academic Appeals**

**Academic Appeals**

A consequence is an academic decision that may be issued due to committing an act of academic dishonesty. Academic consequences may be referred to the student code of conduct process for possible sanctions.

M State is committed to providing students with the competencies and skills associated with academic honesty and integrity. 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 intellectual property produced by the work of others that has not been due to committing an act of academic dishonesty. Academic consequences may be referred to the student code of conduct process for possible sanctions.
null
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

Art Fee

Athletic and Football Fee

Background Check Fee

Certification Fee

Clinical Makeup Fee

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.

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, DTRK, DCNH, PWST and TRNS.

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

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.

Drug Testing Fee

Students in the ELWT 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

In the event that the student has lost their student identification card, they may go to their campus registration office to make a certified copy of their current college transcript. This copy will be issued to the student in a secure manner, and the student will be responsible for maintaining the security of this copy.

Tuition Refund

Refund for summer session 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 from 21st through 30th business day: 0 percent refund

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 from 21st through 30th 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: 75 percent refund
- Withdrawal from 11th through 15th business day: 50 percent refund
- Withdrawal from 16th through 20th business day: 25 percent refund
- Withdrawal from 21st through 30th business day: 0 percent refund

Student Payments

M State has made arrangements with Nelnet Campus Commerce which allows students to pay for their charges throughout the term. To access these services, go to www.minnesota.edu/spartannet.

In accordance with Minnesota State Policy 5.12, M State has the ability to deferment/payment plan. Deferments may be granted from authorized representatives of the financial aid or business offices.

In the event the card needs to be replaced, a fee will be assessed to the student.

Deferment/Payment Plan

- Withdrawal after 1st business day: 100 percent refund
- Withdrawal from 2nd through 5th business day: 75 percent refund
- Withdrawal from 6th through 10th business day: 50 percent refund
- Withdrawal from 11th through 15th business day: 25 percent refund
- Withdrawal from 16th through 20th business day: 0 percent refund

Technology Fee

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.

Wellness 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 used to pay for the rental of the uniform.

Uniform Deposit Fee

This fee is assessed to students enrolled in 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 rentals. The fee is used to pay for the rental of the uniform.

Student Activity Fee

A student activity fee shall be charged to all students to support Student Life activities. A student activity fee shall be charged to all students taking HLTH 2215, LSR, RADT and SURT courses.

Testing Fee

This fee is assessed to students taking HLTH 2215, LSR, RADT and SURT courses. Testing fees shall be assessed on a per credit basis as outlined in the College Catalog or Student Handbook.

Uniform Deposit Fee

This fee will be assessed to all students who rent a uniform from the college.

Uniform Deposit Fee
A student is said to be unofficially withdrawn if they do not complete their degree, diploma or certificate within the maximum allowable period of time. Title IV regulations require that a student has earned the funds disbursed to them if they: completely withdraw from college, stop attending before the end of the semester (unofficial withdrawal), or do not complete all courses before aid has been disbursed. If the amount disbursed to the student is otherwise eligible, they are entitled to receive a post-withdrawal disbursement.

Unofficial Withdrawal

Any unearned funds will be returned to the appropriate financial aid source. Measuring the time period:

- For a standard term: the period of enrollment for which the student was paid aid.
- For a summer term: the period of enrollment for which the student was paid aid, unless the student is enrolled up to the 60 percent point of the term. After the 60 percent point, the student must return the entire amount of Title IV aid received. Under no circumstances will the college be responsible for the repayment of Title IV funds if a student withdraws during the first 14 days of the academic term.

Official Withdrawal

When the student officially withdraws from all courses, the date of withdrawal for purposes of the Return of Title IV Funds calculation will be the last date of attendance recorded by the faculty at grading. The unearned share of the federal financial aid must be returned to the federal Title IV financial aid source. The unearned funds will be returned in the following order:

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

Financial Aid Recipients

Federal regulations require that Title IV financial aid funds (Pell Grant, Direct Stafford Loans) to be awarded under the assumption that a student will complete all courses for which they receive aid and will earn the aid that was disbursed. If a student does not complete all courses, the college is required to calculate 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.

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 academic 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 and professional advisors. Each admitted student is assigned an advisor based on their program of study. Students are encouraged to schedule an appointment with their assigned academic advisor and bring a copy of their Degree Audit (DARS) to the meeting.

Program advisors

- Advise students completing the Minnesota Transfer Curriculum (MnTC)
- Advise students completing the AAS-Transfer Program
- Advise students completing technical/career pathways programs
- Advise students completing transfer pathways programs
- Advise students completing technical/career pathways programs
- Advise students completing Post Secondary Enrollment Option (PSEO)
- Advise students completing the AAS-Technical Program
- Advise students completing the AAS-Transfer Program
- Advise students completing the AAS-Dual Credit Program
- Advise students completing the AAS-Dual Credit Program

Professional advisors

- Kristina Seifert, 218.846.3734, kristina.seifert@minnesota.edu
- Mark Nelson, 218.846.3756, mark.nelson@minnesota.edu

Financial Aid and Satisfactory Academic Progress

Any student who is making Satisfactory Academic Progress (SAP) will receive financial aid for the following period:

- Full time
- Half time
- Part time
- Less than half time

Financial aid for students who are not making satisfactory academic progress (SAP) will be discontinued if the student fails to correct their SAP.

APPEALS

All appeals must be submitted to the Office of Financial Aid within 30 days of the notification. Students seeking an appeal must complete the appeal form available online at www.minnesota.edu/forms. Appeals are considered based on special circumstances. Appeals must demonstrate that the student is making satisfactory academic progress and has the ability to continue to make satisfactory academic progress. Students seeking an appeal must submit the appeal form along with any supporting documentation.

Community and Technical Colleges

Detroit Lakes: Mark Nelson, 218.846.3756, mark.nelson@minnesota.edu
Accessibility Resources

Diversity and Inclusion
Diversity, Equity, and Inclusion (DEI)
- No discrimination
- No harassment
- No retaliation

M State strives to provide an inclusive and vibrant environment for all students, regardless of their background.

Textbook Rental Program

About the Bookstores

Wadena:
Susan Lundsten, 218.631.7827, susie.lundsten@minnesota.edu

Moorhead:
Ashley Broderick, ashley.broderick@minnesota.edu, 218.299.6882

Fergus Falls:
Joni Massie, 218.299.6590, joni.massie@minnesota.edu

Moorhead:
Ashley Broderick, ashley.broderick@minnesota.edu, 218.299.6882

Wadena:
Susan Lundsten, 218.631.7827, susie.lundsten@minnesota.edu

M State has a Campus Store at each campus location where students can purchase books and materials for all courses online through their bookstore.

Bookstores

- No discrimination
- No harassment
- No retaliation

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

Textbook Return Information

Non-returnable items include bundled e-books, special orders, seasonal and limited offers and clearance merchandise.

Contact your campus bookstore with specific questions:

- 1.877.450.3322
- webpage, www.minnesota.edu/bookstore
- www.ohe.state.mn.us/mPg.cfm?pageID=348

Campus Dining

- No discrimination
- No harassment
- No retaliation

Child Care

- No discrimination
- No harassment
- No retaliation

Child Care Resource and Referral can be contacted for information about child care options in specific communities.

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

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 (www.ada.gov/pubs/adastatute08.htm), and Section 508 of the Rehabilitation Act of 1973 (www.dol.gov/oasam/regs/statutes/sec504.htm) to ensure the campuses, website, and online course offerings meet the requirements therein.

For all Accessibility Resources forms, visit www.minnesota.edu/forms.

Accessibility Resources Directors:

Detroit Lakes:
Mark Nelson, mark.nelson@minnesota.edu, 218.846.3756

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Fergus Falls:
Joni Massie, 218.299.6590, joni.massie@minnesota.edu

Michele Burns, 218.299.6804, michele.burns@minnesota.edu
Co-Curricular Activities at M State

Drama

Dining Services

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 student-athletes. M State offers a variety of athletic programs on the Fergus Falls campus.

Emergency/Weather Closings and Drills

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 set up and receive Star Alerts can be found on the left hand side of the page.

The information is posted at https://www.minnesota.edu/emergency/national/staralert.html

Employment Information

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 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.

Health Services/Insurance

Minnesota State International Student Medical Insurance Policy. M State will provide insurance to all international students as a required part of enrollment. There are plans available ranging from basic to comprehensive coverage, and students are encouraged to enroll in the plan that best meets their needs. Students may choose to enroll in all or part of the plan, and the cost will be applied to the student’s M State bill.

Intercollegiate Athletics

Intercollegiate athletics is reflected in every aspect of the M State experience. Co-curricular programs provide diverse and purposeful learning experiences that help students to become engaged and contributing members of the community. Co-curricular programs are aligned with institutional learning outcomes, the M State Plan for Success, and use assessment to provide effective and exceptional educational experiences that support the college’s vision of a success story for every student. Like academic programs, co-curricular programs provide students with opportunities for self-directed learning and for enriching their college experience.

Software and Printing

When you check out of your course, you should be prompted with options for how you would like to access your educational software. These will either be emailed directly to your student email account or provided on a CD. The college will provide one complimentary disc per semester to all currently enrolled students the free download of Office 365. M State participates in the Microsoft Campus Agreement and makes available computer help center technicians.

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 will be announced by local radio and television stations, Star Alert email messages, and the M State website.

Star Alert

Maronda Robertson, maronda.robertson@minnesota.edu, 218.299.6618

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

Steve Lindgren, steve.lindgren@minnesota.edu, 218.736.1641

Intercollegiate Athletics

Student Handbook 2023-24

www.minnesota.edu/policies

Intercollegiate athletics is an important aspect of college life for many students. The M State’s athletic programs are committed to providing a quality student-athlete experience, with an emphasis on academic success, and the development of leadership skills. The college offers a variety of athletic programs, including intercollegiate sports, intramural sports, and club sports. Intercollegiate athletes are members of the academic community and are expected to meet the same academic standards as all other students. The athletic department provides resources and support to help student-athletes succeed in the classroom and in the athletic arena. Office of Student Services

PRAISE 2023-24

www.collegecentral.com/minnesota

www.minnesota.edu/studenthandbook
Laptops

Representing the College

SpartanNet

Student Clubs and Activities

Student Clubs

Library Services

Lost and Found

M State Housing Options

M State Official Colors

M State Fergus Falls Housing

M State

Minnesota State Community and Technical College

Student Handbook 2023-24
**Student Government Association (Detroit Lakes, Fergus Falls, Moorhead, Wadena):**

The college encourages students to use available informal means (direct conversion to an M State policy or seek remedy to a student services issue). The college has an appeal process that allows students to request an exception to a policy at any campus or the Support Center at 877.450.3322.

**Student Email**

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.

M State is not responsible for email lost due to forwarding rules. Students must minimum have their college email forwarded to an account they do check. 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 are announced during the fall semester.

**Student Human Resources Organization (Moorhead):**

Current and former students make bowls and help serve at the annual Bowls event. The Moorhead campus Art Fund was created in 2006 as part of a State Foundation, the college also has purchased the work of regional artists for its permanent collection.

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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.

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**Student Rights and Responsibilities**

For complete details, please review the Student Rights and Responsibilities, the college shall provide students with the system outlined rights and responsibilities as described below. The college encourages students to use available informal means (direct conversion to an M State policy or seek remedy to a student services issue). The college has an appeal process that allows students to request an exception to a policy at any campus or the Support Center at 877.450.3322.

**Student Lockers**

Students may request their transcript through a link available at www.parchment.com. Students will need to submit a transcript request, Minnesota State system campus do not need to submit a transcript request, unless the student's records are not available electronically.

**Student Services Appeals**

The college asserts that students play a critical role in creating an academic community; thus, we expect students to exercise these free academic freedom and participation rights with responsibility.

**Student Identification Cards**

In accordance with Minnesota State system Board Policy 3.1 Student Rights and Responsibilities, the college will provide students with the system outlined rights and responsibilities as described below. The college encourages students to use available informal means (direct conversion to an M State policy or seek remedy to a student services issue). The college has an appeal process that allows students to request an exception to a policy at any campus or the Support Center at 877.450.3322.

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Annual Security and Fire Safety Report

Drug-Free Schools and Communities Act Biennial Review

Placement Rates

Retention Rates
Professional Licensure Disclosures

Students have the right to file a complaint, grievance or informal concern about the provision of a college rule or regulation. Students should use available and Informal Concern form can be accessed online or agencies that handle complaints against postsecondary education in Minnesota State Community and Technical College.

The U.S. Department of Education Code of Federal Regulations (34 CFR §668.43) requires colleges and universities to communicate publicly Professional Licensure Disclosures in accordance with state and federal regulations.

Professional Licensure Disclosures

In accordance with state and federal regulations, the Minnesota State Community and Technical College provides information related to licensure and registration requirements for programs that may require professional licensure. Students should always contact the appropriate licensing agency in Minnesota or outside of Minnesota, it is important to know the specific licensure and directly to prospective and current students if programs leading to professional licensure was found at www.minnesota.edu/academics/professional-licensure-disclosures.

Student Complaints, Grievances and Informal Concerns

M State makes information regarding the Minnesota Sexual Assault Data Report available on its website (www.minnesota.edu/sexual-violence) or the Minnesota State Student Resource Center at 877.450.3322.

If a complaint cannot be resolved at the college level, you may contact the Student Complaint, Grievance and Informal Concern form can be accessed online www.minnesota.edu/forms/ or in the student handbook, which can be found at www.minnesota.edu/handbook/. The Student Complaint, Grievance and Informal Concern form can be accessed online or in the handbook. The Complaint, Grievance and Informal Concern form can be accessed online or in the handbook.

No retaliation of any kind shall be taken against a student for participating in a complaint or grievance. These procedures shall also protect data privacy rights. For more information about filing a student grievance, please visit www.minnesota.edu/academics/professional-licensure-disclosures.

We encourage you to seek resolution to any concerns by discussing them with your instructor. If a complaint cannot be resolved at the college level, you may contact the Minnesota State Student Resource Center at 877.450.3322. The Student Complaint, Grievance and Informal Concern form can be accessed online or in the handbook. The Complaint, Grievance and Informal Concern form can be accessed online or in the handbook. The Complaint, Grievance and Informal Concern form can be accessed online or in the handbook.
Campus Security

Crime Bulletins and Statistics

Security and Access to Campus Buildings and Grounds

Educational and Prevention Services and Programs

Cell Phone Use

Drug-Free Environment
Assessing emergency medical assistance will be a mitigating factor in the student eligibility for bystander intervention amnesty when acting as a “Good Samaritan” in a drug or alcohol-related emergency. At a college level, medical amnesty, also known as Good Samaritan or 911 protection law, is designed to protect students and employees who have a reasonable, good faith belief that someone is in need of assistance.

The student who first contacts emergency services (dialed 911) or contacted security services (Fergus Falls and Moorhead campuses have security services) for assistance, the student(s) in need of assistance/intervention and medical assistance and the student who first contacted emergency services evaluated by emergency personnel.

Students will be eligible for bystander intervention amnesty when a student acts 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. Students working as employees are covered while on duty under the employment sanctions; otherwise, they are covered under the student sanctions.

Cannabis
Carrying or possession of illegal drugs is prohibited at college-owned or operated facilities and on college campuses. M State shall impose appropriate disciplinary sanctions on students and employees on its property, in college- or state-owned vehicles, or as part of the college activities.

The use of recreational or medicinal cannabis in any form, including edibles, extracts, or derivatives, is prohibited by the M State Alcohol and Drug Environment Policy. The use of recreational or medicinal cannabis in any form, including edibles, extracts, or derivatives, is prohibited by the M State Alcohol and Drug Environment Policy.

Students and employees are required to follow the Drug-Free Schools and Campuses Regulations. Federal law prohibiting cannabis preempts state law. M State is required to follow the Drug-Free Schools and Communities Act Amendments of 1989 and prevent the use of illegal drugs and controlled substance laws is found below.

Equity and Inclusion
M State shall impose appropriate disciplinary sanctions on students and employees on M State property. M State cultivates these relationships by the development of programs and activities and community outreach. M State is firmly committed to equity and inclusion and respects the influences of diverse perspectives. This commitment is illustrated by strengthening existing relationships with the college departments to engage in dialogue to formulate institutional policies. The Office of Equity and Inclusion has the task of collaborating with internal and external constituents that the college serves.

Disciplinary Sanctions
The Office of Equity and Inclusion has the task of collaborating with internal and external constituents that the college serves.

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Standards of Conduct
Disciplinary probation or suspension will be ‘deferred’ on 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.

• The student who first contacts emergency services (dialed 911) or contacted security services (Fergus Falls and Moorhead campuses have security services) for assistance.

• The student(s) in need of assistance/intervention and medical assistance and the student who first contacted emergency services evaluated by emergency personnel.

Bystander Intervention Amnesty
Bystander intervention amnesty is specific to campus disciplinary action related to the use of alcohol and/or drugs by any of the parties.

The student who first contacts emergency services (dialed 911) or contacted security services (Fergus Falls and Moorhead campuses have security services) for assistance.

The student(s) in need of assistance/intervention and medical assistance and the student who first contacted emergency services evaluated by emergency personnel.

Medical Amnesty
Medical amnesty, also known as Good Samaritan or 911 protection law, is designed to protect students and employees who have a reasonable, good faith belief that someone is in need of assistance.

The student who first contacts emergency services (dialed 911) or contacted security services (Fergus Falls and Moorhead campuses have security services) for assistance.

The student(s) in need of assistance/intervention and medical assistance and the student who first contacted emergency services evaluated by emergency personnel.

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The student(s) in need of assistance/intervention and medical assistance and the student who first contacted emergency services evaluated by emergency personnel.
Health Risks

Alcohol (C2H5OH)
- Physical effects: Stumbling, loss of balance, vomiting, depression of vital functions
- Legal: Violation of state laws, consequences for driving impairment

Methamphetamine (C10H14N2O2)
- Physical effects: Increased heart rate, blood pressure, paranoia, hallucinations
- Legal: Possession, distribution, sale

LSD (Lysergic Acid Diethylamide)
- Physical effects: Hallucinations, increased heart rate, changes in body temperature
- Legal: Possession, distribution

Amphetamines
- Physical effects: Increased heart rate, blood pressure, paranoia, hallucinations
- Legal: Possession, distribution, sale

Opiates
- Physical effects: Production of euphoria, depression, respiratory depression
- Legal: Possession, distribution, sale

Data and statistics on the prevalence of drug use, risk factors, and interventions for treatment and prevention are not provided in the document.
The college has an expectation that members of the college community accused of misconduct to participate conscientiously in the discipline process. This policy includes establishing and maintaining programs to identify and address problems related to the utilization of the college facilities. The college shall not be responsible or assume any liability of the using groups, organizations or individuals related to actions taken in the utilization of the college facilities.

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

While the Occupational Health and Safety Act or its regulations do not cover issues; providing appropriate tools and equipment; and providing suitable training. M State is committed to providing a safe and healthy work and educational environment for employees, students and visitors, free from threats and acts of violence. In support of this commitment, the college shall implement the following policies established standards of conduct are clear, are communicated, and/or decision making. Student committee members shall be selected by on committees may include: committees established for the evaluation of and/or living environment.

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, forums, and/or forums that are related to policy development. The college shall give students the opportunity to participate in activities, forums, and/or forums that are related to policy development.

Student Conduct Code

The Student Conduct Code also contains provisions for student or interferes with the responsibilities and operations of the college may be considered a violation of the Student Conduct Code.

An action by a student that interferes with the education of any other student or with the responsibilities and duties of college faculty or staff shall be considered a violation of the Student Conduct Code.

The college has an expectation that members of the college community accused of misconduct to participate conscientiously in the discipline process.

The college strives to provide an environment that facilitates learning and views personal understanding of one’s responsibilities and privileges within the college conduct process as a learning experience that promotes growth and development.
Prohibition of Concealed Weapons

**1B1 Equal Opportunity and Nondiscrimination in Employment and Education Opportunity**

D *\(c^2\)\(\delta^2\)\(\alpha\)\(\beta\)\(\gamma\)\(\delta\)*\(\delta\)\(\alpha\)\(\beta\)\(\gamma\)\(\delta\)\(\alpha\)\(\beta\)\(\gamma\)\(\delta\)\(\alpha\)\(\beta\)\(\gamma\)\(\delta\)\(\alpha\)\(\beta\)\(\gamma\)\(\delta\)\(\alpha\)\(\beta\)\(\gamma\)\(\delta\)\(\alpha\)\(\beta\)\(\gamma\)\(\delta\)\(\alpha\)\(\beta\)\(\gamma\)\(\delta\)\(\alpha\)\(\beta\)\(\gamma\)\(\delta\)...
Statement of Non-discrimination:

Notification Under Title IX and Section 504

(Non-discrimination based on sex or disability)

M State is committed to compliance with federal and state laws regarding nondiscrimination in the school's operations. Upon request, the college will provide reasonable accommodations to persons with disabilities. Individuals with questions or concerns regarding whether a specific policy complies with the requirements of Title IX, Section 504, or other civil rights laws should contact the Title IX Coordinator or the Office of Civil Rights. M State is an equal opportunity institution and does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, or veteran status in its programs, services, or activities. M State also complies with all applicable federal and state laws concerning equal employment opportunity and affirmative action. M State is an equal opportunity employer and educator. M State’s nondiscrimination policies may be found in the M State catalog and online at student.mnscu.edu/about/TitleIX.

Employees or Prospective Employees

- Employees or prospective employees may contact the Title IX Coordinator, Dacia Johnson, Vice President of Human Resources, at 218.736.1512, dacia.johnson@minnesota.edu, 1414 College Way, Fergus Falls, MN 56537-2017, or the Affirmative Action Officer, The Affirmative Action Officer, Office A520, 218.736.1512, or the Affirmative Action Officer, Office A520, 218.736.1512. Questions may also be directed to the Minnesota Office for Civil Rights, 1000 5th Avenue, SW, Suite 1900, Minneapolis, MN 55402-1760, TDD: 877.521.2172; Fax: 800.421.3481 or at www.OCR@ed.gov.

- Students and prospective students may contact the Title IX Coordinator, Kara Helmig, Title IX and Clery Compliance Director, D120, Moorhead Campus, 218.299.6522, at karahelmig@mnscu.edu, or the Section 504 Coordinator, Jocelyn Santana, Dean of Equity and Inclusion, at 218.299.6505, jocelyns@mnscu.edu.

- Wadena: The Wadena Campus is located at 1000 28th Avenue South, Wadena, MN 56291. The main number is 218.631.7832. The Wadena Campus is accessible by public transportation and is handicap accessible. The Wadena Campus is home to the Wadena Area Vocational Technical Institute and offers a variety of programs and services. The Wadena Campus is located in the heart of the Wadena-Willmar Lakes Area and is the center for the Wadena-Willmar Lakes Area.

- Detroit Lakes: The Detroit Lakes Campus is located at 1000 28th Avenue South, Detroit Lakes, MN 56501. The main number is 218.846.3756. The Detroit Lakes Campus is a high school that offers a variety of programs and services. The Detroit Lakes Campus is located in the heart of the Detroit Lakes-Willmar Lakes Area and is the center for the Detroit Lakes-Willmar Lakes Area.

- Fergus Falls: The Fergus Falls Campus is located at 1414 College Way, Fergus Falls, MN 56537-2017. The main number is 218.736.1512. The Fergus Falls Campus is a high school that offers a variety of programs and services. The Fergus Falls Campus is located in the heart of the Fergus Falls-Willmar Lakes Area and is the center for the Fergus Falls-Willmar Lakes Area.

- Moorhead: The Moorhead Campus is located at 1900 28th Avenue South, Moorhead, MN 56560. The main number is 218.299.6522. The Moorhead Campus is a high school that offers a variety of programs and services. The Moorhead Campus is located in the heart of the Moorhead-Willmar Lakes Area and is the center for the Moorhead-Willmar Lakes Area.

- South: The South Campus is located at 600 South, Moorhead, MN 56560. The main number is 218.299.6809. The South Campus is a high school that offers a variety of programs and services. The South Campus is located in the heart of the South-Willmar Lakes Area and is the center for the South-Willmar Lakes Area.

- East: The East Campus is located at 900 Highway 34 East, Detroit Lakes, MN 56501. The main number is 218.846.3714. The East Campus is a high school that offers a variety of programs and services. The East Campus is located in the heart of the East-Willmar Lakes Area and is the center for the East-Willmar Lakes Area.

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