



STUDENT HANDBOOK

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.

A success story for every student.

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.

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

ACCESS TO INFORMATION

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

A listing of all academic programs and their specific requirements will be available to prospective students.

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- 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.

FERPA and the MGDPA permitted Access to Records of Minnesota State Community and Technical College

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 their image used for these purposes, a written request must be filed with the Marketing and Communications Office by contacting Tina Bartels at tina.bartels@minnesota.edu.

ACADEMIC

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.

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.

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

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 or participating in 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

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

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 their 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 for the complete Academic Forgiveness Policy.

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3. Maintains a standard of term performance of a minimum of 75 percent completion rate AND a minimum GPA of 2.15 until such time as satisfactory cumulative measures are met.

Probation: A student whose suspension period 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

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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 o



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

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, 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.

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



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- If the recalculation results in a credit balance on the student's account, the credit balance must be disbursed as soon as possible and no later than 14 days after the calculation.

The unearned share of the federal financial aid must be returned to the

lege 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

Tech Support

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of these programs may not meet the licensure or certification requirements in other states. If a student is planning to seek employment outside of Minnesota, it is important to know the specific licensure or certification requirements of that state before enrolling in a program. Students should always contact the appropriate licensing agency in the state in which they plan to seek employment to determine requirements and ensure program compatibility. More information and a listing of programs that may require professional licensure please visit www.minnesota.edu/academics/professional-licensure-disclosures.

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

Students have the right to file a complaint, grievance or informal concern 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/. The Student Complaint, Grievance and Informal Concern policies and procedures are available for download at 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/.

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) or the Higher Learning Commission (www.hlcommission.org/Student-Resources/complaints.html).

CAMPUS ENVIRONMENT



propriately 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.

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- 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.

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 employ-

