



STUDENT**HANDBOOK**
2022-2023

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

Minnesota State Community and Technical College specializes in affordable and exceptional education, service and workforce training. We welcome all students.



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.

Students who have name changes must provide the legal documentation as specified on the form available at 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. Students may identify a preferred name through their eServices account or by submitting the Preferred Name Request form, which can be found at www.minnesota.edu/forms.

Photography/Video for Publicity

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Assessment of Student Learning

Minnesota 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.minne



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 cert-

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 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.

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

- 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 2.15 until such time as satisfactory cumulative measures are met.

h 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

- 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 their academic plan AND a standard of term performance of a minimum of 75 percent completion rate AND a minimum GPA of 2.15, the student shall retain their 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 their academic plan, the student shall be re-suspended (minimum a further evaluation period)

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ing grade point average or earned credits. Thus, it does not impact GPA but is counted as atempted credits, therefore negatively impacts the student's percentage of completion.

Academic Honesty and Integrity

Minnesota 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 submitted course work, failing grade on an assignment, lower grade in a course, or failing grade in a course. In severe cases, the student may be referred to the student code of conduct process for possible additional sanctions.

Minnesota State

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 cal-

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

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, they may no longer be eligible for the full amount of Title IV funds that they 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 them 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.

Laptops

Some MState 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

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

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 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 cards that are currently available

Professional Licensure Disclosures

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 B a p so

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 Statute 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 their 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
(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,

es 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," "nunchucks," 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.

1B.3 Sexual Violence Policy and Procedure

Minnesota 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

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

Minnesota State Designated Officers

To support Minnesota State Board Policy 1B.1 and Procedure 1B.1.1 and

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

Minnesota 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

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

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 Sect on 504 (non-discrimination based on disability) policies:

Students and Prospective Students

Detroit Lakes:

Sect on 504: Mark Nelson, Academic Advisor and Accessibility Resources Director, F114, 218.846.3756, mark.nelson@minnesota.edu

Title IX Coordinator: Jocelyn Santana, Dean of Equity and Inclusion, 218.299.6505, D120, Moorhead Campus

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

Fergus Falls:

Sect on 504: Jocelyn Santana, Dean of Equity and Inclusion, 218.299.6505, D120, Moorhead Campus

Title IX Coordinator: Jocelyn Santana, Dean of Equity and Inclusion, 218.299.6505, D120, Moorhead Campus

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

Moorhead:

Sect on 504: Jocelyn Santana, Dean of Equity and Inclusion, 218.299.6505, D120, Moorhead Campus

Title IX Coordinator: Jocelyn Santana, Dean of Equity and Inclusion, 218.299.6505, D120, Moorhead Campus

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

Wadena:

Sect on 504: Jocelyn Santana, Dean of Equity and Inclusion, 218.299.6505, D120, Moorhead Campus

Title IX Coordinator: Jocelyn Santana, Dean of Equity and Inclusion, 218.299.6505, D120, Moorhead Campus

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

Employees or Prospective Employees

Sect on 504 and Deputy Title IX Coordinator:

Dacia Johnson, Vice President of Human Resources, 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, Vice President of Human Resources, 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, Vice President of Human Resources, 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

U.S. Department of Education, Office for Civil Rights, Customer Service Team, Mary E. Switzer Building

330 C Street, SW, Washington, DC 20202; Telephone: 1.800.421.3481; FAX: 202.205.9862; TDD: 877.521.2172; Email: www.OCR@ed.gov

Printed copies of the campus drug free policy, security policy, athletic gender equity policy, and student right to know are available by contacting:

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

Minnesota State Community and Technical College is accredited by the Higher Learning Commission; Member of the North Central Association (NCA), with additional program-specific accreditation information found in the M State catalog. Information about NCA can be found on their website at: <http://www.ncahigherlearningcommission.org/> or you can write to them at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; telephone 312.263.0456.

The purpose of the online handbook is to provide students, advisors, counselors, faculty and college administration a convenient, paperless vehicle for viewing up-to-date information about M State's programs, courses and other student 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.

