



Student Handbook

2022-2023

President's Message

Welcome to Minnesota North College!

We may have a new name, new brand, and new opportunities, but the six campuses of Minnesota North College are still open and rooted in their rich history of providing access and opportunity to higher education across northern Minnesota for over 100 years. You will certainly recognize our legacy college names still present at our six campus locations today:

Minnesota North College – Hibbing (Hibbing, MN)
Previously named Hibbing Community College, founded in 1916

Minnesota North College – Itasca (Grand Rapids, MN)
Previously named Itasca Community College, founded in 1922

Minnesota North College – Mesabi Range Eveleth (Eveleth, MN)
Minnesota North College – Mesabi Range Virginia (Virginia, MN)
Previously named Mesabi Range College, founded in 1918 and 1921

Minnesota North College- Rainy River (International Falls, MN)
Previously named Rainy River Community College, founded in 1967

Minnesota North College – Vermilion (Ely, MN)
Previously named Vermilion Community College, founded in 1922

Until May 2022, all of the campuses listed above operated as individually accredited colleges. Over the span of the last two of decades, both through necessity and new opportunity, the colleges collaborated in many ways, eventually coming together to share administrative leadership as well as human resources and business services functions.

After extensive academic and strategic planning, the decision to merge into one singly accredited institution with six campuses was made with the best interest of our communities and especially our students in mind. Dedicated staff and faculty leaders at all of our campuses and at the Minnesota State system office worked tirelessly to insure a seamless transition of operations and services, enabling us to offer the absolute best education to you – our students and stakeholders.

In February 2022 our accrediting body, the Higher Learning Commission, approved our Change of Control application. A few short weeks later, the Minnesota State College and Universities Board of Trustees officially approved the merger to operate as Minnesota North College – one college, six campuses. Minnesota North College will welcome its first cohort of students in fall semester 2022.

While this is an extraordinary new beginning to celebrate, our dedication to continuing our role as leaders in education, partnering with local schools, business and industry, and government to create opportunities for students and our region remains steadfast. We look forward to serving you long into the future, so I'm excited to invite you to *Head North* and join us at Minnesota North College!

Sincerely,

Dr. Michael Raich

Mission:

Minnesota North College prepares lifelong learners and engaged citizens through inclusive, transformative experience reflecting the character and natural environment of the region.

Vision:

Minnesota North College will be the premier provider of life-changing education and the catalyst for regional prosperity.

We Value:

Access and Opportunity

We provide access to transformative education, equipping all learners to achieve their goals.

Community Engagement

We collaborate and build relationships within our communities to support and enrich our region.

Equity and Inclusion

We advance equity and social justice, striving to build more diverse, equitable, and inclusive communities.

Environment and Culture

We explore the history, culture, and natural surroundings of our region, recognizing their contributions to our unique learning environment.

Growth and Learning

We create a safe learning community that cultivates personal growth, critical thinking, and self-reflection.

ACCESS TO INFORMATION

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

- Academic Program Information: A listing of all academic programs and their specific requirements is available on the college website at <https://minnesotanorth.edu/academics/programs/>
- College Policies are regularly reviewed and policy changes may occur during an academic year. Up to date policies can be found at: <https://minnesotanorth.edu/about/policies-and-procedures/>
 - Policies will include the following topics

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

If you do not have access to the internet, contact the college via:

Mailing Address: 1515 East 25th Street
Hibbing, Minnesota 55746

Phone Number: 218.293.6850 or toll free 888.223.8068

Email: info@minnesotanorth.edu

Cost of Attendance

Visit the college website at: <https://minnesotanorth.edu/student-services/businessoffice/tuition-and-fees/> for information on tuition and fees, estimated book and supply costs, additional program costs and laptop requirements and costs.

Drop/Add/Withdraw:

Refer to <https://minnesotanorth.edu/about/policies-and-procedures/> for the most current Drop/Add/Withdraw policy, which explains the process for making course enrollment changes.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act affords certain rights to students concerning their education records. Primary rights include the right to inspect and review education records, the right to seek to have the records corrected and the right to have some control over the disclosure of information from the records. The complete FERPA policy is included in this handbook and on the college website.

Financial Assistance

The college website (<https://minnesotanorth.edu/admissions-aid/financial-aid/>) and Financial Aid staff can provide the most current information on the availability of financial aid, including eligibility, determination of award amount, satisfactory academic progress standards, aid disbursement, student work opportunities and loan repayment.

Refunds for Dropped Courses and Withdrawals

Information about the Tuition Refund Policy and the return of Title IV grants and loans can be found on the college website, in the College Catalog and under the “Financial” heading in the Student Handbook. <https://minnesotanorth.edu/admissions-aid/financial-aid/>

Student Right to Know

The following Student Right to Know information from a previous legacy colleges can be found by visiting:

- <https://minnesotanorth.edu/campuses/itasca-community-college/safety-and-security/>
- <https://minnesotanorth.edu/campuses/rainy-river-community-college/safety-and-security/>
- <https://minnesotanorth.edu/campuses/mesabi-range-virginia/safety-and-security/>
- <https://minnesotanorth.edu/campuses/vermilion-community-college/safety-and-security/>
- <https://minnesotanorth.edu/campuses/hibbing-community-college/safety-and-security/>

Students will find:

- Athletic Equity Report
- Annual Security and Fire Safety Report
- Drug Free Schools and Communities Act Biennial Review
- Sexual Assault Data Report
- Student Complaints, Grievances and Informal Concerns Procedure

Students will find the following at this web address: <https://minnesotanorth.edu/about/notifications-alerts-and-reports/>

- Completion, Graduation and Transfer Out Rates
- Placement Rates
- Retention Rates

Information can also be found by searching the Department of Education Campus Safety and Security site here: <https://ope.ed.gov/campussafety/#/>

ADMISSION

Undergraduate Admissions Policy

Minnesota State Community and Technical College hereby adopts Minnesota State 3.4 Board Policy and Procedure 3.4.1 in full:

Undergraduate Admissions Policy:

<https://www.minnstate.edu/board/policy/304.html>

Undergraduate Admissions Procedure:

www.minnstate.edu/board/procedure/304p1.html

As an open enrollment institution, Minnesota North College provides students with the opportunity to advance their education regardless of prior academic preparation. We offer comprehensive academic offerings and student support services to educate and train students with diverse backgrounds, academic and personal experiences and life goals. For specific information about the admission process, visit <https://minnesotanorth.edu/admissions-aid/applying/>.

Advanced Standing/Credit Transfer

Minnesota North College awards credit for previously gained knowledge and skills that are equivalent to coursework at the college. Such credit may be granted through various means, such as: 1) direct transfer of courses of equivalent nature that were completed at regionally accredited institutions of higher education 2) through articulation agreements for college credit, 3) Advanced Placement courses, 4) CLEP, and 5) credit for prior learning or credit by examination.

The amount of credit granted by the college for an exam or other method will not exceed the credit the college grants for an equivalent course or course sequence. The college will not grant credit for exams that overlap completed coursework or for standardized tests for which the student has already gained credit. A maximum of 24 credits may be applied toward one of Minnesota North College's general education requirements for the AA, AS and AAS degrees. Please contact the college registrar's office with any questions about advanced standing/placement.

Assessment for Course Placement

Some courses require that a student meet a minimum course placement measure in either math and/or writing in order to be eligible to enroll in the course. Students with a course placement below the level needed for a particular course will need to take the appropriate prerequisite course(s) in order to be prepared for enrollment in the subsequent course. Course placement in each area (math and writing) is determined either by a student's high school GPA (if the student is currently enrolled in high school or has graduated within the past ten years) or an assessment test (such as Minnesota Comprehensive Assessment (MCA), ACT, SAT or Accuplacer). Students who have graduated more than ten years ago, who received a GED, or who graduated from high school in another country are eligible for Guided Self-Placement, a process in which the student meets with an academic advisor or counselor in order to discuss and determine the best course placement for the student. Any student may choose to take an Accuplacer exam in order to determine their course placement. Accommodations for students with disabilities who need to

complete assessment testing should be arranged in advance through a campus Accessibility Office. More information can be found online at <https://minnesotanorth.edu/student-services/accessibility-disability-services/>.

Developmental Education

Students who do not meet minimum test scores in reading and math may be required to enroll in developmental courses in those areas. Students must demonstrate proficiency in those courses by receiving passing grades before enrolling for the next course in the particular discipline. These courses provide the basic skills required for success in all college courses.

Developmental courses are not intended for transfer; credits earned in these courses will not meet distribution or elective requirements for graduation.

Immunization Requirements

Students must show proof of immunization against diphtheria, tetanus, measles, mumps and rubella. There are two exceptions: 1) if born prior to 1957, or 2) if graduated from a Minnesota high school in 1997 or after. Immunization forms are available at <https://minnesotanorth.edu/wp-content/uploads/2022/06/Immunization-Form-MDH.pdf>.

Notice to Students Regarding Possible Impact of Criminal Records

Students who have been arrested, charged or convicted of any criminal offense should investigate the impact that the arrest, charge or conviction may have on employment in a specific field or on access to federal, state or other higher education financial aid.

The following sites may provide information regarding the impact of criminal records on future employment: Minn. Stat. Ch.609B COLLATERAL SANCTIONS, www.revisor.mn.gov and access to federal financial aid: <https://studentaid.gov/understand-aid/eligibility/requirements/criminal-convictions>

Veterans Benefits

The majors offered by Minnesota North College have been approved by the Minnesota State Approving Agency for veterans and their dependents eligible for GI Bill® educational benefits. To determine eligibility or for assistance with GI Bill® educational benefits, students should visit with one of our veterans assistance coordinators. For more information or to contact a veterans assistance coordinators, please see <https://minnesotanorth.edu/academics/records/veterans-benefits-services/>. Veterans may receive credit for appropriate military training. The college Registrar's Office will determine the number of credits acceptable to transfer.

Visiting Students

A student who does not intend to immediately pursue a certificate or degree program and who is not seeking financial aid need not go through the formal admission process. No proof of high school graduation or GED attainment is required of this type of student. Visiting students must provide official college transcripts in order to enroll in courses with prerequisites.

REGISTRATION

All students who have completed the admissions requirements and met the course placement requirements are eligible to register for courses.

Independent Study

In special circumstances, a student may obtain permission to take a regular course on an independent study basis. Students also have the opportunity to expand on an area of special interest by developing an independent study project with an instructor and with the approval of the appropriate dean.

Preparing to Transfer

Preparing to Transfer to a Four-Year University

Colleges and universities are working to make transfer easier. Students must plan ahead, ask questions and use pathways created by transfer and/or articulation agreements.

Students Currently Enrolled at Minnesota North College:

Students should discuss plans with their Minnesota North College advisor and call or visit the intended transfer institution. Students should review the following materials and information at the transfer institution:

- Curriculum Catalog
- Information on admissions criteria and on materials required for admission (e.g. portfolio, transcripts, test scores). Note that some majors have limited enrollments or their own special requirements such as a higher grade point average.
- Information on financial aid (how to apply and deadlines for application)

After reviewing these materials, make an appointment to talk with a program advisor or counselor at the transfer institution. Be sure to ask about course transfer and admission criteria.

If not currently enrolled in a college or university, students might begin to plan by meeting with a transfer specialist or admission officer from the intended transfer institution.

Understanding How Transfer of Credit Works:

Completion of the 40-credit Minnesota Transfer Curriculum at Minnesota North College assures the acceptance of these credits as having satisfied the general education requirements of the Minnesota State system and regional colleges and universities. In addition, the four-year institutions in the state strongly recommend that students complete their associate degrees before transferring. Check with an academic advisor for more information.

For students who transfer without completing an associate degree or the Minnesota Transfer Curriculum, the receiving college or university will decide which credits transfer and whether those

credits meet its degree requirements. The accreditation of both sending and receiving institution can affect the transfer of credits earned.

Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content and level.

Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses, and prerequisites and electives. The key question is whether credits fulfill the requirements of the degree or program. Not everything that transfers will apply toward graduation.

Students who change career goals or majors may not be able to complete all degree requirements within the usual number of graduation credits.

Students interested in transfer will find additional resources on which credits may transfer at www.mntransfer.org and www.transferology.com.

Preparing to Transfer to Minnesota North College

Application for admission is the first step in transferring to Minnesota North College. Fill out the application at <https://minnesotanorth.edu/admissions-aid/applying/>. Pay the application fee. Request that official transcripts be sent from every institution attended. Be prepared to provide a high school transcript or GED test scores as well.

After the college notifies students of acceptance for admission, prior earned credits will be evaluated for transfer. How courses specifically meet degree requirements is dependent on the student's declared program of study/major. Some courses may not meet specific department or major requirements.

Questions about the evaluation may be addressed to the registrar's office. Transfer credit decisions can be formally appealed.

Your Rights as a Transfer Student:

- A clear, understandable statement of an institution's transfer policy.
- A fair credit review and an explanation of why credits were or were not accepted.
- A copy of the formal appeals process materials, upon request, and the ability to appeal any decision made.

Usual Appeals Steps:

Student completes the Transfer Review/Appeal form available in their eServices account. Supplemental information, such as a course outline or syllabus, must be uploaded for review.

Information is reviewed by faculty within the appropriate department/discipline.

If the initial review/appeal is denied and the student wishes pursue a next level appeal, the student may log into eServices and click the "Appeal" button found next to the denied review/ appeal entry. Additional information to support this second level appeal would be uploaded at this time and the appeal will be reviewed by the college's chief academic officer.

Transfer of Credit to Minnesota North College

Students wishing to transfer credit from another institution to Minnesota North College must request an official transcript from each institution previously attended. If the student has taken courses at other institutions that are part of the Minnesota State system, the Minnesota North College registrar will be able to access this information electronically in most cases. For all other college transcripts or for transcripts from Minnesota State institutions that are not available electronically, it is the student's responsibility to request that official transcripts be sent to Minnesota North College. The transfer evaluation process will begin once all transcripts have been received and the student has been accepted to Minnesota North College with a declared major. Students may be required to provide course descriptions, outlines and/or other information regarding their coursework as part of the transfer evaluation process. Technical courses need to have been completed within the last five years unless this requirement is waived (for more information, refer to the college's Recency Policy).

Transfer of D Grades

If the student's overall GPA at another institution is lower than 2.0, courses in which the student earned a grade of D at that institution will not be transferred to Minnesota North College. These courses are listed on the student's Degree Audit Reporting System (DARS) audit as NTD (non-transfer D). If the student's GPA at the sending institution is above 2.0, courses at that institution in which a D grade was earned are transferred to Minnesota North College for credit and are noted on the student's DARS audit as TD (transfer D). An exception to this requirement is made for any course taken at another Minnesota State system institution if the course has met any of the Minnesota Transfer Curriculum (MnTC) goal area(s). If the student earned a grade of D in a course that meets any MnTC goal area(s) and was taken at a Minnesota State institution, the course will transfer to regardless of the student's GPA at the sending institution.

Individual programs/departments reserve the right to not accept grades of D in fulfillment of program requirements. In these cases, the requirement is applied to all students in the program and to all courses taken, regardless of whether the course was taken at Minnesota North College or at another institution.

Change of Major at Minnesota North College

Students who wish to change their major may make the request by completing a Program Declaration or Change Form, <https://minnesotanorth.edu/academics/records/student-forms/>. The request will be reviewed and approved based on space availability in the program requested by the student. The student will be notified by the college if the request cannot be accommodated.

STUDENT RECORDS

Confidentiality of Student Records/FERPA Notification and Student Directory Data

Under the Minnesota Government Data Practices Act (MGDPA) and the Family Educational Rights and Privacy Act (FERPA), students have the right:

- To inspect and review their educational records.
- To request an amendment of records for the purpose of correcting inaccurate or misleading records, or records that violate student privacy or other rights in some fashion.
- To have a hearing regarding records which the student believe are inaccurate or misleading, if the college does not amend records upon request.
- To place a written statement explaining the disagreement with the college in their records, if the college does not amend records after the opportunity for hearing about whether the records are inaccurate or misleading.
- To consent to disclosures of information that identify the student personally, except to the extent that disclosures are allowed without consent under state and federal law.
- To file a complaint with the United States Department of Education if the student believes the college is not meeting the requirements of the federal law. Written complaints should be sent to: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W. Washington, DC 20202-4605.

The college has policy information available on the college website at:

<https://minnesotanorth.edu/about/policies-and-procedures/>

FERPA and the MGDPA permit disclosures of student information without consent to college officials with legitimate educational interest. A college official is a person employed by the college in an administrative, supervisory, academic support or support staff position, a person or company with whom the college has contracted, a student serving on an official college committee, a person serving on the Board of Trustees or in the system office, a person assisting another college official in performing their tasks, and/or contractors, consultants, volunteers and other service providers. A college official has legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Records Maintained on Students are Categorized as Follows:

- Public Data – Data that has been designated as directory data is considered public. The Student Directory Data policy defines directory data for Minnesota North College.
- Private Data – Almost all educational data is private. Private data is accessible to the subject of the data and to those who have a business need for access to the data. Students must provide the college with prior written consent for disclosure of private data.
- Confidential Data – Confidential data is not accessible to the subject of the data. Confidential data is accessible only to individuals or agencies authorized by law to have access to the data.

Student Directory Data

(Policy currently under review, please check <https://minnesotanorth.edu/about/policies-and-procedures/> for updated policy.)

Student directory data is considered public data, and the college may release it without a student's written consent. A student may, however, make a written request to prevent the college from releasing directory data without the student's written consent. Minnesota North College designates the following information as directory data:

- Name
- Items needed to be accepted to the college and/or to a selective admissions program

- Categories of holds preventing a student from registering for classes (i.e., academic or business office)
- Major field of study
- Honors and awards
- Most recent educational agency or institute attended
- Dates of attendance
- Weight and height (used for student athletes only)
- Dates of graduation, certification and awards

Because directory data is considered public, the college will release such information to anyone upon request except for the directory data of students who have requested suppression. Students who wish to suppress their directory data must submit a written request by using the Release of Information form available on the college's website and selecting the DO NOT RELEASE option, which will remain in effect until a change is requested in writing.

Restricting your data will result in:

- Name not being listed in commencement publications
- Denial of all student directory information being released to third parties
- The college will not verify enrollment or attendance

Students who wish to override a suppression request for a specific party or purpose may do so by providing a written authorization to the Registrar's Office providing the specific details of the override.

Minnesota North College designates the following information as **limited** directory data:

- Permanent address
- Telephone number
- Student's personal and/work email address (if supplied by student)
- Students' college email address
- Student Star ID numbers

This information will be released with limitations:

- Student contact information, including college and/or personal email address and StarID, at the discretion of the college may be made available to third party vendors that provide contracted services for the college.
- Students' college email addresses and StarID numbers are approved for inclusion in the Office 365 Global Address List.
- Second-year students' mailing addresses and institutional email addresses will be disclosed to Minnesota State Colleges and Universities system universities for recruitment or marketing communications related to degree transfer.
- Former and current students' phone numbers, addresses and college and/or personal email addresses (if supplied by the student) may be disclosed to the Minnesota North College campus Foundations for events, fundraising, scholarship, and membership opportunities.
- Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members: Student name, e-mail address, and Student Change Code (NEW/RTN/DROP)

- In accordance with the Solomon Amendment, a federal law allowing military recruiters to access some address, biographical and academic program information on students age 17 and older, the college will provide the following student information upon request, unless the student has elected to suppress their information: Student name, address, telephone number, date of birth, class level, home campus and academic major.

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 Global Address List for the college.

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 Students who have name changes must provide the legal documentation as specified on the form available at <https://minnesotanorth.edu/academics/records/student-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 Minnesota North College 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 by submitting the Preferred Name Request form, which can be found at <https://minnesotanorth.edu/academics/records/student-forms/>

Photography/Video for Publicity

Student images (photo or video) may be used by the college for public relations, marketing and/or publications. If a student does not wish to have their image used for these purposes, a written request must be filed with the Marketing office by contacting Tommy Bennett at tommy.bennett@minnesotanorth.edu

ACADEMIC

Classification of Students

A student who has earned fewer than 30 credits is classified as a first-year student. One who has earned 30 credits or more is classified as a second-year student. Two other terms are used occasionally to refer to a student's status: "Part-time" refers to students who carry less than 12 credits, and "visiting" refers to occasional students who are not currently pursuing a degree or certificate.

Graduation Policy

Minnesota North College grants Associate of Arts (AA) degrees, Associate of Science (AS) degrees, Associate of Applied Science (AAS) 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 <https://minnesotanorth.edu/academics/records/student-forms/>.

Academic Support Services

The college provides students with numerous services to support their educational experience. Each campus has tailored its services to meet the needs of its student population and may include:

- Academic advising, counseling and support
- Career Counseling, resources, assessment and referrals
- English Language Learner services
- No cost academic support (tutoring, study skills assistance, library research support, technology support, writing support)
- Services for students with disabilities

For more information or to obtain any of these services, contact the Minnesota North College Solution Center at 1-888-223-8068

International Students (I-20 & F-1 Visa)

International students are required to be enrolled in 12 or more on-campus credits each semester (fall and spring). Upon arrival at the college, students must present their visa and passport to the Designated School Official (DSO) on their campus. All international students are required to carry a Minnesota State International Student Medical Insurance Policy. Minnesota North College will

facilitate the process between the student and Student Medical Insurance Office and the cost of coverage will be applied to the student's bill.

All international student information can be found at <https://minnesotanorth.edu/international-students/>.

English Language Learners (ELL)

Enrollment specialists and academic advisors offer assistance to English language learners who seek aid in getting admitted and enrolled at Minnesota North College. Minnesota North College offers courses and support services to assist ELL students in reaching their educational goals. See an academic advisor, admission specialist or resource specialist for more information on support services.

Student Credit Load

The maximum number of credits that a student is allowed to take in any one semester is 22. A student may complete the appeal form to petition the academic dean to take more than 22 credits in one semester.

Credit for Prior Learning

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

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

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

Students requesting Credit for Prior Learning assessment must be actively enrolled and pursuing a degree through Minnesota North College.

No more than 49 percent of a degree program conferred by Minnesota North College can be earned through Credit for Prior Learning

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

Financial aid amounts are based in part on the number of credits students register for each semester. Any Credit for Prior Learning credits are not counted toward determining a student's status of full-time, three-quarter-time, half-time, or less than half-time to determine financial aid awards.

Auditing Courses

Students intending to audit a course (earn no credit) are required to register for the course, pay the course tuition and fees and submit an Audit Grade Request form online. Auditing students may not need to meet regular course requirements but should confer with the instructor as to their privileges and responsibilities in the course. A student may change from credit to audit status or audit to credit

status any time during the first five days of the semester. Courses audited are not included in determining the total credits earned toward a major or the cumulative grade point average.

Drop/Add/Withdraw

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 five (5) business days of a days of a course.

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 student who withdraws from a course after the add/drop period and before 80 percent of the semester has elapsed will appear on the student's record as a Withdraw (W). Does this make more sense to a student? A grade of W will appear on the student's record when a student withdraws from a course after the add/drop period and before 80 percent of the semester has elapsed.
- 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 student's grade point average and completion percentage. A student may withdraw from the course within the withdraw period.
- Courses withdrawn from after the fifth (5th) business day will not reduce the tuition obligation.
- The last day to withdraw for each course can be viewed in the students' schedule available via eServices.

Short Session Courses

DROP

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

ADD

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

Full Withdraw

A student who fully withdraws from the college within a specific period of time may be eligible for pro-rated tuition and fee refunds at increments of 100 percent, 75 percent, 50 percent, 25 percent.

Student Affairs representatives may provide specific information on the dates for the current semester.

Financial Aid Eligibility

Financial aid awards are affected by a full college withdraw,

The college encourages students to speak with a financial aid representative to determine the financial impact if considering a full withdraw from the college.

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

Failure for Non-Attendance (FN)

FN (Failure for Non-Attendance) is a grade designation assigned when a student enrolled but never attended a course.

Failure to Withdraw (FW)

FW (Failure to Withdraw) is a grade designation assigned when a student has ceased active participation for 14 consecutive calendar days (including holidays) prior to the end of the term.

Withdrawing from the College

Students needing to initiate a withdrawal from all their courses can do so using the proper petition form located here: <https://minnesotanorth.edu/academics/records/student-forms/> Please note that tuition and fee refunds do not apply to withdrawing from individual courses.

The college encourages students to visit with their academic advisor prior to making a decision to complete the withdrawal process. Withdrawing may have an impact on student repayment of financial aid, eligibility to receive financial aid and satisfactory academic progress.

The college refunds tuition and fees to students who withdraw in accordance with Minnesota State policy. Students receive a proportionate refund for tuition and fees provided the withdrawal process is completed within the established deadline.

After the fifth day of the semester, the college issues refunds for a full withdrawal according to the following schedule

Fall and Spring semesters:

<u>Date of Withdrawal</u>	<u>Refund allowed</u>
6th through the 10th day of the term	75 percent
11th through the 15th day of the term	50 percent
16th through the 20th day of the term	25 percent
21st day and after	No refund allowed

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

<u>Date of Withdrawal</u>	<u>Refund allowed</u>
6th through the 10th day of the term	50 percent
11th day and after	No refund allowed

Minnesota Transfer Curriculum (MnTC)

The Minnesota Transfer Curriculum (MnTC) is the result of a collaborative effort by all of the two- and four-year public colleges and universities in Minnesota to define a common philosophy toward general education. The goal of this effort is to help students transfer their work in general education. Completion of a defined transfer curriculum at one institution enables a student to receive credit for all lower-division general education courses upon admission to any other Minnesota State institution.

Students who complete the general education transfer curriculum are certified in 10 areas of competency by faculty at the sending institution. Beginning January 1, 2002, all MnTC courses offered by Minnesota State institutions must transfer within Minnesota State into the goal areas as designated by the original institution. The following are the 10 goal areas of the MnTC:

Minnesota Transfer Curriculum Goal Areas:

1. Written and Oral Communication
2. Critical Thinking
3. Natural Sciences
4. Mathematics/Symbolic Systems
5. History and the Social and Behavioral Sciences
6. The Humanities—the Arts, Literature and Philosophy
7. Human Diversity
8. Global Perspective
9. Ethical and Civic Responsibility
10. People and the Environment

The college Catalog contains a complete listing of all the MnTC courses and their corresponding goal areas. The college website also contains this listing.

Degree Requirements

The requirements for the AA, AS, and AAS degrees, diplomas and certificates are detailed in the College Catalog, in addition to being located on the Minnesota North College website.

Please consult an academic advisor with questions about the course requirements for a specific degree, diploma or certificate.

Academic Advising

Academic advising at Minnesota North College is an educational partnership focused on student success. Students work with their advisor to develop a plan for achieving their academic and

career goals while making informed and increasingly independent decisions. Academic advising will be available to all students. It is the intent of the college to provide the student with personally relevant information and assistance.

Grading

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

Other Designations:

AU Audit of a class for no credit. The AU designation does not impact grade point average or satisfactory academic progress. **

Z Designator to indicate faculty member has not submitted a grade.

FN Failure for non-attendance. Used at the end of the course's drop/add period when the student has never attended. The FN designation does not impact grade point average but may prevent financial aid from applying for the course (or will force a recalculation of financial aid that may have been applied prior to the posting of the FN). In the event of an FN grade posting, the student no longer has access to any course content, including electronic access to the course.

FW Failure to withdraw. When the student has ceased active participation for 14 consecutive calendar days prior to the end of the term, the instructor may issue a grade of FW. Active participation in an online course is defined as completing an assignment from your instructor.

Examples of this may include submitting a discussion post, uploading an assignment to the drop box, taking a quiz, or completing a survey, etc. The type of assignment may vary by course and instructor. Simply logging into the online classroom does not count as active participation. The FW designation does not impact grade point average and may force a recalculation of financial aid applied if the FW represents a total withdrawal from all coursework for the term prior to the 80th percentile date for the term. In the event of an FW grade posting, the student no longer has access to any course content, including electronic access to the course.

** A student auditing a course will pay the normal tuition rate.

***A student may request faculty to assign the student a grade of incomplete (I). A grade of "I" will convert to an "F" at the end of the subsequent semester (excluding summer semester) unless the faculty member submits a grade change with the earned grade to replace the I.

An incomplete grade must be removed by completing course requirements at the end of one semester, excluding summer semester. Any incomplete grade not removed will be changed to an "F."

Final-Term Grades

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

Repeating Courses

All courses taken at Minnesota North College may be repeated. A student may repeat a course an unlimited number of times, unless stated otherwise. Both the original and the repeat grade will appear on the student's transcript. The highest grade will be used to compute the student's GPA. Because financial aid may not cover the cost of repeated courses, students are advised to consult with the financial aid office.

Grade Point Average

Academic progress will be evaluated in part in terms of grade point average. The following system will be used to establish a student's grade point average and will be the only grades included in the GPA calculation:

A = 4 grade points per credit

B = 3 grade points per credit

C = 2 grade points per credit

D = 1 grade points per credit

F = 0 grade points per credit

A GPA is determined by the sum of all grade points divided by total credits attempted, except those credits that carry grades other than the usual A - F grades.

Academic Forgiveness

Academic forgiveness gives an undergraduate student a one-time opportunity to establish a new grade point average.

Academic forgiveness cannot be granted if a student has earned a post-secondary degree following their initial Minnesota North College attendance and has applied Minnesota North College credits toward that degree. Courses that have been used for completion of certificates, diplomas or degrees are not subject to academic forgiveness.

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 Minnesota North College's standards for satisfactory academic progress. The acceptable grade point average and completion rate are based on cumulative registered credits and are detailed below:

Qualitative Measure

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

Cumulative Registered Credits Minimum Required GPA

0 – 5	0.00
6 – 23	1.75
24 or more	2.00

Quantitative Measure

Completion Percentage: All students are required to earn a minimum of their cumulative registered/attempted credits. Grades of F, FN, FW, I, NC, W and Z (or blank/missing) are treated as registered credits but NOT earned credits and thus negatively impact the percentage of completion.

Formula:

$$\frac{\text{Percent earned cumulative earned credits}}{\text{cumulative registered credits}} \times 100$$

Cumulative Registered Credits Minimum Required Completion

0 – 5	0 percent
6 – 23	58 percent
24 or more	66.6 percent

Remedial/Developmental credits

Remedial/developmental credits (courses numbered 0-999) are included in calculating a student's GPA; however, starting with Fall Semester 2021, these courses are excluded from the completion percentage measurement of satisfactory academic progress. The exclusion is not retroactive and only applies to developmental credits taken in the Fall 2021 and thereafter.

Evaluation Period

The college will evaluate satisfactory academic progress after each term which includes fall, spring and summer. All students with registered credits during a term will be evaluated at the end of that term.

Failure to Meet Standards

Warning Status: If at the end of the evaluation period a student has not met either the college's GPA or completion percentage standard, the student will be placed on warning status for one evaluation period. Students on warning status are eligible to register and receive financial aid.

Reinstatement of Students on Warning Status: If at the end of the academic warning period a student who has been on warning status has met both the cumulative GPA and cumulative completion percentage standards, the warning status is ended and the student is returned to good standing.

Suspension of Students on Warning Status:

If at the end of the warning period a student who has been on warning status has not met both the college's cumulative GPA and completion percentage standards, the student shall be suspended. Students on suspension are not eligible to register or receive financial aid without an appeal (see "Appeals and Probation" below), the suspension period is for one academic semester, not including summer. Students returning after the suspension period must still appeal for potential financial aid reinstatement.

Suspension of Students for Other Reasons

Suspension for Inability to Meet Program Requirements within the Maximum Time Frame: If at the end of the evaluation period the college determines it is not possible for a student to raise their GPA or course completion percentage to meet the standards before the student completes their program of study at the college, the student shall be suspended from financial aid eligibility.

Suspension for Exceeding the Maximum Time-Frame: If at the end of the evaluation period a student has failed to meet the college's standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility.

Suspension for Extraordinary Circumstances: The college may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

Suspension at Another Minnesota State Institution: Students who have been suspended from another Minnesota State institution who have an active suspension on their record will not be allowed to enroll at the college. Students whose suspension period has elapsed may enroll at the college but may not be eligible for financial aid until they've academically performed at an acceptable term

level (75 percent completion and a term GPA of 2.30 or greater). These students will enter the college on probationary status.

Appeals and Probation

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

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

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

An appeal may be approved only if the college:

Has determined that the student should be able to meet SAP standards at the end of the next evaluation period; or

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

Maintains a standard of term performance of a minimum of 75 percent completion rate AND a minimum GPA of 2.30 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:

- 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 2.30, 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 immediately upon completion of the evaluation period. The suspension period is for one calendar year; students must appeal for potential financial aid reinstatement.

Notification of Status and Appeal Results

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

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

Reinstatement

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

Definitions

Credits: The unit by which academic work is measured.

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

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

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

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

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

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

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

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

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

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

Transfer Credits: Transfer credits are credits earned at another institution which are accepted by the college. Transfer credits which are accepted by Minnesota North College shall be counted as credits attempted and completed for calculation of completion percentage and maximum time frame. Grades associated with these credits are not included in calculating cumulative GPA.

Withdraw: The grade/mark of “W” (withdraw) is assigned when a student withdraws from a class after the drop period. It is not included in calculating grade point average or earned credits. Thus, it does not impact GPA but is counted as attempted credits, therefore negatively impacts the student’s percentage of completion.

Academic Honesty and Integrity

Minnesota North College 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 and/or repeat offences, the student may be referred to the student code of conduct process for possible additional sanctions.

Minnesota North College students, faculty and staff share the responsibility for promptly reporting any alleged violation of this policy.

Rationale

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

Definitions

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

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

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

Academic Appeals

Students may appeal any academic issue and discuss it with the appropriate employee(s) and/or administrator(s) as established by college policy or procedure. Students have the right to seek remedy through the college's designated academic appeal process. Students should use available informal means (direct conversation) to resolve disputes before filing an appeal. There will be no retaliation of any kind against students, faculty or staff who participate in the appeal process. For more information about filing an academic appeal. Academic appeal forms can be found online at <https://minnesotanorth.edu/academics/records/student-forms/>

Disruption-Free Classroom

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

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

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

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

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

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

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

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

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

Definitions

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

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

Program Interruption

The academic calendar of Minnesota North College is subject to modification or interruption due to occurrences such as fire, flood, pandemic, labor disputes, interruption of utility services, acts of God, civil disorder, and war. In the event of any such occurrences, the college will attempt to accommodate students. The college will not, however, guarantee that courses of instruction, extracurricular activities or other college programs or events will be completed or rescheduled.

Proctoring

Proctoring services are available to all Minnesota North College students at no cost.

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

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

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

For more information and instructions on how to access proctoring services please see your Academic Advisor

FINANCIAL

Tuition

Tuition for all students is set annually by the Minnesota State system Board of Trustees and charged on a per credit basis.

All applicable tuition charges are billed to the student and are payable on or before the tuition and fee due date. Tuition not paid by this date may result in the cancellation of all courses per Board Policy 5.12.3

Cancellation for Non-Payment

Minnesota State system policy requires that minimum payment criteria must be met by the fifth business day of the semester to avoid an administrative drop of all courses a student is enrolled in for the term. To ensure courses are not canceled, a student must have one of the following payment criteria in place.

- Pay in full using cash, check or credit card.
- Enroll in a payment plan. The student has made a down payment of 15 percent or \$300, whichever is less, and an active payment plan with Nelnet Campus Commerce is in place.
- Apply for federal financial aid. Once the student has applied for financial aid and Minnesota North College has received the application (FAFSA) results from the

Department of Education, courses will be confirmed. To access the FAFSA application, go to www.studentaid.gov

- Submit a scholarship or third-party authorization. As soon as M State has received payment in the form of scholarships, third-party authorizations or tuition waivers that meet the minimum down payment of 15 percent or \$300, courses will be confirmed.
- Apply for Veteran's Education Benefits.
- For international students, an active I-20 is on file.

Tuition Reciprocity

Reciprocity agreements exist between the state of Minnesota and the states of North Dakota, South Dakota, Wisconsin, Michigan, Missouri and Nebraska. Students of these states and the province of Manitoba are permitted to pay a special approved tuition rate. Reciprocity application forms are available from high school counselors, or online.

Non-resident Tuition

In accordance with Minnesota Statute 124.565, Subdivision 3, any person meeting Minnesota residency requirements will be assessed in-state tuition rates while person's not meeting Minnesota residency requirements will be assessed non-resident rates.

General Fee for Senior Citizens

As defined in Minnesota Statute §135A.51, a senior citizen who is a legal resident of Minnesota who has reached 62 years of age before the beginning of any term in which a course of study is pursued or is a person receiving a railroad retirement annuity who has reached 60 years of age before the beginning of the term, can pay an administrative fee of \$20 per semester credit to be enrolled in credit courses on a space-available basis after all students who pay regular fees have been accommodated.

Residency

Students who seek to qualify for in-state tuition must first meet the following threshold requirements:

- Students must have resided in Minnesota for at least one calendar year immediately prior to applying for in-state tuition.
- Residence in Minnesota must not be merely for the purpose of attending the college.

Each of the following additional facts and circumstances will be considered when responding to a petition for in-state tuition. Not one of these factors is either necessary or sufficient to support a claim for in-state tuition.

- Continuous presence in Minnesota during period when not enrolled as a student
- Sources for financial support are generated within Minnesota

- Domicile in Minnesota of family, guardian or other relatives or persons legally responsible for student
- Ownership of a home in Minnesota
- Permanent residence in Minnesota

The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to affect eligibility for in-state tuition under these regulations but may be considered as part of the demonstration of the facts and circumstances listed above.

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

College Fees

Various fees will be assessed to students depending upon enrollment status, courses attempted and services offered by the campus attended. The following is a list of the fees that may be assessed. Fees unique to a program or a class offering are detailed in the course requirement list. Fees shall be established annually by the president. A fee schedule is available from the campus business office for the current academic year. Fees may vary based on the campus where the student is enrolled.

Background Check Fee

Background check fees will be assessed annually to students enrolling in courses requiring direct contact with individuals in licensed institutions.

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.

Late Payment Fee

Late payment fees will be assessed on the 25th 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 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.

Private Music Lessons

Students wishing to take private vocal or instrumental music lessons will be assessed a fee for the lessons.

Replacement of Student Identification Card

Each student will receive a student identification card at no charge. In the event the card needs to be replaced, a fee will be assessed to the student.

Technology Fee

Technology fees shall be assessed on a per credit basis as outlined in the technology fee plan. Proceeds from this fee shall be used to upgrade and maintain the technical infrastructure of the college and to assist in the staffing of technology-related positions.

Student Activity Fee

A student activity fee shall be charged to all students to support Student Life activities.

Student Association Fee

All students shall be assessed a fee which is passed on to the LEADMN (Formerly known as the "Minnesota State College Student Association") for college membership dues. This fee shall be assessed on a per credit basis.

Uniform Fee

This fee is assessed to students for the purchase of uniforms required for certain academic programs.

Student Payments

All tuition and fees are due on the tuition and fee due date which is established annually by the college. In the event that the student does not receive enough financial aid, scholarship or third-party agency payment to cover all charges, the account will be considered delinquent. Also, if the student does not stay current with the agreed-upon payment plan, the account will be considered delinquent.

In the event that the account becomes delinquent, notice will be sent to the student which will make the student aware of the delinquency and notify them that payment in full must be received immediately.

Any student who does not make payment after the above notice is received will be sent a State of Minnesota 20-day letter. This letter will inform the student that the account will be turned over to the Minnesota Collection Entity if payment is not received.

In addition, no student with an outstanding account will be allowed to register for future courses, and their college transcript will be held until payment in full has been received.

Deferment/Payment Plan

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

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

Minnesota North College has made arrangements with Nelnet Campus Commerce which allow students to pay for their charges throughout the term. To access these services, go to E-Services.

All payment plans must be paid in full before students will be allowed to register for future terms. Failure to stay current with a payment plan will put a student's account in a delinquent status, and collection efforts will begin.

Tuition Refund

Tuition will be refunded to students canceling their registration at the college through a formal drop/withdrawal process and in accordance with Minnesota State policy. Refunds are applicable only to complete withdrawals from the college within the allowed time period.

The following refund schedule applies to students who completely withdraw from all courses at the college.

Refund for fall and spring term courses (at least 10 weeks in length):

- Withdrawal from 1st through 5th business day: 100 percent refund
- Withdrawal from 6th through 10th business day: 75 percent refund

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

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

- Withdrawal from 1st through 5th business day: 100 percent refund
- Withdrawal from 6th through 10th business day: 50 percent refund
- Withdrawal after 10th business day: 0 percent refund

Courses that start after the fifth instructional day of the term or courses that are less than three weeks in length will have a 100 percent refund of tuition if the student withdraws prior to the end of the first business day following the first class meeting. If the withdrawal request is made on the second or third business day following the first class meeting AND the withdrawal results in 100 percent course withdrawal, the student is entitled to a 50 percent refund. There is no refund for withdrawal from such short-term courses after the third business day following the first class meeting.

Federal pro rata refund will apply to federal financial aid recipients enrolled for the first time at the college.

Return of Title IV Funds for Financial Aid Recipients

Federal regulations require Title IV financial aid funds (Pell Grant, SEOG Grant, Direct Stafford Loans) to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student does not complete all courses for any reason, including medical withdrawals, 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.

Federal regulations require a recalculation of financial aid eligibility if a student:

- Completely withdraws from all courses (Official Withdrawal);
- Stops attending before the end of the semester (Unofficial Withdrawal);
- Does not complete all module classes in which the student is enrolled as of the start date of the semester and/or the start date of the module classes.

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 program from which it was paid as prescribed by federal regulation in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Plus Loan

4. Federal Pell Grant
5. Federal SEOG Grant

Official Withdrawal: When the student officially withdraws from all courses after the semester begins, the Financial Aid Office will use the withdrawal date to determine the portion of the Federal Title IV aid earned (or could have earned) to be used to pay institutional charges such as tuition and fees. Any unearned funds will be returned to the appropriate financial aid source.

Unofficial Withdrawal: A student is said to be unofficially withdrawn if they stop attending. For a student who has been determined to have unofficially withdrawn, the date of withdrawal for purposes of the Return of Title IV refund calculation will be the last date of attendance recorded by the faculty at grading.

Timeframe for R2T4 calculation: Federal regulations requires the college to calculate the Return of Title IV refunds within 45 days of determining an official or unofficial withdrawal date.

Post Withdrawal Disbursement: In some cases, a student may withdraw from all courses before aid has been disbursed. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, they are entitled to receive a post-withdrawal disbursement of the earned aid that was not received. The amount earned is determined as part of the required federal Return of Title IV Funds calculation.

Financial Aid and Satisfactory Academic Progress

In addition to meeting and maintaining the standards set forth in the college Satisfactory Academic Progress Policy, student recipients of financial aid must complete their degree, diploma or certificate within a maximum allowable period of time.

Measuring the time period: All students must complete their degree, diploma or certificate within 150 percent of the published length of the program (e.g. 60 credit programs must be completed within 90 attempted credits). When it becomes clear that a student cannot complete the program within the maximum allowable period, the student becomes ineligible for financial aid.

Seeking a second degree, diploma or certificate: The credits a student has earned in the successful completion of a degree, diploma or certificate program shall not be counted in the maximum time period calculation for a subsequent program, excepting for those credits which apply to both programs.

Changing programs prior to completion: Students who change programs (majors) without successfully completing a program shall remain subject to the 150 percent rule.

Appeals: Students may appeal the suspension of financial aid for exceeding the maximum allowable time frame based on special circumstances. The appeal form can be found <https://minnesotanorth.edu/academics/records/student-forms/>.

Accessibility / Disability Services

Minnesota North College is committed to ensuring equal access to our facilities, services and academic programs for students with disabilities. The Accessibility/Disability Services office (formerly Disability Services) works in partnership with faculty, staff and students to remove disability-related barriers to education through reasonable accommodations in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments

Act (ADAAA) of 2008. No academically qualified student with a disability will be denied access to or participation in the services, programs, and activities of Minnesota North College.

We provide information and resources to support an environment that is accessible and inclusive for all individuals.

Students seeking disability-related accommodations must self-disclose the nature of their disability to the Accessibility/ Disability Services office. We serve currently enrolled students (including PSEO) who experience barriers in school settings due to the impact of a diagnosis such as:

- Mental health conditions
- Learning disabilities
- ADD/ADHD
- Autism spectrum disorder
- Blind, vision loss or impairment
- Deaf, deafness, hearing loss
- Physical disabilities
- Brain injuries
- Severe allergies
- Chronic health conditions
- Other conditions that lead to disability

For more information and to apply for services visit <https://minnesotanorth.edu/student-services/accessibility-disability-services/>

College Store

Minnesota North College has a Campus Store at each campus location where students can purchase school-related supplies, Minnesota North College apparel, supplies and more. Students purchase books and materials for all courses online through <https://minnesotanorth.edu/student-services/college-stores/>. Campus Stores are open Monday through Friday during the academic year, with special hours during the first week of each semester, holidays, and summer semester. Credit cards and personal checks are accepted.

Co-Curricular Activities and Student Life

Minnesota North College co-curricular experiences enrich the student learning environment by providing opportunities for students to learn from intentionally designed activities, events, programs and services that extend and complement classroom learning. Co-curricular programs provide diverse

and purposeful learning experiences to support student attainment of educational goals and to support the college's vision of a success story for every student. Like academic programs, many co-curriculars are aligned with institutional learning outcomes. A variety of Student Life related clubs, organizations, intramurals, extramurals, and events are prevalent on each campus throughout Minnesota North College.

Intercollegiate Athletics

Minnesota North College offers a variety of athletic programs at 5 of its 6 campuses. Athletic programs are open to all Minnesota North College students. Minnesota North College is a member of the Minnesota College Athletic Conference (MCAC), whose mission advances intercollegiate athletics by providing an engaging and supportive environment for success of our student athletes and competition among member institutions.

For additional information see <https://minnesotanorth.edu/athletics/>.

Technology Support

Minnesota North College offers students a full complement of computer services, including modern equipment, a wide variety of software applications, wireless internet, printing, and email/file storage via Microsoft services. Information can be found at <https://minnesotanorth.edu/student-services/it-services/>. Information for accessing support will be provided by your campus IT staff. You can also contact: 218-235-2143 or ITsupport@minnesotanorth.edu for assistance.

Emergency / Weather Closing and Drills

If a weather emergency situation develops, campus officials will consult with local authorities, including law enforcement officials, to determine whether to cancel classes or to close a campus. Class cancellations are announced at minnesotanorth.edu. Campus closings are broadcast through not only the website but also emergency text messaging, social media local and regional television and radio stations.

Emergency drills are held periodically during the school year. Information regarding emergency evacuation of buildings is posted throughout each campus. In the case of a tornado warning, please go immediately to a designated Safe Area.

The Star Alert emergency notification system alerts students and staff if a campus is closed. Students who attend more than one campus may receive Star Alerts from each.

Library Services

The Minnesota North College libraries located on the Hibbing, Itasca, Mesabi Range Virginia, Rainy River, and Vermilion campuses and offer students access to books, online databases, and many more resources. Each campus has study rooms, computer access, interlibrary loan capability, and library staff excited to help students navigate the library. The library catalog and many electronic resources are accessible off campus using your Star ID and password

On Campus Housing

For housing information, review the housing information each specific campus at <https://minnesotanorth.edu/campuses/>.

Student Email

Email is the official means of communication at Minnesota North College. 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. Minnesota North College is not responsible for email lost due to forwarding rules. Student email addresses are in the format of: first.last@my.minnesotanorth.edu.

Student Rights and Responsibilities

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

For complete details, please review the Student Rights and Responsibilities policy at <https://minnesotanorth.edu/about/policies-and-procedures/>

Transcript Requests

Students may request their transcript through a link available at www.getmytranscript.com. Students will need to create an account using their email address and use a credit or debit card to pay the associated fee. Students transferring to or from another Minnesota State system campus do not need to submit a transcript request, unless the student's records are not available electronically. For questions and more information visit <https://minnesotanorth.edu/academics/records/>.

Annual Security and Fire Safety Report

An Annual Security and Fire Safety Report as required by the Jeanne Clery Act of 1990. A copy of the Annual Security and Fire Safety Report is available on each campus and on the college website. The Annual Security and Fire Safety Report contains information regarding any reported criminal activity on campus as well as activity that takes place during an event sponsored by an organization recognized by the college, such as a travel away trip.

- <https://minnesotanorth.edu/campuses/itasca-community-college/safety-and-security/>
- <https://minnesotanorth.edu/campuses/rainy-river-community-college/safety-and-security/>
- <https://minnesotanorth.edu/campuses/mesabi-range-virginia/safety-and-security/>
- <https://minnesotanorth.edu/campuses/vermilion-community-college/safety-and-security/>
- <https://minnesotanorth.edu/campuses/hibbing-community-college/safety-and-security/>

Athletic Equity Report

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

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

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

View the 2021 Athletic Equity Report at <https://minnesotanorth.edu/athletics/>.

Completion/Graduation and Transfer-Out Rates

Student Right-To-Know Act

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

<https://minnesotanorth.edu/about/notifications-alerts-and-reports/>.

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

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

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

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

A student shall be counted as a completion or graduation if the student earns a degree or certificate or completes a transfer-preparatory program within 150 percent of normal time for the student's program.

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

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

Link to information contained in the Students Right-To-Know Graduation & Transfer-Out Rates is <https://minnesotanorth.edu/about/notifications-alerts-and-reports/>

Drug-Free Schools and Communities Act Biennial Review

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152. Drugs; Controlled Substances, 340A. Liquor, and 624.701 Alcohol in Certain Buildings or Grounds, the college has prepared the Drug-Free Schools and Communities Act Biennial Review - 2020 report.

Placement Rates

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

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

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

Job placement rates can be found at <https://minnesotanorth.edu/about/notifications-alerts-and-reports/>.

Retention Rates

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

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

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

Retention rates can be found at <https://minnesotanorth.edu/about/notifications-alerts-and-reports/> <http://www.minnesota.edu/righttoknow/>

Professional Licensure Disclosures

The U.S. Department of Education Code of Federal Regulations CFR §668.43 requires colleges and universities to communicate publicly and directly to prospective and current students if programs leading to a license or certification meet other state's requirements. Professional licensing standards can vary widely from state to state, so completion 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 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 the Accreditation page on the college website.

Sexual Assault Data Report

Minnesota North College makes information regarding the Minnesota Sexual Assault Data Report available on its website in accordance with state and federal regulations. At this time, Eveleth campus information can be found at the Mesabi-Range_Virginia link.

- <https://minnesotanorth.edu/campuses/itasca-community-college/safety-and-security/>
- <https://minnesotanorth.edu/campuses/rainy-river-community-college/safety-and-security/>
- <https://minnesotanorth.edu/campuses/mesabi-range-virginia/safety-and-security/>
- <https://minnesotanorth.edu/campuses/vermilion-community-college/safety-and-security/>
- <https://minnesotanorth.edu/campuses/hibbing-community-college/safety-and-security/>

Student Complaints, Grievances and Informal Concerns

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 <https://minnesotanorth.edu/academics/records/student-forms/>. The Student Complaint, Grievance and Informal Concern policies and procedures are available at <https://minnesotanorth.edu/about/policies-and-procedures/>.

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, Minnesota North College students are encouraged to use our college's complaint form and process:

<https://minnesotanorth.edu/academics/records/student-forms/>

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.

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 Safety

See individual campus pages in regards to campus safety information:

<https://minnesotanorth.edu/campuses/>

Equity and Inclusion

Minnesota North College is firmly committed to equity and inclusion principles. This commitment is illustrated by strengthening existing relationships and building new relationships within the diverse communities that the college serves.

Minnesota North College cultivates these relationships by the development of programs and campus and community events that partner college students, faculty and staff along with external constituents that the college serves. The college works to support our students, faculty and staff by fostering a college environment where we are consistently working to build an inclusive community through co-curricular education and activities and community outreach.

Medical Amnesty

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

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

Eligibility for medical amnesty will be limited to the student in need of medical assistance and the student who first contacted emergency services (911).

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

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

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

Students granted medical amnesty will not be immune from discipline for other concurrently occurring violations of the Student Conduct Code, such as but not limited to sexual violence, physical violence, hazing, vandalism, and weapons. If local law enforcement assistance is required, the college cannot guarantee immunity for students from citation, arrest or criminal prosecution. Individuals however may qualify for prosecution immunity under Minnesota 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 Minnesota North College. The college recognizes that students and employees are ultimately responsible for their own conduct and the consequences of their behavior.

Facilities Use

Use of college facilities, including buildings and grounds, by student organizations, non-college groups, organizations or individuals shall be determined on an individual basis. Individuals, groups or organizations interested in using such facilities should contact David Marshall at 218.235.2125. A cost may be associated with the use of college facilities. The college shall not be responsible or assume any liability of the using groups, organizations or individuals related to the utilization of the college facilities.

Health and Safety Policy

Minnesota North College is committed to providing a safe and healthy work and educational environment for its employees, students, visitors and contractors.

This policy includes establishing and maintaining programs to identify and appropriately control workplace hazards; providing for health and safety committees to identify and address workplace hazards and workplace health and safety issues; providing appropriate tools and equipment; and providing suitable training to employees concerning workplace health and safety.

Student Conduct Code

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

The college has an expectation that members of the college community maintain a level of civility that is appropriate for the academic environment. As members of the college community, we have the right to:

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

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

A complete copy of the Student Conduct Code can be found at https://minnesotanorth.edu/wp-content/uploads/2022/07/Student-Code-of-Conduct-Procedure_Minnesota-North-College_FINAL.pdf

Student Involvement in Decision Making

The college values student participation in planning and decision making. The college shall give students the opportunity to participate in activities, committees, events and forums that are related to policy development and/or decision making. Student committee members shall be selected by the Student Government Association. Exceptions to student participation on committees may include: committees established for the evaluation of personnel; committees established under collective bargaining agreements; management teams; and presidential cabinets.

Tobacco-Free Environment

Minnesota North College is committed to providing a smoke and tobacco-free environment for students, employees and visitors. Use of tobacco products and electronic nicotine delivery devices on the premises of college facilities is therefore prohibited. Use of tobacco products and nicotine delivery devices in college or state-owned vehicles is also prohibited.

Workplace Violence

The college is committed to providing a safe working environment for its employees, students and visitors, free from threats and acts of violence. In support of this commitment, the college shall implement the following policies in an attempt to reduce the potential for threats and workplace violence, including banning dangerous weapons from workplace sites:

- Creating a low-risk work environment: College administrators are expected to promote positive behavior, and to lead by example, by treating employees with the respect and dignity each person deserves. Emphasis will be placed on creating a workplace where established standards of conduct are clear, are communicated, are consistently enforced and where discipline is used fairly and appropriately to deal with instances of unacceptable behavior.

- **Training:** All college administrators will be provided training in workplace-related threats and acts of violence. This training will focus on prevention and de-escalation of violence, will include suggestions for appropriate responses to threats and acts of violence, and will identify those resources which are available to use once a potential problem has been identified or an incident has occurred.
- **Employee Counseling and Assistance:** The administration will encourage use of the Employee Assistance Program (EAP). The EAP is primarily an assessment, short-term counseling and referral agency. While administrators, family members or union representatives may encourage employees to seek help from the EAP, the decision to use those services must be voluntary. Employees may also choose to seek assistance from private health services to deal with pressures, stress, emotional problems or other personal issues which could, if ignored, lead to threats or acts of violence.
- **Valuing and Respecting Diversity:** The College values and respects individual differences among people. Harassment of any person in the workplace is strictly prohibited. Incidents of this nature, if not corrected, may result in workplace violence. The administration will continue to treat incidents of harassment and discrimination as outlined in Minnesota State Board Policy 1B.1.
- **A Safe Workplace:** College and campus administrators have the primary responsibility for ensuring a safe work environment. They are empowered to take immediate action to resolve or stabilize violent situations in the workplace, and to protect people from harm. Administrators will also ensure that appropriate disciplinary responses are made to internal workplace acts of violence or aggression.
- **Dangerous Weapon Prohibition:** The administration will work to eliminate dangerous weapons from the workplace. The possession of any dangerous weapon, to include any firearm, in any college workplace by any person other than a law enforcement officer, is strictly prohibited. For the purposes of this plan and policy, the following items are considered to be dangerous weapons:
 - Any weapon which, according to law, is illegal to possess.
 - Any firearm, loaded or unloaded, assembled or disassembled, including pellet, BB and stun guns (electronic incapacitation devices).
 - Replicate firearms, as defined in Minnesota Statute 609.713.
 - 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.
 - Any “switchblade” knife.
 - “Brass knuckles,” “metal knuckles” and similar weapons.
 - Bows, crossbows and arrows.
 - Explosives and explosive devices, including fireworks and incendiary devices.
 - “Throwing stars,” “numchucks,” clubs, saps and any other item commonly used as, or primarily intended for use as, a weapon.
 - Any object that has been modified to serve as, or has been employed as, a dangerous weapon.

Prohibition of Concealed Weapons

The college adopts in full Minnesota State Board Policy 5.21. In addition to concealed firearms, employees, students and visitors are prohibited from carrying any concealed dangerous weapons (defined in policy 1090-1-01) on college property, exclusive of parking lots. Employees are prohibited from carrying concealed weapons while acting in the course and scope of employment.

Violators will be subject to sanctions: employment-related civil sanctions for employees and academic sanctions for students.

1B.1 Equal Opportunity and Nondiscrimination in Employment and Education Opportunity

Minnesota North College 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

1B.3 Sexual Violence Policy and Procedure

Minnesota North College 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 North College Designated Officers

To support Minnesota State Board Policy 1B.1 and Procedure 1B.1.1 and Minnesota State Board Policy 1B.3 and Procedure 1B.3.1., the following individuals are designated officers for Minnesota North College. These individuals have the primary responsibility for investigating or coordinating the investigation of reports, investigation between designated and officers and complaints of discrimination/harassment.

Student Contact: Rick Kangas

Richard.kangas@minnesotanorth.edu

218-322-2319

Employee Contact: Carmen Bradach

Carmen.bradach@minnesotanorth.edu

218-550-2502

Minnesota North Confidential Resources

In support of Minnesota State Statute 135A.15 Sexual Harassment and Violence Policy (www.revisor.mn.gov/statutes/?id=135A.15) the counseling staff on each campus are considered confidential resources for victims of sexual violence or sexual harassment and can be accessed at <https://minnesotanorth.edu/student-services/counseling/>. The confidential resource can provide victims with information about locally available resources for victims of sexual violence and sexual harassment, including but not limited to, mental health service and legal assistance. The confidential resource will provide information on the process of reporting an incident of sexual violence and sexual harassment to college authorities or local law enforcement. Data shared with a confidential resource is classified as sexual assault communication data as defined by section 13.822, subdivision 1; Sexual Assault Data (www.revisor.mn.gov/statutes/?id=13.822#stat.13.822.1)

Statement of Non-discrimination: Notification Under Title IX and Section 504

(Non-discrimination based on sex or disability)

Minnesota North College does not discriminate on the basis of race, color, national origin, sex, gender expression, gender identity, disability or age in its educational programs, activities and employment. The following persons have been designated by the college to receive inquiries regarding the college's Title IX (non-discrimination based on sex) and Section 504 (non-discrimination based on disability) policies:

Section 504:

Students seeking disability-related accommodations should work with Accessibility Resources Contacts on their campus. Campus contacts can be found here:

<https://minnesotanorth.edu/student-services/accessibility-disability-services/>

Title IX Coordinator: Rick Kangas (For all Minnesota North campuses)

Richard.kangas@minnesotanorth.edu

218-322-2319

Deputy Title IX Coordinator:

Itasca:

Bart Johnson

Bart.johnson@minnesotanorth.edu

Rainy River:

Brad Krasaway

Bradley.krasaway@minnesotanorth.edu

Hibbing:

Aaron Reini

Aaron.reini@minnesotanorth.edu

Mesabi Range - Virginia:

Jodi Pontinen

Jodi.pontinen@minnesotanorth.edu

Mesabi Range - Eveleth:

Jessalyn Sabin

Jessalyn.sabin@minnesotanorth.edu

Vermilion:

Chris Koivisto

Christopher.koivisto@minnesotanorth.edu

Minnesota North 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, Carmen Bradach, Vice President of Human Resources, 218.550.2502. Inquiries regarding the education opportunities or equal employment policies of the Affirmative Action program should be directed to:

Minnesota North College, Compliance Officer, Carmen Bradach, Vice President of Human Resources, 218.550.2502, carmen.bradach@minnesotanorth.edu 1515 East 25th St., Hibbing, MN 55746;

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:

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: 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:

Rick Kangas, Associate Vice President of Student Affairs,
Richard.kangas@minnesotanorth.edu or 218.322.2319

Minnesota North College is accredited by the Higher Learning Commission; Member of the North Central Association (NCA), with additional program-specific accreditation information found in the Minnesota North College catalog. Information about NCA can be found on their web- site at: <http://www.ncahigherlearningcommission.org/> or you can write to them at 30 North LaSalle Street, Suite 2400; Chicago, IL 50502-2504; 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 Minnesota North College programs, courses and other student affairs and academic functions. While the college 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. The college 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 the college'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 North College. Upon request this information will be made available in alternate formats.



Minnesota North College

A Member of Minnesota State

Hibbing Campus

1515 East 25th Street

Hibbing, MN 55746

Itasca Campus

1851 East Highway 169

Grand Rapids, MN 55744

Mesabi Range-Eveleth Campus

1100 Industrial Park Drive P.O. Box 648

Eveleth, MN 55734

Mesabi Range-Virginia Campus

1001 Chestnut Street West

Virginia, MN 55792

Rainy River Campus

1501 Highway 71

International Falls, MN 56649

Vermilion Campus

1900 East Camp Street

Ely, MN 55731

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