

Chapter 2: Students

2.1 Campus Student Associations

POLICY

In accordance with Minnesota State Colleges and Universities Board Policy 2.1:

Part 1: Establishment and Recognition

Minnesota North College students have the right to establish a student government herein referred to as a campus student association. Such associations will be named as “[Campus Name] Student Government Association.” Students establishing a campus student association shall develop a constitution for the association. Only currently enrolled students are eligible to serve as student representatives or officers. The college shall recognize the campus student association as the official representative of the students, upon receipt of evidence that the student body has approved the constitution. As a multiple campus college, Minnesota North College shall develop policies and procedures to assure representation and participation in a campus student association by students at their constituent campuses.

Part 2: Duties

In addition to the duties listed in college and board policies, and in the campus student association constitution, the campus student association shall have the sole authority to recommend the chartering of student clubs and organizations for approval by the college president.

2.2 State Residency

POLICY

Determination of the state of residency of students is necessary for a variety of federal and state reporting requirements, for institutional research purposes, and in some cases, for determination of the tuition to be charged to individual students. This policy provides standards for the initial classification of students as state residents or non-residents, determination of appropriate tuition charges, and the procedures to be

followed in order to change the state residency status of students.

Part 2. Classification as State Residents

Students who meet one or more of the following conditions on the date they apply for admission to a state college or university must be classified as residents of Minnesota.

- A. They resided in the state for at least one calendar year immediately prior to applying for admission, or dependent students who have a parent or legal guardian residing in Minnesota on the date the students apply. Residency in the state during this period must not have been solely or primarily for the purpose of attending a college or university.
- B. They are Minnesota residents who can demonstrate that they were temporarily absent from the state without establishing residency elsewhere.
- C. They moved to the state for employment purposes and, before moving and before applying for admission to a public postsecondary institution, accepted a full-time job in the state; or they are students who are spouses or dependents of such persons.

Part 3. Tuition

Students who are classified as Minnesota state residents must be charged the resident tuition rate. Students who are residents of states with which the state of Minnesota has a reciprocity agreement must be charged the appropriate reciprocity tuition rate. All other students must be charged the non-resident tuition rate, unless they qualify under one of the exceptions provided in Part 4, below.

Part 4. Non-Resident Students Allowed to Pay the Resident Tuition Rate

Subpart A. Required exceptions

Non-residents of Minnesota who meet one or more of the following conditions must be charged the resident tuition rate unless otherwise prohibited by applicable state or federal law or regulations.

1. **Current and former service members.** Current and former members of the U.S. military, their spouses, and dependent children, or any persons meeting the eligibility requirements

under Chapter 33 - the Post-9/11 GI Bill, Forever GI Bill - Harry W. Colmery Veterans Educational Assistance Act, Montgomery GI Bill, Chapter 31 - Vocational Rehabilitation, Chapter 35 - Survivors' and Dependents' Educational Assistance Program, Marine Gunnery Sergeant John David Fry Scholarship, or similar federal and state laws.

2. **Migrant farmworkers.** Students who have been in Minnesota as migrant farmworkers, as defined in the Code of Federal Regulations, title 20, section 633.104, over a period of at least two years immediately before admission or readmission to a Minnesota public postsecondary college or university, or students who are dependents of such migrant farmworkers.
3. **Minnesota high school graduates.** A student who graduated from a Minnesota high school, if the student was a resident of Minnesota during the student's period of attendance at the Minnesota high school and the student physically attends a Minnesota State college or university.
4. **Employment-related relocation.** Persons who were employed and were relocated to the state by the person's current employer.
5. **Refugees and asylees.** Students who are recognized as refugees or asylees by the Office of Refugee Resettlement of the United States Department of Health and Human Services.
6. **Prosperity Act requirements.** Students, other than nonimmigrant aliens within the meaning of United States Code, title 8, section 1101, subsection (a), paragraph (15), who meet the following requirements established in Minnesota Statutes 135.043.
 - a) High school attendance within the state for three or more years,
 - b) graduation from a state high school or attainment within the state of the equivalent of high school graduation, and
 - c) in the case of a student without lawful immigration status:
 - i. documentation that the student has complied with selective service registration requirements, and

- ii. if a federal process exists for the student to obtain lawful immigration status the student must present the higher education institution with documentation from federal immigration authorities that the student has filed an application to obtain lawful immigration status.

Subpart B. Discretionary exceptions

Non-residents of Minnesota may be charged the resident tuition rate under one or more of the following exceptions.

1. **Single tuition rate.** With board approval, colleges or universities may adopt a policy to charge one tuition rate to all students.
2. **International students.** Colleges and universities may charge resident tuition to nonimmigrant international students classified under 8, U.S.C. 1101 (a) (15) (B), (F), (H), (J), and (M).
3. **Graduate assistants.** Universities may charge resident tuition to graduate students appointed to graduate assistant positions.
4. **Intergovernmental agreements.** Colleges or universities may have an agreement with a governmental subdivision of another state to charge certain students resident tuition approved by the board.
5. **High ability students.** Colleges and universities may adopt a policy to charge resident tuition to high ability students who are in the top 15 percent of their high school class or who score above the 85th percentile on a nationally-normed, standardized achievement test and who reside in states that do not have reciprocity agreements with Minnesota.
6. **Other categories.** With board approval, colleges and universities may charge resident tuition to other specific categories of students.

Part 5. Appeal of Initial Residency Classification

Each college and university policy and procedure must provide for an appeal to an appropriate college or university administrator of a decision not to classify a student as a Minnesota resident as described in this policy. The administrator's decision is final. A student whose appeal is successful must be charged the

resident tuition rate retroactive to the beginning of the first term of enrollment.

Part 6. Change of Residency Status

Under certain conditions, students who are initially classified as not being Minnesota state residents may have their status changed to that of resident. The chancellor shall develop a system procedure that describes the conditions under which residency status may be changed.

2.3 Student Involvement in Decision-Making

POLICY

Part 1. Purpose

To promote appropriate levels of student involvement in system, college, and university decision-making and to assure that student perspectives are considered.

Part 2. Policy Statement

Students must be provided the opportunity for representation on system, college, and university committees involving or affecting student interests and have the opportunity to review or be consulted on issues that have significant impact on students.

Part 3. Student Involvement in System Committees, Conferences and Issue Forums

Subpart A. Student representation

Students must be given the opportunity for representation on college, university, and system committees, conferences and issue forums that are a part of the policy development and/or decision-making process.

Subpart B. Selection of student committee members or student representatives

1. At the system level, the student member(s) must be selected by the statewide student association(s).
2. At the state college or university level, student members must be selected by the recognized campus student association(s).

Part 4. Exceptions

This policy does not apply to the following:

1. Committees established for the evaluation of personnel.
2. Committees established under collective bargaining agreements.
3. Management teams, presidential cabinets, and committees of the Board of Trustees.

2.6. Intercollegiate Athletics

POLICY

Part 1. Conference and Division Membership

Consistent with the unique identity and mission of the institution, a college or university may engage in programs of intercollegiate athletics. A college or university may join one or more conferences and add or remove sports after a review of the impact on students, finances, the facilities master plan, Title IX compliance and completion of the student and college/university consultation process. The college or university shall operate according to the rules and standards of the conference as long as such rules are not in conflict with federal or state law, board policies, or system procedures. Adding any sport at the National Collegiate Athletic Association or the National Junior College Athletic Association division-one-level requires a recommendation from the chancellor and prior approval by the board. A request for board approval of participation in a division-one-level sport must be directed to the chancellor or designee and include analysis and review of the expected impact on students, institutional and student services finances, the college's and university's mission and facilities master plan, compliance with equal opportunity requirements, and a report of the consultation process used.

Part 2. Gender Equity in Athletics

The Minnesota State colleges and universities are committed to providing equal opportunity in athletics for students of all gender identities and gender expressions. Each college or university with intercollegiate athletics shall provide athletic opportunities for students in accordance with federal and state requirements.

Part 3. Student Athlete Health Insurance

Students participating in intercollegiate athletics are required to maintain health insurance through a plan or rider that includes coverage for participation in intercollegiate athletics. Prior to student participation in

intercollegiate athletics, colleges and universities shall provide adequate written notice to students of the requirement for health insurance

2.8 Student Life

POLICY

Part 1. Purpose

To provide student life programming resulting in a wide range of student activities that contribute to the educational, cultural, or physical well-being of the student body.

Part 2. Student Life/Activity Program

Colleges and universities shall establish a student life/activity program. The revenue generated by the student life/activity fee authorized by Board Policy 5.11 Tuition and Fees and by System Procedure 5.11.1 Tuition and Fees must be used to fund student activities as defined in Minnesota Statute Section 136F.01, Subd. 5. The student life/activity program must be administered in accordance with board policies and system procedures and consistent with Minn. Stat. §136F.72, Subd. 3.

Part 2. Student Life Committee

Subpart A. Establishment and membership.

Each college and university shall have one or more student life/activity committees, as appropriate. The campus student association(s) may serve in this capacity. The campus student association(s) shall appoint the student members of the student life/activity committee(s). The campus student association shall establish the membership structure of the student life/activity committee, and at least two-thirds of the membership must be made up of students.

After consulting with the president or designee, the campus student association(s) may review and amend the membership structure of the student life/activity committee to take effect in the next academic year.

Subpart B. Committee responsibility

The committee(s) shall annually recommend to the campus student association(s) the amount of the fee in the ensuing fiscal year, the allocation of revenues, policies and procedures for oversight of the student life/activities budget, and expenditures consistent with

college or university policies and procedures and Board Policy 5.11 Tuition and Fees and System Procedures 5.11.1 Tuition and Fees and 2.8.1 Student Life.

Subpart C. Campus student association

On each campus, the student life/activity fee must fund the campus student association as defined in Board Policy 2.1 Campus Student Associations.

Subpart D. Authority for expenditures

The president of the college or university shall approve, reject, or modify the student life/activity fee and/or budget and authorize the collection and expenditure of such fees. The campus student association(s) must be consulted on any modification to their budget and expenditure recommendation prior to implementation. Student life/activity fund balances must carry-over into the next fiscal year.

Subpart E. Budget reserves

Budget reserves may be established for the student life/activity funds. The status of such reserves must be reported annually to the student life/activity committee and campus student association.

2.9 Satisfactory Academic Progress Policy

POLICY

Minnesota North College and Minnesota State Policy 2.9 requires that students make **Satisfactory Academic Progress (SAP)** toward a degree, diploma, or certificate to remain in good standing. Additionally, federal and state law requires that a recipient of financial aid make satisfactory academic progress towards a degree, diploma, or certificate to remain eligible for aid. The Satisfactory Progress Standards shall be the same as, or stricter, than the college's academic standards for a student enrolled in the same educational program who is not receiving financial assistance.

Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. However, the college does provide tutoring, testing, and other related services that may be able to assist the student with improving their academic standing. Advising and counseling staff are available to assist students in developing a course of action to improve their academic standing.

1. Qualitative Measure:

All students are required to maintain a 2.0 cumulative grade point average (GPA). Satisfactory Academic Progress (SAP) monitoring begins with the first attempted credit and will be reviewed once the student has attempted six (6) or more credits. Grades of **A, B, C, D, F, FN, and FW** will be included in the GPA calculation.

<u>Cumulative Registered Credits</u>	<u>Minimum Required GPA</u>
0-5	0.00
6+	2.00

2. Quantitative Measure:

All students are required to complete a minimum of 67% of their cumulative/attempted-registered credits. Monitoring begins with the first attempted credit and will be reviewed once they have attempted six (6) or more credits. Remedial/Developmental classes (below 1000 level) taken during Fall 2021 or after are not included in this calculation.

<u>Cumulative Registered Credits</u>	<u>Cumulative Completion Rate</u>
0-5	0%
6+	67%

Courses for which a student receives a letter grade of **A, B, C, D, and P** are included in the calculation of cumulative credit completion percentage as courses successfully completed. Courses for which a student receives a letter grade of **I, NC, W, F, FW, FN** and **Z** will be treated as credits attempted but not successfully completed. Audited courses (**AU**) are not counted.

All attempted credits (1000 level or above) are counted, including transfer and consortium credits, whether or not financial aid was received, or the course work was successfully completed.

Maximum-Time Frame for Credits (financial aid recipients):

Maximum Time Frame (financial aid recipients)– Students are expected to complete a degree/diploma/certificate within an acceptable period of time. Students may receive financial aid for attempting up to 150% of the required credits needed to complete each individual program. At the end of each semester, Minnesota North College will perform a Satisfactory Academic Progress review and will suspend financial aid eligibility for students who cannot mathematically complete their program of study before attempting 150% of the required credits for that program. Maximum Time Frame calculations apply to all terms of attendance, whether or not you received financial aid during each term. Financial aid recipients pursuing more than one program/major or who have changed their program/major may need to appeal to continue receiving financial aid because of the maximum timeframe restriction. Remedial level credits (up to 30), as well as transfer credits that do not count toward the student’s declared program/major of study will be excluded from the maximum timeframe calculation with an approved appeal.

Evaluation Period:

A student’s academic progress will be evaluated at the end of every semester – Fall, Spring, and Summer.

Failure to Meet Standards:

A. Academic and Financial Aid Warning and Suspension

1) Qualitative Standard or Completion Failure:

If at the end of the evaluation period a student has failed to meet the college’s qualitative standard or required completion percentage, the college will allow the student to retain her or his financial aid eligibility under a warning status for one evaluation period.

- a. **Evaluation:** Following each term of attendance, a student’s academic progress related to cumulative GPA and pace of progression (credit completion) will be evaluated. If a student does not meet the minimum cumulative requirements, the student will be placed on Academic and Financial Aid Warning after the first occurrence.

- b. **Reinstatement of Students on Warning Status:** If at the end of the warning period a student has met the college’s cumulative qualitative and quantitative

standards, the college shall reinstate the student's eligibility for financial aid.

- c. **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 the college's cumulative qualitative or quantitative standards, the college will suspend the student immediately upon completion of the evaluation.
- d. **Maximum Time-Frame Failure:** If at the end of the evaluation period a student has failed to meet the college's standard for measurement of maximum timeframe, the college shall suspend that student from financial aid eligibility immediately upon completion of the evaluation.
- e. **Suspension of Students for Extraordinary Circumstances:** The college may immediately suspend financial aid for a student in the event of extraordinary circumstances, such as, a student who was previously suspended and whose academic performance falls below acceptable levels during a subsequent semester, or a student who is registered for but does not earn any credits for two consecutive semesters, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid, a student who has previously attended two or more institutions and has not progressed satisfactorily, a student who does not appear to be pursuing a degree/diploma/certificate, etc.

semester of probation, the student must meet the requirements and standards outlined by the Student Appeals Committee in an approved Academic Success Plan. If the student fails to meet the conditions of the Academic Success Plan during any semester while attempting to regain overall Satisfactory Academic Progress compliance, the student will immediately be re-suspended academically and/or from financial aid eligibility.

- a. The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress. If it is not possible for the student to regain SAP in the following payment period, the appeal must contain an academic success plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.
- b. The appeal must include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress standards at the end of the next evaluation period.
- c. Supporting documentation beyond the written explanation is strongly encouraged.
- d. Appeals for financial aid maximum time frame will be granted only in the case of documented mitigating circumstances as listed above. An Academic Success Plan must be developed with an Academic Advisor/Counselor, which indicates the course work necessary to complete the degree/diploma/certificate. Courses not found on the Academic Success Plan are ineligible for financial aid. If the appeal is denied, the student will be notified in writing via the student e-mail. The decision shall be final.

Suspension Appeals and Probation:

Academic Appeals: available at: www.xxxxxxxxxx.edu

A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on specific, unusual, or extenuating circumstances such as: a death in the family, student injury or illness or other specific circumstances as determined by the institution. Appeals are reviewed by the Student Appeals Committee. Second level appeals are reviewed by the designated college administrator. If the appeal is approved, the student will be placed on Academic and/or Financial Aid Probation for one semester and placed on an Academic Success Plan. While on the one

Transfer Students:

Minnesota State Colleges and Universities Procedure 3.4.1 indicates that students who have been placed on academic suspension at one Minnesota State Colleges and Universities institution shall not be eligible for admission at ANY Minnesota State Colleges and Universities institution until they have successfully appealed the suspension status to the new school they wish to attend. If it is determined that a student is on academic suspension status at another Minnesota State Colleges and Universities institution, the following will occur:

- a. Active Suspension: When a student is on an active suspension at another Minnesota State Colleges and Universities institution and attempts to enroll at Minnesota North College prior to serving the prior school's required suspension period (if applicable), Minnesota North College will deny admission and registration eligibility until the student has served the prior school's suspension period or until the student successfully appeals the suspension status.
- b. Inactive Suspension: Minnesota North College will admit and allow a new student to register for classes if that student had been suspended from another Minnesota State Colleges and Universities institution but served the former school's required suspension period (if applicable). A student in this situation will not be placed on Warning, Suspension, or Probation. Credit transfer completion percentage calculations from prior school earned credits (if applicable) do apply in Satisfactory Academic Progress calculations.

treated as credits attempted but not successfully completed. Audited courses (**AU**) are not counted.

Academic Amnesty/Forgiveness: Credits for which students have been granted academic amnesty/renewal must be recorded and retained in the student data system in such a way that they will be included in both the grade point average and completion percentage measurement of financial aid satisfactory academic progress.

Audited courses: Audited courses will not be funded by financial aid and are not included in any financial aid satisfactory academic progress measurement.

Consortium/Joint Program Credits: Consortium/joint programs allow a student to register for credit at more than one college at the same time. Consortium/joint credits are those credits for which a student is registered at another college which are accepted into the student's current major by Minnesota North College for the purposes of processing financial aid at Minnesota North College. Consortium credits are included in determining grade point averages and completion rate.

Remedial/Developmental Credits: Credits awarded for remedial course work (below 1000 level). Remedial/developmental credits must be included in the GPA and excluded from the completion percentage measurement of satisfactory academic progress. Students may receive financial aid for remedial/developmental credits up to a maximum of 30 semester hours. These credits are excluded from the max-time frame final computation.

Repeated Courses: Students are allowed to repeat a course in order to improve a grade, as allowed by the college. The college will use the highest grade in calculating the grade point average. All repeated credits are included in the percent of completion and maximum time frame calculations. When repeating a course, students may receive financial aid for up to one repeat of a previously passed course. Students may also receive aid more than once when repeating a course where the previous grade earned was **NC, F, FN, FW** or **W**. In addition, a student may also repeat and receive financial aid for a course where a passing grade was earned, but the grade was lower than what is considered acceptable in a particular curriculum/major.

Notification:

Students will be notified in writing of academic/financial aid warning, probation, or suspension status. Notification will include the process by which they may appeal.

Reinstatement:

Students placed on academic and/or financial aid suspension, will be eligible to re-enroll at Minnesota North College only after a successful appeal.

However, neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility. Students whose financial aid eligibility has been suspended may regain their eligibility only through the College's appeal process or when they are again meeting the College's financial aid satisfactory academic progress grade point average and completion percentage standards.

Additional information:

Treatment of Grades:

- a. Courses for which a student receives a letter grade of **A, B, C, D,** and **P** are included in the calculation of cumulative credit completion as courses successfully completed.
- b. Courses for which a student receives a letter grade of **I, NC, W, F, FW, FN,** and **Z** shall be

Transfer Credits: These are credits earned at another college, which are accepted by Minnesota North College and are applicable to the student's program requirements. Transfer credits are included as credits attempted and completed for calculation of cumulative completion percentage. They are not included when calculating your cumulative GPA, but are included as pace of progression in maximum time frame for the purposes of financial aid.

Withdrawals: Credits for which a grade of **W** is received are considered attempted credits but not successfully completed credits for the purposes of monitoring satisfactory academic progress. Thus, a **W** does not impact GPA, but does negatively impact the cumulative completion percentage.

Incompletes: An **I** and **IP** grade is a temporary grade assigned to you by an instructor if you cannot complete coursework on schedule because of illness or other circumstance beyond your control. The **I** grade is treated as "unearned" attempted credit when evaluating pace of progression (credit completion rate) but does not impact GPA. An **I** grade will automatically become an **F** grade at the end of the next term (not including summer), **IP** will automatically become an **F** grade after an agreed upon period of time, if requirements of course completion have not been satisfactorily met. GPA is then negatively affected. Grade changes from **I** or **IP** to a passing grade will impact GPA and pace of progress (credit completion) percentage.

Colleges and universities may establish policies that require students to live in student housing. Consultation with the appropriate student groups including the campus student association must occur before the requirement is implemented.

2.10 Student Housing

POLICY

Part 1. Purpose

To promote access to reasonably-priced student housing along with student life activities and educational programs for enrolled students.

Part 2. Definitions

Student housing

Housing for students that is owned, leased, or managed by colleges and universities of Minnesota State.

Part 3. Requirement to Live in College and University Student Housing

Adopted at 6/3/21 FLW and 6/9/21 President's Cabinet