



**Minnesota  
North College**

Student Handbook

2023-2024

## 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*

We are now in our second year operating as Minnesota North College, and 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.

## College Learning Outcomes

**Communicate Effectively:** Students will apply writing, speaking, reading and listening skills to effectively convey information and ideas.

**Demonstrate Critical Thinking and Problem Solving:** Students will apply critical thinking and problem-solving skills to comprehensively explore ideas and form conclusions.

**Practice Ethical Citizenship:** Students will explain complex issues from multiple perspectives and engage in activities that positively impact their community and environment.

**Integrate and Apply Learning:** Students will demonstrate acquired skills, knowledge, and abilities across their curricular and co-curricular experiences.

## 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: College policies are regularly reviewed. Policy changes may occur during an academic year. Up to date policies can be found at: <https://minnesotanorth.edu/about/policies-and-procedures/>

You can contact the college at:

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

Phone Number: 218.293.6850 or toll free 888.223.8068

Email: [info@minnesotanorth.edu](mailto: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.

## 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.

## ADMISSION

## **Undergraduate Admissions Policy**

Minnesota North College hereby adopts Minnesota State Board Policy 4.3 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](http://www.minnstate.edu/board/procedure/304p1.html)

As an open enrollment institution, Minnesota North College gives students the opportunity to advance their education regardless of 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) International Baccalaureate 4) CLEP, and 5) credit for prior learning or credit by examination. More information can be found at [www.minnesotanorth.edu/academics/transfer-information/](http://www.minnesotanorth.edu/academics/transfer-information/).

## **Assessment for Course Placement**

## **Developmental Education**

Students who do not meet minimum course placement standards 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 requirements for graduation.

<https://minnesotanorth.edu/student-services/academicadvising/>

## **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](http://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/student-services/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**

**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.

**Preparing to Transfer to a Four-Year University**

Colleges and universities are working to make transfers easier. Students should 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 counselor or 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.

**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 or counselor 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](http://www.mntransfer.org) and [www.transferology.com](http://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/>, and pay the application fee. 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. 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. 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. Please refer to 3.21 Credit Transfer and MNTC Policy at <https://www.minnesotanorth.edu/about/policies-and-procedures/>

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

### Usual Appeals Steps:

Student completes the. Supplemental information, such as a course outline or syllabus, must be uploaded for review.

The Transfer Review is reviewed by the college's transfer specialist staff. The student will be notified if the Transfer Review has been approved or denied. Approved Transfer Reviews will be updated on the student's Degree Audit Report. If the Transfer Review is denied, the student may choose to submit a Transfer Appeal. The appeal will be reviewed by the Academic Dean. The Academic Dean will confer with faculty within the appropriate department/discipline.

If the Transfer Appeal is denied, the student can choose to submit a System-Level Transfer Appeal within eServices.

## 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 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 Change of Program 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 and Data Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA) is federal law designed to protect the privacy of a student's education record. The law applies to all educational agencies and institutions that receive funding under any program administered by the U.S. Department of Education and to private entities who perform services on behalf of those educational agencies and institutions. It is also codified in the Minnesota Government Data Practices Act at Minn. Stat. Section 13.32.

Students have the following rights under FERPA and Minn. Stat. 13.32:

1. The right to inspect and review the student's education record within 10 business days of the day the College receives a written request to inspect.
2. The right to obtain copies of educational records within 10 business days of the day the College receives a written request for copies, if the student is willing to pay any applicable copy costs.
3. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
4. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.
6. The right to request that the College treat the student's directory data as private educational data.

This information is also sent in an annual notice to all enrolled students, as required by FERPA.

**Requests to Inspect/Review and Amend/Remove Education Records**

Upon signed written request, the College shall provide a student with access to his or her education records, unless limited by law. The College shall also provide copies of educational data to students if the student is willing to pay applicable copy costs. Students who believe that their education records contain information that is inaccurate, misleading, incomplete or is otherwise in violation of their privacy rights may challenge the record through the complaint process. Students whose records are not amended will be informed of their right to a formal hearing.

**Disclosure without Consent via FERPA Exceptions**

The College may provide educational data to third parties without student consent as set forth in 99 CFR 99.30 and Minn. Stat. 13.32.

Federal and state law authorize release of private information without consent to:

- other school officials, including faculty within the College/University, who have legitimate educational interests in the information;
- other schools in which you seek or intend to enroll, or are enrolled;
- other schools where you are also enrolled or receiving education services;
- the federal Comptroller General or other federal, state or local education officials for purposes of program compliance, audit or evaluation;
- as appropriate in connection with your application for, or receipt of, financial aid;
- the juvenile justice system, if you are a juvenile, and the information is necessary, prior to adjudication, to determine the juvenile justice system's ability to serve you;
- an alleged victim of crime of violence or sexual assault, if you are the alleged perpetrator of the assault, and the release is of the final results of a disciplinary proceeding against you related to the alleged crime;
- a court, grand jury, or state or federal agency, if the information is sought with a valid subpoena;
- an institution engaged in research for an educational institution or agency related to testing, student aid, or improved instruction;
- appropriate persons in connection with an emergency, if necessary to protect your health or safety or the health or safety of others;
- if required by a court order;
- others as required or permitted by law.

## Allowing Disclosure / Authorization for Release of Information

The College will not disclose or release to a third party personally identifiable information from education records without prior written consent of the student except as authorized by law.

The “Authorization for Release of Student Information” form is used by a student to provide written consent for disclosure of education records. To be valid it must specify the records to be disclosed, state the purpose of the disclosure, identify the party or class of parties to whom the disclosure may be made, and be signed and dated by the student.

The authorization consent begins on the date signed, and expires three years from the date signed or until consent is withdrawn, whichever comes first. A section at the bottom of the “Authorization for Release of Student Information” form is to be used to withdraw previous consent.

At a student’s request Minnesota North will provide a copy of the records released pursuant to the consent.

## Directory Data

Minnesota North College designates the following information as directory data. Directory data is public data under Minn. Stat. Section 13.32:

- Name
- Hometown (city and state listed in permanent address record)
- Major field of study (program pursued)
- Class status (freshman or sophomore)
- Enrollment status (full-time or part-time)
- Dates of attendance
- Honors, awards, and scholarships received
- Degrees, diplomas, certificates, and dates awarded
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Most recent previous educational institution attended

Regardless of the above list, Minnesota statute prohibits colleges from providing student contact information to credit card issuers.

## Limited Directory Data

Minnesota North College has designated the following data as “limited directory data” under FERPA:

1. Student name, e-mail address, and Student Change Code (NEW/RTN/DROP) are defined as limited directory data for sharing with the official College student association.
2. Student email addresses and Star ID numbers are defined as limited directory data for enterprise technology related purposes internal to the Minnesota State system of colleges and universities that are approved by System Office IT, including, but not limited to, inclusion of email addresses and Star ID numbers in a directory accessible to Minnesota State students and employees.
3. Student images (ID picture, photographs, etc.) are defined as limited directory data for release at the discretion of the college to media and other third parties as official college photographs, and for publications by the college.
4. Student name and current address are defined as limited directory data for sharing with county auditors for use in election day registration.

### **Suppressing Directory Data**

A student chooses to restrict/suppress their directory data from being disclosed by completing a “Request to Restrict Directory Information” form.

Students who are considering restricting their directory information should realize the following:

- Even with a restriction, a student’s directory information will be used by internally by Minnesota North as needed to perform college business and as otherwise allowed by law.
- Restrictions may have negative consequences or inconveniences for the student. With a restriction in place, a student’s name will not appear in honors lists or the commencement program. Third parties such as potential employers will be informed there is no information available about the student’s enrollment or degrees awarded.

A student’s request for restriction remains in effect until formal written request to remove the restriction is received by Minnesota North. A section at the bottom of the “Request to Restrict Directory Information” form is used to rescind previously requested restrictions.

### **Change in Student Records**

The college expects students to report any name, address, intended program/major, telephone number or other record changes via <https://minnesotanorth.edu/academics/records/student-forms/>. 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.

### **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/>

## **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 included on the Program Planner. Students must earn 20 semester credits/equivalent or one-third of the credits required for graduation at Minnesota North College, whichever is less.
- Requirements are established at the time of admission to the program.

Students must complete the Graduation Application. The application can be submitted 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 the insurance company. The cost of coverage will be applied to the student's bill and must be paid in full each year prior to arrival on campus.

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 submit a General Petition form to petition the academic dean to take more than 22 credits in one semester. The General Petition form is found at <https://minnesotanorth.edu/academics/records/student-forms/>.

## 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:

- Internal College Assessment: may include, but are not limited to, credit by exam, prior learning portfolio assessment, individualized subject-area assessment, group or seminar assessment, and competency-based assessment. An internal college assessment fee may be assessed, regardless of the grade earned.
- External Assessment: may include, but are not limited to, national standardized assessments; work languages seals and certificates; industry recognized credentials, licenses, and certifications; and noncredit instruction in programs such as registered apprenticeships, continuing education, and customized training.

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

Additional information about Credit for Prior Learning can about found at <https://minnesotanorth.edu/academics/transfer-information/>.

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 a Request to Audit form at <https://minnesotanorth.edu/academics/records/student-forms/>. 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

### Add/Drop Policy

- For courses greater than four (4) weeks in length, students are permitted to add/drop courses up through the first five (5) business days of the semester, or one business day after your first class meets, whichever is later.
- For courses four (4) weeks or less in length, students are permitted to add/drop courses through one (1) business day following the first meeting of the course.
- Dropping a course within the add/drop period will result in a full refund of tuition of fees.
- Students are financially obligated for all classes not dropped within the add/drop period and the courses will remain on their academic record.
- Failure to attend class does not qualify as a drop. **Unless you officially drop a course, you are responsible for full tuition and fees.**

### 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 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.
- Students must contact their counselor or advisor to officially withdraw from courses.

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.

## Withdrawing from the College

Students needing to initiate a withdrawal from all their courses should make an appointment with their counselor or advisor at <https://minnesotanorth.edu/student-services/academicadvising/> to officially withdraw from all classes.

Withdrawing may have an impact on student repayment of financial aid, eligibility to receive financial aid and satisfactory academic progress. 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.

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.

## **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 Associate of Arts program planner contains a complete listing of all MnTC courses and corresponding goal areas. The program planner can be found at <https://minnesotanorth.edu/academics/program-planners/>.

### **Degree Requirements**

The requirements for the AA, AS, and AAS degrees, diplomas and certificates are detailed in the on the Minnesota North College website at <https://minnesotanorth.edu/academics/program-planners/>.



Please consult an academic advisor or counselor 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 and 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/FN/FW = 0 grade points per credit**

**I (Incomplete) = no grade point value**

**NC (No Credit) = no grade point value**

**P (Pass) = no grade point value**

**W (Withdraw) = no grade point value**

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.

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 grade does calculate in the grade point average, and 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 grade does calculate in the grade point average and may result in a recalculation of financial aid. 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 available to students in eServices 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.

### **Academic Forgiveness Policy**

Academic forgiveness provides an undergraduate student a one-time opportunity for a second chance at academic success by establishing a new grade point average. The Academic Forgiveness Policy acknowledges that sometimes students' academic careers can be negatively impacted by various factors, thereby limiting future academic opportunities. It is intended for students who are now in a better position to achieve their educational goals and would benefit from a fresh start to part or all of their Minnesota North College academic record.

For purposes of this policy, Minnesota North College academic record includes all student academic records from the legacy institutions of Hibbing Community College, Itasca Community College, Mesabi Range College, Rainy River Community College, and Vermilion College.

#### **Policy Information:**

1. The student must have at least a 3-year continuous break from credit-based coursework at Minnesota North College or the legacy institutions and afterward completed a minimum of twelve (12) credit hours from Minnesota North with a minimum of 2.0 grade point average and a 100% completion rate before requesting academic forgiveness.

2. The eligible student will need to identify a specific term prior to the 3-year period of absence. All term grades earned prior to this point in time will be excluded from the GPA calculation.
3. Courses and grades used to satisfy any graduation requirement, including prerequisites, admission to specific programs, graduation, etc. are not eligible for Academic Forgiveness, including those earned from the legacy institutions.
4. A student can only be granted Academic Forgiveness once.
5. All course titles and grades will remain on the transcript; only the cumulative GPA and the applicable semester(s) GPA is(are) recalculated.
6. Courses that have been granted academic forgiveness will be counted in calculation for Financial Aid. Federal financial aid regulations do not recognize Academic Forgiveness.

Students apply for academic forgiveness utilizing the [General Petition Form](#).

### Dean's List Policy

Students earning a GPA of 3.25 or above for an academic semester will be placed on the Dean's List to recognize their above-average academic performance. Students need to earn at least 12 earned credits (A,B,C,D,F), not including incomplete (I) grades, as of the last day of the semester to be eligible.

The list may be announced on the webpage and sent to area newspapers for publication.

## Academic Honesty and Integrity

Minnesota North College is committed to academic honesty and integrity; as such, the College will provide students with the necessary knowledge and skills to meet their academic requirements with honesty and integrity.

### Definitions

No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as academically dishonest. Academic dishonesty includes, but is not limited to, the following:

- **Plagiarizing**, which is the use of another person's, including another student's, ideas and/or words without proper citation and reference. 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. The College extends the concept of plagiarism to include issues of copyright and trademark infringement.
- **Cheating**, which may include
  - Acquiring and/or possessing a non-administered test(s) or other academic materials, and/or distributing these materials without explicit permission from the instructor.
  - Copying from another student's test paper and/or collaborating during a test with any other person by giving or receiving information without authority.
  - During a test, using materials not authorized by the instructor.
- **Selling or giving an assignment** (e.g., theme, report, term paper, essay, painting, drawing, sculpture) to another student for use in a course.
- **Collaborating** in the completion of course work 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.

- Submitting an assignment prepared totally or in part by someone else.**
- Submitting nearly identical work** that one has previously offered for credit in another course without prior approval of the instructor.
- Violating authorized guidelines** established by instructors for individual assignments.
- Sabotaging or damaging** the work of others.
- Using Artificial Intelligence** to write any portion of a paper or assignment without the consent or direction of the instructor for its use.

### Penalties

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 or lower grade on submitted course work
- Lower grade in the course
- Failure of the course without the ability to withdraw; this decision is made in consultation between faculty and academic dean.
- Dismissal from a program; this decision is made in consultation between faculty and academic dean.

Additional Student Code of Conduct sanctions may also be imposed. Externally accredited programs may have additional guidelines.

### Appeals

Students have the right to appeal decisions regarding academic dishonesty by following the College's 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.

### Classroom Civility

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.

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 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. In the event a student is notified and/or removed for extreme disruptive behavior, the student will be referred to the appropriate academic administrator and/or Conduct Officer and 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

## Satisfactory Academic Progress

**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.

<b><u>Cumulative Registered Credits</u></b>	<b><u>Cumulative Completion Rate</u></b>
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.

### **3. Evaluation Period:**

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

### **4. 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.

## 5. **Suspension Appeals and Probation:**

### A. **Academic Appeals:** available at:

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

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 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.

### B. **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.

#### **6. 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.

#### **7. 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.

#### **8. 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 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.

**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.

*Adopted: 05/23/2022*

# FINANCIAL

## Financial Aid

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.

## 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 at: <https://minnesotanorth.edu/admissions-aid/financial-aid/>

## Tuition and Fees

The tuition and fee structure is approved by the Minnesota State Colleges and Universities Board of Trustees.

Tuition and fee rates can be accessed at <https://minnesotanorth.edu/student-services/businessoffice/tuition-and-fees/>.

## Tuition

Tuition is charged on a per credit basis. Tuition categories include resident, reciprocity, non-resident, and international rates.

Differential course or program tuition is charged when special circumstances exist. These circumstances may include, but are not limited to, an extraordinary cost of offering a course or

academic program (I.e., need for specialized equipment and supplies, accreditation standards, delivery methods).

### **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 a college.

For additional residency information or to complete the Petition for Minnesota Residency Form access <https://inoweform.campus.mnsu.edu/imagenowforms/webform/c984fda3-e2fa-4864-919d-1a33c312980a/>.

### **Tuition Reciprocity**

Reciprocity agreements exist between the state of Minnesota and the states of North Dakota, South Dakota, Wisconsin, and the Midwest Compact states (Indiana, Kansas, Missouri, Nebraska and Ohio). Students of these states and the provinces of Manitoba or Ontario are permitted to pay a special approved tuition rate. Reciprocity application forms are available from high school counselors, or online.

For additional reciprocity information see the Minnesota Office of Higher Education website at <https://www.ohe.state.mn.us/mPg.cfm?PageID=813#:~:text=Minnesota%20has%20ongoing%20reciprocity%20agreements%20with%20Wisconsin%2C%20North,attend%20a%20public%20institution%20in%20the%20other%20state.>

### **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 persons not meeting Minnesota residency requirements or not meeting reciprocity requirements will be assessed non-resident rates.

## **Fees**

### **Required Fees**

- Parking Fees
- Statewide Student Association Fees
- Senior Citizen Fee in Lieu of Tuition
- Late Fees

### **Campus Discretionary Fees**

- Student Life / Activity Fee

- Technology Fee
- Residential Learning Community Fee

### **Personal Property Charges, Service Charges, and Assessments**

Personal property and service charges for the cost of property retained by the student and services received by the student are assessed to all students attending courses that have additional charges indicated in the schedule. Personal property charges may cover such things as tools, workbooks, materials, etc. Service charges may include such things as background checks, special testing or certification; instructional costs not covered by tuition; and actual course-related costs required for transportation, housing, and food for travel or experiential courses. These charges vary by course and are subject to change.

<https://minnesotanorth.edu/student-services/businessoffice/tuition-and-fees/>.

<https://www.minnstate.edu/board/policy/511.html>

Information on fee use is available at <https://minnesotanorth.edu/student-services/businessoffice/business-faq/>.

## **Paying for College**

### **Registration Cancellation / Drop for Non-Payment**

Pursuant to Minnesota State Policy 5.12 to stay enrolled in registered classes students will be required to complete one of the following by 11:59 p.m. of the 5<sup>th</sup> day of the academic term:

- Pay tuition and fees in full; or
  - Pay 15% of tuition and fees due for the term or make a \$300 down payment towards tuition and fees, whichever is less, or
  - Complete a Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://www.studentaid.gov) allowing 7 business days for Minnesota North College to receive the necessary Institutional Student Information Record (ISIR); or
  - Enroll in a Nelnet tuition and fee payment plan; or
  - Receive an approved waiver, 3<sup>rd</sup> party authorization (i.e., Veteran's Educational Benefits, Vocational Rehabilitation Funding, AmeriCorps, etc.), or scholarship. Supporting documentation must be on file with the Minnesota North College Business Office.
- Students will receive an electronic notification sent to their college email prior to registration cancellation.

### **Senior Citizen Charges and Fees**

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.

In addition to the \$20 per semester credit administrative fee charged to senior citizens to be enrolled in credit courses on a space-available basis after all students who pay regular fees have been accommodated, Minnesota Statute §135A.51 includes special provisions regarding charges assessed to senior citizens for accessing higher education courses and programs.

Specific information related to senior citizen fees and charges is available at <https://minnesotanorth.edu/student-services/businessoffice/business-faq/>.

### **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.

### **Student Payment Options**

Payment options are as follows:

- Online through e-Services (login required)
- At any Minnesota North College campus bookstore
- By telephone with a credit/debit card (218-403-9201)
- By mail with a check or money order payable to Minnesota North College and mailed to:

Minnesota North College  
Business Office  
1515 E 25<sup>th</sup> Street  
Hibbing, MN 55746

Additional payment information is available at <https://minnesotanorth.edu/student-services/businessoffice/business-faq/>.

### **Payment Due Date**

Pursuant to Minnesota State Board Policy 5.12 full payment is due on the twenty-fifth business day of the term unless the student has an active and current approved payment plan.

Pursuant to Minnesota Statute 16D.04, subd.2, delinquent accounts must be referred to the Minnesota Department of Revenue for collection. At least 20 days before the debt is referred for collection Minnesota North College will send notice to the student via U.S. mail to the student's last known address.

### **Payment Plans**

In accordance with Minnesota State Policy 5.12 Minnesota North College has made arrangements with Nelnet Campus Commerce to provide student payment plans. Students can access Nelnet payment plans through E-Services.

Additional Nelnet payment plan information, including the enrollment process, is available at <https://minnesotanorth.edu/student-services/businessoffice/business-faq/>.

## Deferment

In accordance with [Minnesota State Policy 5.12](#), the Minnesota North College President or designee may grant short-term tuition and fee payment deferrals in cases where, due to exceptional circumstances, a student needs additional time to arrange third-party financing or otherwise satisfy a tuition and fee balance due.

## Business Office Holds

Business office holds will be placed on all past due student accounts with balances of more than \$500. Pursuant to System Procedure 7.6.2 holds must be placed on student accounts prior to the start of registration for the next term(s).

A business office hold will prevent a student from registering and from receiving an official transcript.

Additional hold information can be accessed at <https://www.minnstate.edu/board/procedure/706p2.html>.

## Late Fee

A \$50 late fee shall be applied to past due student account balances where the unpaid balance is \$100 or more. A late fee can be avoided with an active and current approved payment plan.

Students will receive an electronic notification sent to their college e-mail prior to the assessment of late fees.

## Tuition Refund

After the college's free add / drop period, only students who completely withdraw from for-credit courses through the formal drop / withdrawal process will receive a refund in accordance with the following schedule.

Fall and Spring Academic Terms:

- 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 20<sup>th</sup> business day: 25 percent refund
- Withdrawal after the 20th business day: 0 percent refund
  
- Summer Session and Other Terms at Least 3 Weeks in Length but less than 10 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

Class Terms Less than 3 Weeks in Length

- Withdrawal through 1st business day: 100 percent refund
- Withdrawal from 2nd through 3rd business day: 50 percent refund

Withdrawal after 3rd 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.

The college cannot send refunds to parents or others who may have paid on a student account. Refunds will be issued using the same tender type as the original payment. Refunds for payments made by cash or check are sent through direct deposit, if enrolled. If the original payment was made by credit card, whenever possible, refunds will be processed to the original card used for payment.

## 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 at <https://minnesotanorth.edu/admissions-aid/financial-aid/>.

## 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 and Textbooks**

Minnesota North College has a Campus Store at each campus location where students can purchase school-related supplies, Minnesota North College apparel, 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](mailto:ITsupport@minnesotanorth.edu) for assistance.

## Emergency / Weather Closing and Drills

If a weather emergency situation develops, campus officials will consult with local authorities, to determine whether to cancel classes or to close a campus. Class cancellations are announced at [www.minnesotanorth.edu](http://www.minnesotanorth.edu). If a campus is closed, classes at that campus are canceled. If a campus is closed and it is either a sending or receiving location for an online synchronous class, then that class is canceled at all campus locations.

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:  
firstname.lastname@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. 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](http://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/>.

## Student Right to Know

The following Student Right to Know information by campus can be found by visiting:

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

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

## Athletic Equity Report

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 re-

port by October 15 and enter those data to the U.S. Department of Education via an online mandatory survey.

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.

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**

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.

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

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: <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

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.

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

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 in a program. Students should always contact the appropriate licensing agency in the state in which they plan to seek employment to determine requirements and ensure program compatibility. More information and a listing of programs that may require professional licensure please visit the Accreditation page on the college website <https://minnesotanorth.edu/about/accreditation/>.

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

If a complaint cannot be resolved at the college level, you may contact the Minnesota Office of Higher Education ([www.ohe.state.mn.us](http://www.ohe.state.mn.us)) or the Higher Learning Commission ([www.hlcommission.org/Student-Resources/complaints.html](http://www.hlcommission.org/Student-Resources/complaints.html)).

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.

## 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 to 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 Statue 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. 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](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.

## **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](http://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](http://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](http://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](http://www.minnstate.edu/board/policy/1b03.html)

### **1B.3.1 Sexual Violence Procedure:**

[www.minnstate.edu/board/procedure/1b03p1.html](http://www.minnstate.edu/board/procedure/1b03p1.html)

## **Minnesota North 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](mailto:Richard.kangas@minnesotanorth.edu)

218-322-2319

Employee Contact: Carmen Bradach

[Carmen.bradach@minnesotanorth.edu](mailto:Carmen.bradach@minnesotanorth.edu)

218-550-2502

## **Minnesota North College Confidential Resources**

In support of Minnesota State Statute 135A.15 Sexual Harassment and Violence Policy ([www.revisor.mn.gov/statutes/?id=135A.15](http://www.revisor.mn.gov/statutes/?id=135A.15)) the following staff are considered confidential resources for victims of sexual violence or sexual harassment. 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](http://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](mailto:Richard.kangas@minnesotanorth.edu)

218-322-2319

### **Deputy Title IX Coordinator:**

**Itasca:**

Lisa Marcis

[Lisa.marcis@minnesotanorth.edu](mailto:Lisa.marcis@minnesotanorth.edu)

**Rainy River:**

Brad Krasaway

[Bradley.krasaway@minnesotanorth.edu](mailto:Bradley.krasaway@minnesotanorth.edu)

**Hibbing:**

Aaron Reini

[Aaron.reini@minnesotanorth.edu](mailto:Aaron.reini@minnesotanorth.edu)

**Mesabi Range – Virginia:**

Jodi Pontinen

[Jodi.pontinen@minnesotanorth.edu](mailto:Jodi.pontinen@minnesotanorth.edu)

**Mesabi Range – Eveleth:**

Jessalyn Sabin

[Jessalyn.sabin@minnesotanorth.edu](mailto:Jessalyn.sabin@minnesotanorth.edu)

**Vermilion:**

Chris Koivisto

[Christopher.koivisto@minnesotanorth.edu](mailto: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](mailto:carmen.bradach@minnesotanorth.edu) 1515 East 25<sup>th</sup> 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](mailto: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](mailto: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](mailto: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.

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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.



### **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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