2006-2007 ACADEMIC CALENDAR

FALL SEMESTER 2006

Faculty In-Service Days*  Tue-Fri, Aug 22-25
New Student Orientation (TRF Only)  Friday, Aug 25
Fall Semester Begins  Monday, Aug 28
Last Day to Drop/Add a Class Without a Charge  Friday, Sept 1
Last Day to Drop/Add an On-Line Class  Friday, Sept 1
Labor Day Holiday*  Monday, Sept 4
Minnesota State College Faculty Days*  Thur-Fri, Oct 19-20
Last Day to Withdraw From a Class  Wednesday, Nov 1
Last Day to Withdraw From an On-Line Class  Monday, Nov 6
Veteran’s Day Holiday*  Friday, Nov 10
Thanksgiving Holiday*  Thur-Fri, Nov 23-24
Final Exams  Tue-Fri, Dec 19-22
End of Fall Semester  Friday, Dec 22

SPRING SEMESTER 2007

Faculty In-Service Days*  Wed-Fri, Jan 10-12
Martin Luther King Jr. Holiday*  Monday, Jan 15
New Student Orientation (TRF Only)  Tuesday, Jan 16
Spring Semester Begins  Tuesday, Jan 16
Last Day to Drop/Add a Class Without a Charge  Monday, Jan 22
Last Day to Drop/Add an On-Line Class  TBA
President’s Day Holiday*  Monday, Feb 19
Spring Break*  Mon-Fri, March 12-16
Last Day to Withdraw From a Class  Wednesday, March 28
In-Service Day*  Monday, April 9
Last Day to Withdraw From an On-Line Class  TBA
Final Exams  Mon-Thu, May 14-17
End of Spring Semester  Thursday, May 17
Graduation (TRF)  Thursday, May 17
Graduation (EGF)  Friday, May 18
Faculty In-Service Day*  Friday, May 18

Visit www.distance.minnesota.edu for the complete On-Line Course Calendar.

* Denotes days when no classes will be held
LETTER FROM THE PRESIDENT

Whatever our previous paths, we have all chosen to be at Northland Community and Technical College. I am here in my first year as the president of this fine college. I was attracted by the exciting and innovative programs, the highly qualified and committed faculty and staff, and the warmth of the communities of northwest Minnesota. I am committed to assuring that the educational experience students have at NCTC is exceptional!

As a student, you may be here because of the fine reputation of the college’s transfer degree program. You may have decided to prepare for a career in one of our many professional technical programs. You may be exploring options for your future and determining what your interests are. You or your employees may need continuing education and training to remain competitive. The opportunities for learning and student involvement with the college and its communities are great.

Whatever your reasons for attending, I welcome you and encourage you to explore all the options Northland Community and Technical College has to offer. Our mission statement assures that we are “dedicated to creating a quality learning environment for all learners.” That means that our staff and faculty will help you with every phase of your educational program. We will meet you where you are now and help you get to where you want to be.

All the best in this new academic year.
Dr. Anne K. Temte
President

NCTC MISSION STATEMENT
Northland Community and Technical College is dedicated to creating a quality learning environment for all learners through partnerships with students, communities, businesses, and other educational institutions.

NCTC VISION STATEMENT
Northland Community and Technical College will be widely recognized as a progressive leader in community and technical college education, responsive to the needs of our learners through the use of partnerships, innovation, and technology.
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ACADEMIC

ACADEMIC ADVISING
It is Northland Community and Technical College’s philosophy that academic advisement is essential to the growth and development of each individual student. Each student will be assigned an advisor who will assist the student with scheduling and academic issues.

It is the student’s responsibility to meet with their assigned advisor prior to registration.

ACADEMIC DISHONESTY
Academic dishonesty refers to misconduct related to academic assignments or examinations, plagiarizing or other misconduct directly related to the academic learning experience. Plagiarism is the unacknowledged use of another person’s work (either word for word or in the substance of an idea) in one’s own work offered for credit. Plagiarism, cheating, and possession and/or distribution of unadministered examinations may be handled as a scholastic matter (i.e. failing the assignment and/or the course) or as a disciplinary matter in accordance with the Student Code of Conduct. Academic dishonesty or cheating includes, but is not limited to:

- Copying from another student’s test paper and/or collaboration during a test with any other person by giving or receiving information without authority; using materials during a test not authorized by the instructor.
- Stealing, buying, or otherwise obtaining all or part of an unadministered test or information about said test.
- Selling, giving, or otherwise supplying to another student for use in fulfilling an academic requirement, any theme, report, term paper, painting, drawing, sculpture, or other work of art; or submitting as one’s own, in fulfillment of an academic requirement, any theme, report, term paper, essay, or other written work, painting, drawing, sculpture, or other work prepared totally or in part by another.
- Submitting nearly identical work that one has previously offered for credit in another course, without prior approval by the instructor.

If a student disagrees with charges of academic dishonesty policy against him/her, they must meet with the instructor and attempt a resolution. If the student and the instructor cannot come to a resolution the student may appeal the decision through the appeal process.

All reports of student academic honesty/integrity misconduct should be reported to the campus Dean of Academic Affairs.

East Grand Forks:
Mike Normandin Interim Dean of Academic Affairs
Room #: 104 (218) 773-4800 mike.normandin@northlandcollege.edu

Thief River Falls:
Dr. Jeffery A. Thomas Dean of Academic Affairs
Room #: 461D (218) 681-0852 jeffery.thomas@northlandcollege.edu
ACADEMIC PROGRESS

Introduction
Standards of academic progress are established to require students to progress satisfactorily and timely toward the completion of their degree, diploma or certificate. Additionally, federal regulations require that recipients of federal and/or state financial aid make satisfactory academic progress towards a degree, diploma or certificate to remain eligible for aid. In compliance with federal regulations, the college has established and will apply the following standard of academic progress to all students. The qualitative and quantitative standards of this policy are cumulative and include all periods of enrollment, whether or not a student received financial aid. The Registrar’s Office is responsible for implementing and monitoring the satisfactory academic policy.

Students are responsible for their academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with their advisor or a counselor to ensure that they are successfully completing graduation requirements and maintaining satisfactory progress.

Qualitative Measure (GPA)
All students are required to maintain the following minimum GPA levels:

- Any student who has attempted 1 to 16 cumulative credits must earn a minimum cumulative GPA of 1.75
- Any student who has attempted 17 or more cumulative credits must earn a minimum cumulative GPA of 2.0

Grades of A, B, C, D, and F shall be included in the GPA calculation.

Quantitative Measure (Completion Percentage)
All students are required to successfully complete a minimum of 67% of cumulative attempted credits. Successfully completed credits include A, B, C, D, and P.

Maximum Time Frame
Students whose cumulative attempted credits exceed 150% of the credits required to complete their intended degree, diploma or certificate are not eligible for financial aid. Up to 30 remedial and developmental credits shall be excluded from maximum time frame calculation. Maximum time frames for students with one program change, students pursuing double majors, students enrolled in consecutive programs or with previous degrees may be based on specific curricular requirements.

Evaluation Period
Satisfactory academic progress will be evaluated for all students with registered credits at the end of each semester; fall, spring and summer. Any non-standard session courses shall be evaluated during the semester in which they are transcripted. Programs less than one year in length will be evaluated at the midpoint of the program.

Failure to Meet Standards (Suspension and Probation)
Maximum Time-Frame Failure: If at the end of the semester, a student has failed to meet the maximum time frame measurement, the student shall be suspended from financial aid eligibility immediately upon completion of the evaluation.
Probation: If at the end of the semester, a student has failed to meet the required cumulative GPA and/or completion percentage, the student shall be allowed to enroll and retain their financial aid eligibility under probationary status for one semester. Students on probation are encouraged to meet with their advisor and complete an Academic Improvement Plan at the beginning of the probationary semester. This document will be placed in the student’s file.

Suspension: A student on probation, who fails to meet required cumulative GPA and/or completion percentage, shall be placed on suspension unless requirements of continued probation status are met. The earliest that a student suspended for the first time may reenroll at NCTC is as follows: if suspended after spring or summer semester, the student may enroll the following spring semester; if suspended after fall semester, the student may enroll the following summer semester. The second suspension will be for one calendar year. The third suspension is permanent.

Continued Probation Status: A student who has been on probationary status and has met the institution’s GPA and completion percentage standards for all courses for which they were enrolled for the probationary period but have not met the cumulative standards shall be allowed to retain their enrollment and financial aid eligibility under a “continued probation status”, until such time as:

1. the student has met the cumulative GPA and completion percentage standards, at which time enrollment and financial aid eligibility will be reinstated, or
2. the student fails to meet GPA or completion percentage standards for the courses in which they were enrolled during the probationary period, at which time NCTC shall suspend the student from enrollment and financial aid eligibility immediately, or
3. NCTC determines that it is not possible for a student to raise their GPA or course completion percentage to meet the satisfactory academic progress standards before the student would reach the end of the program for which they are receiving financial aid, at which time NCTC shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

Students on continued probation are encouraged to meet with their advisor and complete an Academic Improvement Plan at the beginning of the probationary semester. This document will be placed in the student’s file.

Continuation of Students Who Successfully Appeal Suspensions: Students who fail to make satisfactory academic progress and are suspended from enrollment and/or financial aid eligibility have a right to appeal based on unusual or extenuating circumstances. Unusual or extenuating circumstances may include but are not limited to the following: death of a relative, illness, injury, or hospitalization of the student. If an appeal is approved, NCTC shall permit the student to retain enrollment and/or financial aid eligibility under an appeal status for an additional semester. The student may be required to sign a Satisfactory Academic Progress Contract and comply with conditions determined by the committee, advisor, or counselor. These conditions may include but are not limited to the following:

1. a restriction on the number of credits taken, and/or;
2. a requirement that certain courses be registered for, and/or;
3. required class attendance, and/or;
4. scheduled meetings with a counselor or advisor to review student progress.

The specific minimum academic standards that the student must meet during the semester shall be communicated to the student in writing as part of the appeal resolution process. At the end of the appeal period, a student who has met the minimum agreed upon academic standards for that period shall have their appeal status extended for an additional semester. A student who fails to meet the minimum agreed upon academic standards during the appeal period shall be removed from appeal status and their enrollment and financial aid eligibility shall be suspended.

Suspension of Students for Extraordinary Circumstances: NCTC may immediately suspend students from financial aid eligibility in the event of extraordinary circumstances which may include but are not limited to the following:

1. previously suspended students who have been reinstated whose academic performance falls below acceptable standards during a subsequent semester;
2. students who register for courses, receive financial aid, and who do not attend classes; and
3. students whose attendance patterns appear to abuse the receipt of financial aid.

Notification
Students will be notified of their probationary or suspension status in writing as soon as possible after the end of the semester. Notifications will be sent prior to the 5th day of the following semester.

Appeals
Appeal for Reenrollment
Any student who has been suspended due to failure to make satisfactory academic progress may appeal their ability to enroll in courses by using the college Academic Appeal Procedure. The student must complete the Appeal Form accurately and submit the form to the campus registrar. If the student wants to present their case in person to the Academic Appeal committee, they must notify the campus registrar of that decision at the time the appeal is submitted. The Academic Appeal committee will notify the student of the outcome in writing. Approval of an appeal to reenroll does not affect financial aid status. A separate process exists to appeal for reinstatement of financial aid. This process is explained in the next section.

Appeal for Reinstatement of Financial Aid
Any student who has been suspended from financial aid eligibility may appeal their ability to receive financial aid directly to the financial aid director by using the Appeal/Petition for Reinstatement of Financial Aid Form. The student must complete the Appeal/Petition Form accurately and submit the form to the financial aid office; the financial aid director will notify the student of the outcome in writing.

A student who files an appeal with the financial aid director requesting to have financial aid reinstated and is denied, may appeal the financial aid decision by using the college Student Appeal/Petition Form within five days of receiving the financial aid director's decision. The student must complete the Student Appeal/Petition Form accurately and submit the form to the campus registrar; the
student must attach a copy of the denied appeal/petition for reinstatement of financial aid; if a student wants to present their case in person to the College President, they must notify the campus registrar of that decision at the time that the appeal is submitted; the College President will notify the student of the outcome in writing.

Appeals will be granted in situations that demonstrate unusual or extenuating circumstances. Unusual or extenuating circumstances may include but are not limited to the following: death of a relative, illness, injury, or hospitalization of the student. It is required that students attach appropriate supportive documentation, such as doctor’s statements to their Appeal Form. The decision of the College President is final and binding.

Reinstatement
A student who has been suspended from enrollment may return to the college after an appeal has been approved or the period of suspension has passed. The student will remain on continued probation status and may be required to sign a Satisfactory Academic Progress Contract and comply with conditions determined by the committee, advisor or a counselor. These conditions may include but are not limited to the following:

• a restriction on the number of credits;
• a requirement that certain courses be taken;
• a requirement regarding class attendance;
• a requirement that scheduled meetings occur with a counselor or advisor to review student progress.

A suspended student who has not successfully appealed, but has returned to the college following the period of suspension remains ineligible for financial aid until such time that the student meets or exceeds satisfactory progress standards.

Treatment of Grades

Earned Credits: Successfully completed credits that count toward the required percentage of completion. Earned credits include only A, B, C, D, and P (pass).

Completed Credits: Credits that include A, B, C, D, F, and P. They do not include I (incomplete), W (withdraw), AU (audit), NC (no credit), NP (no pass), Z (grade not yet entered), or GH (grade held – specific to the aviation program) or drops (classes dropped during the drop/add period). Completed credits may qualify for retroactive payment of financial aid.

• Successfully Completed Credits: Credits for which a student receives a letter grade of A, B, C, D, and P are included in the calculation of cumulative completion percentage of credits successfully completed.

• Credits Attempted But Not Successfully Completed: Credits for which a student receives a letter grade of I, NC, NP, W, F, Z, and GH shall be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted as credits attempted.

Incompletes: A grade of “I” may be assigned at the discretion of the instructor in exceptional circumstances and is a temporary grade. It is to be given only to students who cannot complete the course work on schedule because of illness or other circumstances beyond their control. An incomplete grade will automatically become an “F” grade at the end of the next semester if requirements have not
been satisfactorily met. Instructors have the option of setting an earlier completion date.

**Grade Point Average (GPA):** GPA is the quotient of the student’s grade point total divided by the grade point credits. “P” does not carry a grade point value and as such is not calculated in the GPA. A “P” will neither raise nor lower a student’s GPA. However, “P” counts toward registered and completed credits.

**Grade Points:** A letter grade is assigned at the end of the semester for each course in which the student is enrolled. A grade point value for each credit in the course is assigned to each letter grade. Only grades of A, B, C, D and F carry grade point value.

**Grade Point Total:** The sum of grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.

**Fresh Start (Academic Amnesty):** Credits for which students have been granted a Fresh Start (Academic Amnesty) will be recorded and retained in the Student Data System in such a way that they will be included in both the qualitative and/or quantitative measurements of financial aid satisfactory academic progress even though they no longer are considered part of the GPA shown on the student’s transcript.

**Audited Courses:** Audited courses (AU) are not funded by financial aid and are not included in any financial aid satisfactory academic progress measurements.

**Consortium Credits:** Credits for which a student is registered at another college which are accepted by this college for the purposes of processing financial aid and are included for purposes of calculating satisfactory academic progress.

**Remedial/Developmental Courses:** Credits awarded for remedial course work (below 100 level). Students may receive financial aid for these credits up to a maximum of 30 semester credit hours. Grades earned are considered in GPA and percentage completed calculations. Up to 30 remedial and developmental credits shall be excluded from maximum time frame calculation.

**Repeated Courses:** In order to successfully complete a course as defined by program requirements, a student may repeat a course no more than two (2) times. Repeating a course will not remove previous attempts from the student’s transcript. The best grade will become the grade calculated for GPA purposes. All repeated credits are included in the completion percentage calculation for satisfactory academic progress and are taken into consideration when calculating maximum time frame. Courses repeated to improve a grade are not eligible for financial aid.

**Transfer Credits:** Credits earned at another college which are accepted by NCTC. Transfer credits are not considered when calculating GPA or percentage completed. Transfer credits will be counted when calculating the 150% timeframe if the credits apply towards the student’s current degree.

**Withdrawals:** Credits for which a grade of “W” is received are considered attempted credits but not successfully completed for the purpose of monitoring satisfactory academic progress. A “W” does not impact GPA, but does negatively impact the cumulative completion percentage.
ACTIVE DUTY WITH THE ARMED FORCES
Students who are members of any branch of the U.S. military reserves and who are unable to complete a semester due to having been called to active duty shall to the extent possible be provided one of the following options:

1. The student may be given a full refund of tuition. Students receiving financial aid who choose this option should be made aware that they may be liable for any required refunds of state or federal financial aid funds.
2. The student may be given a grade of incomplete in a course and complete it upon release from active duty. Course completion may be accomplished by independent study or by retaking course without payment of tuition. Under federal financial aid policies a course that is retaken this way may not be counted toward a student's enrollment load.
3. If in the instructor's judgment the student has completed sufficient course work to earn a grade of C or better, the student may be given credit for completion of a course.

AUDITING COURSES
Students intending to audit a course (earn no credit) are required to register for the course indicating audit. Auditing students may not need to meet regular course requirements and must confer with the instructor as to their privileges and responsibilities in the course. A student who first registers for credit may change to audit status any time during the first five (5) days of the semester. A student who first enrolls for audit status may change to credit status during the first five (5) days of the semester. Courses audited are not included in determining the total credits earned toward a major or the cumulative grade point average. However, the credit value of any course audited is computed in the assessment of tuition. Upon registration of the course, an entry is made on the student's permanent record along with other classes. "AU" equals audit.

CLASSROOM INSTRUCTION
Each faculty member is expected to use methods and techniques which he or she finds most effective. A faculty member will be expected to conduct class for the entire assigned class period. The faculty member is expected to submit a Request to be Absent form for any day the class does not meet.

DEGREES, DIPLOMAS & CERTIFICATES
The Associate in Arts degree is intended for those students planning to transfer to a four-year college or university and seek a Bachelors degree. The A.A. degree requires a minimum of 64 credits of college level courses. At least 40 of these credits must be chosen from the Minnesota Transfer Curriculum (please refer to the catalog for the specific breakdown of requirements). The other 24 credits may be comprised of any other courses we offer, although a maximum of 16 credits may be chosen from occupational or technical courses. Requirements may vary for out-of-state institutions. Students should always check with their advisor or a counselor if there is any question about transferability of courses.

The Associate in Science degree is awarded for the completion of a two-year occupational or technical program. It is designed for those students desiring employment at the paraprofessional level. Much of the course-work may be transferable should you decide to continue your education at a later time, however, additional general education courses may be needed. This degree requires a minimum of 64 credits. At least 30 of these credits must be chosen
from six areas of the Minnesota Transfer Curriculum. The balance of credits (34) would be comprised of courses in the student's area of specialization.

The **Associate in Applied Science degree** is awarded for successfully completing a program primarily intended to prepare a student for employment. An AAS degree may be designed to transfer to a related baccalaureate major. An Associate in Applied Science (AAS) degree may be awarded after the successful completion of a program of 60 to 72 semester credits and shall include a minimum of 25 percent of the total semester credits in general education credits. General education courses shall be selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum.

A **Diploma of occupational proficiency** is awarded for successful completion of a program intended to provide students with either entry-level employment skills or upgraded employment skills in occupational/technical areas. Diploma programs require a minimum of 30 credits. These credits are not meant for transfer although some credit may be awarded depending on where you transfer.

A **Certificate of completion** is awarded for successful completion of a specialized program of study. A certificate shall include 10 to 30 semester hours of credit.

**DISTANCE EDUCATION PROCTOR POLICY**

The college may allow supervised tests and assessments to be administered by an approved test proctor at an alternate site. Proctors are individuals who supervise course tests and assessments. Proctors have a responsibility to ensure integrity during testing situations and should have no vested interest in student success on the exam.

The college (i.e. course instructor) reserves the right to verify proctor qualifications, require additional evidence of eligibility, or require a different proctor be selected.

The student is responsible for selecting a qualified proctor who then must be approved by the course instructor. Individuals who are eligible for approval include: college or public librarians, high school or college faculty, college testing or learning centers, or education officers in the military.

Individuals who may NOT serve as proctors, regardless of other qualifications, are: relatives, friends, neighbors, tutors, co-workers, or athlete’s coach.

Falsifying proctor information or not following proctor testing procedures is considered a violation of the NCTC Student Code of Conduct and the student may be subject to college sanction (i.e. suspension) or course failure.

**Distance Education Proctor Procedure**

A student enrolled in a distance education course must submit to the faculty member assigned to the course, information about his/her proposed community-based testing environment and proctor through the following procedure:

1. The student locates a proctor candidate and potential test environment that meet specific criteria. Individuals eligible for approval include: college or public librarians, high school or college faculty, college testing or learning centers, or education officers in the military. Individuals who may NOT serve as proctors, regardless of other
qualifications, are; relatives, friends, neighbors, tutors, co-workers, or athlete’s coach.

2. The student submits the proctor information on a form provided by the course instructor during the first week of the semester.

3. The designated faculty for the course evaluates the information and decides on behalf of the college whether the proposed test environment and proctor meet the required criteria and will communicate the approval status of the proctor request to the student.

4. If the designated faculty determines that the proposed test environment or proctor does not meet the college requirements for any reason, the student will be asked to locate a different proctor and to resubmit the new information following the previous steps.

Enrolled students who fail to submit information for approval will be expected to complete all tests and assessments on designated dates at one of the Northland Community and Technical College campuses.

FIELD TRIPS
A field trip is any course-related, off-campus activity involving the students that is organized by the instructor. The field trip policy is developed around the following concepts:

1. The field trip must relate to the course curriculum.
2. The field trip should be used only if the instructor deems it the most appropriate technique available in achieving the instructional goals in question.
3. The use of private vehicles for field trips is prohibited, unless approved, in writing, by college administration.
4. The safety and welfare of participants should always be one of the primary concerns of the staff.
5. Approval for field trips must be obtained from the campus Dean of Academic Affairs after providing necessary information (date, hour of departure, list of students going, time of return, etc.). This approval must be obtained at least one week in advance.
6. Policies in the Student Policy Handbook and Planner are applicable during the trip.
7. Students participating in field trips are required to sign the “Waiver of Liability Assumption of Risk, and Indemnity Agreement – Off Campus Activities” form prior to the activity.

FRESH START
Currently enrolled students who have not attended any college or university for a period of five (5) years or more may petition to exclude selected prior Northland Community and Technical College course work with grades of “D” and “F” from their GPA’s. Such courses and their actual grades appear on the student’s academic record, but letter grades are not calculated for GPA purposes. Excluded courses cannot be used to satisfy any academic requirement. A student may use this option only once by submitting a written request to the Registrar’s Office.

Students that have petitioned for the Fresh Start Policy must demonstrate renewed academic motivation by passing twelve (12) credits with a minimum GPA of 2.0 prior to granting academic forgiveness.
Credits for which students have been granted a Fresh Start will be recorded and retained in the Student Data System in such a way that they will be included in both the qualitative and/or quantitative measurements of financial aid satisfactory academic progress even though they no longer are considered part of the GPA shown on the student’s transcript.

GRADE APPEAL POLICY
Students may appeal a final grade or any grade received on cumulative work calculated into the final grade. All grade appeals must be directed first to the instructor who assigned the disputed grade, as within the College, the faculty retains the responsibility of assigning grades. The College cannot change the grade assigned by an instructor unless presented with clear and convincing evidence that the instructor’s grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the common course outline and course syllabus.

Grade Appeal Procedure
Informal Appeal
1. The student has the responsibility to discuss disagreements over grades received with the instructor who assigned the grade first.

Formal Appeal
1. If the informal process does not resolve the matter, the student may file a formal grade appeal in writing by using the Student Appeal/Petition form. This form must be submitted within 30 days of receipt of the grade to the Registrar’s Office.
2. The Registrar’s Office will forward the appeal to the appropriate Dean of Academic Affairs for consideration.
3. The dean will discuss the issue with the student and the faculty member to gather information and attempt to resolve the issue as appropriate. The dean, at his or her discretion, may also convene an ad hoc committee of faculty to advise him or her in the consideration of the appeal.
4. The dean will make a decision regarding the appeal and notify all relevant parties in writing of the decision within 10 academic days of the receipt of the grade appeal.
5. The student may appeal the dean’s decision within 10 days by writing to the Chief Academic Officer, if there is additional relevant information that supports the appeal.

GRADE POINT AVERAGE CALCULATION
Academic progress will be evaluated 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 point per credit
- F = 0 grade points per credit
A grade point average (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.

When repeating a course, the highest grade will be used to compute the student’s GPA. The student must submit a request to the registrar for a GPA recalculation.

**GRADING**
Northland Community and Technical College uses letter grades to document student academic achievement.

Letter grades to document student academic achievement as follows:
- **A** = Excellent
- **B** = Above Average
- **C** = Average
- **D** = Below Average
- **F** = Failing
- **P/NP** = Pass/No Pass
- **CR** = Credit by Exam
- **AU** = Audit
- **I** = Incomplete
- **NC** = No Credit
- **Z** = In Progress
- **W** = Withdraw
- **R** = Repeat
- **GH** = Grade Held (specific to the aviation program)

**GRADUATION REQUIREMENTS**
Northland Community and Technical College grants certificates, diplomas, Associate in Applied Science, Associate of Arts, and/or Associate of Science degrees for completion of program accordance with all requirements listed below:
- Minimum cumulative GPA of 2.00.
- All coursework required for the program successfully completed 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.
- Graduation applications completed and submitted one semester prior to graduation.
- Programs may have additional program graduation requirements. These requirements are found in the College catalog, program policy manual, and College web site.
- In order to qualify for participation in commencement, a student must have met all the program requirements, be in good academic standing, and have no more than 16 credits remaining to complete or complete all required work by the end of the next semester. These courses must be identified in the graduation plan on file with the Registrar’s office.

Any additional requirements for graduation are specifically outlined for each program. It is the student’s responsibility to understand and meet graduation requirements.
Graduation Residency Requirements
Residence credits are credit hours earned from Northland Community and Technical College. To be eligible for a degree or diploma, a student must earn 15 semester credits (or equivalent) or 1/3 of the credits required for graduation at the granting institution, whichever is greater. In addition, individual programs may require that specific courses be completed in residence.

INCOMPLETE GRADES
Students may request of the instructor that they be assigned a grade of incomplete (I). A grade of “I” may be assigned at the discretion of the instructor in exceptional circumstances and is a temporary grade. It is to be given only to students who cannot complete the course work on schedule because of illness or other circumstances beyond their control. An incomplete grade will automatically become an “F” grade at the end of the next semester if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date.

PASS/NO PASS (P/NP)
Students may enroll in select courses on a “Pass/No Pass” basis. Arrangements to take a course on this basis must be made by the end of the 5th day of the term (check with course faculty to determine availability of this grading option). Once a student has registered to take a course on the “P/NP” basis a student cannot switch back to the regular grading system. The “P/NP” registrant is obligated to complete all course requirements.

- Student may take no more than 1 class per semester on a P/NP basis.
- Students who are on Academic Probation will not be allowed to register for any courses on a P/NP basis.
- No class taken initially for a letter grade may be repeated on a P/NP basis.
- A grade of “P” indicates that the student did at least “C” level work in the course.
- The grade of “P” is not computed in a student’s grade point average, but it is computed in earned credits.
- P/NP grades may or may not be accepted by other institutions and/or academic programs.
- Circumstances which may exempt students from all or a portion of the P/NP grading policy may include customized training, continuing education or management education.

POST SECONDARY ENROLLMENT OPTIONS
For the “Post Secondary Enrollment Options Policy” see page 27.

PRESIDENTS AND DEANS LISTS
Students earning a GPA of 3.5 or above will be placed on one of the academic achievement lists to indicate above-average performance. Only students with at least 12 earned credits (A, B, C, D, and F) and no incomplete (I) grades as of the last day of the semester will be eligible for the academic achievement lists.

The two lists follow the criteria:
- 3.50 - 3.74 semester GPA for the Dean’s List
- 3.75 - 4.00 semester GPA for the President’s List

Each list may be announced and sent to area newspapers for publication.
PROGRAM INTERRUPTION
Northland Community and Technical College’s calendar is subject to modification due to occurrences such as, i.e. fire, flood, labor disputes, interruption of utility services, natural or catastrophic disasters, civil disorders, and war. In the event of such occurrences, the College will attempt to accommodate its students. It does not, however, guarantee that courses of instruction, content goal statements, extra-curricular activities, syllabi or other college programs or events will be completed or rescheduled.

PROGRAM OF STUDY
A student working toward a certificate, diploma or degree will follow the approved program curriculum at the time of acceptance in a major. Students who have maintained continuous enrollment may elect to follow a new approved program curriculum that is adopted during their enrollment. Students who have not attended for one academic year or more must meet the program requirements in effect at the time of their re-enrollment.

REPEATING COURSES
In order to successfully complete a course as defined by program requirements, a student may repeat a course no more than two (2) times. Repeating a course will not remove previous attempts from the student’s transcript. The best grade will become the grade calculated for GPA purposes. All repeated credits are included in the completion percentage calculation for satisfactory academic progress. Certain “activity-based” courses as defined in the catalog, such as: private music lessons, band, chorus, athletics, college newspaper, and certain physical education courses may be repeated for credit. Management education courses as defined in the catalog may also be repeated for credit.

SAFETY GLASSES/EQUIPMENT
Minnesota State Law requires that every person shall wear industrial quality eye protection devices when participating in hazardous training activities and courses. Northland Community and Technical College will comply with the law by requiring that all students in hazardous training activities and courses purchase and wear safety glasses with side shields. Individual programs may have additional requirements for student use of personal protective equipment.

STUDENT COMPLAINTS AND GRIEVANCES
A student has the right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. This policy does not apply to academic grade disputes. Grade appeals must be handled under the Grade Appeal Policy #3430. Students are encouraged to use available informal resolution procedures before filing a complaint or grievance.

STUDENT COMPLAINTS AND GRIEVANCES PROCEDURE
Definitions:
- **Appeal:** A request for reconsideration of a grievance decision under Policy 3240 and Procedure 3240.
- **Complaint:** An oral or written claim concerning a college issue brought by a student alleging improper, unfair or arbitrary treatment.
- **Grievance:** A written claim raised by a student, alleging improper, unfair, or arbitrary action by an employee involving the application of a specific provision of a college rule/regulation or a board policy or
procedure. This policy does not apply to those college rules/regulations or to board policies or procedures that include an appeal or grievance process.

- **Retaliation:** Retribution of any kind taken against a student for participating or not participating in a complaint, or grievance.

- **Student:** An individual who is enrolled in a college, a group of such individuals or the campus student government.

**Notification and Publication:**
Northland Community and Technical College informs students of the established complaint and grievance policy and procedure through the Student Policy Handbook and Planner and through its website.

**Informal Resolution:**
Northland Community and Technical College encourages informal resolution of complaints by requiring that students discuss the complaint with the employee(s), and/or administrator(s). If not resolved through this informal discussion, a complaint may become a grievance if the complaint involves the application of a college rule/regulation or a board policy or procedure.

**Formal Resolution:**
All appeals, complaints, and grievances not resolved informally, must be submitted in writing to the Campus Registrar. Students are encouraged to use the Appeal Form to submit formal appeals, complaints or grievances – they are located in Student Services. Appeals, complaints or grievances are reviewed by standing committees which report their findings directly to the student who has filed the appeal, complaint or grievance. Students may appeal the decision or recommendation through procedural steps listed below.

**Committees:**
Each Northland Community and Technical College campus has established two standing committees to review appeals, complaints and grievances: the Academic Appeal Committee and the Student Appeal Committee. These groups review student appeals if an informal discussion cannot produce an acceptable remedy. A student who feels that their right to an education is being affected unfairly due to the presence of a college academic or non-academic policy or procedure will be directed to the appropriate campus review committee.

**Academic Appeal Committee:**
This committee considers the validity of all student academic appeals. Topics appropriate for review by this committee include, but are not limited to: curriculum and instruction issues, suspension, credit transfer, graduation requirements, withdrawal date deadline adjustments and unresolved academic issues. Membership consists of registrar’s office representative, student services representative, academic dean, member of the academic affairs and standards council, faculty representatives, an ADA specialist, and may include a student representative. Faculty should comprise 50% or more of the Academic Appeals Committee.

The committee chair will be elected by majority vote of the committee (not an administrator). Each member will hold one vote and the elected chair will only vote in the event of a tie. Committee members will refrain from voting if they have a conflict of interest with the issue being discussed. Any committee member
directly involved with the appeal will not be in attendance during the review process.

**Student Services Appeal Committee:**
This committee’s purpose will be to investigate and make recommendations to the College President or designee. Topics appropriate for review by this committee include, but are not limited to: appeals of non-academic college policies and procedures (admissions, computer use, financial, etc). Membership consists of a business office representative, financial aid representative, student services representative, an ADA specialist, faculty representatives, and may include a student representative.

The committee chair will be elected by majority vote (not an administrator). Each member will hold one vote and the elected chair will only vote in the event of a tie. Committee members will refrain from voting if they have a conflict of interest with the issue being discussed. Any committee member directly involved with the appeal will not be in attendance during the review process.

**Steps For Filing**
1. The College Appeal Form (available from Student Services) should be accurately completed and returned to the Campus Registrar’s office along with any supporting documentation.
2. The Campus Registrar reviews the student appeal and assigns it to the appropriate campus committee or administrator.
3. If the appeal is directed to a campus committee, the Academic Appeal Committee or Student Services Appeal Committee appoints a member to gather information pertinent to the appeal and report their findings to the committee.
4. Students have the right to present their case in person to the committee at the committee meeting. Students must notify the campus registrar of their decision to present their case at the time they submit their appeal to the registrar. Students intending to bring another person who can provide information regarding the appeal to the meeting must notify the campus registrar at the time they submit their appeal.
5. The committee reserves the right to include other college personnel in the meeting to address issues of the appeal as needed.
6. The committees review and judge the merits of all information provided.
7. The Student Service Appeal Committee makes recommendations to the Vice President or Dean of Student Services who will inform the student of the outcome in person or by mail within ten days of the committee meeting.
   - The student may appeal the Student Services appeal decision of the Vice President or the Dean of Student Services to the College President within ten days of the VP or Dean of Student Services’ decision.
8. The Academic Appeal Committee informs the student of the outcome in person or by mail within ten days of the committee meeting.
   - The student may appeal the Academic Appeal Committee’s decision to the Chief Academic Officer within ten days of the committee’s decision. The decision of the Chief Academic Officer is final.

Appeals to any administrator or designee must be submitted through the Registrar’s office and should include:
- Student name
- Student program
• Statement regarding why the student feels the committee decision should be reversed, based on what information was not considered.
• Why the student thinks he/she will establish improved and satisfactory academic progress.
• Copy of Academic Contract, if any
• Related correspondence

Retaliation:
No retaliation of any kind shall be taken against a student for participating, or refusing to participate, in an appeal, complaint or grievance. Retaliation may be subject to action under appropriate student or employee policies.

Administrative Complaint Statement and Reference to Policy:
NOTE: Appeals of federal, state, and MnSCU policies and procedures will be directed to the College President or designee for referral to the appropriate federal or state agency.

If the grievance involves a board policy or the actions of NCTC's President or Chief Academic Officer, a student may further appeal the College decision to the chancellor. The decision of the Chancellor is final and binding.

SUBSTITUTION OF REQUIRED COURSES
Students must submit the “Substitution Request” form documenting permission from the program faculty and the Dean of Academic Affairs for course substitution. This request must be submitted to the Registrar’s office prior to the start of the last term of enrollment. The request should address why the substitution is necessary. Substitutions cannot have a negative impact on program learning outcomes. The substitution should be from a related discipline and will not reduce the total number of credits required for graduation from a specific program.

SUPERVISED OCCUPATIONAL EXPERIENCES (SOE)/INTERNSHIPS
Internships can be an important learning experience for students. The major intent of the internship program is to provide a closely supervised bridge from the classroom setting to the world of work. Internships, or technically Supervised Occupational Experiences (SOE), include (but are not limited to) clinicals, internships, practicum, apprenticeships, supervised work experiences, and co-ops.

An SOE at the College is viewed as a valuable partnership between business/industry and education. An SOE option provides an opportunity to function in the work environment as a component of an educational experience.

Internships should meet syllabus and training plan requirements for student outcomes. A completed MnSCU affiliate contract between the College and the applied field affiliate must be on file.

A syllabus and training plan must detail:
• Level of Supervision
• Entrance Requirements
• Learning Outcomes
• Evaluation Standard
Each student participating in an internship must complete a “Waiver of Liability, Assumption of Risk, and Indemnity Agreement – Off Campus Activities” form prior to the internship.

SYLLABUS AND COMMON COURSE OUTLINE
The course syllabus is prepared to provide students with information on the course content, course requirements, and course expectations. Each course syllabus will be developed and/or revised by instructional faculty. The course syllabus is a document that contains elements of the corresponding common course outline*, standards for evaluation of student learning and additional information, which reflects the creative work of the faculty member. Each student will receive a copy of the course syllabus on the first day of attendance.

The faculty member shall, upon request, provide a copy of the syllabus to the College administration, which will be maintained in a master file in a central location on each campus.

*Common Course Outline: The course outline is the document approved by the College Academic Affairs and Standards Council and shall include the course title, course description, prerequisites, total credits, lecture/lab breakdown, and student learner outcomes.

TRANSFER OF CREDIT
Transfer of credit to other colleges varies and is determined by the individual college to which the student is transferring.

Students wishing to transfer credit from another institution to Northland Community and Technical College must request an official transcript of their grades be sent to the admission’s office at the appropriate campus for evaluation.

ADMISSIONS

ADMISSIONS
Northland Community and Technical College is committed to open admissions with the following requirements:

- the basic requirement is a high school diploma or GED certificate,
- a person who has neither a high school diploma nor a GED certificate may be admitted if, at the discretion of the college, that person demonstrates potential for being a successful college student and
- admission to Northland does not guarantee admission to college-level courses, as provided for in NCTC Policy 3340 Assessment for Course Placement.

Admissions Procedure

- **Application Fee and Form:** Northland Community and Technical College (NCTC) charges an admission application fee of $20.00 and shall not process a prospective student’s application until the fee has been paid. NCTC shall not charge an application fee to a student who has previously been admitted to, or has been enrolled at NCTC or Northwest Technical College – East Grand Forks.
Prospective students may apply by using the online application form, by completing the system-wide application or the NCTC paper application. Contact the college if a paper application is desired. The online application may be found at www.northlandcollege.edu

- **Special Student Status:** Northland College may allow students to enroll for courses in a special student status. These students are not candidates for diplomas, certificates or degrees at the college.

- **Admission to a Program:** Prospective students may apply to the College, without regard to race, sex, 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. Academic, fiscal and facilities considerations may limit admission to particular programs or the institution. Admission to the College does not guarantee admission to a specific program.

Students on academic suspension from a Minnesota State College or University, shall not be admitted during the term of that suspension unless they demonstrate potential for being successful in the particular program to which they apply. Students who have been suspended or expelled for disciplinary reasons from any postsecondary institution may be denied admission to Northland Community and Technical College.

Individuals who are denied admission on the basis of the published requirements may file a Student Appeal/Petition Form with the campus Registrar’s Office.

**ADVANCED STANDING**
Advanced standing refers to credit granted by the College for previously gained knowledge and skills that are equivalent to coursework at the College. Such credit may be granted through various means: direct transfer of courses of equivalent nature that were completed at other regionally accredited institutions of higher education; by examination; through evaluation of credit for experiential learning; or through formal Tech Prep agreements with high schools. Such credit granted will appear on the transcript.

The College’s Student Services personnel and appropriate faculty will assess applications for advanced standing at the student’s request. It is the student’s responsibility to provide documentation to support his or her request.

**ASSESSMENT FOR COURSE PLACEMENT**
Northland Community and Technical College, in compliance with MnSCU Board Policy 3.3, requires students to complete an incoming student assessment. The assessment is not used to make admission decisions. The assessment, which includes math, reading, and writing components, is used to ensure that students have or develop skills necessary to be successful with their college-level curriculum.

Students achieving scores below the established minimums will be required to register and successfully complete (“C” or better) at least one developmental course each semester until they have completed all required developmental courses. Satisfactory completion of required developmental courses must be achieved in order to meet graduation requirements.
Circumstances which may exempt students from all or portions of the assessment may include:

- Presentation of evidence of adequate preparation or prior education (e.g. baccalaureate degree, proof of successful completion of college algebra or college composition, presentation of parallel scores on comparable tests, presentation of scores at or above the minimum level on standardized college admissions tests)
- Enrollment in courses or programs specifically designed as customized training, continuing education or management education programs
- Enrollment in one- or two-course program of study

CREDIT BY EXAMINATION
A currently enrolled student in good standing may petition to challenge any course at Northland Community and Technical College. A challenge may be granted with the approval of the instructor and academic dean. The process may be initiated by the student obtaining a Credit by Examination form from the Student Services office to secure approval for such an examination. A fee based on the lecture/lab content of the course will be assessed for the examination. The instructor will be paid for construction and administration of the examination according to the collective bargaining agreement. If the student passes the test, it is recorded as a CR (Credit by Exam) on the student’s transcript. If the student fails the test, the attempt is not recorded on the student’s transcript. Test-out credits will not be counted in the student’s GPA, nor will they factor in the determination of financial aid, but they will be listed on the transcript. There will be no limit on the number of courses of which a student may test out, except that the student must meet the College requirement for credits taken on campus.

A student may not test-out of a course that appears on the student’s record. A student may not repeat a challenge examination.

CREDIT FOR EXPERIENTIAL LEARNING
Students may earn academic credit in certain college courses applicable to their program of study if they have gained skills and knowledge from previous education, job training, self-study, or occupational experiences. In some programs, students may be permitted to start at a more advanced level if they can demonstrate college-level competency similar in nature and quality to the competency they would acquire in courses offered by the College.

Academic credit may be given for credit by examination, proficiency demonstration, and/or college-level experiential learning as documented by portfolio assessment. Students may be charged applicable fees.

DATA PRIVACY POLICY
It is the policy of Northland Community and Technical College to annually inform students and parents of their privacy rights and data practices.

Notification of Rights
The Family Educational Rights and Privacy Act (FERPA) and Minnesota Government Data Practices Act (MGDPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 10 days of the day the College receives a request for access.
Students should submit to the record’s office, written requests that identify the record(s) they wish to inspect. The College official shall provide copies of the private or public data upon request by the individual subject of the data but may be charged for actual costs of copying.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. He/she should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and MGDPA authorized disclosure without consent.

One exception that permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

NOTICE: If the student is currently enrolled in or receiving services from a college or university within the Minnesota State College and University System (“System”), their academic records from that institution are available to officials of other schools within the System while they are in attendance. If they seek or intend to enroll at another institution within the System, their academic records from other institutions are also accessible to officials at the school where they are seeking or intend to enroll. Disclosures of their records to other schools under other circumstances may require their prior written consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northland Community and Technical College to comply with the requirement 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
DIRECTORY INFORMATION
The College may disclose, without consent, “directory” type of information, identified as follows:

- Name
- Email Address
- Hometown
- Dates of Attendance
- Enrollment Status (enrolled, graduated, withdrawn, part-time, full-time)
- Program of Study
- Certificate/Diploma/Degree Awarded
- Honors and Awards Received
- Participation in Recognized Campus Activities/Sports
- Height and Weight of Athletic Team Members
- Photographs and Computerized or Videotaped Images

Directory information is public data unless the student requests any of the data to be treated as private. A request to withhold directory information must be on file with the Registrar’s Office and must be completed annually.

Release of Student Information
The College will not release information, other than what is considered “directory” information, without prior consent from the student. The request to release additional information will be complied with only if the student has signed a Consent of Release form.

Students may obtain a personal transcript anytime upon request to the Registrar’s Office. No one outside the College may obtain data regarding a student’s performance or attendance unless the student so authorizes in writing.

INTERNATIONAL STUDENT ADMISSION
International students are those who do not have United States citizenship, permanent residency, or refugee or political asylum status. International students must complete the College’s International Student Admissions process, including the special application. They also must meet the English language proficiency, academic, and financial support requirements. NCTC issues the Form I-20 for F-1 and M-1 student visas to accepted students. Students who do not need the I-20 are not required to meet the financial, immunization, and health insurance requirements.

English Proficiency Requirements: NCTC requires:
- a minimum TOEFL score of 500 on the paper version of the exam or 173 on the computer version, or
- completion of Level 109 of an approved ELS Language Center, or
- recent completion of a college-level composition course with a grade of “C” or better from a college in the United States.

NCTC will waive the English requirement for any applicant whose native language is English.

Academic Requirements: The minimum academic requirement is graduation from an accredited secondary school or its equivalent. International student applicants must arrange for the NCTC Admission Office to receive official academic records from all secondary, college, university, or professional
institutions they have attended. The College reserves the right to determine the appropriateness of the certification. Photocopies are not acceptable. A certified literal translation must be included with the official document if the record is not in English.

Financial Requirements: International applicants who want the student F-1 or M-1 visa must provide documentation showing that all educational and living expenses will be provided for their first year of enrollment at NCTC (Certification of Finances). International students are expected to have at their disposal sufficient funds to meet all educational and living expenses throughout the time it will take to complete their program objectives. Financial aid is not available for international students through NCTC. Off-campus employment is not available during the first year of academic study. Off-campus employment opportunities are limited after the first year and are subject to the regulations of the U.S. Citizenship and Immigration Services (USCIS). NCTC reserves the right to determine the accuracy of the financial certification.

Immunization Requirements: Minnesota law requires that all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exceptions.

Health Insurance Requirements: Health insurance is required as a condition for enrollment for all international students attending NCTC. All international students are required to purchase the Minnesota State Colleges and Universities international student accident and illness insurance plan, unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that might occur. NCTC is not responsible for any bills due to illness or injury.

ORIENTATION
Except for students enrolled in customized training coursework or off campus management education programs, all students at Northland Community and Technical College are required to attend an orientation.

POST SECONDARY ENROLLMENT OPTIONS
The Post Secondary Enrollment Options Act (MN Statute 1999, 124D.09) "promotes rigorous academic pursuits and provides a wider variety of options to high school pupils by encouraging and enabling secondary pupils to enroll full-time or part-time in non-sectarian courses or programs in eligible post-secondary institutions."

In conjunction with Minnesota State Colleges and Universities System Policy 3.5, Northland Community and Technical College will comply with the PSEO Act by facilitating accessibility of college courses to college-ready high school students.

Eligible Minnesota high school juniors or seniors may enroll in course work through the College as part of the student's full-time high school enrollment. NCTC will evaluate student eligibility, admit students to the College on a provisional basis, register students for courses on a space available basis, inform the student of the support services available at the College, and monitor satisfactory academic progress. Participation in this program requires the approval of the parent or legal guardian and the College. Continued participation requires satisfactory academic progress.
NCTC will offer PSEO students only courses that have been approved by Northland’s Academic Affairs Council. Developmental courses are not covered by the PSEO program. Courses delivered as part of the PSEO program must meet MnSCU and NCTC academic policies and standards. Prior to registering for classes, students are required to take the college assessment. After completion of the assessment, students may register by meeting with their high school counselor or an NCTC academic advisor. PSEO students may enroll in no more than 32 credits per year without approval of the high school. PSEO students are subject to all policies and procedures of the college and are expected to follow the college calendar as to important dates and deadlines.

The College President or designee must approve any deviation from this practice.

**RECIPROCITY**

The State of Minnesota has reciprocity agreements with North Dakota, South Dakota, Wisconsin, Michigan, Missouri, Nebraska, and Manitoba. Even though the MnSCU Board of Trustees has authorized Northland Community and Technical College to charge a single tuition rate to all students regardless of residency, an Application for Reciprocity form must be completed as required by the student’s state of residence.

**TECH PREP ARTICULATION**

In addition to advanced-standing agreements, Northland Community and Technical College will recognize official agreements between high schools and other colleges providing they meet the criteria and conditions of NCTC “Program Articulation Agreement for Advanced Standing.”

**FINANCIAL INFORMATION**

**ABILITY TO BENEFIT**

In order to receive financial aid, federal regulations require students who do not have a high school diploma or GED to pass an independently administered “ability to benefit” test approved by the Department of Education. Students who pass the “ability to benefit” test may be considered for financial aid eligibility. Passing standards will be established by the US Department of Education and published in the Federal Register.

**ATTENDANCE/ACADEMIC ACTIVITY FINANCIAL AID**

As of July 1, 2000, changes in Federal legislation governing Title IV Financial Aid require colleges to recognize student attendance/academic activity in administration of local financial aid programs. A student’s official last date of attendance/academic activity is defined as the date the Campus Registrar’s Office receives official notification of the student’s intent to withdraw.

If a student has not officially withdrawn, the last date of attendance will be validated either by faculty/staff documentation or by applying the midterm date.

**DEFERMENT PAYMENT PLAN**

For Deferment Payment Plan information see the “Registration Cancellation Policy” on page 31.
FINANCIAL AID
Students who want to be considered for financial aid must complete the Free Application for Federal Student Aid (FAFSA), and any other documentation requested. Students should be aware that the initial responsibility for paying for college expenses lies with the student and/or parents.

To assist students in meeting college costs, Northland Community and Technical College offers a comprehensive program of student financial aid. The following programs are available to NCTC students:

Grants
1. Federal Pell Grant
2. Minnesota State Grant
3. Federal Supplemental Educational Opportunity Grant
4. Minnesota Child Care Grant

Employment
1. Minnesota State Work Study
2. Federal Work Study

Loans
1. Federal Stafford Subsidized & Unsubsidized Loans
2. Federal Parent Loans for Undergraduate Students (P.L.U.S.)
3. Student Educational Loan Fund (S.E.L.F.)

Third Party Funding
In addition to the above aid administered by Northland Community and Technical College, there are several agencies that assist students with their educational expenses. These agencies should be contacted directly by the students to determine their eligibility. Examples of these agencies are:

1. Bureau of Indian Affairs (BIA);
2. Concentrated Employment Program (CEP);
3. Division of Rehabilitation Services (DRS);
4. Workforce Investment Act (WIA);
5. State Indian Scholarship

Disbursement of Financial Aid
Financial Aid awarding will start with fall semester and end with summer semester. Students whose financial aid file is not completed by the financial aid priority date (6 weeks before start of semester) may experience a delay in the payment of financial aid. Adding or dropping of classes during the first five days of the semester, which changes the total number of credits attempted, may delay the payment of financial aid. Grants and loans that exceed institutional charges will be made available to students on the 11th day of the semester for those students with COMPLETE financial aid files.

Stafford loans for first-time borrowers who are first-year students at the College will be delayed for 30 calendar days from the start of their first term of enrollment. Students must have completed the entrance loan counseling prior to receiving a loan. After the first term, loan proceeds will be disbursed on the published disbursement dates for the term. All loans will be disbursed in two equal payments. In order to receive a check, students must produce a picture I.D.
Eligibility for Financial Aid
Eligibility for financial aid is determined by a student's enrollment status. Enrollment is defined as follows for all programs except Minnesota State Grant:

- Full-time: 12 or more credits
- 3/4 Time: 9-11 credits
- 1/2 Time: 6-8 credits
- Less than 1/2 Time: 1-5 credits

Students must be enrolled in an eligible program pursuing a certificate, diploma, or degree from the College. Students receiving federal and state financial aid must also maintain satisfactory academic progress, as described in the Academic Progress section of the Student Policy Handbook and Planner. The Financial Aid office monitors satisfactory academic progress each term. Each federal and state financial aid program requires minimum enrollment levels to qualify for at least part-time financial aid, depending on initial eligibility. Students enrolled for less than 6 credits will lose eligibility for loans, and childcare assistance entirely; therefore, it is advisable to check with the Financial Aid office on the campus for assistance with part-time enrollment. Full-time enrollment is defined as twelve credits for Pell Grant recipients and fifteen credits for Minnesota State Grants.

For more information, contact the Financial Aid office for policies and/or procedures regarding financial aid, or refer to the Student Policy Handbook and Planner for current policy guidelines.

Distance Education Course Eligibility
Distance Education courses may be treated differently. Contact the Financial Aid Office for assistance.

Deferment of Tuition, Fees, Books, and Laptops
Students may be eligible to defer the costs of tuition, fees, and books at the beginning of each term, provided they have sufficient financial aid to cover the costs entirely, and they have a complete financial aid file. (A complete financial aid file is defined as one where all required documentation has been received, awards have been determined, and an award letter has been printed.) Students who do not have a complete file by the time classes start, or who do not have sufficient financial aid to cover all the above mentioned costs, will be required to pay for the required books and laptop the first day of the term. Deferment of tuition and fees will then be dependent on whether the College has received results of the financial aid application before the first day of term.

Maximum Allowable Credits to Complete a Major
All students are required to complete their certificate, diploma, or degree within a time frame not to exceed 150% of the published credit length of the program. Financial aid recipients will continue to maintain eligibility as long as they are able to complete their program requirements within 150% of the published credit length of that program. However, students lose their eligibility when it is determined they can no longer complete their program within the 150% time frame.

Return of Funds
If a student withdraws or stops attending prior to the end of a term, the student may be required to repay a portion of the amount he/she received from the financial aid programs. The repayment is based on a proration of the days the student was actually in attendance. Northland Community and Technical College
will use the Federal Return of Funds calculation to determine the amounts to be returned to the appropriate programs.

Withdrawals/Transfers with Financial Aid
Student enrollment status will be determined by the credit load as of the sixth class day of each enrollment period. A student who withdraws from a major at the completion of an enrollment period and who later re-enrolls in another major will re-enroll with the same status (e.g. suspension, probation). Upon a student’s suspension appeal being approved, he/she must contact the Financial Aid office to determine if he/she is eligible to have financial aid reinstated.

LAST DATE OF ATTENDANCE/NO SHOW REPORTING POLICY
For the “Last Date of Attendance/No Show Reporting Policy” see page 58.

REGISTRATION CANCELLATION POLICY
Tuition and Fee Due Date
Payment of tuition and fees is due by the fifth business day of the semester. Students who have not paid in full, do not have a financial aid deferment, or have not established a payment plan will have their registration cancelled. An extension of the payment due date shall be granted for:

- students who have filed and are awaiting properly approved financial aid from federal, state or other third-party sources
- students who are enrolled in the Post-Secondary Enrollment Options (PSEO) program
- students who have been in the military and are awaiting funding from the V. A. and have a deferment in place
- students attending under a consortium agreement with another MN State college or university
- students who have set up a payment plan with FACTS Management Company (available through the online registration website)

The 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. Deferrals must document the reason for and time duration of the deferral and must be signed by the president or designee.

Payment Plans
Students will have the opportunity to set up a payment plan with FACTS Management Company, provided the minimum first payment amount is equal to $300.00 or 15% percent of the total due for tuition and fees. Students will be obligated for classes in which they are enrolled as of the fifth business day of the semester. A payment plan will not be available for students enrolling only in a class of short duration, such as, a course that runs for only half a term.

Registration After The Fifth Day
Late registrants (those registering after the 5th business day of the semester) shall be required to make full payment at the time of registration unless they qualify for a deferment as noted above.

Registration Cancellation Procedure
Students shall be notified at the time they register of the payment options available to them and the “Registration Cancellation Policy”. Students can view their account online through the “Student” tab on the web and accessing “My Account” menu to see their balance due. Students will be given the option to
make electronic payments including one or more of the following choices: debit cards, credit cards (MasterCard or VISA), check cards and electronic checks ("e-checks").

**Web-based Electronic Payment Plan Option**
The college offers students the option of setting up a payment plan to pay for tuition and fees through the use of a web-based payment plan which is accessible through the college website. The college website is connected to the common system-wide e-payment processor selected for this purpose ("FACTS").

At the "My Account" page students can click on the "FACTS E-Cashier Payment Plan" which will take them to the appropriate FACTS page to set up a payment plan. There will be a $25.00 charge for this service.

**Easy Steps for Web-based Electronic Tuition and Fee Payments**
1. Log on to www.northlandcollege.edu
2. Click on ‘My NCTC’, drop down menu will appear, click ‘Registration’.
3. Click on appropriate ‘Campus Online Registration’ and ‘Account Access’.
4. Enter Student ID and PIN and click Login Now.
5. Click on ‘Student’ tab.
6. Click on ‘My Account’.
7. Click on ‘Pay Online’. If needed, follow online instructions.

**Fall and Spring Semesters**
The first payment will be due no later than five business days prior to the first day of the semester. The second payment will be due no later than the end of the fifth week of the semester. The final payment will be due no later than the end of the eleventh week of the semester. The student account must be paid in full prior to registering for the next semester.

**Summer Term**
The first payment will be due no later than five business days prior to the first day of the semester. The second payment will be due no later than the end of the fourth week of the semester. The student account must be paid in full prior to registering for the next semester.

On the second business day of the semester the Business Office will run a list of candidates to be dropped for non-payment. This list will be reviewed by the Financial Aid office, Business office, and the Registrar’s office to verify that these students should be dropped for non-payment on the fifth business day of the semester. Students will be notified by the Registrar’s office that they have been dropped.

Students who have been dropped for non-payment may appeal to the Registrar’s office for reinstatement. Students will be re-enrolled upon approval of the Business Office and/or the Financial Aid office.

**REQUEST FOR COLLEGE WORKSTUDY STUDENTS**
Requests for workstudy should be made to the Financial Aid Office. A job description must be completed by the supervisor which will be added to a jobs list. The jobs list will then be made available to students interested in workstudy. It will be the student’s responsibility to contact the supervisor for an interview. It will be the supervisor’s responsibility to interview interested students and make a
selection to hire a workstudy student. Employees may not hire or supervise students under the work study program who are their family members.

RESIDENCY

Through approval by the Minnesota State Colleges and Universities Board of Trustees, Northland Community and Technical College is authorized to charge a single tuition rate to all students regardless of residency.

Northland Community and Technical College adopts the language from MnSCU policy 2.2

A student's permanent residence is the place to which he/she intends to return after a temporary absence. A student may have only one permanent residence at a time. Students will be eligible for Minnesota residency if they have resided in Minnesota for at least one calendar year immediately prior to enrolling and residency must not be merely for the purpose of attending college. Persons having served in the military shall be considered residents.

Each of the following additional facts and circumstances will be considered when responding to a petition for residency:

- Continuous presence in Minnesota during the period when not enrolled as a student
- Sources for financial support are generated within Minnesota
- Residency in Minnesota of family, guardian, or other relatives or persons legally responsible for the student
- Ownership of a home in Minnesota
- Permanent resident in Minnesota

The following circumstances, standing alone, shall not constitute sufficient evidence of residency but may be considered as part of the petition for residency:

- Voting or registration for voting
- The lease of living quarters
- Statement of intention to acquire residency in Minnesota
- Residency of student’s spouse in Minnesota
- Automobile registration or driver’s license
- Other public records, e.g., birth and marriage records

TUITION & FEES

Tuition and fees are due on the first day of the semester. Students receiving financial aid from the college will have their payment deferred until financial aid is disbursed on the 11th day of the semester. Students receiving financial assistance from some other third party need to provide evidence of funding to the Business Office to avoid having a late fee added to their bill.

Tuition

Tuition rates are proposed by the college on an annual basis and must be approved by the Minnesota State Colleges & Universities (MnSCU) Board of Trustees. Through approval by the Board of Trustees, Northland is authorized to charge a single tuition rate to all students. Different tuition rates may be charged to students taking courses through distance education or via ITV. Some programs may charge different tuition rates based on program costs. Any Minnesota resident 62 years or older may attend classes without payment of tuition or activity fee. This provision is contingent on space availability after all
tuition-paying students have been accommodated. However, an administrative fee will be charged.

**Fees**

Fees to be charged to students.

- **Access Fee.** An Access Fee is charged to all students. Revenue from this fee is used for parking lot and sidewalk construction, maintenance, and improvements. The current charge is $2.00 per credit with a maximum charge of $30.00 per semester, and up to a maximum of $15.00 for summer session.

- **Application Fee.** An Application Fee of $20.00 is charged of all students applying for admission to Northland. NCTC shall not charge an application fee to a student who has previously been admitted to, or has been enrolled at NCTC or Northwest Technical College – East Grand Forks.

- **Student Association Fee.** This fee is determined by the Statewide Student Association and is used to fund activities of the Association. The current charge is $.31 per credit.

- **Senior Citizen Fee (MN residents-62 years of age or older).** This fee is charged of Senior Citizens in lieu of tuition. The current rate is $20.00 per credit.

- **Student Life Fee.** The Student Life Fee is set by each campus’ Student Life Committee and it is used to fund student activities, clubs, organizations, and athletics. For the Thief River Falls campus the current charge is $5.80 per credit for part-time students and $95.00 per semester for full-time students. For students on the East Grand Forks campus the current charge is $2.50 per credit.

- **Technology Fee.** A Technology Fee is charged of all students for the acquisition, upgrading and/or maintenance of technology for academic and student support activities that provide or enhance student access to technology. A Technology Fee advisory committee will make recommendations to the college president regarding expenditure of revenues received from the Technology Fee. Prior to making such recommendations, the technology advisory committee will inform the campus student association of the committee’s recommendations and seek advice and comment. The college president has final authority regarding expenditure of funds received from the Technology Fee. The current charge for the Technology Fee is $8.00 per credit.

- **Late Fee.** A Late Fee of $30.00 will be charged to those students not paying their tuition and fees by the 17th day of the semester unless they have provided evidence that funding is being provided by another agency.

- **Personal Property & Service Charges** include items and services that are retained by the student or are services on the student’s behalf. Charges are determined by the College President and include the following:
  A. Fees for private music lessons. Current charge is $120.00 per credit.
  B. Fees charged for “testing-out” (credit by examination) of a class(es). Currently $30.00 per credit.
C. Student laptop rental. Currently $5.00 per day, $25.00 per week, and $375.00 per semester.
D. Replacement charge for Student ID card is $5.00.
E. Penalty fees for overdue library books/materials.
G. A Professional Liability fee may be assessed to students enrolling in courses requiring clinical/internship experience. The fee is used to purchase professional liability insurance on the student’s behalf.
H. Replacement diploma cost is $20.00.

TUITION AND FEE SCHEDULE 2006-2007

Tuition:

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<table>
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<tbody>
<tr>
<td>Minnesota Residents</td>
<td>$139.00 per credit</td>
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<tr>
<td>North Dakota Residents</td>
<td>$139.00 per credit</td>
</tr>
<tr>
<td>Wisconsin Residents</td>
<td>TBD</td>
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<tr>
<td>Other States</td>
<td>$139.00 per credit</td>
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<tr>
<td>International Students</td>
<td>$139.00 per credit</td>
</tr>
<tr>
<td>Senior Citizens (Space Available)</td>
<td>$20.00 per credit</td>
</tr>
<tr>
<td>Distance Education</td>
<td>$187.00 per credit</td>
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<tr>
<td>Cardiovascular Tech</td>
<td>$180.00 per credit</td>
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Fees:

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<tbody>
<tr>
<td>Access Fee</td>
<td>$2.00 per credit</td>
</tr>
<tr>
<td>• Maximum amount</td>
<td>$30.00 per semester</td>
</tr>
<tr>
<td>• Summer semester</td>
<td>$15.00</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Student Life Fee (EGF)</td>
<td>$2.50 per credit</td>
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<tr>
<td>Student Life Fee (TRF)</td>
<td></td>
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<tr>
<td>• part-time students</td>
<td>$5.80 per credit</td>
</tr>
<tr>
<td>• full-time students</td>
<td>$95.00 per semester</td>
</tr>
<tr>
<td>Student Association Fee</td>
<td>$0.31 per credit</td>
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<tr>
<td>Technology Fee</td>
<td>$8.00 per credit</td>
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Distance Education Fees:

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<tbody>
<tr>
<td>Minnesota On-Line Fee</td>
<td>$5.00 per credit</td>
</tr>
<tr>
<td>Student Association Fee</td>
<td>$0.31 per credit</td>
</tr>
<tr>
<td>Student Life Fee</td>
<td>$2.50 per credit</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$8.00 per credit</td>
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Additional Fees:

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<tbody>
<tr>
<td>Credit by Examination</td>
<td>$30.00 per credit</td>
</tr>
<tr>
<td>Private Music Lessons</td>
<td>$120.00 per credit</td>
</tr>
<tr>
<td>Professional Liability Insurance Fee</td>
<td>$9.75 per year</td>
</tr>
<tr>
<td>Personal Property / Service Charge</td>
<td>Varies by Course</td>
</tr>
</tbody>
</table>
TUITION WAIVER FOR PERSONS UNDER THE GUARDIANSHIP OF THE COMMISSIONER OF HUMAN SERVICES

The college president may waive tuition for persons under the age of 21 who are under the guardianship of the commissioner of human services provided that those persons are qualified for admission to Northland College and that those persons contribute toward their expenses by gainful employment if they are able to work.

The college president may continue to waive tuition for persons removed from the guardianship of the commissioner of human services until they reach the age of 21 provided those persons were under the guardianship of the commissioner of human services when they reached the age of 18, are qualified for admission to Northland College, and contribute toward their expenses by gainful employment if they are able to work.

If the person has attained the age of 21 and has made satisfactory progress in his/her academic program but has not completed the program, the individual may petition the college through their academic program advisor for continuation of the waiver until that program is completed. The academic program advisor will make a recommendation to the president. The decision to continue to waive tuition will be at the discretion of the president.

NONDISCRIMINATION

NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY

Minnesota State Colleges and Universities 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, 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.

Harassment of an individual or group on the basis of race, sex, 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 has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

This policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, MnSCU will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. The system office, colleges and universities shall develop and implement a complaint process to review complaints of discrimination/harassment or sexual violence. This policy supersedes all existing system, college, and university nondiscrimination policies.
All reports of harassment, discrimination and sexual violence should be reported to the College Director of Human Resources:

Becky Holthusen  Director of Human Resources  
Room #: 425 H (TRF)  (218) 681-0844  becky.holthusen@northlandcollege.edu

RACIAL DISCRIMINATION/HARASSMENT
Subpart A. Racial discrimination is prohibited by state and federal law. Racial discrimination is defined as conduct that is directed at an individual because of his/her race, color, or national origin or that of his/her spouse and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

Subpart B. Racial harassment is a form of race discrimination which is prohibited by state and federal law. Racial harassment is defined as verbal or physical conduct that is directed at an individual because of his/her race, color, or national origin or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Racial harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting the educational environment.

SEX DISCRIMINATION/HARASSMENT AND VIOLENCE
Part 2. Definitions.
Subpart A. Sex discrimination is prohibited by state and federal law. Sex discrimination is defined as conduct that is directed at an individual because of his/her gender or that of his/her spouse and that subjects the individual to different treatment so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

Subpart B. Sexual harassment is a form of sex discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose or effect of threatening an individual's employment; interfering with an individual's work or academic
performance; or creating an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student to student, employee to employee, and other persons having business with or visiting the educational environment. Sexual harassment may occur when it is directed at members of the opposite gender or when it is directed at members of the same gender. It includes, but is not limited to:

- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact; physical contact may be appropriate, if necessary to restrain individuals to avoid physical harm to persons or property;
- demands for sexual favors or promises of preferential treatment with regard to an individual's employment or educational status accompanied by implied or overt threats concerning an individual's employment or educational status; or
- unwelcome behavior or words of a sexual nature directed at an individual because of gender.

Subpart C. Sexual violence: Acts of sexual violence are criminal behaviors and create an environment contrary to the goals and missions of the system and colleges and universities. Acts of sexual violence include:

1. Forcible acts, which include non-consensual sexual contact, and/or sexual contact in which the victim is incapable of giving consent (such as when the complainant is under the influence of alcohol or drugs);
2. Nonforcible sex acts such as incest and statutory rape; and
3. The threat of an act of sexual violence. Sexual violence may include, but is not limited to:
   - touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
   - coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
   - coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
   - threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Subpart D. Sexual harassment and violence as sexual abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota State Statute 626.556 (reporting of maltreatment of minors) and Minnesota State Statute 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse.

Subpart E. Nonconsensual Relationships. Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties. The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for
further study or other forms of advancement may greatly diminish the student's actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee's ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perception that a power differential exists between the involved parties which limits the student or employee's ability to make informed choices about the relationship.

Claims of a consensual romantic/sexual relationship will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor or staff who will bear the burden of accountability because of his/her special power and responsibility, and it may be exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks involved in entering into a romantic/sexual relationship where there is a superior/subordinate relationship.

SEXUAL ORIENTATION DISCRIMINATION/HARASSMENT
Subpart A. Sexual orientation discrimination is prohibited by state law. Sexual orientation discrimination is defined as conduct that is directed at an individual because of his/her sexual orientation and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system, colleges and universities or otherwise adversely affects the individual's employment or education.

Subpart B. Sexual orientation harassment is a form of sexual orientation discrimination which is prohibited by state law. Sexual orientation harassment is defined as verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Sexual orientation harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting the educational environment.

DISABILITY DISCRIMINATION/HARASSMENT
Subpart A. Disability discrimination is prohibited by state and federal law. Disability discrimination as defined by law is conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that subjects the individual to different treatment by agents or employees without legitimate non-discriminatory reason so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

Subpart B. Disability harassment is a form of discrimination which is prohibited by state and federal law. Disability harassment is defined as verbal or physical conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Disability harassment may occur in a variety of
relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting the educational environment.

All reports of harassment, discrimination and sexual violence should be reported to the College Director of Human Resources:

Becky Holthusen    Director of Human Resources
Room #: 425 H (TRF)   (218) 681-0844
becky.holthusen@northlandcollege.edu

REPORTING/COMPLAINT OF DISCRIMINATION/HARASSMENT INVESTIGATION AND RESOLUTION

Part 1. Procedure objective.
This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to non-discrimination by providing a process through which individuals alleging violation of system non-discrimination policies may pursue a complaint. This includes allegations of discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, status with regard to public assistance or membership or activity in a local commission. This procedure is not applicable to allegations of sexual violence which should be handled under appropriate system and college or university policies and procedures.

A single act of discrimination may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both.

This procedure shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. In determining whether discrimination or harassment has occurred, the totality of the circumstances surrounding the incident must be carefully reviewed and due consideration must be given to the protection of individual rights, freedom of speech, academic freedom and advocacy.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching, and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation, or coercion. Discrimination and harassment are not within the protections of academic freedom.

Part 2. Definitions.
Subpart A. Designated officer. A designated officer is an individual designated by the president or chancellor to be primarily responsible for investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure. Designated officers may include
individuals in the affirmative action or equity office, the campus security office, the student affairs or student life office, academic or administrative offices of the system office, college, or university. The president or chancellor may designate other individuals to assume the role of the designated officer as deemed necessary.

Designated officers must attend investigator training conducted by the Office of the Chancellor.

Subpart B. Decision-making authority. A decision-maker is an individual designated by the president or chancellor to review investigative reports, to make findings whether the discrimination/harassment policies have been violated based upon the investigation and other measures deemed necessary to reach a decision, and to determine the appropriate action for the institution to take based upon the findings. The decision-maker shall be a top level administrator such as a college or university vice president, dean or provost. At the system office, the decision-maker shall be a top level administrator such as a chancellor, vice chancellor, associate vice chancellor or other appropriate system office personnel. The president or chancellor may designate other individuals to assume the role of the decision-maker as deemed necessary.

Designated decision-makers for complaints under this procedure, including presidents, must attend decision-maker training conducted by the Office of the Chancellor.

Subpart A. Reporting an incident. The system office, colleges, and universities encourage any individual, including any student, employee, applicant for employment, or person eligible for employment (as defined by Minnesota Statutes section 43A.02), who feels she or he has been or is being subjected to discrimination/harassment to report the incident to the designated officer. Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is urged to report the information or complaint to the designated officer of the system office, college, or university.

Subpart B. Personal resolution. In instances where an individual believes she/he personally has been subjected to behavior prohibited by the 1B.1 Non-discrimination policy, that individual may voluntarily choose to directly address the offensive behavior. In such a situation, she or he should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and that it stop. Communication with the alleged offender may be in person, on the telephone, or in writing. If the behavior does not stop or if the individual believes some employment or education consequences may result from the discussion, she or he should go to the designated officer to process the complaint. Under no circumstances shall an individual be required to use personal resolution to address prohibited behaviors rather than reporting the behavior to the designated officer.

Subpart C. Duty to report. Unless the matter already has been referred to the designated officer, administrators and supervisors must inquire into allegations or behaviors that they reasonably believe may constitute discrimination or harassment and, when a report/complaint appears to be warranted, refer the matter to the designated officer. The duty to report shall not be construed to
prevent immediate corrective action by an administrator or supervisor when appropriate.

Subpart D. Institutional responsibility.

1. Colleges and universities. This procedure applies to all members of the educational community including students. Reports/complaints against a president of a college or university shall be filed with the system office. Complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter. Reports and complaints against college or university vice presidents, deans, or provosts are filed at the campus level with the president or the president's designee as decision-maker.

2. System office. For reports/complaints which involve allegations against system office employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints which involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system office personnel or outside investigatory assistance may be designated.

Subpart E. Retaliation and reprisal. No retaliation, reprisal or intimidation in conjunction with a complaint of discrimination/harassment shall be tolerated by the system office, colleges, and universities. State law prohibits reprisal by a respondent, employer, labor organization, educational institution, employee, agent of the above and others as specified in statute. (Minnesota Statutes section 363.03). Any individual who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing in relation to a discrimination/harassment complaint shall be subject to disciplinary or other action.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, coercion, discrimination, harassment, or unwanted sexual contact toward a complainant, or the complainant's relatives, friends or associates. Retaliation may occur whether or not there is a power or authority differential between the individuals involved. Reprisal also includes discrimination against an individual because that person is associated with a protected group member. Allegations of retaliation or reprisal shall be reported to the designated officer for appropriate action.

Subpart F. False statements prohibited. Any individual who provides false statements regarding the filing of a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

Subpart G. Withdrawn Complaints. If a complainant no longer desires to pursue a complaint, the system office, colleges, and universities reserve the right to investigate and resolve the complaint.
Part 4. Right to representation.
In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting. Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 5. Investigation and resolution.
The system office, college or university has an affirmative duty to take timely and appropriate action to stop inappropriate behavior, conduct investigations and facilitate resolutions as appropriate.

Subpart A. Making a report/complaint. The designated officer must be contacted in order to initiate a report/complaint. The report/complaint should be brought as soon as possible after an incident occurs. The designated officer shall retain control of the investigatory process and determine whether and/or how to proceed.

Subpart B. Initial inquiry and review process. After receiving a report/complaint, the designated officer shall take the steps listed below:

1. Jurisdiction. The designated officer shall determine whether the report/complaint is one which should be processed through another system office, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.

2. Conflicts. If the designated officer determines that the report/complaint falls within the scope of the institution's nondiscrimination policies and this procedure, the designated officer shall first determine who will conduct the complaint process. The designated officer should identify to the president or chancellor any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president determines that a conflict exists, another designated officer shall be assigned.

3. Information provided to complainant. At the time the report/complaint is made, the designated officer shall:
   a. inform the complainant of the provisions of the nondiscrimination policy;
   b. provide a copy of the policy and the report/complaint procedure to the complainant;
   c. advise the complainant of other options such as alternative dispute resolution or mediation and that the complainant may also choose to pursue other legal options; and
   d. determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement.

4. Complaint Form. The designated officer shall insure that the complaint is documented in writing on the complaint form available from system office, college, or university authorities. The complaint form must include:
   a. a detailed description of the facts upon which the charge is based;
   b. name(s) of the respondent(s), if known;
c. a list of possible witnesses as deemed appropriate by the designated officer; and
d. other information pertinent to the complaint.

At the conclusion of the process, the final disposition of the complaint shall be included on the complaint form.

5. Information provided to the respondent. At the time initial contact is made with the respondent, the designated officer shall:
   a. inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy;
   b. provide a copy of the policy and the report/complaint procedure to the respondent;
   c. advise the respondent of other options such as alternative dispute resolution or mediation;
   d. explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations; and
   e. determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement.

6. Processing the complaint. The designated officer shall:
   a. conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings
   b. investigate the complaint without identifying the complainant, if in the judgment of the designated officer, this would increase the likelihood of satisfactory resolution of the complaint;
   c. inform the complainant, respondent, witnesses and other involved individuals of the prohibition against retaliation and reprisal;
   d. create, gather and maintain investigative documentation as appropriate;
   e. disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice (Tennessen warning) in accordance with state law; and
   f. inform the complainant and respondent of the status of the investigation at reasonable times until final disposition of the complaint.

Subpart C. Initial inquiry and informal resolution. After conducting an initial inquiry and review, if the designated officer determines that the issue can be resolved without further investigation, the designated officer may use one or more of the following methods to resolve the complaint:

1. suggest counseling or sensitivity training;
2. conduct training for the unit, division, or department, calling attention to the consequences of engaging in such behavior;
3. facilitate meetings between the parties;
4. separate the parties, after consultation with appropriate system office, college or university personnel;
5. prepare a written letter of agreement confirming that the respondent has been informed of the policy and complaint procedure, identifying and documenting the respondent’s acceptance of the designated
officer's resolution of the complaint, and stating that retaliation is prohibited;

6. other possible outcomes may include explicit agreements about future conduct, a letter of apology to the complainant, changes in workplace assignments, enrollment in a different course or program, or other appropriate action.

Subpart D. Investigation and decision process. If the above methods do not resolve the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. Designated officer. The designated officer shall:
   a. conduct further investigation as deemed appropriate by the designated officer;
   b. prepare an investigation report for review by the decision-maker;
   c. take additional investigative measures as requested by the decision-maker;
   d. provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint; and
   e. provide the investigation report to the complainant or respondent upon request unless the information is protected under state or federal law.

2. Decision-maker. After receiving the investigation report prepared by the designated officer, the decision-maker shall:
   a. determine whether additional steps should be taken, at the discretion of the decision-maker, prior to making the decision. Additional steps may include:
      a) a request that the designated officer take additional investigative measures;
      b) a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law. Other employees may be accompanied by an attorney or other support person at the discretion of the decision-maker;
      c) a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint;
   b. take other measures deemed necessary to reach a decision;
   c. when making the decision, take into account the surrounding circumstances, the nature of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;
   d. determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may
include consultation with human resource or supervisory personnel to determine appropriate discipline;
e. report in writing to the complainant, respondent and the designated officer her or his findings as to whether or not the nondiscrimination policy has been violated. The written answer to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.

Subpart E. Confidentiality. Confidentiality cannot be guaranteed; however, care will be taken to keep investigation discussions sufficiently broad to protect the complainant's identity when appropriate. There may be instances in which the system office, college, or university has a responsibility to act even if the complainant requests that no action be taken. In such instances, the system office, college or university may investigate and take appropriate action on the basis of the facts or evidence available.

Subpart F. Investigative data. Information gathered during the investigation will be handled in accordance with federal and state data privacy laws.

Subpart G. Other remedies.
1. Reassignment or administrative leave. Under appropriate circumstances, the president or chancellor may reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
   a. Summary suspension or other action. Under appropriate circumstances, the president or designee may impose on a student a summary suspension or other temporary measures at any point in time during the report/complaint process. A summary suspension may be imposed when, in the judgment of the president or designee, the accused student’s presence on the college or university campus would constitute a threat to the safety and well-being of members of the campus community. Before implementing the summary suspension, the accused student shall be given notice of the intention to impose the summary suspension and, except in an emergency, shall be given an opportunity to present oral or written arguments against the imposition of the suspension. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the administrator. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.
   b. Alternative dispute resolution and mediation. The system office, colleges, and universities, in consultation with the
system Office of Equal Opportunity and Diversity, may use alternative dispute resolution or mediation services as a method of resolving discrimination/harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint.

Part 6. System office, college, or university action.
The system office, college, or university shall take the appropriate corrective action based on results of the investigation and shall follow up as appropriate to ensure that the corrective action is effective. Complainants are encouraged to report any recurrences of conduct which were found to violate the system non-discrimination policies.

The decision-maker shall notify the complainant and respondent in writing of the final disposition of the complaint. Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the system office, college or university.

Part 7. Appeal.
Subpart A. Filing an appeal. The complainant and the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decisionmaker.

Subpart B. Effect of review. For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

Subpart C. Appeal process. The president or designee shall review the record provided and determine whether the complaint is substantiated or not substantiated. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal will be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision. The decision on appeal exhausts the complainant’s and respondent’s administrative remedies under this procedure except as provided herein.

Part 8. Education and training.
The system office, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as education seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational material development and distribution. Education and training programs should include education about the system office, colleges and universities non-discrimination policies as well as conducting investigations, management and implementation of this procedure.
Information regarding this procedure and the system office, college or university non-discrimination policies must be provided to each student during student registration and each employee on acceptance of employment. Copies of the policies shall be conspicuously posted at appropriate locations at the system office and on college and university campuses at all times and shall include the designated officers’ names, locations and telephone numbers.

Designated officer for Northland Community and Technical College:
Becky Holthusen, Director of Human Resources, located at the Thief River Falls campus at (218) 681-0844.

During and upon the completion of the complaint process, the complaint file shall be repositioned in a secure location in the office of the designated officer for the system office, college or university. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law. Designated officers are required to report investigative data concerning investigations under Board policy 1B.1 to the Office of the Chancellor on a quarterly basis.

All reports of harassment, discrimination and sexual violence should be reported to the College Director of Human Resources:
Becky Holthusen       Director of Human Resources
Room #: 425 H (TRF)     (218) 681-0844
becky.holthusen@northlandcollege.edu

SEXUAL VIOLENCE
Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State Colleges and Universities is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State Colleges and Universities provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

Subpart A. Application of policy to students, employees, and others. This policy applies to all Minnesota State Colleges and Universities students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on System property. Incidents of sexual violence alleged to have been committed by a student at a location other than on System property are covered by this policy pursuant to the factors listed in Minnesota State Colleges and Universities Board Policy 3.6, Part 5. Incidents of sexual violence alleged to have been committed by a Minnesota State Colleges and Universities employee at a location other than System property are covered by this policy. Individuals alleged to have committed acts of sexual violence on System property who are not students or employees are subject to appropriate actions by Minnesota State Colleges and Universities, including, but not limited to, pursuing
criminal or civil action against them. Allegations of discrimination or harassment
are governed by Board Policy 1B.1.

Subpart B. College and university policies. Each Minnesota State Colleges
and Universities college and university shall adopt a clear, understandable
written policy on sexual violence that applies to its campus community, including,
but not limited to, its students and employees. The policy content and
implementation shall be consistent with the standards in this Policy and
Procedure 1B.3.1.

Part 2. Definitions.
The following definitions apply to this Policy and Procedure 1B.3.1.

Subpart A. Sexual violence. Sexual violence includes a continuum of conduct
that includes sexual assault, and non-forcible sex acts, as well as aiding acts of
sexual violence.

Subpart B. Sexual assault. “Sexual assault” means an actual, attempted, or
threatened sexual act with another person without that person’s consent. Sexual
assault is often a criminal act that can be prosecuted under Minnesota law, as
well as form the basis for discipline under Minnesota State Colleges and
Universities student conduct codes and employee disciplinary standards. Sexual
assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force,
   expressed or implied, or use of duress or deception upon the victim.
   Forced sexual intercourse is included in this definition, as are the acts
   commonly referred to as “date rape” or “acquaintance rape.” This
   definition also includes the coercing, forcing, or attempting to coerce or
   force sexual intercourse or a sexual act on another.

2. Involvement in any sexual act when the victim is unable to give
   consent.

3. The intentional touching or coercing, forcing, or attempting to coerce or
   force another to touch an unwilling person’s intimate parts (defined as
   primary genital area, groin, inner thigh, buttocks, or breast).

4. Offensive sexual behavior that is directed at another such as indecent
   exposure or voyeurism.

Subpart C. Consent. Consent is informed, freely given and mutually understood.
If coercion, intimidation, threats, and/or physical force are used, there is no
consent. If the complainant is mentally or physically incapacitated or impaired so
that the complainant cannot understand the fact, nature, or extent of the sexual
situation, and the condition was known or would be known to a reasonable
person, there is no consent; this includes conditions due to alcohol or drug
consumption, or being asleep or unconscious. Whether the respondent has taken
advantage of a position of influence over the complainant may be a factor in
determining consent.

Subpart D. Non-forcible sex acts. Non-forcible acts include unlawful sexual
acts where consent is not relevant, such as sexual contact with an individual
under the statutory age of consent, as defined by Minnesota law, or between
persons who are related to each other within degrees wherein marriage is
prohibited by law.
Subpart E. System property. “System property” means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities, its Board of Trustees, Office of the Chancellor, colleges and universities.

Subpart F. Employee. “Employee” means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and Office of the Chancellor, including student workers.

Subpart G. Student. “Student” means an individual who is:
1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

SEXUAL VIOLENCE PROCEDURE

Part 1. Procedure objective.
This procedure is designed to further implement Minnesota State Colleges and Universities Board Policy 1B.3 prohibiting sexual violence. This procedure provides a process through which individuals alleging sexual violence may pursue a complaint.
This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

Part 2. Definitions.
Subpart A. Policy definitions. The definitions in Policy 1B.3 also apply to this procedure.

Subpart B. Campus security authority. Campus security authority includes the following categories of individuals at a college or university:
1. A college or university security department;
2. Other individuals who have campus security responsibilities in addition to a college or university security department;
3. Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;
4. An official of a college or university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations, and athletic coaches.
Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification are not included in this definition.

Subpart A. Prompt reporting encouraged. Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.
Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, and Minnesota State Colleges and Universities campus security authorities for appropriate action.

**Subpart B. Assistance in reporting.** When informed of an alleged incident of sexual violence, all Minnesota State Colleges and Universities students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services and campus security authorities.

Minnesota State Colleges and Universities campus security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, including providing guidance in filing complaints with outside agencies including law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards.

When appropriate, Minnesota State Colleges and Universities may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard.

**Part 4. Confidentiality of reporting.**

**Subpart A. Confidential reports.** Because of laws concerning government data contained in Minnesota Statutes chapter 13, the Minnesota Government Data Practices Act, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed health care professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or health care professionals.

**Subpart B. Reports to campus security authorities.** Complainants of sexual violence may contact any campus security authority for appropriate assistance or to report incidents. Absolute confidentiality of reports made to campus security authorities cannot be promised. However, campus security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainant’s consent except as may be required or permitted by law. There may be instances in which Minnesota State Colleges and Universities determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, Minnesota State Colleges and Universities will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

**Subpart C. Required Reports.** Any campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to other school officials, as appropriate, such as the campus affirmative action office, the campus office responsible for administering the student conduct code, and/or the designated
Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

Part 5. Policy notices.
Subpart A. Distribution of policy to students. Each college or university shall, at a minimum, at the time of registration make available to each student information about its sexual violence policy and procedure, and shall additionally post a copy of its policy and procedure at appropriate locations on campus at all times. A college or university may distribute its policy and procedure by posting on an Internet or Intranet Web site, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

Subpart B. Distribution of policy to employees. All colleges, universities and the Office of the Chancellor shall make available to all employees a copy of its sexual violence policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet Web site, provided all employees are directly notified of the exact address of the policy and procedure and that they may receive a paper copy upon request.

Subpart C. Required Notice. Each college or university shall have a sexual violence policy, which shall include the notice provisions in this part.

1. Notice of complainant options. Following a report of sexual violence the complainant shall be promptly notified of:
   a. Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
   b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate Minnesota State Colleges and Universities system contacts for employees, students and others. Such contacts should be identified by name, location and phone number for 24-hour availability, as applicable.
   c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health or other support services.

2. Notice of complainant rights. Complainants shall be notified of the following:
   a. Their right to file criminal charges with local law enforcement officials in sexual assault cases;
   b. Rights under the crime victims bill of rights, Minnesota Statutes Sections 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
c. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident;

d. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;

e. That complaints of incidents of sexual violence made to campus security authorities shall be promptly and appropriately investigated and resolved;

f. That, at a sexual assault complainant's request, the college, university or Office of the Chancellor may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or a work site or to alternative college-owned housing, if such alternatives are available and feasible.

Subpart C. Complaint procedure. Each college and university shall notify students of the process used to investigate and resolve allegations of sexual violence, as provided in part 6, subpart H.

Part 6. Investigation and disciplinary procedures.

Subpart A. Immediate action. A college or university may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated this policy, in accordance with the procedures in System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

A college or university may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy, in accordance with System Procedure 1B.1.1 or Board Policy 3.6.

Subpart B. General principles. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. Mediation or other negotiated dispute resolution processes between the complainant and the respondent concerning allegations of sexual violence shall be used only if both parties voluntarily consent. No party shall be required to participate in mediation.

College and university investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:

1. Be respectful of the needs and rights of individuals involved;
2. Proceed as promptly as possible;
3. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
4. Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
5. Be conducted in accordance with applicable due process standards and privacy laws;
6. Inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.

The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent’s use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

Subpart C. Relationship to parallel proceedings. In general, Minnesota State Colleges and Universities investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. A college or university need not, and in most cases should not, delay its proceedings while a parallel legal action is on-going. If a college or university is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for Minnesota State Colleges and Universities procedures.

Subpart D. False statements prohibited. Minnesota State Colleges and Universities takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence or during the investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

Subpart E. Withdrawn complaint. If a complainant no longer desires to pursue a complaint through the college or university’s proceeding, the college or university reserves the right to investigate and resolve the complaint as it deems appropriate.

Subpart F. Minnesota State Colleges and Universities discretion to pursue certain allegations. Minnesota State Colleges and Universities reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the college or university.

Subpart G. Minnesota State Colleges and Universities discretion to deal with policy violations disclosed in investigation. Minnesota State Colleges and Universities reserves the right to determine whether to pursue violations of policy by students or employees other than the respondent, including a complainant or witness, that come to light during the investigation of an incident of sexual violence. In order to encourage reporting of sexual violence, under appropriate circumstances college or university administrators may choose to deal with violations of Minnesota State Colleges and Universities policy in a manner other than disciplinary action.
Subpart H. Procedure for employees, students and individuals who are both an employee and student.

- **Employees.** If the respondent is an employee, the investigation and disciplinary decision-making shall be conducted pursuant to the procedures outlined in Board Procedure 1.B.1.1 except that use of the optional “Personal Resolution” described in Part 3. Subpart B. should not be encouraged in dealing with allegations of sexual violence due to the seriousness of the conduct.

Nothing in this procedure is intended to expand, diminish or alter in any manner any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

- **Students.** The college or university may elect to process complaints against students under this procedure using either the investigation and decisionmaking process of System Procedure 1B.1.1 or Board Policy 3.6. The college or university shall notify students of the process used as required by Part 5.

If a college or university elects to use its procedures under Board Policy 3.6 for incidents of sexual violence, the conduct panel shall make written findings and recommendations, including proposed sanctions, if any, which will be submitted to a decisionmaker designated by the President. If the decisionmaker issues an adverse decision against the student, the student may appeal to the president or designee.

Individuals who are both an employee and a student. If the respondent is both a student and employee, the investigation shall be conducted by the designated officer, as defined by Board Procedure 1.B.1.1., Part 2, Subpart A. The results of the investigation shall be submitted for review to both the decisionmaker appointed under Procedure 1.B.1.1 Part 2, Subpart B, concerning the personnel action, and to the President or designee concerning the student action.

**Subpart I. Sanctions.** Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student’s or employee’s previous disciplinary history, and other factors as appropriate.

**Subpart J. Retaliation prohibited.** Actions by a student or employee intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

**Part 7. Sexual violence prevention and education.**

**Subpart A. Campus-wide training.** Colleges, universities, and the Office of the Chancellor must include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents. Education shall emphasize the importance of preserving evidence for proof of a criminal offense. Colleges and universities and affiliated student organizations are encouraged to
develop educational programs, brochures, posters and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or they learn of such an incident.

Subpart B. Training for individuals charged with decision making authority.
Each college, university and the Office of the Chancellor shall provide appropriate training and other resources to individuals charged with decision making responsibilities under applicable procedures in order to facilitate a fair, respectful and confidential procedure on allegations of sexual violence in accordance with this and other applicable policies, procedures and laws.

Data that is collected, created, received, maintained or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of the Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), and other applicable laws. Information on reports of incidents of sexual violence that are made to Campus Security Authorities shall be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 United States Code section 1092 (f). Such information will be used to report campus crime statistics on college and university campuses as required by that Act.

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act and other applicable law and policy.

All reports of harassment, discrimination and sexual violence should be reported to the College Director of Human Resources:

Becky Holthusen  Director of Human Resources
Room #: 425 H (TRF) (218) 681-0844
becky.holthusen@northlandcollege.edu

REGISTRATION

DROP/ADD, WITHDRAWAL & REFUND
Drop/Add
Students may drop or add a class through the first five days of the term without penalty. After the fifth day a student is liable for all credits for which they are registered.

For Intersession courses, or classes which start later in a term, students must drop a class prior to the second class meeting to avoid being charged.

Distance education course drop/add dates are set by the Distance Education Coalition. Call 1-800-456-8519 for current dates.

Whenever dropping a class, students receiving financial aid should check with the Financial Aid Office to see if their eligibility will be affected. It is the responsibility of the student to initiate drops/adds/ and withdrawals.
Withdrawal From a Class
When a class is dropped during the drop period, the student is not financially liable for that class nor will that class appear on the transcript. After the fifth day of a term, a student may withdraw from a class, however, when a student withdraws from a class after the drop period, he/she must have the withdraw processed through the Registrar’s office. Students are financially liable for classes that they withdraw from after the drop period. Classes that students drop after the drop period will appear on their transcripts with an indication of a withdraw (W). The last day to withdraw from a class is the sixtieth percent point of a term. There is no refund for withdrawing from a class.

Withdrawal From All Classes
If a student chooses to withdraw from all classes, he/she must have the total withdraw processed through the Registrar’s office and notify the Financial Aid office (if they are receiving financial assistance). The last date to withdraw from college is the sixtieth percent point of a term. When totally withdrawing from college during a semester a student may be entitled to a refund based on the following table:

For fall and spring terms and other terms at least 10 weeks in length

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st through 5th business day of the term</td>
<td>100</td>
</tr>
<tr>
<td>6th through 10th business day of the term</td>
<td>75</td>
</tr>
<tr>
<td>11th through 15th business day of the term</td>
<td>50</td>
</tr>
<tr>
<td>16th through 20th business day of the term</td>
<td>25</td>
</tr>
<tr>
<td>after 20th business day</td>
<td>0</td>
</tr>
</tbody>
</table>

For summer term and other terms at least three weeks but less than ten weeks in length

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st through 5th business day of the term</td>
<td>100</td>
</tr>
<tr>
<td>6th through 10th business day of the term</td>
<td>50</td>
</tr>
<tr>
<td>after the 10th business day of the term</td>
<td>0</td>
</tr>
</tbody>
</table>

Class terms less than three weeks in length

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st business day of the term</td>
<td>100</td>
</tr>
<tr>
<td>2nd through 3rd business day of the term</td>
<td>50</td>
</tr>
<tr>
<td>after the 3rd business day of the term</td>
<td>0</td>
</tr>
</tbody>
</table>

Exceptions to the Refund Policy
A 100% refund will be given if a student’s class schedule is reduced for the convenience of the college, or if there was a college error. Requests for a refund due to student injury or illness must be submitted to the Registrar’s office by completing the Student Appeal/Petition Form, including any necessary documentation.
A partial refund may be considered, at the discretion of the college, due to a change in a student’s employment situation or for significant personal circumstances. This request also must be submitted to the Registrar’s office by completing the Student Appeal/Petition Form.

Waivers:
Requests for waivers must be submitted to the Registrar’s office by completing the Student Appeal/Petition Form. The appeals are reviewed by an assigned Appeal Committee and follow the steps stipulated in NCTC Procedure 3240. Only the president or designee may waive amounts due to the college for the following reasons:

- Employee Benefit provided by a Bargaining Agreement
- Death of a Student
- Medical Reasons
- College Error
- Employment Related Condition
- Significant Personal Circumstances
- Student Leader Stipends
- Course Conditions
- Natural disasters or other situations beyond the control of the campus

* A course condition exists when the location or timing of the course results in the student not being able to use the services intended by a fee.

The president or designee may waive amounts due to the college for individual institutional waivers as stated above. A copy of all approved Student Service appeals must be submitted to the Accounts Receivable office.

The college cannot waive the MSUSA or MSCSA student association fee. The College shall, in consultation with students, develop guidelines to implement this policy. These guidelines must be available to students.

GRADUATION
For the “Graduation Requirements Policy” see page 16.

LAST DATE OF ATTENDANCE/NO SHOW REPORTING POLICY
Federal policies governing Title IV Financial Aid regulations require the verification of students in attendance. The verification of student attendance will determine how much Title IV Financial Aid a student receives. Non-compliance will affect the college’s eligibility for federal student aid. In order to comply with these regulations, Northland Community and Technical College will verify student attendance on the fifth day of classes (No Show) and at the 60% point of the semester (Last Date of Attendance).

REGISTRATION
Enrolled students will receive priority over new students. Students must seek out their assigned advisor in order to schedule a conference or advising session.

Registration Procedures
1. Consult with assigned advisor in regard to courses appropriate to program and graduation.
2. Complete registration form and use as a guide when entering courses online.
3. Access student account information online to find out as to date and
time of open registration window.
4. Access student account information online to find out if any “holds” are
indicated on account.
5. Students who have outstanding financial obligations due the college
will not be allowed to register for the subsequent semester until
balance is paid in full.
6. Enter courses through online registration process when window opens.

New Students
1. All new students must submit required documents as outlined in the
Registration Policy in order to register for courses.
2. New students will register according to campus procedures. East
Grand Forks new students register on days scheduled for
Orientation/Registration. Thief River Falls new students will register on
days scheduled for Assessment/Registration.
3. Enter courses through online registration process when window opens.

Continuous Students
1. Students who are currently enrolled may register after making an
appointment with their assigned advisor to receive their registration
access code if applicable.
2. Enter courses through online registration process when window opens.

Online Registration Process - Easy Steps for Web Registration
1. Log on to www.northlandcollege.edu
2. Click on ONLINE REGISTRATION by selecting the appropriate
campus
3. Click OK on Security Alert box. (If applicable)
4. In order to proceed, read the terms and conditions of the college
drop/withdrawal notification. Click on “Read and Accept”.
5. Enter Student ID and PIN and click Login Now.
* Your PIN is either: your date of birth in the following order YYMMDD, for
example, if your birthdate is 12/25/81 you need to enter 811225 OR the last 6
digits of your social security number OR A PIN you entered previously of 6
numbers (if you have forgotten your PIN, please contact Student Services in
order to reset your PIN)
6. You will now prompt you to change your PIN, please change it to 6
different numbers. It has to be numeric; it cannot start with 0 or be
common such as 123456. Please write it down, this will now be your
new PIN number.
7. Note: If you want your name to display on printed page, please check
box on left side of screen at time of login.
8. Enter Student ID and PIN. Click on Login Now.
9. Click on Registration tab.
10. Click on Registration Access Code on the left side of screen, if
required, enter the 6 digit number and click on Select. (You will only
need to enter the Registration Access Code one time for each
semester.)
11. Click on Check Holds on left side of the screen. If you have a hold, it
will need to be taken care of before registering.
12. Click on Quick Add (Register) on left side of screen.
13. Enter Course ID #s. It is not necessary to enter Variable Credits. Click on Register Now. Enter PIN #. Click on Process Request.
14. Verify class schedule for accuracy.
15. If a section is full, you can do a search to find other available sections by clicking on left side of screen Search for Open Sections. Click on Subject and select desired subject. Enter Course ID number. Click on Search for Open Sections. If you prefer a more detailed search, enter earliest start thru latest Start time and click on Search. Click on desired section and enter PIN to add section.
16. Click on View/Modify Class Schedule on left side of screen to view your schedule at any time.
17. To drop a class, click Course ID # on your schedule; it is pre-set to drop, click on Process, enter PIN and Process Request.
18. To print schedule, click on printer icon on top middle of screen. To end session, click on Logout on top right side of screen.

*Please note: Registration changes after the Drop/Add period must be processed in the Campus Registrar's Office.

REGISTRATION CANCELLATION POLICY
For the "Registration Cancellation Policy" see page 31.

STUDENT CREDIT LOAD
The normal full time semester load is 15-18 credits. The maximum number of credits that a student is allowed to take in any one semester is twenty (20). Students wishing to take more than 20 credits must obtain written authorization from their academic advisor.

STUDENT RECORDS
Student educational data or records are maintained in the Student Services Office. The term "student" includes a person currently or formerly enrolled and applicants for admission. Information other than “directory” information is considered private and will not be released unless the student so authorizes through informed consent. Records relating to a student as an employee shall be subject to personnel policies rather than student data privacy policies. A student has the right to petition for review of their cumulative student record. The following data may be included in the cumulative record:

1) Admission application, enrollment data, and supporting documentation
2) Diploma and/or transcripts from previous institutions
3) Assessment data
4) Institutional evaluation data
5) Authorization/s to release information
6) Transcripts
7) Documents relating to student academic status and student conduct

The cumulative student record maintained in the Student Services Office does not contain disability or related information, or financial aid data that may include agency information. The respective offices that collect the data maintain that private data. This data is not accessible to the public. It is accessible to the subject of the data, to individuals or agencies authorized by law to gain access, and to any person or agency having the approval of the subject.
STUDENT CONDUCT

ACTIVITY TRAVEL REGULATIONS
All travel arrangements required for college sponsored and sanctioned activities must be approved by the Vice President of Student Services or the Dean of Student Services prior to leaving for the scheduled activity. Reimbursement for expenses incurred will be according to the current travel rules and regulations of the State of Minnesota as authorized by statute or by contract. Upon completion of any college authorized trip, the advisor/coach must make a reconciliation of funds on the "Student Activities Trip Report" form. This form and receipts are to be returned to the Business Office.

Itinerary forms for the trip must be filed with the Vice President of Student Services or the Dean of Student Services 24 hours prior to any travel. The use of private vehicles for college-related activities is prohibited, unless approved by college administration. Students participating in extra-curricular activities are to be transported in the manner scheduled by the college. This includes activities such as: athletics, music concerts, and club or organization activities. In addition, transportation for any course related field trips must be provided utilizing College vehicles whenever possible.

ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES ON CAMPUS
Part 1. Policy Statement. It is the policy of Northland Community and Technical College (NCTC) that the use of alcohol and/or controlled substances will be only in accordance with this policy.

Part 2. Use or Possession of Alcohol and Controlled Substances at NCTC Subpart A. Compliance with Federal Law. In order to comply with Federal law, including but not limited to, the Drug-Free Schools and Communities Act (34 CFR Part 86), the Drug-Free Workplace Act (34 CFR Part 85) and the Campus Security Act, NCTC will adopt and implement this policy which is designed to prevent abuse of alcohol and the use of controlled substances.

Subpart B. Compliance with State Law. NCTC prohibits unlawful use, possession, production, manufacture, and distribution of alcohol and other drugs and controlled substances.

Subpart C. Policy. Except as provided in this policy, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at NCTC and college-sponsored events on or off campus is prohibited.

Subpart D. Exception for Instructional Purposes. Use of alcohol in laboratory and classroom instruction/experiments is not prohibited.

Part 3. Responsibilities. The NCTC president is delegated authority to approve use of alcohol at specific special events on campus or college sponsored events off campus. Approval shall be consistent with the office of the chancellor or campus drug and alcohol policy and with system procedures. The procedures shall address the following: compliance with local ordinances and state law relating to sale, possession or consumption of alcohol; providing adequate dram shop/public liability insurance; and any other matters deemed necessary by the chancellor.
Part 4. Accountability/Sanctions. NCTC will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including expulsion or termination of employment and referral for prosecution for violations of the policy stated above. Student violations of this policy will be handled as violations of the Student Code of Conduct Policy.

Part 5. Reporting. Records regarding approval of the use of alcohol at specific events shall be maintained by the college in accordance with approved records retention schedules. NCTC will conduct a biennial review of its program to determine its effectiveness and implement changes if necessary, and ensure that the sanctions developed are consistently enforced.

FEDERAL, STATE & LOCAL SANCTIONS REGARDING CONTROLLED SUBSTANCES

Minnesota Alcohol Violations
1. Driving while intoxicated: (blood alcohol content .10 or more) $700 fine, 90 days in jail, revocation of driver’s license for 30 days, reinstatement fee of $200, retake driver’s license exam—written and behind-the-wheel
2. Possession by persons under 21: $100 fine.
3. Use of false identification for alcohol purchase: $100 fine.
4. Furnishing alcohol to persons under 21: $3,000 fine and/or 1 year in jail.
5. Party ordinance: $300 fine and/or 90 days in jail.

Likely Consequence:
Vehicle insurance costs could increase substantially for at least three years.

Repeat Offenders:
A second offense of a DUI within five years or three offenses within ten years will be charged as a gross misdemeanor with a maximum possible sentence of one year in jail and a $3000 fine. All of the consequences listed above become more serious upon repeated offenses.

Minnesota Drug Laws
Schedule Drugs (I-V)
1. Heroin, LSD, mescaline and peyote, amphetamine variants marijuana, other hallucinogens.
2. Opium, morphine, codeine, methadone, cocaine, barbiturates.
3. Anabolic steroids, opium, codeine, methadone, cocaine, barbiturates.
4. Barbiturates, benzodiazepines, chloral hydrates, other narcotics, stimulants and depressants.
5. Opium, codeine, other narcotics and depressants.

First Degree
1. Sale: 10+ grams of cocaine, 50+ grams of other narcotic drug, 200+ doses hallucinogen, 50 kilos marijuana, or 25+ kilos marijuana in a school zone, park zone, or public housing zone.
2. Possession: 500+ grams of other narcotic drug, 200+ doses hallucinogen, 100+ kilos marijuana.
3. Penalty: Up to 40 years, 4 year mandatory minimum if prior drug felony; up to $1 million fine, 0 to 40 years, 2nd offense.

Second Degree
1. Sale: 1+ grams of cocaine, 10+ grams of other narcotic drug, 50+ doses hallucinogen, 25 kilos marijuana, or sale of a Schedule I or II narcotic drug of 5+ doses hallucinogen or methamphetamine either to...
a person under 18 or in a school zone, park zone, or public housing zone.

2. Possession: 6+ grams cocaine, 50+ grams of other narcotic drug, 100+ doses hallucinogen, 50+ kilos marijuana.

3. Penalty: 0 to 40 years, 3 year mandatory minimum if prior drug felony; up to $500,000 fine.

Third Degree
1. Sale: Narcotic drug: 10+ doses hallucinogen, 5+ kilos marijuana, or sale of a Schedule I, II, or III (except a Schedule I or II narcotic drug or marijuana) to a person under 18 or employment of person under 18 to sell the same.

2. Possession: 3+ grams cocaine, 10+ grams of other narcotic drug, 10+ kilos marijuana, and any amount of a Schedule I or II narcotic drug or LSD or methamphetamine or 5+ kilos marijuana in a school zone, park zone, or public housing zone.

3. Penalty: 0 to 30 years, 2 year mandatory minimum if prior drug felony; up to $250,000 fine. 0 to 30 years, 2nd or subsequent offense.

Fourth Degree
1. Sale: Any Schedule I, II, Or III drug (except marijuana), or sale of marijuana in a school zone, park zone, or public housing zone or any Schedule IV or V drug to a person under 18 or conspiracy for the same.

2. Possession: 10 doses hallucinogen, any amount of a Schedule I, II, or III drug (except marijuana) with intent to sell it.

3. Penalty: 0 to 30 years, 1 year mandatory minimum if prior drug felony; up to $100,000 fine.

Fifth Degree
1. Sale: Marijuana, or any Schedule IV drug.

2. Possession: All Schedule I, II, III, or IV drugs except 42.5 grams or less of marijuana. Any prescription drugs obtained through false pretenses or forgery.

3. Penalty: 0 to 5 years, 6 months mandatory minimum if prior drug felony; up to $10,000 fine.

Federal Law
Schedule I Drugs (Penalty for possession): first offense: 10 years to life, 10 year mandatory minimum; if death or serious injury, 20 year minimum; up to $4 million fine individual, $10 million other than individual. Second Offense: 20 years to life, 20 year mandatory minimum; if death or serious injury, not less than life; up to $8 million fine individual, $20 million other than individual.

Schedule II Drugs (Penalty for possession): First Offense: 5 years to 40 years, 5 year mandatory minimum; if death or serious injury, 20 year minimum; up to $2 million fine individual, $5 million other than individual. Second Offense: 10 years to life, 10 year mandatory minimum; if death or serious injury, not less than life; up to $4 million fine individual, $10 million other than individual.

Schedule I or II Controlled Drugs (Penalty for possession): First Offense: 0 to 20 years; if death or serious injury, 20 year minimum, not more than life; up to $1 million fine individual, $5 million other than individual. Second Offense: 0 to 30 years; if death or serious injury, not less than life; up to $2 million fine individual, $10 million other than individual.
Schedule III Drugs (Penalty for possession): First Offense: 0 to 5 years, up to $250,000 fine individual, $1 million other than individual. Second Offense: 0 to 10 years; up to $500,000 fine individual, $2 million other than individual.

Schedule IV Drugs (Penalty for possession): First Offense: 0 to 3 years; up to $250,000 fine individual, $1 million other than individual. Second Offense: 0 to 6 years; up to $500,000 fine individual, $2 million other than individual.

Schedule V drugs (Penalty for possession): First Offense: 0 to 1 year; up to $100,000 fine individual, $250,000 other than individual. Second Offense: 0 to 2 years; up to $200,000 fine individual, $500,000 other than individual.

Health Risks Associated With Substance Abuse
Substance abuse can cause extremely serious health and behavioral problems, including short- and long-term effects upon the body and mind. The physiological and psychological responses differ according to the chemical ingested, and although chronic health problems are associated with long-term substance abuse, acute and traumatic reactions can occur from one-time and moderate use.

Alcohol and drugs are toxic to the body’s systems. Contaminant poisonings often occur with illegal drug use, and mixing drugs, or using "counterfeit substances," can also be lethal. Human Immunodeficiency Virus (HIV or AIDS), sexually transmitted diseases, rape, unwanted pregnancies, injuries, accidents, and violence can result from alcohol abuse or drug use. In addition, substance abuse impairs learning ability and performance. Acute health problems may include heart attack, stroke, and sudden death, which in the case of drugs such as cocaine, can be triggered by first-time use. Long-lasting health effects of drugs and alcohol may include disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells and permanent memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary (lung) damage. Drug use during pregnancy may result in miscarriage, fetal damage, and birth defect causing hyperactivity, neurological abnormalities, developmental difficulties, and infant death.

Education & Prevention Services and Programs: Alcohol and Other Drugs
Primary prevention efforts will be to provide students with appropriate information and developmental experience necessary to make responsible decisions regarding alcohol and illicit drug use and non-use. Prevention efforts shall address legal, social, and health consequences and that use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. See the campus counselor for information and assistance. Prevention efforts will include:

- Early identification and intervention efforts providing assistance to students demonstrating behaviors of concern.
- Crisis intervention procedures for students experiencing medical emergencies.
- Re-entry to the college support services for students after completing therapy for drug or alcohol problems.
<table>
<thead>
<tr>
<th>Community Resources</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center City, MN  Hazelden Foundation</td>
<td>(651) 257-4010</td>
</tr>
<tr>
<td>Crookston, MN Glenmore Recovery Center</td>
<td>(218) 281-9511</td>
</tr>
<tr>
<td>Crookston, MN Migrant Health Health Program</td>
<td>(218) 281-7442</td>
</tr>
<tr>
<td>East Grand Forks, MN Douglas Half-Way House</td>
<td>(218) 773-9801</td>
</tr>
<tr>
<td>Grand Forks, ND Altru Health Systems</td>
<td>(701) 780-5000</td>
</tr>
<tr>
<td>Thief River Falls, MN Northwest Medical House</td>
<td>(218) 681-4240</td>
</tr>
<tr>
<td>Thief River Falls, MN Dakota Clinic</td>
<td>(218) 681-4747</td>
</tr>
<tr>
<td>Thief River Falls, MN Altru Clinic</td>
<td>(218) 681-0600</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alcoholics Anonymous</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crookston</td>
<td>(218) 281-7184</td>
</tr>
<tr>
<td>Grand Forks/East Grand Forks</td>
<td>(701) 772-2952</td>
</tr>
<tr>
<td>Thief River Falls</td>
<td>(218) 681-4515</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disciplinary Sanctions</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Northland Community and Technical College will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct stated above. Student violations of this policy will be handled as violations of the Student Conduct Policy.</td>
<td></td>
</tr>
</tbody>
</table>

**POSSSESSION OR CARRY OF FIREARMS**

Northland Community and Technical College is committed to providing a safe environment for its employees, students, and visitors. NCTC adopts in full Policy 5.21 of Minnesota State Colleges and Universities.

**Part 1. Purpose and Scope.** The purpose of this policy is to establish restrictions on possession or carry of firearms applicable to the Minnesota State Colleges and Universities System, in accordance with the Minnesota Citizens' Personal Protection Act of 2003, Minnesota Statutes section 624.714, and other applicable law.

**Part 2. Definitions.**

Subpart A. Employee. "Employee" means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and the Office of the Chancellor, including student employees.

Subpart B. Firearm. "Firearm" means a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas or compressed air.

Subpart C. Pistol. "Pistol" means a weapon as defined in Minnesota Statutes section 624.712, subd. 2.

Subpart D. Student. "Student" means an individual who is:

1. registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.
Subpart E. System property. "System property" means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities, its Board of Trustees, Office of the Chancellor, colleges, and universities.

Subpart F. Visitor. "Visitor" means any person who is on System property, but does not include (1) an employee of the Minnesota State Colleges and Universities acting in the course and scope of their employment; or (2) a student, when that student is on System property.

Part 3. General. No person is permitted to carry or possess a firearm on System property except as provided in this policy.

Subpart A. Employees.  
1. **Prohibition.** Employees are prohibited from possessing or carrying a firearm while acting in the course and scope of their employment, either on or off System property, regardless of whether the employee has a permit to carry a firearm, except as otherwise provided in this policy.

2. **Licensed peace officers.** Subpart 3.A.1. does not apply to employees who are licensed peace officers under Minnesota Statutes section 626.84, subd.1(c), when assigned by the college or university to public safety duties.

3. **Employee reporting responsibility.** An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. Reports should be made to the official designated in the applicable policy of the college, university or Office of the Chancellor. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.

Subpart B. Students.  
1. **Prohibition.** Students are prohibited from possessing or carrying a firearm while on System property, regardless of whether the student has a permit to carry a firearm, except as otherwise provided in this policy.

2. **Licensed peace officers.** This policy does not apply to students who are licensed peace officers under Minnesota Statutes section 626.84, subd.1(c).

Subpart C. Visitors.  
1. **Prohibition.** Visitors are prohibited from possessing or carrying a firearm while on System property, except as otherwise provided in this policy.

2. **Licensed peace officers.** This policy does not apply to visitors who are licensed peace officers under Minnesota Statutes section 626.84, subd.1(c).

Part 4. Exceptions.  
Subpart A. Parking areas. This policy does not prohibit the lawful possession or carry of firearms in a parking area or parking facility.
Subpart B. Authorized uses. This policy does not prohibit:

1. Lawful possession or carry related to an academic use or use at a
campus shooting range, such as law enforcement programs, approved
in writing by the college or university president; or

2. Transport of an unloaded firearm directly between a parking area or
parking facility and the location authorized for its use, or transport of an
unloaded firearm directly between a parking area or parking facility and
a storage facility provided by the college or university.

3. Possession or carry of a pistol by a visitor who has a lawful permit to
carry a pistol pursuant to Minnesota Statutes section 624.714, subd.
1a.

Nothing in this policy requires a college or university to provide storage facilities
for employees' or students' weapons.

Part 5. Storage in State Vehicles Prohibited. No vehicle owned, leased, or
otherwise under the control of the System shall be used to store or carry a
firearm, except as authorized for purposes under part 4.B.1.

Part 6. Violations. Violations of this policy by students or employees are
misconduct subject to discipline, up to and including expulsion or termination.

Part 7. Referral to Law Enforcement. Minnesota State Colleges and
Universities may refer suspected violations of law to appropriate law enforcement
authorities, and provide access to investigative or other data as permitted by law.

of the Chancellor shall adopt policies and procedures consistent with this policy.

Part 9. Effect. In the event any other System, college, university or Office of the
Chancellor policy or procedure is found to be in conflict with this policy, the terms
of this policy shall govern.

SPORTSMANSHIP
In an effort to emphasize the value of good sportsmanship and behavior at
college sponsored activities, it should be known that violations of accepted rules
of good conduct, or committing any of the following acts, shall be considered as
adequate grounds for removal from the premises, may prevent you from
attending future college sponsored activities, and may be subject to the
disciplinary sanctions of the Student Code of Conduct:

1) Possession or use of alcohol
2) Misbehavior resulting from intoxication or the use of drugs
3) The use of abusive language or offensive gestures towards officials,
coaches, players or fans
4) Disrespectfully addressing or baiting a member of either team
5) Taunting or name-calling to distract a player from either team
6) The throwing of objects onto the playing surface or into the stands
7) Starting or inciting fights or striking players, coaches, officials or fans
8) Going out onto the playing field or court
9) Standing in the aisles or along the sidelines or endlines
10) Other behavior which prevents other fans from enjoying the event
Remember:
1) Show respect at all times for coaches, opponents, game officials, and other Fans.
2) Accept the decisions of officials.
3) Avoid offensive gestures and language.
4) Display modesty in victory and graciousness in defeat.
5) Show respect for public property and equipment.

STUDENT CODE OF CONDUCT
Part 1. Purpose
Northland Community and Technical College believes that every student is accountable for his or her individual behavior especially as it imposes on the freedom, rights and safety of another individual or to the extent that it impacts upon the atmosphere and environment conducive to the educational mission of the College community. Within this context, specific kinds of behavior are judged to be unacceptable and may serve as a basis for discipline up to and including expulsion as noted in Part 3, Standards. The code of conduct exists to guide the behavior of all NCTC students.

Part 2. Jurisdiction
The College has the right to take necessary and appropriate action to support and protect the safety and well-being of the College community; its students, employees, guests, facilities and programs.

Members of the College community and their guests are expected to abide by local, State, and federal laws and Minnesota State Colleges and Universities Board policy. Should the violation of civil or criminal law by a community member involve College interests, the College has the right to proceed with disciplinary action without regard to civil or criminal proceedings.

These regulations apply on all campus property and at all College-sponsored activities, or at activities sponsored by College clubs or organizations on or off campus, except where specifically limited. Students may be subject to College discipline for any misconduct that occurs any time on College-controlled premises or at College approved or sponsored functions, including but not limited to courses provided at locations other than the campus.

Students may also be subject to disciplinary action for any misconduct that occurs off campus when the behavior involves any of the following:
- Hazing; or
- The violation is committed while participating in a college sanctioned sponsored activity; or
- The victim of the violation is a member of the college community; or
- The violation constitutes a felony under state or federal law; or
- The violation adversely affects the educational or service functions of the college.

Part 3. Standards
All NCTC students are encouraged to familiarize themselves with, as well as to conform to, College rules and regulations governing personal conduct on all campuses. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following:

1. Dishonesty, including, but not limited to cheating, plagiarism, or knowingly furnishing false information to the College. Plagiarism includes, but is not
limited to the use by paraphrase or direct quotation, the published or
unpublished work of another person without full and clear
acknowledgement; unacknowledged use of materials prepared by another
person or agency engaging in selling or otherwise providing term papers or
other academic materials.
2. Forgery, alteration, misrepresentation, or misuse of College documents,
records or identification, or of records submitted to the College.
3. Unauthorized use, changing, deleting of any information or data contained
in the MnSCU student record computers.
4. Participating in or the promoting of disruptive activity that interferes with
teaching, College events and activities, or disciplinary proceedings;
interfering with teaching, changing the atmosphere of the classroom or
preventing learning from taking place; or obstructing the College process,
systems or services.
5. Failure to comply with directions of College officials acting in the
performance of their duties or with fire, police or other emergency service
personnel. Failure to identify oneself to these persons when requested to do
so, after they have identified themselves.
6. Conduct which threatens or endangers the health or safety of any person at
the College, or at College controlled, sponsored or supervised functions.
Intentionally, recklessly or negligently causing physical harm to any person
on the College premises or at College sponsored activities. This includes
engaging in any form of fighting or any hostile conduct or behavior that
might incite violence.
7. Harassment of any member of the College community, placing any person
under mental duress or causing any person to be in fear of physical danger
through verbal abuse (including repeated phone calls), intimidation
(including but not limited to, violence or threat of violence). Allegations of
harassment or discrimination based on race, sex, 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 will be investigated under NCTC Policy and Procedure 1020.
Allegations of sexual violence will be investigated under the NCTC Sexual
Violence Policy/Procedure 1080/1080P.
8. Physical, sexual abuse or battery upon a student or College personnel,
upon College premises, or while under the authority of College personnel, or
at a College-sponsored event; or continued abuse of a student or College
personnel, assault or battery upon a student or College personnel, or any
threat of force or violence directed toward a student or College personnel.
9. Hazing, including any act which endangers the mental or physical health or
safety of a student, or which destroys or removes public or private property,
for the purpose or intention, admission into, affiliation with, or as a condition
of continued membership in a group or organization.
10. Unauthorized borrowing of or use of College property, theft or attempted
theft or damage to, property of the College or property of a member of the
College community or property of a campus visitor.
11. Unauthorized entry to, or use of, College supplies (including College
stationery and postage), keys, telephones (including long distance service),
computers or computer systems, equipment and/or facilities or the use of
any of the above for any prohibited or illegal act.
12. Violations of the Acceptable Use of Computers and Information Technology
Resources Policy and Procedure 5010/5010P.
13. Damage to public or private property on College premises including, but not
limited to graffiti, defacing signs or damaging College property wherever
located.

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14. The incurring of financial obligations on behalf of the College without proper authorization.
15. Knowingly passing an insufficient funds check or fraudulent money order in payment of any financial obligation to the College.
16. Violation of College regulations concerning student organizations, the use of College facilities, or the time, place and manner of public expression.
17. Unauthorized use, sale, possession, or presence on campus or at College-sponsored events of alcoholic beverages or controlled substances and/or drug paraphernalia. The state of being under the influence of alcohol or controlled substances on College-controlled property, or at College-sponsored events. A complete copy of the Alcoholic Beverages or Controlled Substances on Campus Policy is available for students in the Student Services Office.
18. Disorderly, disruptive, indecent, or obscene conduct or expression, or breach of peace, on College-owned or controlled property or at College-sponsored or supervised functions. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
19. Continued willful and disruptive behavior, profanity or vulgarity, or open and persistent defiance of the authority of or persistent abuse of College personnel.
20. Possession or use of unauthorized firearms or other dangerous weapons on College-controlled property. "Weapon" is broadly defined to include, but is not limited to, all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy-club, and fireworks.
21. Violation of College regulations regarding the use of tobacco products on College-controlled property.
22. Gambling or wagering for money or other things of value, except where permitted by law.
23. Distributing advertisements, samples and engaging in direct sales on College property or at College-sponsored events without prior authorization by the appropriate College official; or littering the College with posters, flyers or brochures on campus or on privately owned vehicles.
24. Actions which interfere with, obstruct or prevent the regular and essential operations of the College or infringe upon the rights of others to freely participate in its courses, programs or services.
25. Committing violations of local, State or federal laws involving Northland students as perpetrator(s) or victim(s), (victims may include students or employees) or when the behavior adversely affects the interests of the College.
26. Harassing, threatening or intimidating complainants or other persons alleging misconduct.
27. Violation of program rules, regulations and/or policies.

Part 4. Sanctions
Disciplinary sanctions are implemented by written notification within five (5) working days after an informal or formal hearing with administrative staff arranged by the Vice President of Student Services or designee. The following sanctions are listed to provide students with examples of possible penalties for conduct code violations. The College reserves the right to impose other sanctions as circumstances warrant.

- **Warning** - issuance of an oral or written warning or reprimand that may become part of a student's permanent file.
• **Restitution** - payment required to the College or other persons, groups, or organizations for damages incurred.
• **Probation** - continued enrollment at the College but under specific written conditions for a specific period of time.
• **Loss of a College Privilege** – an order that prohibits access to equipment and/or facilities or an order directing a student not to have contact with another member of the College community.
• **Suspension** - denial of the privilege of enrollment for a specific period of time after which the student is eligible to return. Conditions for re-admission may be specified.
• **Long-term Suspension** - a suspension that remains in effect for longer than 10 (ten) days.
• **Summary Suspension** - a suspension imposed without an investigation, informal meeting or formal hearing to ensure the safety and well-being of members of the College community.
• **Expulsion** - termination of student status.

**Part 5. Code of Conduct Due Process**

Allegations of violations of the Code of Conduct are heard either by the Vice President of Student Services or designee or by the Judicial Board. Violation of the Code of Conduct which may subject a student to long-term suspension or expulsion from the College will normally be accorded a Judicial Board hearing, except where otherwise noted. Violations of Code of Conduct standards generally will be referred to the Vice President of Students or designee or when final examinations, breaks or other vacation periods would prevent a timely hearing by the Judicial Board, or when in the judgment of the Vice President of Student Services or designee, appearing before the Judicial Board poses a threat to the physical welfare of Judicial Board members or witness(es). Under these conditions or circumstances, the Vice President of Student Services or designee may apply any or all sanctions typically reserved for the Judicial Board including long-term suspension or expulsion from the College. Students who violate the terms of the College probation sanction may also be referred to the Judicial Board. The focus of the inquiry in disciplinary proceedings will be whether it is more likely than not that the student violated College policy. Formal rules of evidence will not be applicable, nor will deviations from prescribed MnSCU procedures necessarily invalidate a decision or proceedings unless significant prejudice to the student or the College exists.

**Part 6. Initiation of Conduct Complaint**

Any member of the College community may file a written complaint against a student or student organization alleging a violation of the student code of conduct or other College policy. A complaint should be submitted in writing to the Vice President of Student Services or designee.

**NOTE:** Complaints alleging harassment or discrimination based on race, sex, 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 will be investigated and processed under the Non-Discrimination in Education and Employment Opportunity Policy and Procedure (NCTC Policy/Procedure 1020). Allegations pertaining to Sexual Violence are investigated under the Sexual Violence Policy and Procedure (NCTC Policy/Procedure 1080/1080P). All other complaints alleging improper conduct by a student or student group will be investigated under the Student Conduct Investigation Procedures below.
Part 7. Investigation of Conduct Complaint
Following the filing of a complaint, the Vice President of Student Services or designee will investigate the complaint. If, in the process of the investigation, the administrator determines that the complaint is unwarranted or unsupported, the administrator or designee shall discontinue proceedings.

Subpart A. Informal Process
If the administrator or designee feels that there is sufficient evidence to support the complaint, the administrator shall offer the accused student an opportunity to resolve the violation at an informal meeting.

Prior to or at the informal meeting, the student must be provided with the following information:
- Oral or written notice of the complaint.
- A copy of the Student Code of Conduct.
- Oral or written notice of the nature of the evidence to support the complaint specific policy he/she is accused of violating.
- A Tennessen Notice.

During the informal meeting, the student shall be provided an opportunity to respond to the complaint and evidence.

If the student fails to appear for the meeting or if the Vice President of Student Services or designee determines the evidence supports disciplinary action, the administrator may impose sanctions up to and including a suspension. In the event the Vice President of Student Services or designee recommends a long-term suspension or expulsion, the matter will be referred to the Judicial Board for consideration. The administrator or designee shall send written notice to the student of any sanction imposed, including any applicable right to appeal.

A student who has received a sanction has a right to an appeal meeting with the President. A request for an appeal meeting must be received by the President in writing within five days of receiving the notice of sanction.

Subpart B. Formal Process
Cases referred to the Judicial Board for a hearing usually involve allegation for which a finding of “responsible” could result in long-term suspension or expulsion from the College. The composition of the Judicial Board will normally be two (2) faculty, two (2) students, two (2) staff members and one (1) administrator. The administrator will serve as a non-voting chairperson.

After receiving a request for a formal hearing within the proscribed time period, the College will notify the student in writing of the time, place and date of hearing. Such notice to the student shall also include:
- A summary of the witness and documentary evidence that may be presented in support of a charge;
- A statement that the student’s failure to appear will not prevent the hearing from proceeding as scheduled and may lead to imposition of sanctions in the student’s absence;
- Notice that the student may have an advisor present, and if there is a likelihood that the student will face criminal prosecution related to the charge, notice that the student may wish to retain an attorney.
The hearing will be conducted in the following manner:

1. The administrator shall first present the complaint and supporting evidence. The accused student shall have an opportunity to challenge evidence.
2. The accused student shall next present evidence or testimony to refute the complaint.
3. Only those materials and matters presented at the hearing shall be considered as evidence.
4. The hearing shall be held in closed session.
5. The accused student may have an advisor or attorney present. However, the advisor or attorney may not participate in any questioning or advocate on behalf of the student.

Upon conclusion of the formal hearing, the Committee in closed session shall consider the evidence and will decide the sanction to be imposed or exonerate the student.

A written notice of findings and decisions shall be provided to the student by the chair of the Judicial Board within a reasonable time after the hearing. The student shall be considered notified of the sanction: 1) when the notice is hand-delivered to the student, or 2) two-days (excluding Sundays and legal holidays) after the notice is mailed to the student to the last known mailing address on file in the College records office.

If the Judicial Board affirms disciplinary action of a suspension or less, the notice shall inform the student of his/her right to appeal to the President. If the Judicial Board affirms a long-term suspension or expulsion, the notice shall inform the student of his/her right to a contested case hearing under Minnesota law.

Part 8. Contested Case Hearings
If a long-term suspension or an expulsion is determined by the Judicial Board, the student has a right to appeal the decision before an administrative law judge pursuant to Minnesota Statutes Chapter 14. A student seeking a hearing before an administrative law judge must inform the Vice President of Student Services or designee within five (5) days of receiving notice of the College hearing officer's final decision. The College will request a hearing from the Office of Administrative Hearings. The student will be notified of the time, place and date of the hearing.

The hearing will be conducted pursuant to Contested Case Procedures adopted by the Office of Administrative Hearings. An administrative law judge will be appointed by the Chief Administrative Law Judge pursuant to Minnesota Statute section 14.50.

Following the hearing, the administrative law judge shall make a report, which contains a recommendation, to the College President.

Within a reasonable time period following receipt of the administrative law judge's recommendation, the College President shall make a decision. The President's decision shall be final.

Part 9. Summary Suspension
In some cases, a complaint may allege threats of harm or serious harm to individuals. If, in the judgment of the Vice President of Student Services or designee, the accused student's presence on campus would constitute a serious
threat to the safety and well-being of others, the Vice President of Student Services or designee may impose a summary suspension. Notice of a summary suspension must be provided to the accused student in writing. During the summary suspension, the student may not enter the campus without obtaining prior authorization from the Vice President of Student Services or designee. A student who has been summarily suspended will be given the opportunity for an informal meeting or formal hearing within the shortest reasonable time period, not to exceed nine days.

None of the provisions in this policy affect the rights of persons in authority to take immediate and temporary action necessary to protect others and to uphold established policies, regulations and laws.

Part 10. Appeal Guidelines
The following guidelines should be used as grounds for an appeal: new evidence not reasonably available at the time of the hearing violation or hearing procedures, violation of student's due process rights, inconsistency of sanction relative to violation, and decisions contrary to weight of the evidence.

All reports of Student Conduct Violations should be reported to a campus Administrator:

**East Grand Forks:**
Mary Fontes  Dean of Student Services
Room #: 114  (218) 773-4522
mary.fontes@northlandcollege.edu

Mike Normandin  Interim Dean of Academic Affairs
Room #: 104  (218) 773-4506
mike.normandin@northlandcollege.edu

**Thief River Falls:**
Dennis Bendickson  Vice President of Student Services
Room #: 525 I  (218) 681-0858
dennis.bendickson@northlandcollege.edu

Dr. Jeffery A. Thomas  Dean of Academic Affairs
Room #: 461D  (218) 681-0852
jeffery.thomas@northlandcollege.edu

**STUDENT COMPLAINTS AND GRIEVANCES**
For the “Student Complaints and Grievances Policy” see page 18.

**TOBACCO**
Use of tobacco products, including smokeless tobacco, at NCTC is prohibited except in designated outdoor areas. Use of tobacco products in college facilities and/or state vehicles is prohibited.

**VIOLENCE FREE WORKPLACE**
It is the policy of NCTC and the responsibility of all employees to maintain a workplace free from threats and acts of violence. College officials will work to provide a safe workplace for employees, students, and visitors to the workplace.
STUDENT SERVICES

ACCEPTABLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY RESOURCES

Computer and information technology resources are essential tools in accomplishing the mission of Northland Community and Technical College. These resources must be used and managed responsibly in order to ensure their availability for the competing demands of teaching, scholarship, administration and other mission-related uses. This policy establishes responsibilities for acceptable use of Northland Community and Technical College information technology resources.

Part 1. Purpose
Subpart A. Acceptable use. System information technology resources are provided for use by currently enrolled System students, administrators, faculty, other employees, and other authorized users. System information technology resources are the property of Northland Community and Technical College, and are provided for the direct and indirect support of the System’s educational, research, service, student and campus life activities, administrative and business purposes, within the limitation of available System technology, financial and human resources. The use of Northland Community and Technical College information technology is a privilege conditioned on adherence to this policy and any procedures or guidelines adopted pursuant to this policy.

Subpart B. Academic freedom. Nothing in this policy shall be interpreted to expand, diminish or alter academic freedom, articulated under Board policy and System collective bargaining agreements, or the terms of any charter establishing a System library as a community or public library.

Part 2. Applicability. This policy applies to all users of System information technology, whether or not the user is affiliated with Northland Community and Technical College, and to all uses of those resources, wherever located. Northland Community and Technical College is not responsible for any personal or unauthorized use of its resources. Security of data transmitted on its information technology resources cannot be fully guaranteed.

Subpart A. System. For purposes of this policy, System means the Board of Trustees, the Office of the Chancellor, the state colleges and universities, and any part or combination thereof.

Subpart B. System information technology. System information technology means all System facilities, technologies, and information resources used for information processing, transfer, storage and communications. This includes, but is not limited to, computer hardware and software, computer labs, classroom technologies such as computer-based instructional management systems, and computing and electronic communications devices and services, such as modems, e-mail, networks, telephones (including cellular), voicemail, facsimile transmissions, video, and multimedia.

Subpart C. Transmit. Transmit means to send, store, collect, transfer or otherwise alter or affect information technology resources or data contained therein.
Subpart D. User. User means any individual, including, but not limited to, students, administrators, faculty, other employees, volunteers, and other authorized individuals using System information technology in any manner, whether or not the user is affiliated with Northland Community and Technical College.

Subpart A. Procedures. The chancellor shall adopt procedures under this policy, including, but not limited to: security; employee use, consistent with Minnesota Statutes section 43A.38 and other applicable law; monitoring; unauthorized uses and other limitations on use; and adoption of college and university procedures.

Subpart B. Sanctions. Users who violate this policy or related System, college or university procedures shall be subject to disciplinary action through appropriate channels. Violations may be referred to appropriate law enforcement authorities.

ACCESS POLICY
Parking is provided in various parking lots, subject to the following regulations adopted by Northland Community and Technical College.

• Only those vehicles owned or operated by students or employees of Northland Community and Technical College or other persons having a purpose or function at the college may park on college property.

• All persons parking vehicles on property owned, leased or occupied by Northland Community and Technical College will do so at their own risk. No responsibility will be assumed by the college or the state because of loss of property, damage to vehicle while parked, damage which may be incurred through the process of impounding the vehicle or for any other damage or loss sustained while on the college parking facility.

Penalties
• Northland Community and Technical College is authorized to enforce parking regulations on campus by State statute.

• The President, or designees, may order any motor vehicle parked at the college in violation of these rules and regulations to be removed. The cost of such removal shall be borne by the owner/operator of the motor vehicle.

• Vehicles left unattended on College property over ten days will be subject to towing at the owner’s expense. The owner is responsible for any damage to vehicles as a result of towing.

Handicapped Parking
• All vehicles parked in a handicap area must display a valid permit or license plate.

General Information
• The authority for establishing traffic and parking regulations on the State College campuses is granted by Minnesota Statute Section 169.966, Subd. 8 (1988).

• All persons operating a vehicle on campus are responsible for being familiar with and complying with all traffic and parking regulations.
The responsibility for finding a legal parking space rests with the vehicle operator. Lack of space is not considered a valid excuse for violation of parking regulations.

Drivers shall observe the college traffic and parking regulations and drive safely, giving pedestrians the right of way at all times.

Violation Consequences
Northland Community and Technical College reserves the right to ticket, immobilize, and/or tow any vehicle at the owner expense in violation of established parking regulations.

BOOKSTORE
The bookstores on both campuses are open Monday through Friday for purchase of books and supplies needed for classes. Evening hours are posted at the beginning of each semester to assist students attending evening classes.

On the East Grand Forks campus all financial aid and student payroll checks are disbursed at the bookstore, upon showing student identification. Tuition and all other financial obligations are also paid at the bookstore. The Bookstore does not cash checks.

On the Thief River Falls campus please see the TRF business office for payment of tuition and fees and distribution of financial aid and student payroll checks.

BUSINESS OFFICE
The Business Office hours on the East Grand Forks Campus is open from 8 a.m. until 4:30 p.m. Monday through Friday, the office is located in rooms 118.

The TRF Business Office is open from 9 a.m. until 3 p.m. Monday through Friday for paying tuition and fees and picking up financial aid checks. Students that are not on campus during those hours may make appointments by calling the Business Office.

Easy Steps for Web-based Tuition and Fee Payments
8. Log on to www.northlandcollege.edu
9. Click on ‘My NCTC’, drop down menu will appear, click ‘Registration’.
10. Click on appropriate ‘Campus Online Registration’ and ‘Account Access’.
11. Enter Student ID and PIN and click Login Now.
12. Click on ‘Student’ tab.
13. Click on ‘My Account’.
14. Click on ‘Pay Online’. If needed, follow online instructions.

* To set up a Payment Plan go to www.northlandcollege.edu and enroll in the FACTS Payment Plan online.

CHILDCARE CENTER – TRF Campus Only
The NCTC-TRF Childcare Center (Discovery Place) is located on campus and provides licensed day care for children who are at least sixteen months old through six years of age. Children of students, faculty, staff, and the general public are accepted on a priority basis. The Center is fully licensed by the state of Minnesota and is accredited by the National Academy of Early Childhood Programs. A fee is charged for day care services. Financial assistance may be available - check with the Financial Aid Office for eligibility requirements.
CHILDREN ON CAMPUS
Northland Community and Technical College welcomes children to appropriate college activities and events. Children attending activities and events must be supervised by a responsible adult.

Due to disruption and possible risk of harm, employees and students may not provide care for children or have another person provide care for children on the college campus. Employees and students may not bring children to scheduled work assignments, class, computer labs, or the library.

Employees and students who have children who are disruptive or at possible risk of harm will be asked to remove their children from college premises.

Pursuant to MN State Statute MN 626.556, schools are mandated reporters of maltreatment of minors. Maltreatment of minors includes abuse and neglect. Neglect includes leaving children unattended.

COMPUTER USE
See the "Acceptable Use of Computers and Information Technology Resources" on page 75.

CONSUMER INFORMATION
Northland Community and Technical College, in compliance with Title IV of the Educational Amendments of 1976 to the Higher Education Act and subsequent Federal Legislation, will provide and disseminate consumer information to all prospective and enrolled students. This information shall include, but not be limited to the following: admission requirements, financial aid programs available, programs/majors, costs, job placement, probation/suspension policy, and refund policy.

COUNSELING REFERRALS
Referrals of students who have excessive absences, academic problems, or personal problems should be made to a counselor, who will work with the student.

CRIME AWARENESS & CAMPUS SECURITY
Northland is concerned about the safety and welfare of all students, employees and guests; therefore, data is collected on criminal activities that have taken place on campus for the previous three years. It is our intent to provide a safe and pleasant educational environment for all students. Students should contact the Human Resources Office if they witness or are involved in activities that they feel are inappropriate to a college learning environment.

An annual Security Report which contains specified crime statistics and other information related to campus security issues is made available to the public as required by the federal Crime Awareness and Campus Security Act. A copy of the campus security report will be distributed to all students at the beginning of the fall semester and to all new students entering in the spring semester.

NCTC will assist you in protecting yourself by providing evening patrol and escort service, safety and security programs, as well as various safety and security posters and brochures. A security guard is on duty from 6:30 p.m. until 10:30 p.m., Monday through Thursday, when classes are in session during the fall and spring semesters.
CULTURAL DIVERSITY
Northland Community and Technical College provides multicultural student services in the areas of recruitment, retention, and placement of minority students. In addition, the Office of Multicultural Student Services seeks to promote an appreciation of cultural diversity and ethnicity on our campuses and throughout our communities.

The Office of Multicultural Student Services was established to provide a support system to minority students who choose to attend the college. Northland offers minority students a personalized support program, academic, career and personal counseling, diverse programs of study, and faculty and staff willing to provide individualized help and assistance.

The Office of Multicultural Student Services is dedicated to all minority students while they pursue their educational goals. For those students who qualify, there are grants and scholarships, the Minnesota Indian Scholarship Assistance Program, Tribal Scholarships, Health Service Scholarships, Workforce Investment Act funding, as well as numerous academic scholarships. For more information please contact:

Multicultural Student Services
East Grand Forks:
Pam Schorsch       Counselor
Room #: 109       (218) 773-4646
pam.schorsch@northlandcollege.edu

Thief River Falls:
Eugene Klinke  Director of Enrollment Services
Room #: 525 A       (218) 681-0866
eugene.klinke@northlandcollege.edu

EMERGENCY CLOSING
Emergency closings are defined as those situations which make it impossible to carry on the normal instructional activities of the college and/or create situations which could be harmful to the safety of students, employees, or campus visitors. Some examples of these situations are: weather or weather related, fire, bomb threats, or utility failures.

When emergency conditions merit closing considerations the administration shall follow the college adopted Emergency Closing procedures.

FACILITIES USE
Use of College facilities, including buildings and grounds, by non-NCTC organizations or individuals must be approved by the president’s or executive vice president’s office. Costs associated with the use of College facilities are based on various areas and services being utilized.

All student organizations are welcome to use the College facilities for college-sponsored activities, provided authorization from the appropriate supervisor/advisor is obtained.
FOOD SERVICE
Food Service at NCTC is open Monday through Friday for both breakfast and lunch on regularly scheduled class days, providing meals and sandwiches. Vending machines provide additional snacks and beverages. Hours during summer session may vary.

FUND RAISING
Any fund raising activity sponsored by a student club, organization, team, or association requires approval by the Vice President of Student Services or the Dean of Student Services prior to the event. A Fund Raising Request Form must be on file with one of these administrators. The use of Student Life fees to aid in fund raising activities is prohibited.

No gambling or betting is allowed on college property. Raffles are permitted, provided that:

1. The raffle is conducted by the college or related groups
2. Prizes are donated by an individual, firm, or other organization such as foundations and auxiliary boosters.
3. The raffle meets the requirements of Minnesota Statutes section 349.166, regarding Lawful Gambling Devices.
4. Raffle sponsors cannot require people to be present to win.
5. No one under the age of 18 is permitted to buy a raffle ticket.

HEALTH AND HUMAN SERVICES PROGRAMS POLICY ON STUDENT HEALTH SCREENING RECORDS
Statement of Policy: Students enrolled in a Health and Human Services Program (HHSP) at Northland Community & Technical College participate in clinical training as an essential element of their studies. Such clinical training includes the performance of direct patient care and participation in clinical experiences at affiliated hospitals and other healthcare institutions (affiliated healthcare providers).

To protect the health of students, patients, employees and others, and to comply with standards established by the affiliated healthcare providers, the College requires all students enrolled in a HHSP to provide dates of current immunization against certain vaccine preventable diseases, and date and results of current tuberculosis (TB) screening before the student is eligible to participate in clinical training, unless an exception applies.

The College shall implement procedures for this policy including, but not limited to, a written data practices advisory for HHSP students, and disclosure guidelines, including informed consent forms to permit appropriate disclosure to third parties.

The College will follow procedures for maintaining these immunizations and screening records (health screening records) as private educational data in accordance with federal and state privacy laws. The student immunization record will be maintained for five years from the date of graduation or last date of attendance.

Procedure: To protect the health of students, staff, patients and others and to comply with standards adopted by affiliated clinical training locations, Northland Community and Technical College has enacted Policy 3310 providing that all students enrolled in a Health and Human Services Program (HHSP), before
allowed to participate in clinical training, will be requested to submit dates of vaccination against certain communicable diseases, and date and result of having undergone screening for tuberculosis. These procedures are designed to implement Northland Community and Technical College Health and Human Services Programs (HHSP) Policy 3310 concerning the collection, maintenance and access to student health screening records.

**Data Collection and Informed Consent:** Each student enrolled in an HHSP shall, at the beginning of his/her enrollment in the program, be provided with a Student Statement of Understanding and Consent to Release Health Screening Records. This document informs the student of Policy 3310, the implementation procedures, how the health screening information will be used, who will have access, whether providing the information is legally required, and the consequences of providing or not providing the information. The document will also contain a provision indicating whether the student gives consent for the health screening information to be released to appropriate third persons, such as affiliated clinical personnel.

HHSP students will be asked to sign the form to indicate that they have received and understand its contents, and also asked to sign the consent.

HHSP students shall be informed that unless otherwise required under Minn. Stat. Sect. 135A.14, subd.2, they are not legally required to provide the health screening information. If students do not provide all requested information, they may not be allowed to participate in clinical training, unless they satisfy one of the exceptions. Students will be advised that affiliated clinical training sites may refuse to allow students at their site who have not consented to allow site personnel access to their health screening information.

Students shall be notified that willful failure to provide accurate or complete health screening information may be grounds for discipline under the Student Conduct Policy.

**Health Screening Data Requested:** All HHSP students, irrespective of the application of Minn. Stat. Sect. 135A.14, will be requested to provide dates of their most recent immunization for the following vaccine preventable diseases. Students shall submit the requested health screening information to the designated College official. The College shall review the health screening information to ensure that immunizations and screening have been in compliance with applicable standards. The College shall notify students whether additional documentation will be requested before participation in clinical training will be permitted.

- Measles, mumps and rubella; (at least 2 doses required @ ≥ 12 months of age)
- Diptheria and tetanus; (1 dose required within the past 10 years)
- Varicella (chicken pox); (date/age of disease required or 2 doses required)
- Hepatitis B (HBV), or a signed declination. (Persons at risk should have completed a 3 dose series) Students should consult with their personal health care providers to assess the advisability of a HBV vaccination.

This data may be requested upon application to the college or upon application to a specific health and human services program, depending on program specific timelines.
**Exceptions to Immunization Requirements:** Dates of an immunization listed above will not be further requested if the student submits a statement that shows:

- That, for medical reasons, the student did not receive an immunization;
- That the student has experienced the natural disease against which the immunization protects; or
- That a laboratory has confirmed the presence of adequate immunity.

If the student submits a notarized statement that the student has not been immunized as listed above because of the student’s conscientiously held beliefs, further proof of the immunizations described above will not be requested. However, the student may be denied access to the clinical training, which may result in an inability to complete the health program requirements. The College shall forward this statement to the Minnesota Commissioner of Health, as permitted by Minn.Stat.Sect. 135A.14, Subd. 3.

Students will be required to provide the date and results of a Tuberculin Skin Test (i.e., Mantoux) 3 months prior to the start of the clinical training in accordance with health industry standards. The results of a two-step Mantoux test will be requested if there has been no TB testing of the student within the past year. If the results of the Mantoux test are positive, the student will be requested to provide the date of the last chest x-ray. In the event that a chest x-ray result is positive, the College will advise the student to seek medical advice as to the appropriate course of action.

**Maintenance of and Access to Student Health Screening Data:** Health screening records of HHSP students are classified as private educational data under federal and state law. The College will maintain student health screening records separate from other academic records, and take reasonable measures to ensure that access to this data conforms to applicable law. A signed copy of each student’s Information and Consent form shall be maintained with his/her health screening records.

If the student has given his informed consent in writing, the College may disclose his/her health screening information to the affiliated clinical healthcare provider where the student is located. The College may develop summary data from the health screening data, which does not identify individual students; summary data may be disclosed without student consent.

The College should notify the affiliated healthcare providers of their obligation to maintain health-screening data as private and that re-disclosure is prohibited.

**HEPATITIS INFORMATION**

**HEPATITIS A - What is it?** HAV is a liver disease caused by the hepatitis A virus. In the United States, HAV can occur in situations ranging from isolated cases of disease to widespread epidemics. Good hand washing and proper sanitation can help prevent spreading of the disease. Vaccines are also available for long-term prevention of HAV infection in persons 2 years of age or older. Immune globulin is available for short term prevention.

**How can I get it?** You can get HAV by 1) eating raw shellfish harvested from sewage-contained water, 2) swallowing contaminated water or ice, 3) eating fruits, vegetables, or other food that may have become contaminated during handling, 4) use of street drugs. HAV is found in the stool of persons with hepatitis A. HAV can affect anyone and is usually spread from person to person.
by putting something in the mouth that has been contaminated with the stool of a person infected with hepatitis A. HAV can spread in areas where there are poor sanitary conditions or where good hand washing is not observed. Persons with HAV can spread it to household members or sexual contacts. A person can spread HAV about one week before symptoms appear and during the first week of symptoms. Persons with no symptoms can still spread the virus. This often happens with young children who unknowingly spread HAV to older children and adults. Casual contact as in the usual office, factory or school setting, does NOT spread the virus.

Who is at risk? You are at risk if you:
1. Have household or sexual contact with someone who has HAV,
2. Travel to countries where HAV is common and where clean water and proper sewage disposal are not available,
3. Are a man who has sex with men,
4. Use street drugs,
5. Work in child care centers (especially settings that have children in diapers),
6. Live or work in an institution for developmentally disabled persons,
7. Work in research laboratory setting and handle HAV infected non-human primates,
8. Receive factor concentrates for a clotting factor disorder.

Symptoms: Three of every four adults who get HAV have symptoms that usually develop over a period of several days. Children who are infected often have no symptoms.

If you have symptoms:
1. Your eyes may turn yellow and you may have dark urine,
2. You may be tired,
3. You may lose your appetite,
4. You may have nausea, vomiting, fever, or stomach ache.

Unlike HBV and HCV, HAV causes no long-term liver damage and usually does not cause death. There is no chronic carrier state with HAV. Having had the disease produces lifelong immunity from future HAV infection.

Prevention - Always wash your hands after using the bathroom, changing diaper, and before eating or preparing food.

Hepatitis A vaccines provide long-term protection against hepatitis A and are licensed for use in persons 2 years of age and older. Children and adults need two shots of hepatitis A vaccine for long-term protection.

Who should receive hepatitis A vaccine?
1. Persons who work in or travel to areas where hepatitis A is common (first dose should be given at least 4 weeks before travel),
2. Children in communities with high rates of hepatitis A, such as Alaska Native villages, American Indian reservations, and Pacific Islander and selected religious communities,
3. Men who have sex with men,
4. Persons who use street drugs,
5. Persons with chronic liver disease,
6. Persons with clotting factor disorders, such as hemophilia,
7. Persons who work with HAV infected non-human primates or work with HAV in a research setting (hepatitis A vaccine is not generally recommended for health care workers,
8. Anyone who wants protection - Hepatitis A is preventable. Get vaccinated!

HEPATITIS B - What is it? HBV is a serious disease caused by a virus that attacks the liver. HBV can cause lifelong infection, cirrhosis (scarring) of the liver, liver cancer, liver failure, and death. HBV can affect anyone. Each year in the United States, more than 200,000 people of all ages get hepatitis B and close to 5,000 die of sickness caused by HBV. If you have had other forms of hepatitis you can still get hepatitis B. Vaccines are available for long-term protection of HBV infection. Hepatitis B immune globulin is available for post exposure protection.

How can I get it? You can get HBV by:
1. Direct contact with the blood or body fluids of an infected person,
2. Having sex or sharing needles with an infected person,
3. Use of street drugs,
4. Exposure to your infected mother at birth.

Women who are infected with HBV can give it to their babies. Babies who get HBV at birth may have the virus for the rest of their lives. They can spread the disease and get cirrhosis of the liver or cancer. Sometimes people who are infected with HBV never recover fully from the infection. They can remain infectious for the rest of their lives. In the United States, about one million people carry HBV. Hepatitis B is NOT spread through food or water or by casual contact.

Who is at risk? You are at risk if you:
1. Have sexual contact with an infected person,
2. Have multiple sex partners,
3. Are a man who has sex with men,
4. Have household contact with someone who has chronic HBV infection,
5. Work with human blood products,
6. Shoot street drugs,
7. Live or work in a home for the developmentally disabled,
8. Have hemophilia,
9. Travel to areas where HBV is common,
10. Your parents were born in Southeast Asia, Africa, the Amazon Basin in South America, the Pacific Islands, and the Middle East.

Symptoms: You may have hepatitis B (and be spreading the disease) and not know it; sometimes a person with HBV infection has no symptoms at all.

If you have symptoms:
1. your eyes or skin may turn yellow,
2. you may lose your appetite,
3. you may have nausea, vomiting, fever, stomach or joint pain,
4. you may feel extremely tired and not be able to work for weeks or months.

Prevention: Hepatitis B vaccine is the best protection against HBV. Three doses are needed for complete protection.

Who should get vaccinated?
1. All babies, beginning at birth, should get hepatitis B vaccine,
2. All children and adolescents who have not been vaccinated,
3. Persons of any age whose behavior puts them at high risk for HBV infection,
4. Anyone whose job exposes them to human blood.
All pregnant women should be tested for HBV early in their pregnancy. Babies born to HBV positive mothers should receive vaccine along with hepatitis B immune globulin, (called H-BIG) at birth. The vaccine series should be completed during the first 6 months of life. There is no cure for HBV; this is why prevention is so important. *Hepatitis B is preventable. Get vaccinated!*

**HEPATITIS C - What is it?** HCV is a liver disease caused by the hepatitis C virus which is found in the blood of persons who have this disease. HCV is serious for some persons but not for others. Some do not feel sick from the disease. Most persons who get HCV carry the virus for the rest of their lives and have some liver damage. Others may develop cirrhosis (scarring) of the liver and liver failure but this process can take many years.

**How can I get it?** You can get HCV by:
1. using tattoo or body piercing tools contaminated with someone else's blood due to the artist or piercer not following good health practices, including hand washing and using disposable gloves,
2. Sexual contact with multiple partners,
3. Use of street drugs.

The infection is spread by contact with the blood of an infected person. Almost 4 million Americans are infected with the Hepatitis C virus. Hepatitis C is NOT spread by:
1. Breast feeding,
2. Sneezing,
3. Hugging,
4. Coughing,
5. Food or water,
6. Sharing eating utensils or drinking glasses,
7. Casual contact.

**Who is at risk?** You are at risk if you:
1. ever injected street drugs, even if you experimented a few times many years ago,
2. were treated for clotting problems with a blood product made before 1987,
3. received a blood transfusion or solid organ transplant (e.g., kidney, liver, heart) before July 1992, or you were notified that you received blood that possibly contained HCV,
4. were ever on long-term kidney dialysis.

Many people who are at risk for HCV are at risk for hepatitis A and hepatitis B. Check with your doctor to see if you should get hepatitis A and hepatitis B vaccines.

**Symptoms:**
Most people have no symptoms until the disease is very advanced. Fatigue is most common. Only 25% to 35% develop malaise, weakness, or anorexia and some develop jaundice. Fulminate hepatitis with liver failure following acute HCV infection has been reported but is rare.

**Why should I be tested for hepatitis C?** Early diagnosis is important so you can:
1. be checked for liver disease,
2. get treatment, if indicated. Drugs are licensed for the treatment of persons with long-term hepatitis C,
3. learn how you can protect your liver from further harm,
4. learn how you can prevent spreading HCV to others.

Prevention
1. Don’t ever shoot drugs. If you shoot drugs, stop and get into a treatment program. If you can’t stop, never reuse or share syringes, water, or drug works and get vaccinated against hepatitis A and hepatitis B,
2. do not share toothbrushes, razors or other personal care articles,
3. health care workers should always follow routine barrier precautions and safely handle needles and other sharps,
4. get vaccinated for HBV,
5. consider the health risks if you are thinking about getting a tattoo or body piercing,
6. use latex condoms correctly and every time. There is no vaccine to prevent Hepatitis C!

IMMUNIZATION RECORD REQUIREMENT
In conformance with M.S. 135A.14 Northland Community and Technical College requires an immunization record be submitted from the following students:

- students born after 1956 and did not graduate from a Minnesota high school in 1997 or later; and
- students registered for more than one on-campus class for a full semester.

The immunization record submitted must indicate the month and year the student was immunized against measles, rubella and mumps, after having attained the age of 12 months. The immunization record must also indicate the month and year the student was immunized against diphtheria and tetanus within ten years of first registration at the institution.

Students registered for non-credit, off-campus or Distance Education courses only are exempt from submitting the required immunization record unless the course requires on campus lab, internship, clinical or other on-campus contact for the purpose of completing coursework.

Time Requirement: All immunization records must be submitted prior to registration.

Medical Exceptions: An immunization record is not required if the student submits a statement signed by a physician that shows:

1) the student did not receive an immunization for medical reasons;
2) the student has experienced the natural disease against which the immunization protects; or
3) a laboratory has confirmed the presence of adequate immunity.

Additional Exception: If the student submits a notarized statement that the student has not been immunized as required because of the student’s conscientiously held beliefs, the immunizations are not required. Northland Community and Technical College shall submit the notarized statement to the Commissioner of Health.

Immunization Record Files: Northland Community and Technical College shall maintain an immunization record for each student for at least one year from the
Additional Immunization Requirements: Students in certain majors may be required to submit additional immunization records besides those indicated within this policy.

INFORMATION ON LEVEL THREE SEX OFFENDERS
The Campus Sex Crimes Prevention Act requires the college provide a means to ensure that information about registered sex offenders is readily available to students. Students may acquire information on Level Three Sex Offenders by accessing the Minnesota Department of Corrections website at: http://www.doc.state.mn.us/level3/offender

Also by contacting the local police department:

**East Grand Forks Police**
520 Demers Avenue
East Grand Forks, MN 56721
Phone: (218)773-1104

**Thief River Falls Police**
102 First St West
Thief River Falls, MN 56701
Phone: (218)681-6161

LAPTOP - EGF CAMPUS ONLY
To meet the laptop requirement, students that require a laptop in their program must possess adequate computing resources. The requirement can be met with a student-owned laptop or a laptop procured through a lease with a vendor; however, the minimum hardware specifications and general software requirements must be met to accommodate communication, research, general and specific program computing activities.

Annually, NCTC identifies a minimum hardware specification and required general software to meet all program requirements. These specifications are available from the Information Technology Service Center. In addition, the specifications are posted to NCTC’s website. Due to the changing nature of curriculum, software and course sequencing, NCTC will not endorse an alternate specification. Students interested in using an alternate specification are strongly advised to consider the numerous changing variables that will affect their computing needs throughout the program of study prior to leasing or purchasing an alternate specification.

All students are required to:
- at request, produce proof of licensure for all software installed on the computer, and
- register, upon request, with the Information Technology Service Center.

All students are subject to rights and responsibilities as identified in the Student Code of Conduct and the Acceptable Use of Computers and Information Technology Resources Policy.

LAW ENFORCEMENT OFFICIAL VISITATION
Law Enforcement officials needing to conduct business on campus shall check in with a College Administrator or the Campus Registrar’s office upon arrival. The college official will determine the student’s location and arrange for the officer to meet with the student in a private area. Unless it is necessary for the safety of students and employees, the officer will not enter the classroom in which the
LEARNING CENTER
Northland Community and Technical College’s Learning Center serves as a resource for students who want to improve their academic performance.

The Learning Centers provide a program of instructional services to students who may potentially have, or are currently having academic difficulties. These services are available from specially trained staff in the areas of: improvement of study skills, communication skills, math skills and some diagnostic testing.

Individual and group tutoring is available to all students who need help with content areas within their program.

In addition to instructional services, the Learning Center plans for and provides services for students with disabilities. They will assist with transition planning prior to enrollment and provide on-going support.

Options may include providing extended time, reading or modifying tests, providing note takers, modifying the environment or making curriculum accommodations, in accordance with student need. Students are encouraged to take advantage of the free services offered by the Learning Center.

Limited English Proficiency (LEP) Support Services are developed for individual students through the Learning Centers. These services may include notetakers, extended time for tests, readers for tests and private testing rooms.

LIBRARY
CIRCULATION
The Northland Community and Technical College libraries provide instructional materials of various difficulty levels, subject appeal, and points of view. The selection of these materials may involve persons, including library specialists, faculty, students, and administrators. However, the ultimate responsibility for development and maintenance of the library’s collection lies with the professional librarians. The library hours on both campuses will be posted.

The Northland Community and Technical College Library will make every effort to meet the informational needs of users by establishing circulation policies that ensure access to materials and services. Borrowers will be required to return materials in compliance with policies or they may be subject to fines, replacement costs, and/or loss of borrowing privileges. These actions are necessary to ensure access for all users. Fines and circulation schedules are contained in the library procedure manuals.

NCTC students may check out library materials and use online databases with a valid NCTC library card. Any student of a MnSCU institution may check out NCTC materials using a valid library card from the parent institution. NCTC students’ library cards are good at any other MnSCU institution. Any community
Confidentiality of Records
Patron use of all library materials is private. No one may access the records of which items have been used by which patrons or when they have been used. Under Minnesota law, the Library and the College are responsible for safeguarding library data privacy. Implementation of Minnesota Statute 13.40, subd. 2, (1982) is the responsibility of the governing authority. Under this statute:

“That portion of records maintained by a library which links a library patron’s name with materials requested or borrowed by the patron or which links a patron’s name with a specific subject about which the patron has requested information or materials is classified as private, pursuant to section 13.02, subd. 12, and shall not be disclosed except pursuant to a valid court order.”

Renewals
Renewal privileges are determined by the item and patron type. Material renewal may be made in person, by phone or online. Materials do not need to be presented to be renewed. Materials may also be renewed by the patron at any PALS terminal or on WEBPALS from any Internet location.

Overdue Notices
Notices are sent to patrons as a courtesy reminder when material is overdue. However, borrowers are responsible for returning or renewing materials on time and for paying all fines and charges whether or not a notice has been received.

Fines
The fine policy at NCTC Library is intended to be a deterrent to overdue materials. The patron should always be aware of the date due of items checked out and either renew them or return them in a timely manner. Fines accumulate until the maximum amount is reached or until the material is returned to the library. No patron with an outstanding fine may check out additional material until the fine is paid. If material is not returned, the library assumes it is lost and a bill for replacement costs plus processing fees is issued. When material is returned, the changes, including processing fees, are reduced to reflect maximum overdue fines.

Interlibrary Loan
It is the policy of Northland Community and Technical College Libraries to make every effort to provide for the information needs of students, faculty, and staff. When local resources do not meet those needs, the library staff has an obligation to obtain materials from another campus by submitting an Interlibrary Loan (ILL) request to MINITEX. Interlibrary loan is intended to supplement existing collections and not intended to replace collection development on the individual campuses. The borrowing and lending libraries will ensure compliance with federal copyright laws. Costs for lost or damaged materials will be the responsibility of the borrowing library. The loan period and renewal options are determined by the lending library. The loan period is usually about four weeks. Photocopies may be kept by the requestor. Some lending libraries may specify special conditions regarding the use of their materials, such as No Renewals or In Library Use Only. These conditions will be enforced.

RECONSIDERATION OF CHALLENGED MATERIALS
Despite the care taken by the library professional to select valuable materials, occasionally objections to a selection will occur. The library staff respects the
right of Northland Community and Technical College employees and students to express their opinion and will provide the right to challenge library materials for reconsideration. However, no library materials will be removed until the challenge is acted upon and a final decision is made whether to remove or keep the item. The Library subscribes to the Library Bill of Rights.

**CHALLENGED MATERIALS**

Even though the hope is for informal resolution, the college has adopted a formal procedure to systematically resolve objections to a material selection:

1. The campus official or staff member receiving a complaint regarding library materials will try to resolve the issue informally in a courteous manner without making a commitment to remove the item.
2. In the event that the person making an objection to the material is not satisfied with the initial explanation from the staff member or librarian, he or she will be referred to the campus Academic Dean. The dean will also try to informally resolve the complaint; but if it cannot be resolved, then the complainant can file the objection in writing by obtaining a "Request Form for Reevaluation of Media Center Materials" from the librarian.

[Note: The librarian must sign the form after it has been filled out so that he/she can be informed about the nature of the problem.]

3. Within 10 days of filing, the Campus Academic Dean will inform the Chief Academic Officer and the Academic Affairs and Standards Council of the formal complaint. The issue will be placed on the agenda of the next available Academic Affairs and Standards Council meeting.

**Committee Process**

- Committee members will review copies of the written complaint
- Read or view the challenged material
- Review general acceptance of the material by reading professional reviews of the material, if available
- Weigh values and faults against each other and make a recommendation based on the educational value of the material as a whole
- File a copy of the committee’s recommendation to the Campus Academic Dean and Chief Academic Officer.

4. The Chief Academic Officer will present the formal complaint and the recommendation to the College President. The final decision to retain or remove the material rests with the College President.

**COPYRIGHT**

Northland Community and Technical College faculty, staff, and students are expected to observe federal copyright guidelines. The College will not be liable if individuals violate copyright laws using college equipment. The library makes every effort to be in compliance with existing copyright laws and will provide information and guidance, especially as new technologies are introduced.

Under the law, it is fair use to reproduce copyrighted materials for specific educational situations. Library staff will consider the “fair use” guidelines and can refuse to accept a copying order if, in their judgment, fulfillment of the order would involve a violation of fair use. They can also require the requester to
provide sufficient information for the librarian to seek permission to duplicate copyrighted material.

**LIMITED ENGLISH PROFICIENCY**
Northland Community and Technical College recognizes Limited English Proficiency (LEP) students as individuals with sufficient difficulty speaking, reading, writing or understanding the English language. Students with limited English skills may experience difficulties where the language of instruction is English. Northland Community and Technical College shall have an identified support services plan for enrolled students who meet conditions of Limited English Proficiency (LEP). Identified Individual Support Service Plans are available through the Learning Center.

**LOST AND FOUND**
The College’s lost and found is located at the main reception area. Turn in items that you find and check with the receptionist if you lose anything.

**NEW VENTURE CENTER (TRF ONLY)**
The New Venture Center provides support for NCTC-TRF students who are single parents, displaced homemakers, single pregnant women, and students who are enrolled in a program, which is considered non-traditional for their gender. Services offered include the following: workshops, multi-media computer, advocacy, and referrals to services and agencies both on and off campus.

**PARKING**
See the “Access Policy” on page 76.

**PIONEER NEWS**
The Pioneer News is available on Monday mornings, August through May. Copies will be available through the college website or at various locations throughout the College.

The Pioneer News serves as a means of communication concerning college news, events, social activities, and club notices etc. Notices for the Pioneer News should be submitted to Julie Olson by 3 p.m., Thursday.

**PLACEMENT**
It is the policy of Northland Community and Technical College to assist students with placement services for one year following graduation or until the first job is secured in a related field of employment, whichever occurs first. To be eligible, students must register for placement services in the last semester prior to graduation, be enrolled in or completed all required courses, and paid all tuition, fees and any other financial responsibilities. Services include a wide variety of resources to assist in career planning and job search, and notification of job openings within their field of study.

The College does not accept responsibility for securing employment for the graduate. The student is primarily responsible for preparing his or her employment application, employment history, and related information and for obtaining employment in training related fields. The College provides services and resources, which may assist students in securing employment. Students are advised that their academic performance, interview skills, and willingness to accept entry-level employment are crucial to the student’s acceptability to potential employers.
STUDENT HEALTH INSURANCE
Students no longer covered by their parents’ insurance plan are encouraged to purchase health insurance. All eligible students can enroll in the plan for the entire academic year or for the semester. Dependent coverage is also available. For further details about the medical coverage, please see the Student Services receptionist to pick up a brochure and application.

International Students
Unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that might occur all international students are required to purchase the MnSCU international student accident and illness insurance.

STUDENT IDENTIFICATION CARD
The photo identification card is the preferred form of identification as a Northland Community and Technical College student. There is no charge for the initial card. A fee will be charged for a replacement card. Students with an ID card are able to access library resources and it will also provide admission to most college activities.

STUDENT LIFE
The campus Student Life Committees shall adhere to the established guidelines set forth in MnSCU Policy 2.8 Student Life. Student life/activity programming is intended to provide for a wide range and balance of student activities that complement the curricular offerings of the institution. Funding decisions shall be made in a viewpoint neutral manner. After consulting with the president or designee, the campus Student Senates may review and amend the membership structure of the campus Student Life Committees for the next academic year. The campus Student Senates shall appoint the student members of the campus committee. The campus Student Senates may serve as the campus Student Life Committees. Not more than one-third of the voting committee members shall be non-students. The Student Life fee shall fund the student government (Student Senate) on each campus.

The committee(s) shall annually recommend to the campus Student Senate the amount of the fee for the ensuing year, the allocation of revenues, policies and procedures for oversight of the Student Life budget and expenditures consistent with system and institution policies and procedures (see Policy 5.11 and System Procedures 5.11.1 and 2.8.1). The College President shall approve, reject, or modify the fee and/or budget and authorize the collection and expenditure of such fees. The campus Student Senates shall be consulted on any modification to the budget and expenditure recommendation prior to implementation. Student Life fund balances shall have carry-over authority into the next fiscal year. Budget reserves may be established and their status shall be annually reported to the campus Student Life Committees.

Part 1 Definitions
- **Student organization:** Those clubs and organizations that have been formally recognized by the campus Student Senate as described in Policy 2.1.
- **Student life/activities:** Student life/activities are those activities consistent with M.S.136F.01. Subd. 5.
Subpart A. Budget process.
The campus Student Senate and the president or designee shall jointly determine a schedule to ensure that the budget plan for student life/activity will be completed for action in the spring. At the beginning of the annual budget preparation process, the college administration shall provide the student life committee with a copy of the previous year’s student life/activity financial statement, current year-to-date budget and financial statement, and pertinent regulations and policies. Supplemental budget information, including process notes and explanations, shall be provided at the request of the committee(s). The committee(s) shall present the student life/activity budget, including the fee amount and allocation of revenues, to the campus Student Senate for review. The Senate(s) will make recommendations to the college president for approval. New funding requests or modifications occurring during the year shall be reviewed and recommended at the discretion of the campus Student Senate and submitted to the institution president for action.

Subpart B. Student organization accounts. NCTC shall provide for the fiscal management of student organization accounts. A student organization which receives allocations of student activity monies shall deposit and expend all allocations through an account within the institution activity fund. Student organizations may also establish an agency account at the NCTC’s discretion.

Subpart C. Annual report. NCTC shall prepare a student life/activity fee annual financial report including all reserves and accrued interest. The report shall be available to interested parties and provided to the student life/activity committee and the campus student senate. The campus student senate may request that NCTC provide a detailed accounting or obtain an audit of its student life/activity fund which shall be made available to interested parties. The cost of these audits shall be borne by NCTC’s student life/activity fund.

Subpart D. Carry forward and reserves. Expenditures from carry forward, including reserves, shall occur only after receipt of a recommendation from the campus student senate. The amount of these carry forward funds shall be reported to the campus student life committee(s). Interest earned from the student life/activity fund shall be credited back to that fund. The committee(s) may review and make recommendations regarding the investment policy for student life/activities reserves.

Subpart E. Use of Funds.
1. The student life/activity fee shall only fund activities that are consistent with M.S. 136F.01, Subd. 5.
2. The student life committee(s) shall follow commonly accepted business practices in the operation and funding of student life/activity programs.
3. This policy and procedure seeks to ensure the proper use and stewardship of public funds in the operation of the student life/activity programs.
4. NCTC’s president or designee and the campus student senate shall jointly establish guidelines on appropriate business practices for expenditures from the student life/activity fund.
5. Student life/activity funds shall not be used for the purchase of alcohol.
6. All revenue collected through the student health services fee, and maintained in an account of the activity fund, shall be used in compliance with the finance policies and procedures of the Minnesota State Colleges and Universities.
7. Student life/activity fees shall not be used as donations to college foundations or to other external charitable organizations.
8. Student life/activity fees shall not be used to provide individual scholarships or grants.
9. The student life committee(s) shall recommend student leader tuition waivers and/or stipends funded by the student life/activity fund. NCTC shall determine whether these expenditures are considered taxable.
10. The student life committee(s) may agree to provide funds for its own support through the student life/activity budget process.

STUDENT RIGHT-TO-KNOW
It is the policy of Northland Community and Technical College to annually prepare and make available to all enrolled and prospective students, statistics on completion or graduation rates, transfer-out rates, and employment, pursuant to the Student Right-to-Know Act of 1990. This information shall be made available through appropriate publications, mailings and the College website.

STUDENT RIGHTS AND RESPONSIBILITIES
Part 1. Freedom to Learn. In addition to the basic constitutional rights enjoyed by all citizens, students in colleges and universities have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

Part 2. Freedom of Expression. Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not substantially disrupt the regular and essential operation of the institution. In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Part 3. Freedom of Association. Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

Part 4. Student-Sponsored Forums. Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college or university shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The president or designee may prohibit any forum when holding the event, in his or her judgment, would result in physical harm to persons or property. Prior to any such prohibition, the president shall consult with the student association.

Part 5. Student Publications. Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension
and removal because of student, faculty, administrative, or public disapproval of 
editorial policy or content. The student fee allocation process shall not be used 
as a means of editorial control of student-funded publications. All student 
publications shall explicitly state on the editorial page that the opinions there 
expressed are not necessarily those of the college, system, or student body.

**Part 6. Student Policies.** The policies of the college regarding student 
expectations, rights and responsibilities shall be readily accessible to students.

**Part 7. Catalog and Course Information.** To the extent possible, students 
shall be provided relevant and accurate information regarding courses prior to 
enrollment. Catalog descriptions and website postings shall be accurate and 
based on information existing at the time of publication. To the extent possible, 
class schedules shall list the names of faculty teaching courses.

**Part 8. Student Academic Standing Information.** Students shall have access 
to accurate information for establishing and maintaining acceptable academic 
standing, information which will enable students to determine their individual 
academic standing, and information regarding graduation requirements.

**Part 9. Academic Evaluation.** Student academic performance shall be 
evaluated solely on the basis of academic standards, including any requirements 
that are noted in the catalog, course syllabus, or student handbook. Students 
shall have protection against prejudiced or capricious evaluation and shall not be 
evaluated on the basis of opinions or conduct in matters unrelated to academic 
standards. Students shall have the right to review their corrected examinations or 
other required assignments used by the faculty in evaluating the student's 
academic performance.

**Part 10. Property Rights.** Term papers, essays, projects, works of art, and 
similar property including property in which the student has intellectual property 
rights pursuant to Board Policy 3.26 shall be returned to a student upon request, 
within a reasonable timeframe, when no longer needed for evaluation purposes, 
unless the student grants written permission for them to be retained.

**Part 11. Student Review and Consultation.** Students shall have the right to 
appropriate levels of participation in college decision making pursuant to MnSCU 
Policy 2.3 and Procedure 2.3.1, Student Involvement in Decision-Making.

**STUDENTS WITH DISABILITIES**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the 
Americans with Disabilities Act of 1996, NCTC affirms the rights of students with 
disabilities to equal opportunity and treatment in recruitment, admissions, 
progress, services and activities.

In order to receive accommodations, a student must:
1. Initiate a request for services through the campus Disabilities Coordinator;
2. Provide documentation verifying the disability;
3. Follow plan as determined after consultation with campus Disabilities Coordinator.

In accordance with Minnesota Statute 135.A.16, NCTC shall provide, at a 
minimum, the following:
1. support, counseling, and information that may include support groups, individual counseling, career counseling and assessment, and referral services;
2. academic assistance services that may include early registration, early syllabus availability, course selection and program advising, course work and testing assistance and modification, and tutoring;
3. advocacy services that may include a designated ombudsman serving as the primary contact and coordinator for students needing services, assistance in working individually with the faculty and administrators, intervention procedures, and grievance procedures.

In addition, NCTC shall publish in its catalog, student policy handbook and planner, and website, information on campus services that are available to students with disabilities, the name of the college contact person, and the designated location for obtaining information on services.

**Campus Disability Coordinators:**

**East Grand Forks**
Ellen Brehmer  Learning Services Coordinator/Disability Coordinator  Room #: 415 D  (218) 773-4629   TTD: (218) 773-4541  ellen.brehmer@northlandcollege.edu

**Thief River Falls**
Dean Dalen Director of Learning Center/Disability Coordinator  Room #: 205 A  (218) 681-0835  TTY (218) 681-0990  dean.dalen@northlandcollege.edu

**USE OF E-MAIL AS OFFICIAL CORRESPONDENCE TO STUDENTS**

1. **College use of e-mail.** E-mail is a mechanism for official communication with Northland Community and Technical College students. Official e-mail communications are intended only to meet the academic and administrative needs of the College community. The College has the right to expect that such communications will be received and read in a timely fashion. The College retains the right to send official communication via traditional methods.

As administrator of this process, the Director of Technology, or designee, is responsible for monitoring the use of student e-mail. Confidentiality of e-mail correspondence cannot be guaranteed; therefore users of this service should exercise extreme caution when sending messages. It is a violation of College policies for any user to impersonate a College office, faculty/staff member, or student. Further guidelines for appropriate use of e-mail are noted in #1510 Acceptable Use of Computers and Information Technology.

2. **Assignment of student e-mail.** College e-mail accounts are assigned to all registered students. Official e-mail addresses are considered as "directory information" under FERPA and NCTC’s Data Privacy Policy.

3. **Expectations about student use of e-mail.** Students are expected to check their e-mail on a weekly basis. Students have the responsibility to recognize that certain communications may be time-critical. Students may be required to monitor e-mail on a more frequent basis as determined by instructional needs. Faculty will dictate how electronic forms of communication (e.g., e-mail) will be used in their classes.
4. Redirecting of e-mail. Students are responsible for all information sent to them via their NCTC e-mail account. If a student chooses to forward messages to another account, they do so at their own risk. Students remain responsible for obtaining the information that has been communicated from NCTC. The College will not be responsible for the handling of e-mail by outside vendors.


6. Exception to policy. Personnel and Student conduct actions regarding specific detail will not be sent via electronic mail.

**VETERANS SERVICES**

The program offered by Northland Community and Technical College have been approved by the Minnesota State Approving Agency for veterans and their dependents eligible for educational benefits under Chapter 30, 31,32 and 35 of the Veterans Readjustment Act of 1977. Under the new GI Bill, Chapter 1606 and 1607 (REAP: Reserve Educational Assistance Programs) Reserve and National Guard personnel may be eligible for educational benefits. Students should contact the Veterans Certifying Official or their local Veterans Administration office to obtain applications. The Veterans Administration office will determine eligibility and entitlement.

Veterans may receive credit for appropriate military training. The campus transfer specialist personnel will determine the number of credits acceptable to transfer. Veterans or veterans’ dependents receiving educational benefits must conform to the following regulations to maintain their eligibility:

1. Register for at least 12 credits per semester to receive full benefits; 9-11 credits for three-quarter time; 6-8 for half time; 4-5 for less than half-time. (Veterans Administration pays tuition and fees only for 1-3 credits, these credits must apply towards a degree.)
2. Maintain satisfactory academic progress toward graduation.
3. Report any changes in credits (drops/adds), address or status (i.e. withdrawal) to VA certifying official.

**Veterans Certifying Officials**

**East Grand Forks:**

Pam Schorsch       Counselor
Room #: 109       (218) 773-4646
pam.schorsch@northlandcollege.edu

**Thief River Falls:**

Dennis Bendickson   Vice President of Student Services
Room #: 525 I       (218) 681-0858
dennis.bendickson@northlandcollege.edu
## Name Directory

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<tr>
<th>NAME</th>
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<tr>
<td><strong>Academic Dishonesty</strong></td>
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<tr>
<td>Mike Normandin</td>
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<td>104</td>
<td><a href="mailto:mike.normandin@northlandcollege.edu">mike.normandin@northlandcollege.edu</a></td>
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<tr>
<td><strong>Admissions</strong></td>
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<td>Mary Frendin</td>
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<td><a href="mailto:mary.frendin@northlandcollege.edu">mary.frendin@northlandcollege.edu</a></td>
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<tr>
<td><strong>Advisor/Admissions Representative</strong></td>
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<td>Janet Gontarek</td>
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<td><a href="mailto:janet.gontarek@northlandcollege.edu">janet.gontarek@northlandcollege.edu</a></td>
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<td><strong>Bookstore</strong></td>
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<td>Dee Olson</td>
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<tr>
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<td>Kate Schmalenberg</td>
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<td>Pam Schorsch</td>
<td>(218) 773-4646</td>
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<tr>
<td>Marna Klug (TRIO Counselor)</td>
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<td><a href="mailto:marna.klug@northlandcollege.edu">marna.klug@northlandcollege.edu</a></td>
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<tr>
<td><strong>Dean of Academic Affairs (Interim)</strong></td>
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<td>Mike Normandin</td>
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<td><strong>Dean of Student Services</strong></td>
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<td>Mary Fontes</td>
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<td><strong>Disability Coordinator (Students)</strong></td>
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<td>Becky Holthusen</td>
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<tr>
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</table>
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Multicultural Student Services
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Placement Specialist
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Student Senate Advisor
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**Student Senate President**
Robert Hunter  (218) 773-4785  432 D  robert.hunter@northlandcollege.edu

**Tours & Visits**
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**Transcripts**
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Jo Ann Schill  (218) 773-4523  105  jo.schill@northlandcollege.edu

**Transcript Request Hotline**  (218) 773-4659
* Also go to [www.northlandcollege.edu](http://www.northlandcollege.edu) to request a transcript online

**Tuition & Fees**
Bookstore  (218) 773-4514  242
Business Office  (218) 773-4540  120

**Veterans Services**
Pam Schorsch  (218) 773-4646  109  pam.schorsch@northlandcollege.edu

**Web and D2L**
Chad Sperling  (218) 773-4651  411I  chad.sperling@northlandcollege.edu
Karleen Delorme  (218) 773-4538  411F  karleen.delorme@northlandcollege.edu
### NCTC- THIEF RIVER FALLS
### STUDENT SERVICES DIRECTORY

1101 Highway One East  
Thief River Falls, MN  56701
Phone: 218-681-0701 or 1-800-959-6282  
Fax: (218) 681-0774  
TTY: (218) 681-0990

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<td><strong>Academic Dishonesty</strong></td>
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<td>Dr. Jeffery A.Thomas</td>
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<td>Dean Dalen</td>
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<td><strong>Athletic Department</strong></td>
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<td>Deb Jacobson</td>
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<td>Rosie Gustafson</td>
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<td>(218) 681-1735</td>
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<td>Becky Holthusen</td>
<td>(218) 681-0844</td>
<td>425 H</td>
<td><a href="mailto:becky.holthusen@northlandcollege.edu">becky.holthusen@northlandcollege.edu</a></td>
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<tr>
<td><strong>Executive Vice President</strong></td>
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<tr>
<td>Kent Hanson</td>
<td>(218) 773-4630</td>
<td>102</td>
<td><a href="mailto:kent.hanson@northlandcollege.edu">kent.hanson@northlandcollege.edu</a></td>
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<td>Financial Aid</td>
<td>Donna Quam</td>
<td>(218) 347-6239</td>
<td>525 G</td>
<td><a href="mailto:donna.quam@northlandcollege.edu">donna.quam@northlandcollege.edu</a></td>
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<td></td>
<td>Marie Sandsmark</td>
<td>(218) 681-0867</td>
<td>525 G</td>
<td><a href="mailto:marie.sandsmark@northlandcollege.edu">marie.sandsmark@northlandcollege.edu</a></td>
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<tr>
<td></td>
<td>Allison Miramontes</td>
<td>(218) 681-0860</td>
<td>525 H</td>
<td><a href="mailto:allison.miramontes@northlandcollege.edu">allison.miramontes@northlandcollege.edu</a></td>
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<tr>
<td></td>
<td>International Students</td>
<td>(218) 681-0858</td>
<td>525 I</td>
<td><a href="mailto:dennis.bendickson@northlandcollege.edu">dennis.bendickson@northlandcollege.edu</a></td>
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<td>Information Technology Services</td>
<td>Stacey Hron</td>
<td>(218) 681-0877</td>
<td>615 A</td>
<td><a href="mailto:stacey.hron@northlandcollege.edu">stacey.hron@northlandcollege.edu</a></td>
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<tr>
<td></td>
<td>Jacqueline Cross</td>
<td>(218) 683-7066</td>
<td>613</td>
<td><a href="mailto:jacqueline.cross@northlandcollege.edu">jacqueline.cross@northlandcollege.edu</a></td>
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<tr>
<td></td>
<td>David Olsen</td>
<td>(218) 681-0864</td>
<td>615</td>
<td><a href="mailto:david.olsen@northlandcollege.edu">david.olsen@northlandcollege.edu</a></td>
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<td></td>
<td>Holly Deschene</td>
<td>(218) 681-0702</td>
<td>617 A</td>
<td><a href="mailto:holly.deschene@northlandcollege.edu">holly.deschene@northlandcollege.edu</a></td>
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<td>Learning Center</td>
<td>(218) 681-0835</td>
<td>205 A</td>
<td><a href="mailto:dean.dalen@northlandcollege.edu">dean.dalen@northlandcollege.edu</a></td>
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<td>Jane Anderson</td>
<td>(218) 681-0836</td>
<td>205 B</td>
<td><a href="mailto:jane.anderson@northlandcollege.edu">jane.anderson@northlandcollege.edu</a></td>
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<td></td>
<td>Lynell Wayne</td>
<td>(218) 681-0725</td>
<td>205 C</td>
<td><a href="mailto:lynell.wayne@northlandcollege.edu">lynell.wayne@northlandcollege.edu</a></td>
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<td>Library</td>
<td>(218) 681-0757</td>
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<td><a href="mailto:cynthia.jorstad@northlandcollege.edu">cynthia.jorstad@northlandcollege.edu</a></td>
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<td>Eugene Klinke</td>
<td>(218) 681-0866</td>
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<td>New Venture Center</td>
<td>(218) 681-0779</td>
<td>549 A</td>
<td><a href="mailto:kelsy.blowers@northlandcollege.edu">kelsy.blowers@northlandcollege.edu</a></td>
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<td>Placement Office</td>
<td>(218) 681-0780</td>
<td>543</td>
<td><a href="mailto:susan.dowers@northlandcollege.edu">susan.dowers@northlandcollege.edu</a></td>
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<td></td>
<td>Rocky Ammerman</td>
<td>(218) 681-0863</td>
<td>541 E</td>
<td><a href="mailto:rocky.ammerman@northlandcollege.edu">rocky.ammerman@northlandcollege.edu</a></td>
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<tr>
<td></td>
<td>Jodi Halsa</td>
<td>(218) 681-0875</td>
<td>525 F</td>
<td><a href="mailto:jodi.halsa@northlandcollege.edu">jodi.halsa@northlandcollege.edu</a></td>
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<tr>
<td></td>
<td>President</td>
<td>(218) 681-0845</td>
<td>461 B</td>
<td><a href="mailto:anne.temte@northlandcollege.edu">anne.temte@northlandcollege.edu</a></td>
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<td>Dr. Anne K. Temte</td>
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<td>President’s Office</td>
<td>(218) 681-0846</td>
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<td><a href="mailto:cindy.cedergren@northlandcollege.edu">cindy.cedergren@northlandcollege.edu</a></td>
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<td>Cindy Cedergren</td>
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<td>Public Relations</td>
<td>(218) 681-0861</td>
<td>425 F</td>
<td><a href="mailto:julie.olson@northlandcollege.edu">julie.olson@northlandcollege.edu</a></td>
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<td></td>
<td>Julie Olson</td>
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<td></td>
<td>Receptionist</td>
<td>(218) 681-0701</td>
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<td><a href="mailto:margaret.nelson@northlandcollege.edu">margaret.nelson@northlandcollege.edu</a></td>
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<td></td>
<td>Margaret Nelson</td>
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<td></td>
<td>Registration</td>
<td>(218) 681-0863</td>
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<td><a href="mailto:rocky.ammerman@northlandcollege.edu">rocky.ammerman@northlandcollege.edu</a></td>
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<td>Rocky Ammerman</td>
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<td></td>
<td>Lisa Bottem</td>
<td>(218) 683-7082</td>
<td>541 F</td>
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<td></td>
<td>Nicki Carlson</td>
<td>(218) 681-0862</td>
<td>525 B</td>
<td><a href="mailto:nicki.carlson@northlandcollege.edu">nicki.carlson@northlandcollege.edu</a></td>
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<td></td>
<td>Jodi Halsa</td>
<td>(218) 681-0875</td>
<td>525 F</td>
<td><a href="mailto:jodi.halsa@northlandcollege.edu">jodi.halsa@northlandcollege.edu</a></td>
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<tr>
<td></td>
<td>Lynn McGlynn (Aviation)</td>
<td>(218) 681-0829</td>
<td>Airport</td>
<td><a href="mailto:lynn.mcglynn@northlandcollege.edu">lynn.mcglynn@northlandcollege.edu</a></td>
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<td></td>
<td>Ruby Jensen (Nursing)</td>
<td>(218) 681-0851</td>
<td>629</td>
<td><a href="mailto:ruby.jenson@northlandcollege.edu">ruby.jenson@northlandcollege.edu</a></td>
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<td></td>
<td>Carol Dahl (Management)</td>
<td>(218) 681-0776</td>
<td>525 E</td>
<td><a href="mailto:carol.dahl@northlandcollege.edu">carol.dahl@northlandcollege.edu</a></td>
</tr>
<tr>
<td><strong>Student Conduct Issues</strong></td>
<td>(218) 681-0858</td>
<td>525 I</td>
<td><a href="mailto:dennis.bendickson@northlandcollege.edu">dennis.bendickson@northlandcollege.edu</a></td>
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<tr>
<td><strong>Student Life Coordinator</strong></td>
<td>(218) 681-0858</td>
<td>525 I</td>
<td><a href="mailto:dennis.bendickson@northlandcollege.edu">dennis.bendickson@northlandcollege.edu</a></td>
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<tr>
<td><strong>Student Senate Advisor</strong></td>
<td>(218) 681-0732</td>
<td>401</td>
<td><a href="mailto:vanessa.martell@northlandcollege.edu">vanessa.martell@northlandcollege.edu</a></td>
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<tr>
<td><strong>Swenson House</strong></td>
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<td></td>
<td><a href="mailto:kathi.jenkins@northlandcollege.edu">kathi.jenkins@northlandcollege.edu</a></td>
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<tr>
<td><strong>Tours &amp; Visits</strong></td>
<td>(218) 681-0854</td>
<td>525</td>
<td><a href="mailto:tara.harstad@northlandcollege.edu">tara.harstad@northlandcollege.edu</a></td>
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<tr>
<td><strong>Transcripts</strong></td>
<td>(218) 681-0701</td>
<td>541</td>
<td><a href="mailto:margaret.nelson@northlandcollege.edu">margaret.nelson@northlandcollege.edu</a></td>
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<tr>
<td>* Also go to <a href="http://www.northlandcollege.edu">www.northlandcollege.edu</a> to request a transcript online *</td>
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<td><strong>Tuition &amp; Fees</strong></td>
<td>(218) 681-0735</td>
<td>547 G</td>
<td><a href="mailto:barb.noel@northlandcollege.edu">barb.noel@northlandcollege.edu</a></td>
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<tr>
<td><strong>Veterans Services</strong></td>
<td>(218) 681-0858</td>
<td>525 I</td>
<td><a href="mailto:dennis.bendickson@northlandcollege.edu">dennis.bendickson@northlandcollege.edu</a></td>
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<tr>
<td><strong>Vice President of Student Services</strong></td>
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<td><a href="mailto:dennis.bendickson@northlandcollege.edu">dennis.bendickson@northlandcollege.edu</a></td>
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<tr>
<td><strong>Web and D2L</strong></td>
<td>(218) 681-0937</td>
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<td><a href="mailto:chad.sperling@northlandcollege.edu">chad.sperling@northlandcollege.edu</a></td>
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<tr>
<td>Karleen Delorme</td>
<td>(218) 773-4538</td>
<td>ITS</td>
<td><a href="mailto:karleen.delorme@northlandcollege.edu">karleen.delorme@northlandcollege.edu</a></td>
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**2007-2008 ACADEMIC CALENDAR**

**FALL SEMESTER 2007**
- Fall Tuition Due (before midnight)     Thursday, Aug 23
- Cancellation of Classes for Non-Payment (midnight)  Friday, Aug 24
- New Student Orientation (TRF Only)     Friday, Aug 24
- Fall Semester Begins                   Monday, Aug 27
- Last Day to Drop a Class without a Charge  Friday, Aug 31
- Last Day to Drop/Add an On-Campus Class  Friday, Aug 31
- Last Day to Drop/Add an NCTC On-Line Class  Friday, Aug 31
- Labor Day Holiday*                    Monday, Sept 3
- Minnesota State College Faculty Days* Thru-R, Oct 18-19
- Last Day to Withdraw From an On-Campus Class  Wednesday, Oct 31
- Last Day to Withdraw From an NCTC On-Line Class  Wednesday, Oct 31
- Veteran’s Day Holiday*                Monday, Nov 12
- Thanksgiving Holiday*                 Thur-Fri, Nov 22-23
- Final Exams                          Tue-Fri, Dec 18-21
- End of Fall Semester                 Friday, Dec 21

**SPRING SEMESTER 2008**
- Spring Tuition Due (before midnight)  Thursday, Jan 10
- Cancellation of Classes for Non-Payment (midnight)  Friday, Jan 11
- Spring Semester Begins                Monday, Jan 14
- New Student Orientation (TRF Only)     Monday, Jan 14
- Last Day to Drop a Class without a Charge  Monday, Jan 18
- Last Day to Drop/Add an On-Campus Class  Monday, Jan 18
- Last Day to Drop/Add an NCTC On-Line Class  Monday, Jan 18
- Martin Luther King Jr. Holiday*        Monday, Jan 21
- President’s Day Holiday*              Monday, Feb 18
- Spring Break*                        Mon-Fri, March 10-14
- Last Day to Withdraw From an On-Campus Class  Wednesday, March 26
- Last Day to Withdraw From an NCTC On-Line Class  Wednesday, March 26
- In-Service Day*                      Monday, April 7
- Final Exams                          Mon-Thur, May 12-15
- End of Spring Semester                Thursday, May 15
- Graduation (TRF)                     Thursday, May 15
- Graduation (EGF)                     Friday, May 16

Visit [www.distance.minnesota.edu](http://www.distance.minnesota.edu) for the complete Online Course Calendar.

* Denotes days when no classes will be held
**LETTER FROM THE PRESIDENT**

Whatever our previous paths, we have all chosen to be at Northland Community and Technical College. I was attracted by the exciting and innovative programs, the highly qualified and committed faculty and staff, and the warmth of the communities of northwest Minnesota. I am committed to assuring that the educational experience students have at NCTC is exceptional!

As a student, you may be here because of the fine reputation of the college’s transfer degree program. You may have decided to prepare for a career in one of our many professional technical programs. You may be exploring options for your future and determining what your interests are. You or your employees may need continuing education and training to remain competitive. The opportunities for learning and student involvement with the college and its communities are great.

Whatever your reasons for attending, I welcome you and encourage you to explore all the options Northland Community and Technical College has to offer. Our mission statement assures that we are “dedicated to creating a quality learning environment for all learners.” That means that our staff and faculty will help you with every phase of your educational program. We will meet you where you are now and help you get to where you want to be.

All the best in this new academic year.
Dr. Anne K. Temte
President

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**NCTC MISSION STATEMENT**
Northland Community and Technical College is dedicated to creating a quality learning environment for all learners through partnerships with students, communities, businesses, and other educational institutions.

**NCTC VISION STATEMENT**
Northland Community and Technical College will be widely recognized as a progressive leader in community and technical college education, responsive to the needs of our learners through the use of partnerships, innovation, and technology.
Northland Community and Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, 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.

Harassment of an individual or group on the basis of race, sex, 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 has no place in a learning or work environment. Further, Northland Community and Technical College shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

NCTC reserves the right to cancel, postpone and re-schedule course offerings.

NCTC provides assistance for students experiencing academic difficulty or for those needing accommodations for disabilities. Services for students with disabilities include: advocacy, counseling, academic assistance, and referral information.

Lack of English skills will not be a barrier to admissions and participation. All appropriate and necessary services shall be provided for prospective or current students needing accommodations for disabilities including this document in an alternative format by contacting Ellen Brehmer at (218) 773-4629 or 1-800-451-3441, or TTD (218) 773-4541 at the East Grand Forks Campus; or Dean Dalen at (218) 681-0835 or 1-800-959-6282, or TTY (218) 681-0990 at the Thief River Falls campus.

The handbook and website contain policies, procedures, and information necessary for the operation of Northland Community and Technical College. The policies and procedures have been reviewed and approved by Northland Community and Technical College. It is the intent of the College that these policies and procedures respect individual student identity, while being applied consistently and uniformly. These policies and procedures were developed according to the most recent rules, regulations, and data available at the time of publication. However, Northland Community and Technical College policies and procedures are subject to revision by state and federal agencies, which are beyond the jurisdiction of the College. Changes in rules, regulations, policies, and procedures made by higher levels and agencies of government supersede College policy. All policies will be reviewed for possible revision on an annual basis.

Data contained in the Northland Community and Technical College catalog or Student Policy Handbook/Planner accurately reflects information at the time of publication. However, Northland Community and Technical College reserves the right to make changes at any time deemed necessary.
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Accuracy Notice

It is Northland College’s intention to provide resources relevant to the academic, extracurricular and social lives of students. Every effort has been made to ensure the accuracy of the materials contained within this handbook as of the date of publication. However, all policies, procedures, academic schedules, program information and fees are subject to change at any time by appropriate action of the faculty, Northland administration, the Minnesota State Colleges and Universities Board of Trustees or the Minnesota Legislature without prior notification. The provisions of this handbook do not constitute a contract between the student and Northland College. The information in this handbook is for use as an academic planning tool and is subject to change at any time. Upon printing of this handbook, all previous issues are revoked.

ACADEMIC INFORMATION

ACADEMIC ADVISING - 3071

It is Northland Community and Technical College’s philosophy that academic advisement is essential to the growth and development of each individual student. Advisors are assigned who will assist students with course selection, program progression planning, and academic issues.

It is the student’s responsibility to meet with an advisor prior to registration.

ACADEMIC DISHONESTY - 3072

Academic dishonesty refers to misconduct related to academic assignments or examinations, plagiarizing or other misconduct directly related to the academic learning experience. Plagiarism is the unacknowledged use of another person’s work (either word for word or in the substance of an idea) in one’s own work offered for credit. Plagiarism, cheating, and possession and/or distribution of unadministered examinations may be handled as a scholastic matter (i.e. failing the assignment and/or the course) or as a disciplinary matter in accordance with the Student Code of Conduct. Academic dishonesty or cheating includes, but is not limited to:

- Copying from another student’s test paper and/or collaboration during a test with any other person by giving or receiving information without authority; using materials during a test not authorized by the instructor.
- Stealing, buying, or otherwise obtaining all or part of an unadministered test or information about said test.
- Selling, giving, or otherwise supplying to another student for use in fulfilling an academic requirement, any theme, report, term paper, painting, drawing, sculpture, or other work of art; or submitting as one’s own, in fulfillment of an academic requirement, any theme, report, term paper, essay, or other written work, painting, drawing, sculpture, or other work prepared totally or in part by another.
- Submitting nearly identical work that one has previously offered for credit in another course, without prior approval by the instructor.

If a student disagrees with charges of academic dishonesty policy against him/her, they must meet with the instructor and attempt a resolution. If the student and the instructor cannot come to a resolution the student may appeal the decision through the appeal process.
All reports of student academic dishonesty should be reported to the campus Dean of Academic Affairs.

East Grand Forks:
Mike Normandin
Interim Dean of Academic Affairs
Room #: 104
(218) 773-4800 mike.normandin@northlandcollege.edu

Thief River Falls:
Dr. Jeff A. Thomas
Dean of Academic Affairs
Room #: 425 E
(218) 681-0862 jeffery.thomas@northlandcollege.edu

ACADEMIC PROGRESS - 3070

Introduction
Standards of academic progress are established to require students to progress satisfactorily and timely toward the completion of their degree, diploma or certificate. Additionally, federal regulations require that recipients of federal and/or state financial aid make satisfactory academic progress towards a degree, diploma or certificate to remain eligible for aid. In compliance with federal regulations, the college has established and will apply the following standard of academic progress to all students. The qualitative and quantitative standards of this policy are cumulative and include all periods of enrollment, whether or not a student received financial aid. The Registrar’s Office is responsible for implementing and monitoring the satisfactory academic policy.

Students are responsible for their academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with an advisor or a counselor to ensure that they are successfully completing graduation requirements and maintaining satisfactory progress.

Qualitative Measure (GPA)
All students are required to maintain the following minimum GPA levels:

- Any student who has attempted 1 to 16 cumulative credits must earn a minimum cumulative GPA of 1.75
- Any student who has attempted 17 or more cumulative credits must earn a minimum cumulative GPA of 2.0

Grades of A, B, C, D, and F shall be included in the GPA calculation.

Quantitative Measure (Completion Percentage)
All students are required to successfully complete a minimum of 67% of cumulative attempted credits. Successfully completed credits include A, B, C, D, and P.

Maximum Time Frame
Students whose cumulative attempted credits exceed 150% of the credits required to complete their intended degree, diploma or certificate are not eligible for financial aid. Up to 30 remedial and developmental credits shall be excluded from maximum time frame calculation. Maximum time frames for students with one program change, students pursuing double majors, students enrolled in consecutive programs or with previous degrees may be based on specific curricular requirements.
Evaluation Period
Satisfactory academic progress will be evaluated for all students with registered credits at the end of each semester; fall, spring and summer. Any non-standard session courses shall be evaluated during the semester in which they are transcripted. Programs less than one year in length will be evaluated at the midpoint of the program.

Failure to Meet Standards (Suspension and Probation)
Maximum Time-Frame Failure: If at the end of the semester, a student has failed to meet the maximum time frame measurement, the student shall be suspended from financial aid eligibility immediately upon completion of the evaluation.

Probation: If at the end of the semester, a student has failed to meet the required cumulative GPA and/or completion percentage, the student shall be allowed to enroll and retain their financial aid eligibility under probationary status for one semester. Students on probation are encouraged to meet with an advisor and complete an Academic Improvement Plan at the beginning of the probationary semester. This document will be placed in the student’s file.

Suspension: A student on probation, who fails to meet required cumulative GPA and/or completion percentage, shall be placed on suspension unless requirements of continued probation status are met. The earliest that a student suspended for the first time may reenroll at NCTC is as follows: if suspended after spring or summer semester, the student may enroll the following spring semester; if suspended after fall semester, the student may enroll the following summer semester. Students returning after a period of suspension should not assume that financial aid will be reinstated. An appeal to the financial aid office will be required. The second suspension will be for one calendar year. The third suspension is permanent.

Continued Probation Status: A student who has been on probationary status and has met the institution’s term GPA and completion percentage standards for all courses for which they were enrolled for the probationary period but have not met the cumulative standards shall be allowed to retain their enrollment and financial aid eligibility under a “continued probation status”, until such time as:

1. the student has met the cumulative GPA and completion percentage standards, at which time enrollment and financial aid eligibility will be reinstated, or
2. the student fails to meet GPA or completion percentage standards for the courses in which they were enrolled during the probationary period, at which time NCTC shall suspend the student from enrollment and financial aid eligibility immediately, or
3. NCTC determines that it is not possible for a student to raise their GPA or course completion percentage to meet the satisfactory academic progress standards before the student would reach the end of the program for which they are receiving financial aid, at which time NCTC shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

Students on continued probation are encouraged to meet with an advisor and complete an Academic Improvement Plan at the beginning of the probationary semester. This document will be placed in the student’s file.
Continuation of Students Who Successfully Appeal Suspensions: Students who fail to make satisfactory academic progress and are suspended from enrollment and/or financial aid eligibility have a right to appeal based on unusual or extenuating circumstances. Unusual or extenuating circumstances may include but are not limited to the following: death of a relative, illness, injury, or hospitalization of the student. If an appeal is approved, NCTC shall permit the student to retain enrollment and/or financial aid eligibility under an appeal status for an additional semester. The student may be required to sign a Satisfactory Academic Progress Contract and comply with conditions determined by the committee, advisor, or counselor. These conditions may include, but are not limited to the following:

i) a restriction on the number of credits taken, and/or;
ii) a requirement that certain courses be registered for, and/or;
iii) required class attendance, and/or;
iv) scheduled meetings with a counselor or advisor to review student progress.

The specific minimum academic standards that the student must meet during the semester shall be communicated to the student in writing as part of the appeal resolution process. At the end of the appeal period, a student who has met the minimum agreed upon academic standards for that period shall have their appeal status extended for an additional semester. A student who fails to meet the minimum agreed upon academic standards during the appeal period shall be removed from appeal status and their enrollment and financial aid eligibility shall be suspended.

Suspension of Students for Extraordinary Circumstances: NCTC may immediately suspend students from financial aid eligibility in the event of extraordinary circumstances which may include, but are not limited to the following:

i) previously suspended students who have been reinstated whose academic performance falls below acceptable standards during a subsequent semester;
ii) students who register for courses, receive financial aid, and who do not attend classes; and
iii) students whose attendance patterns appear to abuse the receipt of financial aid.

Notification
Students will be notified of their probationary or suspension status in writing as soon as possible after the end of the semester. Notifications will be sent prior to the 5th day of the following semester.

Appeals

Appeal for Reenrollment
Any student who has been suspended from enrollment due to failure to make satisfactory academic progress may appeal their ability to enroll in courses by using the college Academic Appeal Procedure. The student must complete the Student Appeal/Petition form accurately and submit the form to the campus registrar. If the student wants to present their case in person to the Academic Appeal committee, they must notify the campus registrar of that decision at the time the appeal is submitted. The Academic Appeal committee will notify the student of the outcome in writing. Approval of an appeal to reenroll does not affect financial aid status. A separate process exists to appeal for reinstatement of financial aid.
Appeal for Reinstatement of Financial Aid

Any student who has been suspended from financial aid may appeal their ability to receive financial aid directly to the financial aid director by using the Appeal/Petition for Reinstatement of Financial Aid form. The student must complete the Appeal/Petition form accurately and submit the form and supporting documentation to the financial aid office; the financial aid director will notify the student of the outcome in writing.

A student who files an appeal with the financial aid director requesting to have financial aid reinstated and is denied, may appeal the financial aid decision by using the college Student Appeal/Petition form within five days of receiving the financial aid director’s decision. The student must complete the Student Appeal/Petition form accurately and submit the form to the campus registrar. The student must attach a copy of the denied appeal/petition for reinstatement of financial aid. If a student wants to present their case in person to the Vice President of Academic Affairs and Student Services and the Campus Dean of Student Services. He/She must notify the campus registrar of that decision at the time that the appeal is submitted. The Vice President of Academic Affairs and Student Services will notify the student of the joint outcome in writing.

Appeals will be granted in situations that demonstrate unusual or extenuating circumstances. Unusual or extenuating circumstances may include but are not limited to the following: death of a relative, illness, injury, or hospitalization of the student. It is required that students attach appropriate supportive documentation, such as doctor’s statements to their Student Appeal/Petition form.

The decision of the Vice President of Academic Affairs and Student Services and Campus Dean of Student Services is final and binding.

Reinstatement

A student who has been suspended from enrollment may return to the college after an appeal has been approved or the period of suspension has passed. The student will remain on probation status and may be required to sign a Satisfactory Academic Progress contract and comply with conditions determined by the committee, advisor or a counselor. These conditions may include, but are not limited to the following:

- a restriction on the number of credits;
- a requirement that certain courses be taken;
- a requirement regarding class attendance;
- a requirement that scheduled meetings occur with a counselor or advisor to review student progress.

A suspended student who has not successfully appealed, but has returned to the college following the period of suspension remains ineligible for financial aid until such time that the student meets or exceeds satisfactory progress standards.

Treatment of Grades

Earned Credits: Successfully completed credits that count toward the required percentage of completion. Earned credits include only A, B, C, D, and P (pass).

Completed Credits: Credits that include A, B, C, D, F, and P. They do not include I (incomplete), W (withdraw), AU (audit), NC (no credit), NP (no pass), Z (grade not yet entered), or GH (grade held – specific to the aviation program) or drops (classes dropped during the drop/add period). Completed credits may qualify for retroactive payment of financial aid.
• **Successfully Completed Credits:** Credits for which a student receives a letter grade of A, B, C, D, and P are included in the calculation of cumulative completion percentage of credits successfully completed.

• **Credits Attempted But Not Successfully Completed:** Credits for which a student receives a letter grade of I, NC, NP, W, F, Z, and GH shall be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted as credits attempted.

**Incompletes:** A grade of “I” may be assigned at the discretion of the instructor in exceptional circumstances and is a temporary grade. It is to be given only to students who cannot complete the course work on schedule because of illness or other circumstances beyond their control. An incomplete grade will automatically become an “F” grade at the end of the next semester if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date.

**Grade Point Average (GPA):** GPA is the quotient of the student’s grade point total divided by the grade point credits. “P” does not carry a grade point value and as such is not calculated in the GPA. A “P” will neither raise nor lower a student’s GPA. However, “P” counts toward registered and completed credits.

**Grade Points:** A letter grade is assigned at the end of the semester for each course in which the student is enrolled. A grade point value for each credit in the course is assigned to each letter grade. Only grades of A, B, C, D and F carry grade point value.

**Grade Point Total:** The sum of grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.

**Fresh Start (Academic Amnesty):** Credits for which students have been granted a Fresh Start (Academic Amnesty) will be recorded and retained in the Student Data System in such a way that they will be included in both the qualitative and/or quantitative measurements of financial aid satisfactory academic progress even though they no longer are considered part of the GPA shown on the student’s transcript.

**Audited Courses:** Audited courses (AU) are not funded by financial aid and are not included in any financial aid satisfactory academic progress measurements.

**Consortium Credits:** Credits for which a student is registered at another college which are accepted by this college for the purposes of processing financial aid and are included for purposes of calculating satisfactory academic progress.

**Remedial/Developmental Courses:** Credits awarded for remedial course work (below 100 level). Students may receive financial aid for these credits up to a maximum of 30 semester credit hours. Grades earned are considered in GPA and percentage completed calculations. Up to 30 remedial and developmental credits shall be excluded from maximum time frame calculation.

**Repeated Courses:** In order to successfully complete a course as defined by program requirements, a student may repeat a course no more than two (2) times. Repeating a course will not remove previous attempts from the student’s transcript. The best grade will become the grade calculated for GPA purposes. All repeated credits are included in the completion percentage calculation for
satisfactory academic progress and are taken into consideration when calculating maximum time frame. Courses repeated to improve a grade are not eligible for financial aid.

Transfer Credits: Credits earned at another college which are accepted by NCTC. Transfer credits are not considered when calculating GPA or percentage completed. Transfer credits will be counted when calculating the 150% timeframe if the credits apply towards the student’s current degree.

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

ACTIVE DUTY WITH THE ARMED FORCES - 2215

Students who are members of any branch of the U.S. military reserves and who are unable to complete a semester due to having been called to active duty shall to the extent possible be provided one of the following options:

1. The student may be given a full refund of tuition. Students receiving financial aid who choose this option should be made aware that they may be liable for any required refunds of state or federal financial aid funds.
2. The student may be given a grade of incomplete in a course and complete it upon release from active duty. Course completion may be accomplished by independent study or by retaking the course without payment of tuition. Under federal financial aid policies a course that is retaken this way may not be counted toward a student’s enrollment load.
3. If in the instructor’s judgment the student has completed sufficient course work to earn a grade of C or better, the student may be given credit for completion of a course.

AUDITING COURSES (Grading Policy - 3090)

Students intending to audit a course (earn no credit) are required to register for the course indicating audit. Auditing students may not need to meet regular course requirements and must confer with the instructor as to their privileges and responsibilities in the course. A student who first registers for credit may change to audit status any time during the first five (5) days of the semester. A student who first enrolls for audit status may change to credit status during the first five (5) days of the semester. Courses audited are not included in determining the total credits earned toward a major or the cumulative grade point average. However, the credit value of any course audited is computed in the assessment of tuition. Upon registration of the course, an entry is made on the student’s permanent record along with other classes. “AU” equals audit.

CLASSROOM INSTRUCTION - 3360

Each faculty member is expected to use methods and techniques which he or she finds most effective. A faculty member will be expected to conduct class for the entire assigned class period. The faculty member is expected to submit a Request to be Absent form for any day the class does not meet.
A currently enrolled student in good standing may petition to challenge any course at Northland Community and Technical College. A challenge may be granted with the approval of the instructor and academic dean. The process may be initiated by the student obtaining a Credit by Examination form from the Student Services office to secure approval for such an examination. A fee based on the lecture/lab content of the course will be assessed for the examination. The instructor will be paid for construction and administration of the examination according to the collective bargaining agreement. If the student passes the test, it is recorded as a CR (Credit by Exam) on the student’s transcript. If the student fails the test, the attempt is not recorded on the student’s transcript. Credit by Examination (test-out) credits will not be counted in the student’s GPA, nor will they factor in the determination of financial aid, but they will be listed on the transcript. There will be no limit on the number of courses of which a student may test-out, except that the student must meet the College requirement for credits taken on campus.

A student may not test-out of a course that appears on the student’s record. A student may not repeat a challenge examination.

The Associate in Arts degree is intended for those students planning to transfer to a four-year college or university and seek a Bachelors degree. The A.A. degree requires a minimum of 64 credits of college level courses. At least 40 of these credits must be chosen from the Minnesota Transfer Curriculum (please refer to the catalog for the specific breakdown of requirements). The other 24 credits may be comprised of any other courses we offer, although a maximum of 16 credits may be chosen from occupational or technical courses. Requirements may vary for out-of-state institutions. Students should always check with their advisor or a counselor if there is any question about transferability of courses.

The Associate in Science degree is awarded for the completion of a two-year occupational or technical program. It is designed for those students desiring employment at the paraprofessional level. Much of the course-work may be transferable should you decide to continue your education at a later time, however, additional general education courses may be needed. This degree requires a minimum of 64 credits. At least 30 of these credits must be chosen from six areas of the Minnesota Transfer Curriculum. The balance of credits (34) would be comprised of courses in the student’s area of specialization.

The Associate in Applied Science degree is awarded for successfully completing a program primarily intended to prepare a student for employment. An AAS degree may be designed to transfer to a related baccalaureate major. An Associate in Applied Science (AAS) degree may be awarded after the successful completion of a program of 60 to 72 semester credits and shall include a minimum of 25 percent of the total semester credits in general education credits. General education courses shall be selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum.

A Diploma of occupational proficiency is awarded for successful completion of a program intended to provide students with either entry-level employment skills or upgraded employment skills in occupational/technical areas. Diploma programs require a minimum of 30 credits. These credits are not meant for transfer although some credit may be awarded depending on where you transfer.
A Certificate of completion is awarded for successful completion of a specialized program of study. A certificate shall include 10 to 30 semester hours of credit.

**DISTANCE EDUCATION PROCTOR POLICY - 3290**

The college may allow supervised tests and assessments to be administered by an approved test proctor at an alternate site. Proctors are individuals who supervise course tests and assessments. Proctors have a responsibility to ensure integrity during testing situations and should have no vested interest in student success on the exam.

The college (i.e. course instructor) reserves the right to verify proctor qualifications, require additional evidence of eligibility, or require a different proctor be selected.

The student is responsible for selecting a qualified proctor who then must be approved by the course instructor. Individuals who are eligible for approval include: college or public librarians, high school or college faculty, college testing or learning centers, or education officers in the military.

Individuals who may NOT serve as proctors, regardless of other qualifications, are: relatives, friends, neighbors, tutors, co-workers, or athlete’s coach.

Falsifying proctor information or not following proctor testing procedures is considered a violation of the NCTC Student Code of Conduct and the student may be subject to college sanction (i.e. suspension) or course failure.

**Distance Education Proctor Procedure**

A student enrolled in a distance education course must submit to the faculty member assigned to the course, information about his/her proposed community-based testing environment and proctor through the following procedure:

1. The student locates a proctor candidate and potential test environment that meet specific criteria. Individuals eligible for approval include: college or public librarians, high school or college faculty, college testing or learning centers, or education officers in the military. Individuals who may NOT serve as proctors, regardless of other qualifications, are: relatives, friends, neighbors, tutors, co-workers, or athlete’s coach.
2. The student submits the proctor information on a form provided by the course instructor during the first week of the semester.
3. The designated faculty for the course evaluates the information and decides on behalf of the college whether the proposed test environment and proctor meet the required criteria and will communicate the approval status of the proctor request to the student.
4. If the designated faculty determines that the proposed test environment or proctor does not meet the college requirements for any reason, the student will be asked to locate a different proctor and to resubmit the new information following the previous steps.

Enrolled students who fail to submit information for approval will be expected to complete all tests and assessments on designated dates at one of the Northland Community and Technical College campuses.
FIELD TRIPS - 3370

A field trip is any course-related, off-campus activity involving the students that is organized by the instructor. The field trip policy is developed around the following concepts:

1. The field trip must relate to the course curriculum.
2. The field trip should be used only if the instructor deems it the most appropriate technique available in achieving the instructional goals in question.
3. The use of private vehicles for field trips is prohibited, unless approved, in writing, by college administration.
4. The safety and welfare of participants should always be one of the primary concerns of the staff.
5. Approval for field trips must be obtained from the campus Dean of Academic Affairs after providing necessary information (date, hour of departure, list of students going, time of return, etc.). This approval must be obtained at least one week in advance.
6. Policies in the Student Policy Handbook/Planner are applicable during the trip.
7. Students participating in field trips are required to sign the "Waiver of Liability Assumption of Risk, and Indemnity Agreement –On/Off Campus Activities" form prior to the activity.

FRESH START - 3280

Currently enrolled students who have not attended any college or university for a period of five (5) years or more may petition to exclude selected prior Northland Community and Technical College course work with grades of "D" and "F" from their GPA's. Such courses and their actual grades appear on the student’s academic record, but letter grades are not calculated for GPA purposes. Excluded courses cannot be used to satisfy any academic requirement. A student may use this option only once by submitting a written request to the Registrar’s Office.

Students that have petitioned for the Fresh Start Policy must demonstrate renewed academic motivation by passing twelve (12) credits with a minimum GPA of 2.0 prior to granting academic forgiveness.

Credits for which students have been granted a Fresh Start will be recorded and retained in the Student Data System in such a way that they will be included in both the qualitative and/or quantitative measurements of financial aid satisfactory academic progress even though they no longer are considered part of the GPA shown on the student’s transcript.

GRADE APPEAL POLICY - 3430

Students may appeal a final grade or any grade received on cumulative work calculated into the final grade. All grade appeals must be directed first to the instructor who assigned the disputed grade, as within the College, the faculty retains the responsibility of assigning grades. The College cannot change the grade assigned by an instructor unless presented with clear and convincing evidence that the instructor’s grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the common course outline and course syllabus.
Grade Appeal Procedure

Informal Appeal

1. The student has the responsibility to discuss disagreements over grades received with the instructor who assigned the grade first.

Formal Appeal

1. If the informal process does not resolve the matter, the student may file a formal grade appeal in writing by using the Student Appeal/Petition form. This form must be submitted within 30 days of receipt of the grade to the Registrar’s Office.
2. The Registrar’s Office will forward the appeal to the appropriate Dean of Academic Affairs for consideration.
3. The dean will discuss the issue with the student and the faculty member to gather information and attempt to resolve the issue as appropriate. The dean, at his or her discretion, may also convene an ad hoc committee of faculty to advise him or her in the consideration of the appeal.
4. The dean will make a decision regarding the appeal and notify all relevant parties in writing of the decision within 10 academic days of the receipt of the grade appeal.
5. The student may appeal the dean’s decision within 10 days by writing to the Vice President of Academic and Student Affairs, if there is additional relevant information that supports the appeal.

GRADE POINT AVERAGE CALCULATION - (Grading Policy – 3090)

Academic progress will be evaluated 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 point per credit
- F = 0 grade points per credit

A grade point average (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.

When repeating a course, the highest grade will be used to compute the student’s GPA. The student must submit a request to the registrar for a GPA recalculation.

GRADING - 3090

Northland Community and Technical College uses letter grades to document student academic achievement. Letter grades to document student academic achievement as follows:
- A = Excellent
- B = Above Average
- C = Average
D = Below Average
F = Failing
P/NP = Pass/No Pass
CR = Credit by Exam
AU = Audit
I = Incomplete
NC = No Credit
Z = In Progress
W = Withdraw
R = Repeat
GH = Grade Held (specific to the aviation program)

GRADUATION REQUIREMENTS - 3110
Northland Community and Technical College grants certificates, diplomas, Associate in Applied Science, Associate of Arts, and/or Associate of Science degrees for completion of program accordance with all requirements listed below:

• Minimum cumulative GPA of 2.00.
• All coursework required for the program successfully completed 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.
• Graduation applications completed and submitted one semester prior to graduation.
• Programs may have additional program graduation requirements. These requirements are found in the College catalog, program policy manual, and College web site.
• In order to qualify for participation in commencement, a student must have met all the program requirements, be in good academic standing, and have no more than 16 credits remaining to complete or complete all required work by the end of the next semester. These courses must be identified in the graduation plan on file with the Registrar’s office.

Any additional requirements for graduation are specifically outlined for each program. It is the student’s responsibility to understand and meet graduation requirements.

Graduation Residency Requirements
Residence credits are credit hours earned from Northland Community and Technical College. To be eligible for a degree or diploma, a student must earn 15 semester credits (or equivalent) or 1/3 of the credits required for graduation at the granting institution, whichever is greater. In addition, individual programs may require that specific courses be completed in residence.

INCOMPLETE GRADES - (Grading Policy - 3090)
Students may request of the instructor that they be assigned a grade of incomplete (I). A grade of “I” may be assigned at the discretion of the instructor in exceptional circumstances and is a temporary grade. It is to be given only to students who cannot complete the course work on schedule because of illness or other circumstances beyond their control. An incomplete grade will automatically become an “F” grade at the end of the next semester if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date.
PASS/NO PASS (P/NP) - (Grading Policy - 3090)

Students may enroll in select courses on a “Pass/No Pass” basis. Arrangements to take a course on this basis must be made by the end of the 5th day of the term (check with course faculty to determine availability of this grading option). Once a student has registered to take a course on the “P/NP” basis a student cannot switch back to the regular grading system. The “P/NP” registrant is obligated to complete all course requirements.

- Student may take no more than 1 class per semester on a P/NP basis.
- Students who are on Academic Probation will not be allowed to register for any courses on a P/NP basis.
- No class taken initially for a letter grade may be repeated on a P/NP basis.
- A grade of “P” indicates that the student did at least “C” level work in the course.
- The grade of “P” is not computed in a student’s grade point average, but it is computed in earned credits.
- P/NP grades may or may not be accepted by other institutions and/or academic programs.
- Circumstances which may exempt students from all or a portion of the P/NP grading policy may include customized training, continuing education or management education.

POST SECONDARY ENROLLMENT OPTIONS - 3050

For the “Post Secondary Enrollment Options Policy” see page 29.

PRESIDENT’S AND DEAN’S LISTS - 3300

Students earning a GPA of 3.5 or above will be placed on one of the academic achievement lists to indicate above-average performance. Only students with at least 12 earned credits (A, B, C, D, and F) and no incomplete (I) grades as of the last day of the semester will be eligible for the academic achievement lists.

The two lists follow the criteria:

- 3.50 - 3.74 semester GPA for the Dean’s List
- 3.75 - 4.00 semester GPA for the President’s List

Each list may be announced and sent to area newspapers for publication.

PROGRAM INTERRUPTION - 3250

Northland Community and Technical College’s calendar is subject to modification due to occurrences such as, i.e. fire, flood, labor disputes, interruption of utility services, natural or catastrophic disasters, civil disorders, and war. In the event of such occurrences, the College will attempt to accommodate its students. It does not, however, guarantee that courses of instruction, content goal statements, extra-curricular activities, syllabi or other college programs or events will be completed or rescheduled.

PROGRAM OF STUDY - 3440

A student working toward a certificate, diploma or degree will follow the approved program curriculum at the time of acceptance in a major. Students who have maintained continuous enrollment may elect to follow a new approved program curriculum that is adopted during their enrollment. Students who have not attended for one academic year or more must meet the program requirements in effect at the time of their re-enrollment.
REPEATING COURSES - 3100
In order to successfully complete a course as defined by program requirements, a student may repeat a course no more than two (2) times. Repeating a course will not remove previous attempts from the student’s transcript. The best grade will become the grade calculated for GPA purposes. All repeated credits are included in the completion percentage calculation for satisfactory academic progress. Certain “activity-based” courses as defined in the catalog, such as: private music lessons, band, chorus, athletics, college newspaper, and certain physical education courses may be repeated for credit. Management education courses as defined in the catalog may also be repeated for credit.

SAFETY GLASSES/EQUIPMENT - 3395
Minnesota State Law requires that every person shall wear industrial quality eye protection devices when participating in hazardous training activities and courses. Northland Community and Technical College will comply with the law by requiring that all students in hazardous training activities and courses purchase and wear safety glasses with side shields. Individual programs may have additional requirements for student use of personal protective equipment.

STUDENT COMPLAINTS AND GRIEVANCES - 3240
A student has the right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. This policy does not apply to academic grade disputes. Grade appeals must be handled under the Grade Appeal Policy-3430. Students are encouraged to use available informal resolution procedures before filing a complaint or grievance.

Student Complaints and Grievances Procedure
Definitions:
- **Appeal:** A request for reconsideration of a grievance decision under Policy 3240 and Procedure 3240 P.
- **Complaint:** An oral or written claim concerning a college issue brought by a student alleging improper, unfair or arbitrary treatment.
- **Grievance:** A written claim raised by a student, alleging improper, unfair, or arbitrary action by an employee involving the application of a specific provision of a college rule/regulation or a board policy or procedure. This policy does not apply to those college rules/regulations or to board policies or procedures that include an appeal or grievance process.
- **Retaliation:** Retribution of any kind taken against a student for participating or not participating in a complaint, or grievance.
- **Student:** An individual who is enrolled in a college, a group of such individuals or the campus student government.

Notification and Publication:
Northland Community and Technical College informs students of the established complaint and grievance policy and procedure through the Student Policy Handbook/Planner and through its website.
Informal Resolution:
Northland Community and Technical College encourages informal resolution of complaints by requiring that students discuss the complaint with the employee(s), and/or administrator(s). If not resolved through this informal discussion, a complaint may become a grievance if the complaint involves the application of a college rule/regulation or a board policy or procedure.

Formal Resolution:
All appeals, complaints, and grievances not resolved informally, must be submitted in writing to the Campus Registrar. Students are encouraged to use the Student Appeal/Petition form to submit formal appeals, complaints or grievances – they are located in Student Services. Appeals, complaints or grievances are reviewed by standing committees which report their findings directly to the student who has filed the appeal, complaint or grievance. Students may appeal the decision or recommendation through procedural steps listed below.

Committees:
Each Northland Community and Technical College campus has established two standing committees to review appeals, complaints and grievances: the Academic Appeal Committee and the Student Services Appeal Committee. These groups review student appeals if an informal discussion cannot produce an acceptable remedy. A student who feels that their right to an education is being affected unfairly due to the presence of a college academic or non-academic policy or procedure will be directed to the appropriate campus review committee.

Academic Appeal Committee:
This committee considers the validity of all student academic appeals. Topics appropriate for review by this committee include, but are not limited to: curriculum and instruction issues, suspension, credit transfer, graduation requirements, withdrawal date deadline adjustments and unresolved academic issues. Membership consists of registrar’s office representative, student services representative, academic dean, member of the academic affairs and standards council, faculty representatives, an ADA specialist, and may include a student representative. Faculty should comprise 50% or more of the Academic Appeals Committee.

The committee chair will be elected by majority vote of the committee (not an administrator). Each member will hold one vote and the elected chair will only vote in the event of a tie. Committee members will refrain from voting if they have a conflict of interest with the issue being discussed. Any committee member directly involved with the appeal will not be in attendance during the review process.

Student Services Appeal Committee:
This committee’s purpose will be to investigate and make recommendations to the College President or designee. Topics appropriate for review by this committee include, but are not limited to: appeals of non-academic college policies and procedures (admissions, computer use, financial, etc). Membership consists of a business office representative, financial aid representative, student services representative, an ADA specialist, faculty representatives, and may include a student representative.
The committee chair will be elected by majority vote (not an administrator). Each member will hold one vote and the elected chair will only vote in the event of a tie. Committee members will refrain from voting if they have a conflict of interest with the issue being discussed. Any committee member directly involved with the appeal will not be in attendance during the review process.

Steps For Filing
1. The Student Appeal/Petition form (available from Student Services) should be accurately completed and returned to the Campus Registrar’s office along with any supporting documentation.
2. The Campus Registrar reviews the student appeal and assigns it to the appropriate campus committee or administrator.
3. If the appeal is directed to a campus committee, the Academic Appeal Committee or Student Services Appeal Committee appoints a member to gather information pertinent to the appeal and report their findings to the committee.
4. Students have the right to present their case in person to the committee at the committee meeting. Students must notify the campus registrar of their decision to present their case in person at the time they submit their appeal to the registrar. Students intending to bring another person who can provide information regarding the appeal to the meeting must notify the campus registrar at the time they submit their appeal.
5. The committee reserves the right to include other college personnel in the meeting to address issues of the appeal as needed.
6. The committees review and judge the merits of all information provided.
7. The Student Service Appeal Committee makes recommendations to the campus Dean of Student Services who will inform the student of the outcome in person or by mail within ten days of the committee meeting.
   - The student may appeal the decision of the campus Dean of Student Services to the College President within ten days of the campus Dean of Student Services’ decision.
8. The Academic Appeal Committee informs the student of the outcome in person or by mail within ten days of the committee meeting.
   - The student may appeal the Academic Appeal Committee’s decision to the Vice President of Academic and Student Affairs within ten days of the committee’s decision. The decision of the Vice President of Academic and Student Affairs is final.

Appeals to any administrator or designee must be submitted through the Registrar’s office and should include:
- Student name
- Student program
- Statement regarding why the student feels the committee decision should be reversed, based on what information was not considered.
- Why the student thinks he/she will establish improved and satisfactory academic progress.
- Copy of Academic Contract, if any
- Related correspondence

Retaliation:
No retaliation of any kind shall be taken against a student for participating, or refusing to participate, in an appeal, complaint or grievance. Retaliation may be subject to action under appropriate student or employee policies.
Administrative Complaint Statement and Reference to Policy:
NOTE: Appeals of federal, state, and MnSCU policies and procedures will be directed to the College President or designee for referral to the appropriate federal or state agency. If the grievance involves a board policy or the actions of NCTC’s President or Vice President of Academic and Student Affairs, a student may further appeal the College decision to the Chancellor. The decision of the Chancellor is final and binding.

SUBSTITUTION OF REQUIRED COURSES - 3325
Students must submit the “Student Appeal/Petition” form documenting permission from the program faculty and the Dean of Academic Affairs for course substitution. This request must be submitted to the Registrar’s office prior to the start of the last term of enrollment. The request should address why the substitution is necessary. Substitutions cannot have a negative impact on program learning outcomes. The substitution should be from a related discipline and will not reduce the total number of credits required for graduation from a specific program.

SUPERVISED OCCUPATIONAL EXPERIENCES (SOE)/INTERNSHIPS - 3220
Internships can be an important learning experience for students. The major intent of the internship program is to provide a closely supervised bridge from the classroom setting to the world of work. Internships, or technically Supervised Occupational Experiences (SOE), include, but are not limited to, clinicals, internships, practicum, apprenticeships, supervised work experiences, and co-ops.

An SOE at the College is viewed as a valuable partnership between business/industry and education. An SOE option provides an opportunity to function in the work environment as a component of an educational experience.

Internships should meet syllabus and training plan requirements for student outcomes. A completed MnSCU affiliate contract between the College and the applied field affiliate must be on file.

A syllabus and training plan must detail:
• Level of Supervision
• Entrance Requirements
• Learning Outcomes
• Evaluation Standard

Each student participating in an internship must complete a “Waiver of Liability, Assumption of Risk, and Indemnity Agreement – On/Off Campus Activities” form prior to the internship.

SYLLABUS AND COMMON COURSE OUTLINE - 3060
The course syllabus is prepared to provide students with information on the course content, course requirements, and course expectations. Each course syllabus will be developed and/or revised by instructional faculty. The course syllabus is a document that contains elements of the corresponding common course outline*, standards for evaluation of student learning and additional information, which reflects the creative work of the faculty member. Each student will receive a copy of the course syllabus on the first day of attendance.
The faculty member shall, upon request, provide a copy of the syllabus to the College administration, which will be maintained in a master file in a central location on each campus.

*Common Course Outline:* The course outline is the document approved by the College Academic Affairs and Standards Council and shall include the course title, course description, prerequisites, total credits, lecture/lab breakdown, and student learner outcomes.

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<tr>
<th>TRANSFER OF CREDIT - 3120</th>
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<tr>
<td>Transfer of credit to other colleges varies and is determined by the individual College to which the student is transferring.</td>
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Students wishing to transfer credit from another institution to Northland Community and Technical College must request an official transcript of their grades be sent to the admission’s office at the appropriate campus for evaluation.

<table>
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<th>TEST-OUT</th>
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<td>For “Test-Out” information see the “Credit by Examination” Policy on page 14.</td>
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<th>ADMISSIONS</th>
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<th>ADMISSIONS - 2020</th>
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<td>Northland Community and Technical College is committed to open admissions with the following requirements:</td>
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<tr>
<td>- the basic requirement is a high school diploma or GED certificate,</td>
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<tr>
<td>- a person who has neither a high school diploma nor a GED certificate may be admitted if, at the discretion of the College, that person demonstrates potential for being a successful college student, and</td>
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<tr>
<td>- admission to Northland does not guarantee admission to college-level courses, as provided for in NCTC Policy 3340 Assessment for Course Placement.</td>
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**Application Fee and Form**

Northland Community and Technical College (NCTC) charges an admission application fee of $20.00 and shall not process a prospective student’s application until the fee has been paid.

- NCTC shall not charge an application fee to a student who has previously been admitted to, or has been enrolled at NCTC or Northwest Technical College – East Grand Forks.
- Post Secondary Enrollment Option (PSEO) students shall not be charged an admission application fee but will be charged the fee at the time they apply for admission as a regular student.
- NCTC shall refund the application fee to students who are denied enrollment due to program size limitations or program closure and wish to cancel the admissions process.
- NCTC shall waive the application fee for applicants who are in the military and are currently deployed overseas.
Prospective students may apply by using the online application form, by completing the system-wide application, or the NCTC paper application. Contact the College if a paper application is desired. The online application may be found at www.northlandcollege.edu

Special Student Status
Northland College may allow students to enroll for courses in a special student status. These students are not candidates for diplomas, certificates or degrees at the College.

Admission to a Program
Prospective students may apply to the College, without regard to race, sex, 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. Academic, fiscal and facilities considerations may limit admission to particular programs or the institution. Admission to the College does not guarantee admission to a specific program.

Students on academic suspension from a Minnesota State College or University shall not be admitted during the term of that suspension unless they demonstrate potential for being successful in the particular program to which they apply.

Students who have been suspended or expelled for disciplinary reasons from any postsecondary institution may be denied admission to Northland Community and Technical College.

Individuals who are denied admission on the basis of the published requirements may file a Student Appeal/Petition form with the campus Registrar’s Office.

ADVANCED STANDING - 3150
Advanced standing refers to credit granted by the College for previously gained knowledge and skills that are equivalent to coursework at the College. Such credit may be granted through various means: direct transfer of courses of equivalent nature that were completed at other regionally accredited institutions of higher education; by examination; through evaluation of credit for experiential learning; or through formal Tech Prep agreements with high schools. Such credit granted will appear on the transcript.

The College’s Student Services personnel and appropriate faculty will assess applications for advanced standing at the student’s request. It is the student’s responsibility to provide documentation to support his or her request.

ASSESSMENT FOR COURSE PLACEMENT - 3340
Northland Community and Technical College, in compliance with MnSCU Board Policy 3.3, requires students to complete an incoming student assessment. The assessment is not used to make admission decisions. The assessment, which includes math, reading, and writing components, is used to ensure that students have or develop skills necessary to be successful with their college-level curriculum.

Students achieving scores below the established minimums will be required to register and successfully complete (“C” or better) at least one developmental course each semester until they have completed all required developmental
courses. Satisfactory completion of required developmental courses must be achieved in order to meet graduation requirements.

Circumstances which may exempt students from all or portions of the assessment may include:

- Presentation of evidence of adequate preparation or prior education (e.g. baccalaureate degree, proof of successful completion of college algebra or college composition, presentation of parallel scores on comparable tests, presentation of scores at or above the minimum level on standardized college admissions tests)
- Enrollment in courses or programs specifically designed as customized training, continuing education or management education programs
- Enrollment in one- or two-course program of study

CREDIT BY EXAMINATION - 3160

For the “Credit by Examination Policy” see page 14.

CREDIT FOR EXPERIENTIAL LEARNING - 3260

Students may earn academic credit in certain college courses applicable to their program of study if they have gained skills and knowledge from previous education, job training, self-study, or occupational experiences. In some programs, students may be permitted to start at a more advanced level if they can demonstrate college-level competency similar in nature and quality to the competency they would acquire in courses offered by the College.

Academic credit may be given for credit by examination, proficiency demonstration, and/or college-level experiential learning as documented by portfolio assessment. Students may be charged applicable fees.

DATA PRIVACY POLICY - 2015

It is the policy of Northland Community and Technical College to annually inform students and parents of their privacy rights and data practices.

Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) and Minnesota Government Data Practices Act (MGDPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within ten days of the day the college receives a request for access.

   Students should submit to the Registrar’s office written requests that identify the record(s) they wish to inspect. The Registrar’s office shall provide copies of the private or public data upon request by the individual subject of the data but may be charged for actual costs of copying.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

   Students may ask the college to amend a record that they believe is inaccurate or misleading. He/she should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and MGDPA authorized disclosure without consent.

One exception that permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

NOTICE: If the student is currently enrolled in or receiving services from a college or university within the Minnesota State College and University System ("System"), his/her academic records from that institution are available to officials of other schools within the System while they are in attendance. If he/she is seeking or intending to enroll at another institution within the System, their academic records from other institutions are also accessible to officials at the school where he/she are seeking or intending to enroll. Disclosures of their records to other schools under other circumstances may require their prior written consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northland Community and Technical College to comply with the requirement 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.

Directory Information
The college may disclose, without consent, "directory" type of information, identified as follows:
- Name
- College Assigned Email Address
- Hometown
- Dates of Attendance
- Enrollment Status (enrolled, graduated, withdrawn, part-time, full-time)
- Program of Study
- Certificate/Diploma/Degree Awarded
- Honors and Awards Received
- Participation in Recognized Campus Activities/Sports
- Height and Weight of Athletic Team Members
- Photographs and Computerized or Videotaped Images
Directory information is public data unless the student requests any of the data to be treated as private. A request to withhold directory information must be on file with the Registrar’s Office and must be completed annually.

**Release of Student Information**

The College will not release information, other than what is considered “directory” information, without prior consent from the student. The request to release additional information will be complied with only if the student has signed a Consent of Release form.

Students may obtain a personal transcript anytime upon request to the Registrar’s Office. No one outside the College may obtain data regarding a student’s performance or attendance unless the student so authorizes in writing.

**INTERNATIONAL STUDENT ADMISSION - 2045**

International students are those who do not have United States citizenship, permanent residency, or refugee or political asylum status. International students must complete the College’s International Student Admissions process, including the special application. They also must meet the English language proficiency, academic, and financial support requirements. NCTC issues the Form I-20 for F-1 and M-1 student visas to accepted students. Students who do not need the I-20 are not required to meet the financial, immunization, and health insurance requirements.

**English Proficiency Requirements:** NCTC requires:

- a minimum TOEFL score of 500 on the paper version of the exam or 173 on the computer version, or
- completion of Level 109 of an approved ELS Language Center, or
- recent completion of a college-level composition course with a grade of “C” or better from a college in the United States.

NCTC will waive the English requirement for any applicant whose native language is English.

**Academic Requirements:**

The minimum academic requirement is graduation from an accredited secondary school or its equivalent. International student applicants must arrange for the NCTC Admission Office to receive official academic records from all secondary, college, university, or professional institutions they have attended. The College reserves the right to determine the appropriateness of the certification. Photocopies are not acceptable. A certified literal translation must be included with the official document if the record is not in English.

**Financial Requirements:**

International applicants who want the student F-1 or M-1 visa must provide documentation showing that all educational and living expenses will be provided for their first year of enrollment at NCTC (Certification of Finances). International students are expected to have at their disposal sufficient funds to meet all educational and living expenses throughout the time it will take to complete their program objectives. Financial aid is not available for international students through NCTC. Off-campus employment opportunities are limited after the first year and are subject to the regulations of the U.S. Citizenship and Immigration
Services (USCIS). NCTC reserves the right to determine the accuracy of the financial certification.

**Immunization Requirements:**
Minnesota law requires that all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exceptions.

**Health Insurance Requirements:**
Health insurance is required as a condition for enrollment for all international students attending NCTC. All international students are required to purchase the Minnesota State Colleges and Universities International Student Accident and Illness Insurance Plan, unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that might occur. NCTC is not responsible for any bills due to illness or injury.

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**ORIENTATION - 2018**
Except for students enrolled in customized training coursework or off-campus management education programs, all students at Northland Community and Technical College are expected to attend an orientation.

**POST SECONDARY ENROLLMENT OPTIONS - 3050**
The Post Secondary Enrollment Options Act (MN Statute 1999, 124D.09) "promotes rigorous academic pursuits and provides a wider variety of options to high school pupils by encouraging and enabling secondary pupils to enroll full-time or part-time in non-sectarian courses or programs in eligible post-secondary institutions."

In conjunction with Minnesota State Colleges and Universities System Policy 3.5, Northland Community and Technical College will comply with the PSEO Act by facilitating accessibility of college courses to college-ready high school students.

Eligible Minnesota high school juniors or seniors may enroll in course work through the College as part of the student’s full-time high school enrollment. NCTC will evaluate student eligibility, admit students to the College on a provisional basis, register students for courses on a space available basis, inform the student of the support services available at the College, and monitor satisfactory academic progress. Participation in this program requires the approval of the parent or legal guardian and the College. Continued participation requires satisfactory academic progress.

NCTC will offer PSEO students only courses that have been approved by Northland’s Academic Affairs Council. Developmental courses are not covered by the PSEO program. Courses delivered as part of the PSEO program must meet MnSCU and NCTC academic policies and standards. Prior to registering for classes, students are required to take the college assessment. After completion of the assessment, students may register by meeting with their high school counselor or an NCTC academic advisor. PSEO students may enroll in no more than 32 credits per year without approval of the high school. PSEO students are subject to all policies and procedures of the college and are expected to follow the college calendar as to important dates and deadlines. The College President or designee must approve any deviation from this practice.
The State of Minnesota has reciprocity agreements with North Dakota, South Dakota, Wisconsin, Michigan, Missouri, Nebraska, and Manitoba, Canada. Applications for Reciprocity must be completed as required by the student’s state of residence. The MnSCU Board of Trustees has authorized Northland Community and Technical College to charge a single tuition rate to all students, except Wisconsin residents who are charged a tuition rate based on an annual agreement between Minnesota and Wisconsin.

In addition to advanced-standing agreements, Northland Community and Technical College will recognize official agreements between high schools and other colleges providing they meet the criteria and conditions of NCTC "Program Articulation Agreement for Advanced Standing."

In order to receive financial aid, federal regulations require students who do not have a high school diploma or GED to pass an independently administered "ability to benefit" test approved by the Department of Education. Students who pass the "ability to benefit" test may be considered for financial aid. Passing standards will be established by the U.S. Department of Education and published in the Federal Register.

As of July 1, 2000, changes in Federal legislation governing Title IV Financial Aid require colleges to recognize student attendance/academic activity in administration of local financial aid programs. A student’s official last date of attendance/academic activity is defined as the date the Campus Registrar’s Office receives official notification of the student’s intent to withdraw.

If a student has not officially withdrawn, the last date of attendance will be validated either by faculty/staff documentation or by applying the midterm date.

For Deferment/Payment Plan information see the "Registration Cancellation Policy" on page 33.

To assist students in meeting college costs, Northland Community and Technical College offers a comprehensive program of student financial aid. The following programs are available to NCTC students:

Grants
1. Federal Pell Grant
2. Minnesota State Grant
3. Federal Supplemental Educational Opportunity Grant
4. Minnesota Child Care Grant
Employment
1. Minnesota State Work Study
2. Federal Work Study

Loans
1. Federal Stafford Subsidized & Unsubsidized Loans
2. Federal Parent Loans for Undergraduate Students (P.L.U.S.)
3. Student Educational Loan Fund (S.E.L.F.)

Third-Party Funding
In addition to the above aid administered by Northland Community and Technical College, there are several agencies that assist students with their educational expenses. These agencies should be contacted directly by the students to determine their eligibility.

Examples of these agencies are:
1. Bureau of Indian Affairs (BIA)
2. Concentrated Employment Program (CEP)
3. Division of Rehabilitation Services (DRS)
4. Workforce Investment Act (WIA)
5. State Indian Scholarship
6. Tribal funding

Disbursement of Financial Aid
Financial Aid awarding will start with fall semester and end with summer semester. Students whose financial aid file is not completed by the financial aid priority date (six weeks before start of semester) may experience a delay in the payment of financial aid.

Adding or dropping of classes during the first five days of the semester, which changes the total number of credits attempted, may also delay the payment of financial aid.

Grants and loans which exceed institutional charges will be made available to students on the 11th class day of fall and spring semesters for those students with COMPLETE financial aid files. Summer term disbursement dates are set prior to the summer start date each spring and determined by class start dates. Students who are “no shows” for a class or students who drop a class starting midterm will have to repay aid that has been disbursed to them.

Students must have completed the online entrance loan counseling and the online master promissory note per instructions received with student award letter prior to receiving a loan. All loans will be disbursed in two equal payments. In order to receive their checks, students must have a picture I.D.

Eligibility for Financial Aid
Eligibility for financial aid is determined by student’s enrollment status.
Enrollment is defined as follows for all programs except Minnesota State Grant:
- Full-time 12 or more credits
- ¾ Time 9-11 credits
- ½ Time 6-8 credits
- Less than ½ Time 1-5 credits

Students must be enrolled in an eligible program pursuing a certificate, diploma, or degree from the College. Students receiving federal and state financial aid
must also maintain satisfactory academic progress, as described in the Academic Progress section of the Student Policy Handbook/Planner. The Financial Aid Office monitors satisfactory academic progress each term. A copy of the satisfactory academic progress policy is also included with each student’s award letter.

Each federal and state financial aid program requires minimum enrollment levels to qualify for at least part-time financial aid, depending on initial eligibility. Students enrolled for less than 6 credits will lose eligibility for loans and childcare assistance entirely; therefore, it is advisable to check with the Financial Aid office on the campus for assistance with part-time enrollment. Full-time enrollment is defined as twelve credits for Pell Grant recipients and fifteen credits for Minnesota State Grants.

For more information, contact the Financial Aid Office for policies and/or procedures regarding financial aid, or refer to the Student Policy Handbook/Planner for current policy guidelines.

Distance Education Course Eligibility
Distance Education courses may be treated differently. Contact the Financial Aid Office for assistance.

Deferment of Tuition, Fees, Books, and Laptops
Students may be eligible to defer the costs of tuition, fees and books at the beginning of each term, provided they have sufficient financial aid to cover the costs entirely, and they have a complete financial aid file. (A complete financial aid file is defined as one where all required documentation has been received, awards have been determined, and an award letter has been printed.) Students who do not have a complete file by the time classes start, or who do not have sufficient financial aid to cover all the above mentioned costs, will be required to pay for the required books the first day of the term. Deferment of tuition and fees will then be dependent upon whether the College has received results of the financial aid application before the last business day prior to the start of classes.

Maximum Allowable Credits to Complete a Major
All students are required to complete their certificate, diploma, or degree within a time frame not to exceed 150% of the published credit length of the program. Financial aid recipients will continue to maintain eligibility as long as they are able to complete their program requirements within 150% of the published credit length of that program. However, students lose their eligibility when it is determined they can no longer complete their program within the 150% time frame.

Return of Funds
If a student withdraws or stops attending prior to the end of a term, the student may be required to repay a portion of the amount he/she received from the financial aid programs. The repayment is based on a proration of the days the student was actually in attendance. Northland Community and Technical College will use the Federal Return of Funds calculation to determine the amounts to be returned to the appropriate programs.

Withdrawals/Transfers with Financial Aid
Student enrollment status will be determined by the credit load as of the sixth class day of each enrollment period. A student who withdraws from a major at the completion of an enrollment period and who later re-enrolls in another major
will re-enroll with the same status (e.g., suspension, probation). Upon a student’s suspension appeal being approved, he/she must contact the Financial Aid office to determine if he/she is eligible to have financial aid reinstated.

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<thead>
<tr>
<th>LAST DATE OF ATTENDANCE/NO SHOW REPORTING - 2092</th>
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</thead>
<tbody>
<tr>
<td>For the “Last Date of Attendance/No Show Reporting Policy” see page 61.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REGISTRATION CANCELLATION POLICY - 7052</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition and Fee Due Date</strong></td>
</tr>
<tr>
<td>Payment of tuition and fees is due by the last business day prior to the start of classes. Students who have not paid in full, do not have a financial aid deferment, or have not established a payment plan will have their registration cancelled.</td>
</tr>
</tbody>
</table>

An extension of the payment due date shall be granted for:
- students who have filed and are awaiting properly approved financial aid from federal, state or other third-party sources
- students who are enrolled in the Post-Secondary Enrollment Options (PSEO) program
- students who have been in the military and are awaiting funding from the V. A. and have a deferment in place
- students attending under a consortium agreement with another MN State college or university
- students who have set up a payment plan with FACTS Management Company (available through the online registration website)

The 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. Deferrals must document the reason for and time duration of the deferral and must be signed by the President or designee.

<table>
<thead>
<tr>
<th>Payment Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will have the opportunity to set up a payment plan with FACTS Management Company, provided the minimum first payment amount is equal to $300.00 or 15% percent of the total due for tuition and fees. Students will be obligated for classes in which they are enrolled as of the fifth business day of the semester. A payment plan will not be available for students enrolling only in a class of short duration, such as a course that runs for only half term.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registrations After the Fifth Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late registrants (those registering after the fifth business day of the semester) shall be required to make full payment at the time of registration unless they qualify for a deferment as noted above.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration Cancellation Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students shall be notified at the time they register of the payment options available to them and the “Registration Cancellation Policy”. Students can view their account online through the “Student” tab on the web and accessing “My Account” menu to see their balance due. Students will be given the option to make electronic payments including one or more of the following choices: debit cards, credit cards (MasterCard or VISA), check cards and electronic checks (“e-checks”).</td>
</tr>
</tbody>
</table>
Easy Steps for Web-based Electronic Tuition and Fee Payments

1. Log on to www.northlandcollege.edu
2. Click on ‘My NCTC’, drop down menu will appear, click ‘Registration’.
3. Click on appropriate ‘Campus Online Registration’ and ‘Account Access’.
4. Enter Student ID and PIN and click Login Now.
5. Click on ‘Student’ tab.
6. Click on ‘My Account’.
7. Click on ‘Pay Online’. If needed, follow online instructions.

Web-based Electronic Payment Plan Option

The college offers students the option of setting up a payment plan to pay for tuition and fees through the use of a web-based payment plan which is accessible through the college website. The college website is connected to the common system-wide e-payment processor selected for this purpose (“FACTS”). At the “My Account” page students can click on the “FACTS E-Cashier Payment Plan” which will take them to the appropriate FACTS page to set up a payment plan. There will be a $25.00 charge for this service.

Fall and Spring Semesters

The first payment will be due no later than five business days prior to the first day of the semester. The second payment will be due no later than the end of the fifth week of the semester. The final payment will be due no later than the end of the eleventh week of the semester. The student account must be paid in full prior to registering for the next semester.

Summer Term

The first payment will be due no later than five business days prior to the first day of the semester. The second payment will be due no later than the end of the fourth week of the semester. The student account must be paid in full prior to registering for the next semester.

One week prior to the start of classes, the Business Office will run a list of candidates to be dropped for non-payment. This list will be reviewed by the Financial Aid office, Business office, and the Registrar’s office to verify that these students should be dropped for non-payment on the last business day prior to the start of classes. Students will be notified by the Registrar’s office that they have been dropped.

Students who have been dropped for non-payment may appeal to the Registrar’s office for reinstatement. Students will be re-enrolled upon approval of the Business Office and/or the Financial Aid office.

REQUEST FOR COLLEGE WORKSTUDY STUDENTS - 2080

Requests for workstudy should be made to the Financial Aid Office. A job description must be completed by the supervisor which will be added to a jobs list. The jobs list will then be made available to students interested in workstudy. It will be the student’s responsibility to contact the supervisor for an interview. It will be the supervisor’s responsibility to interview interested students and make a selection to hire a workstudy student. Employees may not hire or supervise students under the work study program who are their family members.
RESIDENCY - 2062

A student’s permanent residence is the place to which he/she intends to return after a temporary absence. A student may have only one permanent residence at a time.

Students will be eligible for Minnesota residency if they have resided in Minnesota for at least one calendar year immediately prior to enrolling and residency must not be merely for the purpose of attending college.

Each of the following additional facts and circumstances will be considered when responding to a petition for residency:

- Continuous presence in Minnesota during the period when not enrolled as a student
- Sources for financial support are generated within Minnesota
- Residency in Minnesota of family, guardian, or other relatives or persons legally responsible for the student
- Ownership of a home in Minnesota
- Permanent resident in Minnesota

The following circumstances, standing alone, shall not constitute sufficient evidence of residency but may be considered as part of the petition for residency:

- Voting or registration for voting
- The lease of living quarters
- Statement of intention to acquire residency in Minnesota
- Residency of student’s spouse in Minnesota
- Automobile registration or driver’s license
- Other public records, e.g., birth and marriage records

TUITION & FEES - 2085

Tuition and fees are due on the last business day prior to the start of classes. Students receiving financial aid from the College will have their payment deferred until financial aid is disbursed on the 11th day of the semester. Students receiving financial assistance from some other third-party need to provide evidence of funding to the Business Office to avoid having a late fee added to their bill.

Tuition

Tuition rates are proposed by the college on an annual basis and must be approved by the Minnesota State Colleges & Universities (MnSCU) Board of Trustees. The MnSCU Board of Trustees has authorized Northland Community and Technical College to charge a single tuition rate to all students, except Wisconsin residents who are charged a tuition rate based on an annual agreement between Minnesota and Wisconsin. Different tuition rates may be charged to students taking courses through Distance Education or via ITV. Some programs may charge different tuition rates based on program costs. Any Minnesota resident 62 years or older may attend classes without payment of tuition or activity fee. This provision is contingent on space availability after all tuition-paying students have been accommodated. However, an administrative fee will be charged (Refer to tuition and fee chart in the student policy handbook/planner for current rates).
**Fees**

Fees to be charged to students.

- **Access Fee.** The revenue from this fee is used for parking lot construction, maintenance, and improvements. The charge is $2.50 per credit with a maximum charge of $37.50 per semester, and up to a maximum of $20.00 for summer session.

- **Student Association Fee.** This fee is determined by the Statewide Student Association and is used to fund activities of the Association. The charge is $.31 per credit.

- **Senior Citizen Fee (MN residents-62 years of age or older).** This fee is charged to Senior Citizens in lieu of tuition. The rate is $20.00 per credit.

- **Application Fee.** An application fee of $20.00 is charged of all students applying for admission to Northland. NCTC shall not charge an application fee to a student who has previously been admitted to, or has been enrolled at NCTC or Northwest Technical College – East Grand Forks. Post Secondary Enrollment Option (PSEO) students shall not be charged an admission application fee but will be charged the fee at the time they apply for admission as a regular student.

- **Student Life Fee.** The Student Life Fee is set by each campus’ Student Life Committee and it is used to fund student activities, clubs, organizations, and athletics. For the Thief River Falls campus, the charge is $5.80 per credit for part-time students and $95.00 per semester for full-time students. For students on the East Grand Forks campus, the charge is $3.50 per credit.

- **Technology Fee.** A Technology Fee is charged of all students for the acquisition, upgrading and/or maintenance of technology for academic and student support activities that provide or enhance student access to technology. A Technology Fee Advisory Committee will make recommendations to the College President regarding expenditure of revenues received from the Technology Fee. Prior to making such recommendations, the Technology Advisory Committee will inform the campus student association of the committee’s recommendations and seek advice and comment. The College President has final authority regarding expenditure of funds received from the Technology Fee. The charge for the Technology Fee is $8.00 per credit.

- **Late Fee.** A late fee of $50.00 will be charged to those students not paying their tuition and fees by the 17th day of the semester unless they have provided evidence that funding is being provided by another agency.

- **Personal Property & Service Charges** include items and services that are retained by the student or are services on the student’s behalf. Charges are determined by the College President and include the following:

  A. Fees for private music lessons: charge is $120.00 per credit.
  B. Fees charged for "testing-out" (credit by examination) of a class(es); $25.00 per lecture credit, $50.00 per lab credit.
  C. Student laptop rental. $5.00 per day, $25.00 per week, and $375.00 per semester.
D. Replacement charge for Student Identification Card or Badge is $20.00.
E. Penalty fees will be assessed for overdue library books/materials.
F. Tools, books, materials, and supplies needed in the classroom.
G. A Professional Liability Fee may be assessed to students enrolling in courses requiring clinical/internship experience. The fee is used to purchase professional liability insurance on the student’s behalf.
H. Replacement diploma cost is $20.00.
I. FACTS payment plan service charge is $25.00 per plan
TUITION AND FEE SCHEDULE 2007-2008

Tuition:

<table>
<thead>
<tr>
<th>Resident Status</th>
<th>Fee Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minnesota Residents</td>
<td>$144.50</td>
</tr>
<tr>
<td>North Dakota Residents</td>
<td>$144.50</td>
</tr>
<tr>
<td>Wisconsin Residents</td>
<td>TBD</td>
</tr>
<tr>
<td>Other States</td>
<td>$144.50</td>
</tr>
<tr>
<td>International Students</td>
<td>$144.50</td>
</tr>
<tr>
<td>Differential Tuition Rates</td>
<td>$164.50</td>
</tr>
<tr>
<td>Distance Education</td>
<td>$199.00</td>
</tr>
</tbody>
</table>

Differential Tuition Rates: $164.50 per credit
Distance Education: $199.00 per credit

Fees:

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Fee</td>
<td>$2.50 per credit</td>
</tr>
<tr>
<td>Maximum amount</td>
<td>$37.50 per semester</td>
</tr>
<tr>
<td>Summer session (maximum)</td>
<td>$20.00 per session</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Late Fee</td>
<td>$50.00 after the 17th day</td>
</tr>
<tr>
<td>Senior Citizen Fee (in lieu of tuition)</td>
<td>$20.00 per credit</td>
</tr>
<tr>
<td>Student Life Fee (EGF)</td>
<td>$3.50 per credit</td>
</tr>
<tr>
<td>Student Life Fee (TRF)</td>
<td></td>
</tr>
<tr>
<td>part-time students</td>
<td>$5.80 per credit</td>
</tr>
<tr>
<td>full-time students</td>
<td>$95.00 per semester</td>
</tr>
<tr>
<td>State Student Association Fee</td>
<td>$0.31 per credit</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$8.00 per credit</td>
</tr>
</tbody>
</table>

Distance Education Fees:

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Student Association Fee</td>
<td>$0.31 per credit</td>
</tr>
<tr>
<td>Student Life Fee</td>
<td>$3.50 per credit</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$8.00 per credit</td>
</tr>
</tbody>
</table>

Additional Fees:

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit by Examination - Lecture</td>
<td>$25.00 per lecture credit</td>
</tr>
<tr>
<td>Credit by Examination - Lab</td>
<td>$50.00 per lab credit</td>
</tr>
<tr>
<td>FACTS Payment Plan Service Charge</td>
<td>$25.00 per plan</td>
</tr>
<tr>
<td>Private Music Lessons</td>
<td>$120.00 per credit</td>
</tr>
<tr>
<td>Professional Liability Insurance Fee</td>
<td>$9.75 per year</td>
</tr>
<tr>
<td>Personal Property / Service Charge</td>
<td>Varies by Course</td>
</tr>
<tr>
<td>Replacement Diploma</td>
<td>$20.00 per diploma</td>
</tr>
<tr>
<td>Replacement Student ID or Badge</td>
<td>$20.00 per card/badge</td>
</tr>
</tbody>
</table>

* The increase in tuition is necessary due to accreditation/approval requirements that mandate low faculty to student clinical/practical ratios, the highly technical nature of these programs, and program administrative oversight requirements. Programs include: Cardiovascular Technology, AAS, Fire Technology, AAS, Diploma & Certificates, Occupational Therapy Assistant, AAS, Paramedicine, AAS, Pharmacy Technology, Diploma and AAS, Physical Therapist Assistant, AAS, Practical Nursing, Diploma and AAS, Radiologic Technology, AAS, Registered Nurse, AS, Respiratory Therapist, AAS, and Surgical Technology, AAS.

Please Note: All Tuition & Fee Rates Are Subject To The Approval Of The Board Of Trustees. The Rates Published Were Not Approved At The Time This Handbook Was Sent To Print And Are Subject To Change.
TUITION WAIVER FOR PERSONS UNDER THE GUARDIANSHIP OF THE COMMISSIONER OF HUMAN SERVICES - 2087

The college president may waive tuition for persons under the age of 21 who are under the guardianship of the commissioner of human services provided that those persons are qualified for admission to Northland College and that those persons contribute toward their expenses by gainful employment if they are able to work.

The college president may continue to waive tuition for persons removed from the guardianship of the commissioner of human services until they reach the age of 21 provided those persons were under the guardianship of the commissioner of human services when they reached the age of 18, are qualified for admission to Northland College, and contribute toward their expenses by gainful employment if they are able to work.

If the person has attained the age of 21 and has made satisfactory progress in his/her academic program but has not completed the program, the individual may petition the college through an advisor for continuation of the waiver until that program is completed. The advisor will make a recommendation to the president. The decision to continue to waive tuition will be at the discretion of the president.

NONDISCRIMINATION

NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY - 1020

Part 1. Policy Statement. Minnesota State Colleges and Universities 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, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual’s constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic
freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion. This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action. This policy supersedes all existing system, college, and university non-discrimination policies.

Part 2. Definitions.
Subpart A. Consensual Relationship. A sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the Board of Trustees Nepotism policy 4.10.

Subpart B. Discrimination. Discrimination is defined as conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

Subpart C. Discriminatory harassment. Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State Colleges and Universities has further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose and effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Subpart D. Employee. Minnesota State Colleges and Universities personnel include all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.
Subpart E. Protected Class. Protected class for the purpose of this policy means that discrimination and harassment in employment and education are prohibited on the basis of: race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation. In addition, membership or activity in a local human rights commission is a protected class in employment.

Subpart F. Retaliation. Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she made a complaint under this policy or assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated; or associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation or national origin. Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Subpart G. Sexual harassment and violence as sexual abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse. Minnesota State Colleges and Universities 1B.3 Sexual Violence Policy addresses sexual violence.

Subpart H. Student. “Student” means an individual who is:
1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

Part 3. Consensual Relationships. An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Retaliation. Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.
The chancellor shall establish procedures to implement this policy. The nondiscrimination in employment and education opportunity policy and procedures of colleges and universities shall comply with Policy 1B.1 and Procedure 1B.1.

*All reports of harassment, discrimination and sexual violence should be reported to the College Director of Human Resources:*

Becky Holthusen  Director of Human Resources  
1-800-959-6282 ext. 1844  
Room #: 665 (TRF)  (218) 681-0844  
becky.holthusen@northlandcollege.edu

<table>
<thead>
<tr>
<th>RACIAL DISCRIMINATION/HARASSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part 1. Definitions.</strong></td>
</tr>
<tr>
<td><strong>Subpart A. Racial discrimination</strong> is prohibited by state and federal law. Racial discrimination is defined as conduct that is directed at an individual because of his/her race, color, or national origin or that of his/her spouse and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.</td>
</tr>
</tbody>
</table>

| **Subpart B. Racial harassment** is a form of race discrimination which is prohibited by state and federal law. Racial harassment is defined as verbal or physical conduct that is directed at an individual because of his/her race, color, or national origin or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Racial harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting the educational environment. |

<table>
<thead>
<tr>
<th>SEX DISCRIMINATION/HARASSMENT AND VIOLENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part 2. Definitions.</strong></td>
</tr>
<tr>
<td><strong>Subpart A. Sex discrimination</strong> is prohibited by state and federal law. Sex discrimination is defined as conduct that is directed at an individual because of his/her gender or that of his/her spouse and that subjects the individual to different treatment so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.</td>
</tr>
</tbody>
</table>

| **Subpart B. Sexual harassment** is a form of sex discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when: |

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or |
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose or effect of threatening an individual’s employment; interfering with an individual’s work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student to student, employee to employee, and other persons having business with or visiting the educational environment. Sexual harassment may occur when it is directed at members of the opposite gender or when it is directed at members of the same gender. It includes, but is not limited to:

- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact; physical contact may be appropriate, if necessary to restrain individuals to avoid physical harm to persons or property;
- demands for sexual favors or promises of preferential treatment with regard to an individual’s employment or educational status accompanied by implied or overt threats concerning an individual’s employment or educational status; or
- unwelcome behavior or words of a sexual nature directed at an individual because of gender.

Subpart C. Sexual violence: Acts of sexual violence are criminal behaviors and create an environment contrary to the goals and missions of the system and colleges and universities. Acts of sexual violence include:

1. Forcible acts, which include non-consensual sexual contact, and/or sexual contact in which the victim is incapable of giving consent (such as when the complainant is under the influence of alcohol or drugs);  
2. Nonforcible sex acts such as incest and statutory rape; and
3. The threat of an act of sexual violence. Sexual violence may include, but is not limited to:
   - touching, patting, grabbing, or pinching another person’s intimate parts, whether that person is of the same sex or the opposite sex;
   - coercing, forcing, or attempting to coerce or force the touching of anyone’s intimate parts;
   - coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
   - threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Subpart D. Sexual harassment and violence as sexual abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota State Statute 626.556 (reporting of maltreatment of minors) and Minnesota State Statute 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse.
Subpart E. Nonconsensual Relationships. Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties. The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, and opportunities for further study or other forms of advancement may greatly diminish the student's actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee's ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perception that a power differential exists between the involved parties which limits the student or employee's ability to make informed choices about the relationship.

Claims of a consensual romantic/sexual relationship will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor or staff who will bear the burden of accountability because of his/her special power and responsibility, and it may be exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks involved in entering into a romantic/sexual relationship where there is a superior/subordinate relationship.

SEXUAL ORIENTATION DISCRIMINATION/HARASSMENT


Subpart A. Sexual orientation discrimination is prohibited by state law. Sexual orientation discrimination is defined as conduct that is directed at an individual because of his/her sexual orientation and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system, colleges and universities or otherwise adversely affects the individual's employment or education.

Subpart B. Sexual orientation harassment is a form of sexual orientation discrimination which is prohibited by state law. Sexual orientation harassment is defined as verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Sexual orientation harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting the educational environment.

DISABILITY DISCRIMINATION/HARASSMENT


Subpart A. Disability discrimination is prohibited by state and federal law. Disability discrimination as defined by law is conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that subjects the individual to different treatment by agents or employees without legitimate non-discriminatory reason so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.
Subpart B. Disability harassment is a form of discrimination which is prohibited by state and federal law. Disability harassment is defined as verbal or physical conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Disability harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting the educational environment.

All reports of harassment, discrimination and sexual violence should be reported to the College Director of Human Resources:

Becky Holthusen   Director of Human Resources
1-800-959-6282 ext. 1844
Room #: 665 (TRF)   (218) 681-0844
becky.holthusen@northlandcollege.edu

REPORTING/COMPLAINT OF DISCRIMINATION/HARASSMENT INVESTIGATION AND RESOLUTION

Part 1. Purpose and Applicability.
Subpart A. Purpose
This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Subpart B. Applicability. This procedure shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action. A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of Board Policy 1B.1, conduct must be considered sufficiently serious to deny or limit a student’s or employee’s ability to participate in or benefit from the services, activities, or privileges provided by Minnesota State Colleges and Universities.
Subpart C. Scope. This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

Part 2. Definitions. The definitions in Board Policy 1B.1 also apply to this procedure.

Subpart A. Designated officer. Designated officer means an individual designated by the president or chancellor to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure. Prior to serving as the designated officer, the individual must complete investigator training provided by the Office of the Chancellor.

Subpart B. Decision maker. Decision maker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether Board policy 1B.1 has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings. Prior to serving as a decision maker for complaints under this procedure, administrators must complete decision maker training provided by the Office of the Chancellor.

Subpart C. Retaliation. Retaliation means any action against a complainant or other individual because the individual:

a. Participated in the investigation or resolution of a complaint under this procedure;

b. Opposed conduct the individual believes was in violation of Board policy 1B.1; or

c. Associates with another individual who is protected from discrimination under Policy 1B.1.

Part 3. Consensual Relationships. Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to:

• An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student’s education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);

• A faculty member and a student who is enrolled in the faculty member’s course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and

• A supervisor and an employee under the person’s supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who
is enrolled in the person’s class or is subject to that person’s supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

**Part 4. Reporting Incidents of Discrimination/Harassment.**

**Subpart A.** Reporting an incident. Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the Office of the Chancellor, college, or university.

**Subpart B. Duty to report.** Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

**Subpart C. Reports against a president.** A report/complaint against a president of a college or university shall be filed with the Office of the Chancellor. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

**Subpart D. Reports against Office of the Chancellor Employees or Board of Trustees.** For reports/complaints that involve allegations against Office of the Chancellor employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

**Subpart E. False statements prohibited.** Any individual who is determined to have provided false information in filing a discrimination report/complaint or
during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

Subpart F. Withdrawn complaints. If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, colleges, and universities reserve the right to investigate and take appropriate action.

Part 5. Right to Representation. In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting. Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 6. Investigation and Resolution. The Office of the Chancellor, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Personal resolution. This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Board Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

Subpart B. Information privacy. Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Subpart C. Processing the complaint. The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. Jurisdiction. The designated officer shall determine whether the report/complaint is one which should be processed through another Office of the Chancellor, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.

2. Conflicts. The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.

3. Information provided to complainant. At the time the report/complaint is made, the designated officer shall:
   a. inform the complainant of the provisions of the Board Policy 1B.1 and this procedure;
   b. provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
c. determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
d. inform the complainant of the provisions of Board policy 1B.1 prohibiting retaliation.

4. Complaint documentation. The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the Office of the Chancellor, college or university.

5. Information provided to the respondent. At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:
   a. provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
   b. provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
   c. explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
   d. determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
   e. inform the respondent of the provisions of Board policy 1B.1 prohibiting retaliation.

6. Investigatory process. The designated officer shall:
   a. conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
   b. inform the witnesses and other involved individuals of the prohibition against retaliation;
   c. create, gather and maintain investigative documentation as appropriate;
   d. disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
   e. handle all data in accordance with applicable federal and state privacy laws.

7. Interim Actions.
   a. Employee reassignment or administrative leave. Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
   b. Student summary suspension or other action. Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary
suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

8. No basis to proceed. At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

Subpart D. Resolution. After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate Office of the Chancellor, college or university personnel;
4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. the Office of the Chancellor, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

Subpart E. Decision process. If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. Designated officer. The designated officer shall:
   a. prepare an investigation report and forward it to the decisionmaker for review and decision;
   b. take additional investigative measures as requested by the decisionmaker; and
   c. be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.

2. Decisionmaker. After receiving the investigation report prepared by the designated officer, the decisionmaker shall:
a. determine whether additional steps should be taken prior to making the decision. Additional steps may include:
   i. a request that the designated officer conduct further investigative measures;
   ii. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
   iii. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.

b. take other measures deemed necessary to determine whether a violation of Policy1B.1 has been established;

c. when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;

d. determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;

e. As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.

f. Conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate.

Part 7. Office of the Chancellor, College, or University Action. The Office of the Chancellor, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board policy 1B.1, as well as allegations of retaliation.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the Office of the Chancellor, college or university. In accordance with state law, the Office of the Chancellor, college or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

Part 8. Appeal
Subpart A. Filing an appeal. The complainant or the respondent may appeal the decision of the decisionmaker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the
decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decisionmaker.

Subpart B. Effect of review. For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

Subpart C. Appeal process. The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

Part 9. Education and Training. The Office of the Chancellor, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board policy 1B.1 and this procedure. All colleges and universities and the Office of the Chancellor shall promote awareness of Board policy 1B.1 and this procedure, and shall publicly identify the designated officer.

Part 10. Distribution of Board Policy 1B.1 and this Procedure. Information regarding Board Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the Office of the Chancellor and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements.

Designated officer for Northland Community and Technical College:
Becky Holthusen, Director of Human Resources,
1-800-959-6282 ext. 1844
Room #: 665 (TRF) (218) 681-0844
becky.holthusen@northlandcollege.edu
Part 11. Maintenance of Report/Complaint Procedure Documentation
During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the Office of the Chancellor, college or university in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

All reports of harassment, discrimination and sexual violence should be reported to the College Director of Human Resources:

Becky Holthusen  Director of Human Resources
1-800-959-6282 ext. 1844
Room #: 665 (TRF)  (218) 681-0844
becky.holthusen@northlandcollege.edu

SEXUAL VIOLENCE - 1080

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State Colleges and Universities is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State Colleges and Universities provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

Subpart A. Application of policy to students, employees, and others. This policy applies to all Minnesota State Colleges and Universities students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on System property. Incidents of sexual violence alleged to have been committed by a student at a location other than on System property are covered by the factors listed in Minnesota State Colleges and Universities Board Policy 3.6, Part 5. Incidents of sexual violence alleged to have been committed by a Minnesota State Colleges and Universities employee at a location other than System property are covered by this policy. Individuals alleged to have committed acts of sexual violence on System property who are not students or employees are subject to appropriate actions by Minnesota State Colleges and Universities, including, but not limited to, pursuing criminal or civil action against them. Allegations of discrimination or harassment are governed by Board Policy 1B.1.

Subpart B. College and university policies. Each Minnesota State Colleges and Universities college and university shall adopt a clear, understandable written policy on sexual violence that applies to its campus community, including, but not limited to, its students and employees. The policy content and implementation shall be consistent with the standards in this Policy and Procedure 1B.3.1.

Part 2. Definitions.
The following definitions apply to this Policy and Procedure 1B.3.1.
Subpart A. Sexual violence. Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, as well as aiding acts of sexual violence.

Subpart B. Sexual assault. “Sexual assault” means an actual, attempted, or threatened sexual act with another person without that person’s consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State Colleges and Universities student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Subpart C. Consent. Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Subpart D. Non-forcible sex acts. Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

Subpart E. System property. "System property" means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities, its Board of Trustees, Office of the Chancellor, colleges and universities.

Subpart F. Employee. “Employee” means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and Office of the Chancellor, including student workers.

Subpart G. Student. “Student” means an individual who is:

1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
SEXUAL VIOLENCE PROCEDURE

Part 1. Procedure objective. This procedure is designed to further implement Minnesota State Colleges and Universities Board Policy 1B.3 prohibiting sexual violence. This procedure provides a process through which individuals alleging sexual violence may pursue a complaint. This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

Part 2. Definitions.
Subpart A. Policy definitions. The definitions in Policy 1B.3 also apply to this procedure.

Subpart B. Campus security authority. Campus security authority includes the following categories of individuals at a college or university:
1. A college or university security department;
2. Other individuals who have campus security responsibilities in addition to a college or university security department;
3. Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;
4. An official of a college or university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations, and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification are not included in this definition.

Part 3. Reporting incidents of sexual violence
Subpart A. Prompt reporting encouraged. Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding. Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, and Minnesota State Colleges and Universities campus security authorities for appropriate action.

Subpart B. Assistance in reporting. When informed of an alleged incident of sexual violence, all Minnesota State Colleges and Universities students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services and campus security authorities.

Minnesota State Colleges and Universities campus security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the
complainant, including providing guidance in filing complaints with outside agencies including law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards.

When appropriate, Minnesota State Colleges and Universities may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard.

Subpart A. Confidential reports. Because of laws concerning government data contained in Minnesota Statues chapter 13, the Minnesota Government Data Practices Act, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed health care professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or health care professionals.

Subpart B. Reports to campus security authorities. Complainants of sexual violence may contact any campus security authority for appropriate assistance or to report incidents. Absolute confidentiality of reports made to campus security authorities cannot be promised. However, campus security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainant’s consent except as may be required or permitted by law. There may be instances in which Minnesota State Colleges and Universities determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, Minnesota State Colleges and Universities will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

Subpart C. Required Reports. Any campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to other school officials, as appropriate, such as the campus affirmative action office, the campus office responsible for administering the student conduct code, and/or the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

Part 5. Policy notices.
Subpart A. Distribution of policy to students. Each college or university shall, at a minimum, at the time of orientation make available to each student information about its sexual violence policy and procedure, and shall additionally post a copy of its policy and procedure at appropriate locations on campus at all
times. A college or university may distribute its policy and procedure by posting on an Internet or Intranet Web site, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

Subpart B. Distribution of policy to employees. All colleges, universities and the Office of the Chancellor shall make available to all employees a copy of its sexual violence policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet Web site, provided all employees are directly notified of the exact address of the policy and procedure and that they may receive a paper copy upon request.

Subpart C. Required Notice. Each college or university shall have a sexual violence policy, which shall include the notice provisions in this part.

1. Notice of complainant options. Following a report of sexual violence the complainant shall be promptly notified of:
   a. Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
   b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate Minnesota State Colleges and Universities system contacts for employees, students and others. Such contacts should be identified by name, location and phone number for 24-hour availability, as applicable.
   c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health or other support services.

2. Notice of complainant rights. Complainants shall be notified of the following:
   a. Their right to file criminal charges with local law enforcement officials in sexual assault cases;
   b. Rights under the crime victims bill of rights, Minnesota Statutes Sections 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
   c. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident;
   d. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
   e. That complaints of incidents of sexual violence made to campus security authorities shall be promptly and appropriately investigated and resolved;
f. That, at a sexual assault complainant’s request, the college, university or Office of the Chancellor may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or a work site or to alternative college-owned housing, if such alternatives are available and feasible.

Subpart C. Complaint procedure. Each college and university shall notify students of the process used to investigate and resolve allegations of sexual violence, as provided in part 6, subpart H.

Part 6. Investigation and disciplinary procedures.
Subpart A. Immediate action. A college or university may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated this policy, in accordance with the procedures in System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

A college or university may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy, in accordance with System Procedure 1B.1.1 or Board Policy 3.6.

Subpart B. General principles. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. Mediation or other negotiated dispute resolution processes between the complainant and the respondent concerning allegations of sexual violence shall be used only if both parties voluntarily consent. No party shall be required to participate in mediation.

College and university investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:

1. Be respectful of the needs and rights of individuals involved;
2. Proceed as promptly as possible;
3. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
4. Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
5. Be conducted in accordance with applicable due process standards and privacy laws;
6. Inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.

The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent’s use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.
Subpart C. Relationship to parallel proceedings. In general, Minnesota State Colleges and Universities investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. A college or university need not, and in most cases should not, delay its proceedings while a parallel legal action is on-going. If a college or university is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for Minnesota State Colleges and Universities procedures.

Subpart D. False statements prohibited. Minnesota State Colleges and Universities takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence or during the investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

Subpart E. Withdrawn complaint. If a complainant no longer desires to pursue a complaint through the college or university’s proceeding, the college or university reserves the right to investigate and resolve the complaint as it deems appropriate.

Subpart F. Minnesota State Colleges and Universities discretion to pursue certain allegations. Minnesota State Colleges and Universities reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the college or university.

Subpart G. Minnesota State Colleges and Universities discretion to deal with policy violations disclosed in investigation. Minnesota State Colleges and Universities reserves the right to determine whether to pursue violations of policy by students or employees other than the respondent, including a complainant or witness, that come to light during the investigation of an incident of sexual violence. In order to encourage reporting of sexual violence, under appropriate circumstances college or university administrators may choose to deal with violations of Minnesota State Colleges and Universities policy in a manner other than disciplinary action.

Subpart H. Procedure for employees, students and individuals who are both an employee and student.

- **Employees.** If the respondent is an employee, the investigation and disciplinary decision-making shall be conducted pursuant to the procedures outlined in Board Procedure 1.B.1.1 except that use of the optional “Personal Resolution” described in Part 3. Subpart B. should not be encouraged in dealing with allegations of sexual violence due to the seriousness of the conduct.

Nothing in this procedure is intended to expand, diminish or alter in any manner any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.
• **Students.** The college or university may elect to process complaints against students under this procedure using either the investigation and decisionmaking process of System Procedure 1B.1.1 or Board Policy 3.6. The college or university shall notify students of the process used as required by Part 5.

If a college or university elects to use its procedures under Board Policy 3.6 for incidents of sexual violence, the conduct panel shall make written findings and recommendations, including proposed sanctions, if any, which will be submitted to a decisionmaker designated by the President. If the decisionmaker issues an adverse decision against the student, the student may appeal to the president or designee.

Individuals who are both an employee and a student. If the respondent is both a student and employee, the investigation shall be conducted by the designated officer, as defined by Board Procedure 1.B.1.1., Part 2, Subpart A. The results of the investigation shall be submitted for review to both the decisionmaker appointed under Procedure 1.B.1.1 Part 2, Subpart B, concerning the personnel action, and to the President or designee concerning the student action.

**Subpart I. Sanctions.** Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student’s or employee’s previous disciplinary history, and other factors as appropriate.

**Subpart J. Retaliation prohibited.** Actions by a student or employee intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

**Part 7. Sexual violence prevention and education.**

**Subpart A. Campus-wide training.** Colleges, universities, and the Office of the Chancellor must include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents. Education shall emphasize the importance of preserving evidence for proof of a criminal offense. Colleges and universities and affiliated student organizations are encouraged to develop educational programs, brochures, posters and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or they learn of such an incident.

**Subpart B. Training for individuals charged with decision making authority.** Each college, university and the Office of the Chancellor shall provide appropriate training and other resources to individuals charged with decision making responsibilities under applicable procedures in order to facilitate a fair, respectful and confidential procedure on allegations of sexual violence in accordance with this and other applicable policies, procedures and laws.

Data that is collected, created, received, maintained or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of the Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), and other applicable laws. Information on reports of incidents of sexual violence that are made to Campus Security Authorities shall be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 United States Code section 1092 (f). Such information will be used to report campus crime statistics on college and university campuses as required by that Act.

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act and other applicable law and policy.

All reports of harassment, discrimination and sexual violence should be reported to the College Director of Human Resources:

Becky Holthusen  Director of Human Resources
1-800-959-6282 ext. 1844
Room #: 665 (TRF)     (218) 681-0844
becky.holthusen@northlandcollege.edu

REGISTRATION

DROP/ADD, WITHDRAWAL & REFUND - 2090

Drop/Add
Students may drop or add a class through the first five days of the fall and spring semesters without penalty. After the fifth day a student is financially liable for all credits for which they are registered.

For summer courses or classes which start later in a term, students must drop a class prior to the second class meeting to avoid being charged. Distance education course drop/add dates are set by the Distance Education Consortium. Call 1-800-456-8519 for current dates or view the academic calendar on the web.

Whenever dropping a class, students receiving financial aid should check with the Financial Aid Office to see if their eligibility will be affected. It is the responsibility of the student to initiate drops/adds/ and withdrawals.

Withdrawal From a Class
When a class is dropped during the drop period, the student is not financially liable for that class nor will that class appear on the transcript. After the fifth day of a term, a student may withdraw from a class, however, when a student withdraws from a class after the drop period, he/she must have the withdrawal processed through the Registrar’s office. Students are financially liable for classes that they withdraw from after the drop period. Classes that students drop after the drop period will appear on their transcripts with an indication of a withdraw (W). The last day to withdraw from a class is the sixtieth percent point of a term. There is no refund for withdrawing from a class.
Distance education course withdrawal dates are set by the Distance Education Consortium. Call 1-800-456-8519 for current dates or view the academic calendar on the web.

Withdrawal From All Classes
If a student chooses to withdraw from all classes, he/she must have the total withdraw processed through the Registrar’s office and notify the Financial Aid office (if they are receiving financial assistance). When totally withdrawing from college during a semester a student may be entitled to a refund based on the following table:

For fall and spring terms and other terms at least 10 weeks in length:

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st through 5th business day of term</td>
<td>100</td>
</tr>
<tr>
<td>6th through 10th business day of the term</td>
<td>75</td>
</tr>
<tr>
<td>11th through 15th business day of the term</td>
<td>50</td>
</tr>
<tr>
<td>16th through 20th business day of the term</td>
<td>25</td>
</tr>
<tr>
<td>after 20th business day</td>
<td>0</td>
</tr>
</tbody>
</table>

For summer term and other terms at least three weeks but less than ten weeks in length:

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st through 5th business day of the term</td>
<td>100</td>
</tr>
<tr>
<td>6th through 10th business day of the term</td>
<td>50</td>
</tr>
<tr>
<td>after the 10th business day of the term</td>
<td>0</td>
</tr>
</tbody>
</table>

Class terms less than three weeks in length:

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st business day of the term</td>
<td>100</td>
</tr>
<tr>
<td>2nd through 3rd business day of the term</td>
<td>50</td>
</tr>
<tr>
<td>after the 3rd business day of the term</td>
<td>0</td>
</tr>
</tbody>
</table>

Exceptions to the Refund Policy
A 100% refund will be given if a student’s class schedule is reduced for the convenience of the college, or if there was a college error. Requests for a refund due to student injury or illness must be submitted to the Registrar’s office by completing the Student Appeal/Petition form, including any necessary documentation.

A partial refund may be considered, at the discretion of the college, due to a change in a student’s employment situation or for significant personal circumstances. This request also must be submitted to the Registrar’s office by completing the Student Appeal/Petition form.

Waivers:
Requests for waivers must be submitted to the Registrar’s office by completing the Student Appeal/Petition form. The appeals are reviewed by an assigned Appeal Committee and follow the steps stipulated in NCTC Procedure 3240. Only the President or designee may waive amounts due to the college for the following reasons:

- Employee Benefit provided by a Bargaining Agreement
- Death of a Student
- Medical Reasons
• College Error
• Employment Related Condition
• Significant Personal Circumstances
• Student Leader Stipends
• Course Conditions *
• Natural disasters or other situations beyond the control of the campus

*A course condition exists when the location or timing of the course results in the student not being able to use the services intended by a fee.

The President or designee may waive amounts due to the college for individual institutional waivers as stated above. A copy of all approved Student Service appeals must be submitted to the Accounts Receivable office.

The College cannot waive the MSCSA student association fee. The College shall, in consultation with students, develop guidelines to implement this policy. These guidelines must be available to students.

### GRADUATION - 3110

For the “Graduation Requirements Policy” see page 18.

### LAST DATE OF ATTENDANCE/NO SHOW REPORTING - 2092

Federal policies governing Title IV Financial Aid regulations require the verification of students in attendance. The verification of student attendance will determine how much Title IV Financial Aid a student receives. Non-compliance will affect the college’s eligibility for federal student aid. In order to comply with these regulations, Northland Community and Technical College will verify student attendance on the fifth day of classes (No Show) and at the 60% point of the term (Last Date of Attendance).

**Last Date of Attendance/No Show Procedure**

The Registrar will provide faculty with class rosters on the 1st day and the fifth day of the semester. On the fifth day of the semester, the formal class roster will be returned to the Registrar’s office by faculty listing all students who have not attended the class during any of the first five days. These students, if not attending any one or all of their semester classes (No Show), will be administratively withdrawn from the class(es) they are not attending by the Registrar’s Office.

At the 60% point of the term, faculty will be notified, via email, to post the Last Date of Attendance for students that are no longer attending the class. The Last Date of Attendance will be entered for students that have not been in attendance from the midterm date through the 60% point of the term. The Last Date Attended process is available to faculty through the ISRS Web Services.

### REGISTRATION - 2050

Enrolled students will receive priority for registration over new students. Students must seek an advisor in order to schedule a conference or advising session.

**Registration Procedures**

1. Consult with an advisor regarding courses appropriate to program and graduation.
2. Complete registration form and use as a guide when entering courses online.
3. Access student account information online to find date and time of open registration window.
4. Access student account information online to find if any “holds” are indicated on account.
5. Students who have outstanding financial obligations due the College will not be allowed to register for the subsequent semester until balance is paid in full.
6. Enter courses through online registration process when window opens.

ONLINE REGISTRATION PROCESS

Easy Steps for WEB Registration

1. Log on to www.northlandcollege.edu
2. Click on ONLINE REGISTRATION by selecting the appropriate campus.
3. Click OK on Security Alert box (if applicable).
4. In order to proceed, read the terms and conditions of the College drop/withdrawal notification. Click on “Read and Accept.”
5. Enter Student ID and PIN and click Login Now.

Your PIN is either: your date of birth in the following order YYMMDD, for example, if your birthdate is 12/25/81 you need to enter 811225 OR the last 6 digits of your social security number OR A PIN you entered previously of 6 numbers

6. You will now prompt you to change your PIN. Please change it to 6 different numbers. It has to be numeric; it cannot start with 0 or be common such as 123456. Please write it down; this will now be your new PIN number. (If you have forgotten your PIN, please contact Student Services in order to reset your PIN)
7. Note: If you want your name to display on printed page, please check box on left side of screen at time of login.
8. Enter Student ID and PIN. Click on Login Now.
9. Click on Registration tab.
10. Click on Registration Access Code on the left side of screen, if required, enter the 6 digit number and click on Select. (You will only need to enter the Registration Access Code one time for each semester.)
11. Click on Check Holds on left side of the screen. If you have a hold, it will need to be taken care of before registering.
12. Click on Quick Add (Register) on left side of screen.
13. Enter Course ID #s. It is not necessary to enter Variable Credits. Click on Register Now. Enter PIN. Click on Process Request.
14. Verify class schedule for accuracy.
15. If a section is full, you can do a search to find other available sections by clicking on left side of screen Search for Open Sections. Click on Subject and select desired subject. Enter Course ID number. Click on Search for Open Sections. If you prefer a more detailed search, enter earliest start thru latest Start time and click on Search. Click on desired section and enter PIN to add section.
16. Click on View/Modify Class Schedule on left side of screen to view your schedule at any time.
17. To drop a class, click Course ID # on your schedule; it is pre-set to drop, click on Process, enter PIN and Process Request.
18. To print schedule, click on printer icon on top middle of screen. To end session, click on Logout on top right side of screen.

*Please note: Registration changes after the Drop/Add period must be processed in the Campus Registrar's Office.

New Students
1. All new students must submit required documents as outlined in the Registration Policy in order to register for courses.
2. New students will register according to campus procedures. East Grand Forks new students register on days scheduled for Orientation/Registration. Thief River Falls new students will register on days scheduled for Assessment/Registration.
3. Enter courses through online registration process when window opens.

Continuous Students
1. Students who are currently enrolled may register after making an appointment with an advisor to receive their registration access code if applicable.
2. Enter courses through online registration process when window opens.

REGISTRATION CANCELLATION POLICY - 7052
For the "Registration Cancellation Policy" see page 33.

STUDENT CREDIT LOAD - 3270
The normal full time semester load is 15-18 credits. The maximum number of credits that a student is allowed to take in any one semester is twenty (20). Students wishing to take more than 20 credits must obtain written authorization from an advisor.

STUDENT RECORDS - 2011
Student educational data or records are maintained in the Student Services Office. The term "student" includes a person currently or formerly enrolled and applicants for admission. Information other than "directory" information is considered private and will not be released unless the student so authorizes through informed consent. Records relating to a student as an employee shall be subject to personnel policies rather than student data privacy policies. A student has the right to petition for review of their cumulative student record.

The following data may be included in the cumulative record:
1. Admission application, enrollment data, and supporting documentation
2. Diploma and/or transcripts from previous institutions
3. Assessment data
4. Institutional evaluation data
5. Authorization/s to release information
6. Transcripts
7. Documents relating to student academic status and student conduct

The cumulative student record maintained in the Student Services Office does not contain disability or related information, or financial aid data that may include agency information. The respective offices that collect the data maintain that private data. This data is not accessible to the public. It is accessible to the
subject of the data, to individuals or agencies authorized by law to gain access, and to any person or agency having the approval of the subject.

**STUDENT CONDUCT**

**ACTIVITY TRAVEL REGULATIONS - 2175**

All travel arrangements required for college sponsored and sanctioned activities must be approved by the Dean of Student Services prior to leaving for the scheduled activity. Reimbursement for expenses incurred will be according to the current travel rules and regulations of the State of Minnesota as authorized by statute or by contract. Upon completion of any college authorized trip, the advisor/coach must make a reconciliation of funds on the “Student Activities Trip Report” form. This form and receipts are to be returned to the Business Office.

Itinerary forms for the trip must be filed with the Dean of Student Services 24 hours prior to any travel. The use of private vehicles for college-related activities is prohibited, unless approved by college administration. Students participating in extra-curricular activities are to be transported in the manner scheduled by the college. This includes activities such as: athletics, music concerts, and club or organization activities. In addition, transportation for any course related field trips must be provided utilizing College vehicles whenever possible.

**ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES ON CAMPUS - 1070**

Part 1. Policy Statement. It is the policy of Northland Community and Technical College (NCTC) that the use of alcohol and/or controlled substances will be only in accordance with this policy.

Part 2. Use or Possession of Alcohol and Controlled Substances at NCTC

Subpart A. Compliance with Federal Law. In order to comply with Federal law, including, but not limited to, the Drug-Free Schools and Communities Act (34 CFR Part 86), the Drug-Free Workplace Act (34 CFR Part 85) and the Campus Security Act, NCTC will adopt and implement this policy which is designed to prevent abuse of alcohol and the use of controlled substances.

Subpart B. Compliance with State Law. NCTC prohibits unlawful use, possession, production, manufacture, and distribution of alcohol and other drugs and controlled substances.

Subpart C. Policy. Except as provided in this policy, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at NCTC and college-sponsored events on or off-campus is prohibited.

Subpart D. Exception for Instructional Purposes. Use of alcohol in laboratory and classroom instruction/experiments is not prohibited.

Part 3. Responsibilities. The NCTC president is delegated authority to approve use of alcohol at specific special events on campus or college sponsored events off campus. Approval shall be consistent with the office of the chancellor or campus drug and alcohol policy and with system procedures. The procedures shall address the following: compliance with local ordinances and state law.
relating to sale, possession or consumption of alcohol; providing adequate dram
shop/public liability insurance; and any other matters deemed necessary by the
chancellor.

Part 4. Accountability/Sanctions. NCTC will impose disciplinary sanctions on
students and employees (consistent with local, state, and federal law), up to and
including expulsion or termination of employment and referral for prosecution for
violations of the policy stated above. Student violations of this policy will be
handled as violations of the Student Code of Conduct Policy.

Part 5. Reporting. Records regarding approval of the use of alcohol at specific
events shall be maintained by the college in accordance with approved records
retention schedules. NCTC will conduct a biennial review of its program to
determine its effectiveness and implement changes if necessary, and ensure that
the sanctions developed are consistently enforced.

### FEDERAL, STATE & LOCAL SANCTIONS REGARDING
CONTROLLED SUBSTANCES

<table>
<thead>
<tr>
<th>Minnesota Alcohol Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Driving while intoxicated: (blood alcohol content .10 or more) $700 fine, 90 days in jail, revocation of driver's license for 30 days, reinstatement fee of $200, retake driver's license exam—written and behind-the-wheel</td>
</tr>
<tr>
<td>2. Possession by persons under 21: $100 fine.</td>
</tr>
<tr>
<td>3. Use of false identification for alcohol purchase: $100 fine.</td>
</tr>
<tr>
<td>4. Furnishing alcohol to persons under 21: $3,000 fine and/or 1 year in jail.</td>
</tr>
<tr>
<td>5. Party ordinance: $300 fine and/or 90 days in jail.</td>
</tr>
</tbody>
</table>

**Likely Consequence:**
Vehicle insurance costs could increase substantially for at least three years.

**Repeat Offenders:**
A second offense of a DUI within five years or three offenses within ten years will
be charged as a gross misdemeanor with a maximum possible sentence of one
year in jail and a $3000 fine. All of the consequences listed above become more
serious upon repeated offenses.

### Minnesota Drug Laws

**Schedule Drugs (I-V)**

1. Heroin, LSD, mescaline and peyote, amphetamine variants marijuana, other
hallucinogens.
2. Opium, morphine, codeine, methadone, cocaine, barbiturates.
3. Anabolic steroids, opium, codeine, methadone, cocaine, barbiturates.
4. Barbiturates, benzodiazepines, chloral hydrates, other narcotics, stimulants
and depressants.
5. Opium, codeine, other narcotics and depressants.

**First Degree**

1. Sale: 10+ grams of cocaine, 50+ grams of other narcotic drug, 200+ doses hallucinogen, 50 kilos marijuana, or 25+ kilos marijuana in a
school zone, park zone, or public housing zone.
2. Possession: 25+ grams cocaine, 500+ grams of other narcotic drug, 500+ doses hallucinogen, 100+ kilos marijuana.
3. Penalty: 0 to 40 years, 4 year mandatory minimum if prior drug felony; up to $1 million fine, 0 to 40 years, 2nd offense.
Second Degree
1. Sale: 3+ grams of cocaine, 10+ grams of other narcotic drug, 50+ doses hallucinogen, 25 kilos marijuana, or sale of a Seclude I or II narcotic drug of 5+ doses hallucinogen or methamphetamine either to a person under 18 or in a school zone, park zone, or public housing zone.
2. Possession: 6+ grams cocaine, 50+ grams of other narcotic drug, 100+ doses hallucinogen, 50+ kilos marijuana.
3. Penalty: 0 to 40 years, 3 year mandatory minimum if prior drug felony; up to $500,000 fine.

Third Degree
1. Sale: Narcotic drug: 10+ doses hallucinogen, 5+ kilos marijuana, or sale of a Schedule I, II, or III (except a Schedule I or II narcotic drug or marijuana) to a person under 18 or employment of person under 18 to sell the same.
2. Possession: 3+ grams cocaine, 10+ grams of other narcotic drug, 10+ kilos marijuana, and any amount of a Schedule I or II narcotic drug or LSD or methamphetamine or 5+ kilos marijuana in a school zone, park zone, or public housing zone.
3. Penalty: 0 to 30 years, 2 year mandatory minimum if prior drug felony; up to $250,000 fine. 0 to 30 years, 2nd or subsequent offense.

Fourth Degree
1. Sale: Any Schedule I, II, Or III drug (except marijuana), or sale of marijuana in a school zone, park zone, or public housing zone or any Schedule IV or V drug to a person under 18 or conspiracy for the same.
2. Possession: 10 doses hallucinogen, any amount of a Schedule I, II, or III drug (except marijuana) with intent to sell it.
3. Penalty: 0 to 30 years, 1 year mandatory minimum if prior drug felony; up to $100,000 fine.

Fifth Degree
1. Sale: Marijuana, or any Schedule IV drug.
2. Possession: All Schedule I, II, III, or IV drugs except 42.5 grams or less of marijuana. Any prescription drugs obtained through false pretenses or forgery.
3. Penalty: 0 to 5 years, 6 months mandatory minimum if prior drug felony; up to $10,000 fine.

Federal Law
Schedule I Drugs (Penalty for possession): first offense: 10 years to life, 10 year mandatory minimum; if death or serious injury, 20 year minimum; up to $4 million fine individual, $10 million other than individual. Second Offense: 20 years to life, 20 year mandatory minimum; if death or serious injury, not less than life; up to $8 million fine individual, $20 million other than individual.

Schedule II Drugs (Penalty for possession): First Offense: 5 years to 40 years, 5 year mandatory minimum; if death or serious injury, 20 year minimum; up to $2 million fine individual, $5 million other than individual. Second Offense: 10 years to life, 10 year mandatory minimum; if death or serious injury, not less than life; up to $4 million fine individual, $10 million other than individual.
Schedule I or II Controlled Drugs (Penalty for possession): First Offense: 0 to 20 years; if death or serious injury, 20 year minimum, not more than life; up to $1 million fine individual, $5 million other than individual. Second Offense: 0 to 30 years; if death or serious injury, not less than life; up to $2 million fine individual, $10 million other than individual.

Schedule III Drugs (Penalty for possession): First Offense: 0 to 5 years, up to $250,000 fine individual, $1 million other than individual. Second Offense: 0 to 10 years; up to $500,000 fine individual, $2 million other than individual.

Schedule IV Drugs (Penalty for possession): First Offense: 0 to 3 years; up to $250,000 fine individual, $1 million other than individual. Second Offense: 0 to 6 years; up to $500,000 fine individual, $2 million other than individual.

Schedule V drugs (Penalty for possession): First Offense: 0 to 1 year; up to $100,000 fine individual, $250,000 other than individual. Second Offense: 0 to 2 years; up to $200,000 fine individual, $500,000 other than individual.

Health Risks Associated With Substance Abuse
Substance abuse can cause extremely serious health and behavioral problems, including short- and long-term effects upon the body and mind. The physiological and psychological responses differ according to the chemical ingested, and although chronic health problems are associated with long-term substance abuse, acute and traumatic reactions can occur from one-time and moderate use.

Alcohol and drugs are toxic to the body’s systems. Contaminant poisonings often occur with illegal drug use, and mixing drugs, or using “counterfeit substances,” can also be lethal. Human Immunodeficiency Virus (HIV or AIDS), sexually transmitted diseases, rape, unwanted pregnancies, injuries, accidents, and violence can result from alcohol abuse or drug use. In addition, substance abuse impairs learning ability and performance. Acute health problems may include heart attack, stroke, and sudden death, which in the case of drugs such as cocaine, can be triggered by first-time use. Long-lasting health effects of drugs and alcohol may include disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells and permanent memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary (lung) damage. Drug use during pregnancy may result in miscarriage, fetal damage, and birth defect causing hyperactivity, neurological abnormalities, developmental difficulties, and infant death.

Education & Prevention Services and Programs: Alcohol and Other Drugs
Primary prevention efforts will be to provide students with appropriate information and developmental experience necessary to make responsible decisions regarding alcohol and illicit drug use and non-use. Prevention efforts shall address legal, social, and health consequences and that use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. See the campus counselor for information and assistance. Prevention efforts will include:

- Early identification and intervention efforts providing assistance to students demonstrating behaviors of concern.
- Crisis intervention procedures for students experiencing medical emergencies.
- Re-entry to the college support services for students after completing therapy for drug or alcohol problems.
Community Resources

<table>
<thead>
<tr>
<th>Location</th>
<th>Organization</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center City, MN</td>
<td>Hazelden Foundation</td>
<td>(651) 257-4010</td>
</tr>
<tr>
<td>Crookston, MN</td>
<td>Glenmore Recovery Center</td>
<td>(218) 281-9511</td>
</tr>
<tr>
<td>Crookston, MN</td>
<td>Migrant Health Health Program</td>
<td>(218) 281-7442</td>
</tr>
<tr>
<td>East Grand Forks, MN</td>
<td>Douglas Half-Way House</td>
<td>(218) 773-9801</td>
</tr>
<tr>
<td>Grand Forks, ND</td>
<td>Altru Health Systems</td>
<td>(701) 780-5000</td>
</tr>
<tr>
<td>Thief River Falls, MN</td>
<td>Northwest Medical Center</td>
<td>(218) 681-4240</td>
</tr>
<tr>
<td>Thief River Falls, MN</td>
<td>Dakota Clinic</td>
<td>(218) 681-4747</td>
</tr>
<tr>
<td>Thief River Falls, MN</td>
<td>Altru Clinic</td>
<td>(218) 681-0600</td>
</tr>
</tbody>
</table>

Alcoholics Anonymous

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crookston</td>
<td>(218) 281-7184</td>
</tr>
<tr>
<td>Grand Forks/East Grand Forks</td>
<td>(701) 772-2952</td>
</tr>
<tr>
<td>Thief River Falls</td>
<td>(218) 681-4515</td>
</tr>
</tbody>
</table>

Disciplinary Sanctions

The Northland Community and Technical College will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct stated above. Student violations of this policy will be handled as violations of the Student Code of Conduct Policy.

POSSESSION OR CARRY OF FIREARMS - 2130

Students are prohibited from possessing or carrying firearms while on college property, regardless of whether the student has a permit to carry a firearm, except as noted below:

1. The student is a licensed peace officer, currently employed as such.
2. The firearm is necessary to meet the requirements for a particular course or program such as Criminal Justice.
3. This policy does not prohibit the lawful possession or carry of firearms in the parking lots.

Violation of this policy is considered misconduct and students are subject to discipline, up to and including expulsion or termination.

Definitions:

- **Firearm** means a gun, whether loaded or unloaded, that discharges a shot or a projectile by means of an explosive, a gas, or compressed air.

- **Student** means an individual who is registered to take or is taking one or more courses, classes, or seminars, credit or non-credit. A student is considered to be registered during the time between terms, during any breaks or vacations, and during the summer. A student is also recognized as someone that is expelled or suspended from enrollment as a student at the college, pending adjudication of student disciplinary action.

SPORTSMANSHIP - 2140

In an effort to emphasize the value of good sportsmanship and behavior at college sponsored activities, it should be known that violations of accepted rules of good conduct, or committing any of the following acts, shall be considered as adequate grounds for removal from the premises, may prevent you from
attending future college sponsored activities, and may be subject to the
disciplinary sanctions of the Student Code of Conduct:

1) Possession or use of alcohol
2) Misbehavior resulting from intoxication or the use of drugs
3) The use of abusive language or offensive gestures towards officials,
   coaches, players or fans
4) Disrespectfully addressing or baiting a member of either team
5) Taunting or name-calling to distract a player from either team
6) The throwing of objects onto the playing surface or into the stands
7) Starting or inciting fights or striking players, coaches, officials or fans
8) Going out onto the playing field or court
9) Standing in the aisles or along the sidelines or endlines
10) Other behavior which prevents other fans from enjoying the event

Remember:

1) Show respect at all times for coaches, opponents, game officials, and
   other fans.
2) Accept the decisions of officials.
3) Avoid offensive gestures and language.
4) Display modesty in victory and graciousness in defeat.
5) Show respect for public property and equipment.

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STUDENT CODE OF CONDUCT - 2110

Part 1. Purpose

Northland Community and Technical College believes that every student is
accountable for his or her individual behavior especially as it imposes on the
freedom, rights and safety of another individual or to the extent that it impacts
upon the atmosphere and environment conducive to the educational mission of
the College community. Within this context, specific kinds of behavior are judged
to be unacceptable and may serve as a basis for discipline up to and including
expulsion as noted in Part 3, Standards. The code of conduct exists to guide the
behavior of all NCTC students.

Part 2. Jurisdiction

The College has the right to take necessary and appropriate action to support
and protect the safety and well-being of the College community; its students,
employees, guests, facilities and programs.

Members of the College community and their guests are expected to abide by
local, State, and federal laws and Minnesota State Colleges and Universities
Board policy. Should the violation of civil or criminal law by a community member
involve College interests, the College has the right to proceed with disciplinary
action without regard to civil or criminal proceedings.

These regulations apply on all campus property and at all College-sponsored
activities, or at activities sponsored by College clubs or organizations on or off
campus, except where specifically limited. Students may be subject to College
discipline for any misconduct that occurs any time on College-controlled
premises or at College approved or sponsored functions, including but not limited
to courses provided at locations other than the campus.

Students may also be subject to disciplinary action for any misconduct that
occurs off campus when the behavior involves any of the following:
• Hazing; or
• The violation is committed while participating in a college sanctioned or sponsored activity; or
• The victim of the violation is a member of the college community; or
• The violation constitutes a felony under state or federal law; or
• The violation adversely affects the educational or service functions of the college.

Part 3. Standards
All NCTC students are encouraged to familiarize themselves with, as well as to conform to, College rules and regulations governing personal conduct on all campuses. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following:

1. Dishonesty, including, but not limited to cheating, plagiarism, or knowingly furnishing false information to the College. Plagiarism includes, but is not limited to the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of materials prepared by another person or agency engaging in selling or otherwise providing term papers or other academic materials.

2. Forgery, alteration, misrepresentation, or misuse of College documents, records or identification, or of records submitted to the College.

3. Unauthorized use, changing, deleting of any information or data contained in the MnSCU student record computers.

4. Participating in or the promoting of disruptive activity that interferes with teaching, College events and activities, or disciplinary proceedings; interfering with teaching, changing the atmosphere of the academic service areas, such as classrooms, library, learning center or preventing learning from taking place; or obstructing the College process, systems or services.

5. Failure to comply with directions of College employees acting in the performance of their duties or with fire, police or other emergency service personnel. Failure to identify oneself to these persons when requested to do so, after they have identified themselves.

6. Conduct which threatens or endangers the health or safety of any person at the College, or at College controlled, sponsored or supervised functions. Intentionally, recklessly or negligently causing physical harm to any person on the College premises or at College sponsored activities. This includes engaging in any form of fighting or any hostile conduct or behavior that might incite violence.

7. Harassment of any member of the College community, placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse (including repeated phone calls), intimidation (including but not limited to, violence or threat of violence). Allegations of harassment or discrimination based on race, sex, 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 will be investigated under NCTC Policy and Procedure 1020. Allegations of sexual violence will be investigated under the NCTC Sexual Violence Policy/Procedure 1080/1080P.

8. Physical, sexual abuse or battery upon a student or College personnel, upon College premises, or while under the authority of College personnel, or at a College-sponsored event; or continued abuse of a student or College personnel, assault or battery upon a student or College personnel, or any threat of force or violence directed toward a student or College personnel.
9. Hazing, including any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose or intention, admission into, affiliation with, or as a condition of continued membership in a group or organization.

10. Unauthorized borrowing of or use of College property, theft or attempted theft or damage to, property of the College or property of a member of the College community or property of a campus visitor.

11. Unauthorized entry to, or use of, College supplies (including College stationery and postage), keys, telephones (including long distance service), computing or computer systems, equipment and/or facilities or the use of any of the above for any prohibited or illegal act.

12. Violations of the Acceptable Use of Computers and Information Technology Resources Policy and Procedure 5010/5010P.

13. Damage to public or private property on College premises including, but not limited to graffiti, defacing signs or damaging College property wherever located.

14. The incurring of financial obligations on behalf of the College without proper authorization.

15. Knowingly passing an insufficient funds check or fraudulent money order in payment of any financial obligation to the College.

16. Violation of College regulations concerning student organizations, the use of College facilities, or the time, place and manner of public expression.

17. Unauthorized use, sale, possession, or presence on campus or at College-sponsored events of alcoholic beverages or controlled substances and/or drug paraphernalia. The state of being under the influence of alcohol or controlled substances on College-controlled property, or at College-sponsored events. A complete copy of the Alcoholic Beverages or Controlled Substances on Campus Policy is available for students in the Student Services Office.

18. Disorderly, disruptive, indecent, or obscene conduct or expression, or breach of peace, on College-owned or controlled property or at College-sponsored or supervised functions. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.

19. Continued willful and disruptive behavior, profanity or vulgarity, or open and persistent defiance of the authority of or persistent abuse of College personnel.

20. Possession or use of unauthorized firearms or other dangerous weapons on College-controlled property. "Weapon" is broadly defined to include, but is not limited to, all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy-club, and fireworks.

21. Violation of College regulations regarding the use of tobacco products on College-controlled property.

22. Gambling or wagering for money or other things of value, except where permitted by law.

23. Distributing advertisements, samples and engaging in direct sales on College property or at College-sponsored events without prior authorization by the appropriate College official; or littering the College with posters, flyers or brochures on campus or on privately owned vehicles.

24. Actions which interfere with, obstruct or prevent the regular and essential operations of the College or infringe upon the rights of others to freely participate in its courses, programs or services (e.g. student use of cell phones, text messaging, and other personal electronic devices in the academic service areas, such as, classrooms, library, learning center).
25. Committing violations of local, State or federal laws involving Northland students as perpetrator(s) or victim(s), (victims may include students or employees) or when the behavior adversely affects the interests of the College.

26. Harassing, threatening or intimidating complainants or other persons alleging misconduct.

27. Violation of program rules, regulations and/or policies.

Part 4. Sanctions
Disciplinary sanctions are implemented by written notification within five (5) working days after an informal or formal hearing with administrative staff arranged by the Campus Dean of Student Services or designee. The following sanctions are listed to provide students with examples of possible penalties for conduct code violations. The College reserves the right to impose other sanctions as circumstances warrant.

- **Warning** - issuance of an oral or written warning or reprimand that may become part of a student’s permanent file.

- **Restitution** - payment required to the College or other persons, groups, or organizations for damages incurred.

- **Probation** - continued enrollment at the College but under specific written conditions for a specific period of time.

- **Loss of a College Privilege** – an order that prohibits access to equipment and/or facilities or an order directing a student not to have contact with another member of the College community.

- **Suspension** - denial of the privilege of enrollment for a specific period of time after which the student is eligible to return. Conditions for re-admission may be specified. Long-term Suspension - a suspension that remains in effect for longer than 10 (ten) days.

- **Summary Suspension** - a suspension imposed without an investigation, informal meeting or formal hearing to ensure the safety and well-being of members of the College community.

- **Expulsion** - termination of student status.

Part 5. Code of Conduct Due Process
Allegations of violations of the Code of Conduct are heard either by the Campus Dean of Student Services or designee or by the Judicial Board. Violation of the Code of Conduct which may subject a student to long-term suspension or expulsion from the College will normally be accorded a Judicial Board hearing, except where otherwise noted. Violations of Code of Conduct standards generally will be referred to the Campus Dean of Students or designee or when final examinations, breaks or other vacation periods would prevent a timely hearing by the Judicial Board, or, when in the judgment of the Campus Dean of Student Services or designee, appearing before the Judicial Board poses a threat to the physical welfare of Judicial Board members or witness(es). Under these conditions or circumstances, the Campus Dean of Student Services or designee may apply any or all sanctions typically reserved for the Judicial Board including long-term suspension or expulsion from the College. Students who violate the terms of the College probation sanction may also be referred to the Judicial Board. The focus of the inquiry in disciplinary proceedings will be whether it is more likely than not that the student violated College policy. Formal rules of evidence will not be applicable, nor will deviations from prescribed MnSCU procedures necessarily invalidate a decision or proceedings unless significant prejudice to the student or the College exists.
Part 6. Initiation of Conduct Complaint

Any member of the College community may file a written complaint against a student or student organization alleging a violation of the student code of conduct or other College policy. A complaint should be submitted in writing to the Campus Dean of Student Services or designee.

NOTE: Complaints alleging harassment or discrimination based on race, sex, 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 will be investigated and processed under the Non-Discrimination in Education and Employment Opportunity Policy and Procedure (NCTC Policy/Procedure 1020). Allegations pertaining to Sexual Violence are investigated under the Sexual Violence Policy and Procedure (NCTC Policy/Procedure 1080/1080P). All other complaints alleging improper conduct by a student or student group will be investigated under the Student Conduct Investigation Procedures below.

Part 7. Investigation of Conduct Complaint

Following the filing of a complaint, the Campus Dean of Student Services or designee will investigate the complaint. If, in the process of the investigation, the administrator determines that the complaint is unwarranted or unsupported, the administrator or designee shall discontinue proceedings.

Subpart A. Informal Process

If the administrator or designee feels that there is sufficient evidence to support the complaint, the administrator shall offer the accused student an opportunity to resolve the violation at an informal meeting. Prior to or at the informal meeting, the student must be provided with the following information:

- Oral or written notice of the complaint.
- A copy of the Student Code of Conduct.
- Oral or written notice of the nature of the evidence to support the complaint specific policy he/she is accused of violating.
- A Tenessen Notice.

During the informal meeting, the student shall be provided an opportunity to respond to the complaint and evidence.

If the student fails to appear for the meeting or if the Campus Dean of Student Services or designee determines the evidence supports disciplinary action, the Administrator may impose sanctions up to and including a suspension. In the event the Campus Dean of Student Services or designee recommends a long-term suspension or expulsion, the matter will be referred to the Judicial Board for consideration. The administrator or designee shall send written notice to the student of any sanction imposed, including any applicable right to appeal.

A student who has received a sanction has a right to an appeal meeting with the President. A request for an appeal meeting must be received by the President in writing within five days of receiving the notice of sanction.

Subpart B. Formal Process

Cases referred to the Judicial Board for a hearing usually involve allegation for which a finding of “responsible” could result in long-term suspension or expulsion from the College. The composition of the Judicial Board will normally be two (2)
faculty, two (2) students, two (2) staff members and one (1) administrator. The administrator will serve as a non-voting chairperson.

After receiving a request for a formal hearing within the proscribed time period, the College will notify the student in writing of the time, place and date of the hearing. Such notice to the student shall also include:

- A summary of the witness and documentary evidence that may be presented in support of a charge;
- A statement that the student's failure to appear will not prevent the hearing from proceeding as scheduled and may lead to imposition of sanctions in the student's absence;
- Notice that the student may have an advisor present, and if there is a likelihood that the student will face criminal prosecution related to the charge, notice that the student may wish to retain an attorney.

The hearing will be conducted in the following manner:

1. The administrator shall first present the complaint and supporting evidence. The accused student shall have an opportunity to challenge evidence.
2. The accused student shall next present evidence or testimony to refute the complaint.
3. Only those materials and matters presented at the hearing shall be considered as evidence.
4. The hearing shall be held in closed session.
5. The accused student may have an advisor or attorney present. However the advisor or attorney may not participate in any questioning or advocate on behalf of the student.

Upon conclusion of the formal hearing, the Committee in closed session shall consider the evidence and will decide the sanction to be imposed or exonerate the student.

A written notice of findings and decisions shall be provided to the student by the chair of the Judicial Board within a reasonable time after the hearing. The student shall be considered notified of the sanction: 1) when the notice is hand-delivered to the student, or 2) two-days (excluding Sundays and legal holidays) after the notice is mailed to the student to the last known mailing address on file.

If the Judicial Board affirms disciplinary action of a suspension or less, the notice shall inform the student of his/her right to appeal to the President. If the Judicial Board affirms a long-term suspension or expulsion, the notice shall inform the student of his/her right to a contested case hearing under Minnesota law.

Part 8. Contested Case Hearings

If a long-term suspension or an expulsion is determined by the Judicial Board, the student has a right to appeal the decision before an administrative law judge pursuant to Minnesota Statutes Chapter 14. A student seeking a hearing before an administrative law judge must inform the Campus Dean of Students Services or designee within five (5) days of receiving notice of the College hearing officer's final decision. The College will request a hearing from the Office of Administrative Hearings. The student will be notified of the time, place and date of the hearing.

The hearing will be conducted pursuant to Contested Case Procedures adopted by the Office of Administrative Hearings. An administrative law judge will be appointed by the Chief Administrative Law Judge pursuant to Minnesota Statute
section 14.50. Following the hearing, the administrative law judge shall make a report, which contains a recommendation, to the College President.

Within a reasonable time period following receipt of the administrative law judge's recommendation, the College President shall make a decision. The President's decision shall be final.

Part 9. Summary Suspension
In some cases, a complaint may allege threats of harm or serious harm to individuals. If, in the judgment of the Campus Dean of Student Services or designee, the accused student's presence on campus would constitute a serious threat to the safety and wellbeing of others, the Campus Dean of Student Services or designee may impose a summary suspension. Notice of a summary suspension must be provided to the accused student in writing. During the summary suspension, the student may not enter the campus without obtaining prior authorization from the Campus Dean of Student Services or designee.

A student who has been summarily suspended will be given the opportunity for an informal meeting or formal hearing within the shortest reasonable time period, not to exceed nine days.

None of the provisions in this policy affect the rights of persons in authority to take immediate and temporary action necessary to protect others and to uphold established policies, regulations and laws.

Part 10. Appeal Guidelines
The following guidelines should be used as grounds for an appeal: new evidence not reasonably available at the time of the hearing violation or hearing procedures, violation of student's due process rights, inconsistency of sanction relative to violation, and decisions contrary to weight of the evidence.

All reports of Student Conduct Violations should be reported to a campus Administrator:

**East Grand Forks:**
Mary Fontes        Dean of Student Services
Room #: 114       (218) 773-4522
mary.fontes@northlandcollege.edu

Mike Normandin    Interim Dean of Academic Affairs
Room #: 104       (218) 773-4800
mike.normandin@northlandcollege.edu

**Thief River Falls:**
Dennis Bendickson  Dean of Student Services
Room #: 525 I    (218) 681-0858
dennis.bendickson@northlandcollege.edu

Dr. Jeffery A. Thomas  Dean of Academic Affairs
Room # 425 E  (218) 681-0852
jeffery.thomas@northlandcollege.edu
STUDENT COMPLAINTS AND GRIEVANCES - 3240
For the “Student Complaints and Grievances Policy” see page 20.

TOBACCO - 1060
Use of tobacco products, including smokeless tobacco, at NCTC is prohibited except in designated outdoor areas. Use of tobacco products in college facilities and/or state vehicles is prohibited.

VIOLENCE FREE WORKPLACE - 1040
It is the policy of NCTC and the responsibility of all employees to maintain a workplace free from threats and acts of violence. College officials will work to provide a safe workplace for employees, students, and visitors.

STUDENT SERVICES

ACCEPTABLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY RESOURCES - 5010
Computer and information technology resources are essential tools in accomplishing the mission of Northland Community and Technical College. These resources must be used and managed responsibly in order to ensure their availability for the competing demands of teaching, scholarship, administration and other mission-related uses. Procedure 5010P establishes responsibilities for acceptable use of Northland Community and Technical College information technology resources.

Part 1. Purpose
Subpart A. Acceptable use. This procedure establishes responsibilities for acceptable use of Northland Community and Technical College. System information technology resources are provided for use by currently enrolled System students, administrators, faculty, other employees, and other authorized users. System information technology resources are the property of Northland Community and Technical College, and are provided for the direct and indirect support of the System’s educational, research, service, student and campus life activities, administrative and business purposes, within the limitations of available System technology, financial and human resources. The use of Northland Community and Technical College’s information technology is a privilege conditioned on compliance with Policy 5.22, this procedure and any procedures or guidelines adopted pursuant to this procedure. The System encourages the use of information technology as an effective and efficient tool within the framework of applicable State and federal laws, policies and rules and other necessary restrictions.

Subpart B. Academic freedom. Nothing in this procedure shall be interpreted to expand, diminish or alter academic freedom, articulated under Board policy and System collective bargaining agreements, or the terms of any charter establishing a System library as a community or public library.

Part 2. Applicability
This procedure applies to all users of System information technology, whether or not the user is affiliated with Northland Community and Technical College, and to
all uses of those resources, wherever located. This procedure establishes minimum requirements and Colleges and universities may adopt additional conditions of use, consistent with this procedure and Policy 5.22, for information technology resources under their control. Northland Community and Technical College is not responsible for any personal or unauthorized use of its resources, and security of data transmitted on its information technology resources cannot be guaranteed.

Part 3. Definitions

Subpart A. College or university. College or university, except where specified otherwise, means a System college or university, the Office of the Chancellor, or Northland Community and Technical College.

Subpart B. Security measures. Security measures means processes, software, and hardware used by system and network administrators to protect the confidentiality, integrity, and availability of the computer resources and data owned by the System or its authorized users. Security measures may include, but are not limited to, monitoring or reviewing individual user accounts for suspected policy violations and investigating security-related issues.

Subpart C. System. For purposes of this procedure, System means the Board of Trustees, the Office of the Chancellor, each colleges and university within the System, and any part or combination thereof.

Subpart D. System information technology. System information technology means all System facilities, technologies, and information resources used for information processing, transfer, storage and communications. This includes, but is not limited to, computer hardware and software, computer labs, classroom technologies such as computer-based instructional management systems, and computing and electronic communications devices and services, such as modems, e-mail, networks, telephones (including cellular), voicemail, facsimile transmissions, video, mobile devices, and multimedia materials.

Subpart E. Transmit. Transmit means to send, store, collect, transfer or otherwise alter or affect information technology resources or data contained therein.

Subpart F. User. User means any individual, including, but not limited to, students, administrators, faculty, other employees, volunteers, and other authorized individuals using System information technology in any manner, whether or not the user is affiliated with Northland Community and Technical College.

Part 4. Responsibilities of All Users.

Subpart A. Compliance with applicable law and policy.

1. Users must comply with laws and regulations, Board policies and System procedures, contracts, and licenses applicable to their particular uses. This includes, but is not limited to, the laws of libel, data privacy, copyright, trademark, gambling, obscenity, and child pornography; the federal Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking" and similar activities; state computer crime statutes; student conduct codes; applicable software licenses; and Board policies 1.B.1, prohibiting discrimination and harassment; 1.C.2, prohibiting fraudulent or other dishonest acts; and 3.26, concerning intellectual property.
2. Users are responsible for the content of their personal use of System information technology, and may be subject to liability resulting from that use.

3. Users must use only system information technology they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information technology resources does not, by itself, imply authorization to do so.

4. Users are responsible for use of System information technology under their authorization.

Subpart B. Unauthorized use. Users must abide by the security restrictions on all systems and information to which access is authorized.

1. Users must not:
   a. use any account or password assigned by the college or university to anyone else;
   b. share any account or password, assigned to the user by the college or university, with any other individual, including family members;
   c. allow others to use System information technology under the user's control;
   d. use System cellular telephones or computer dial-up services for personal use unless specifically authorized by System or State policy or procedure.

2. Users must not circumvent, attempt to circumvent, or assist another in circumventing security controls in place to protect the privacy and integrity of data stored on System information technology.

3. Users must not change, conceal, or forge the identification of the person using System information technology, including, but not limited to, use of e-mail.

4. Users must not knowingly download or install software onto System information technology unless it has been pre-approved through established campus or system office procedures, or by the designated officials, or prior authorization is received from the designated officials. Users who knowingly or negligently do not comply may be held responsible for damages, cost of system debugging, and payment of software fees, licenses and infringement penalties.

5. Users must not engage in activities that interfere with or disrupt network users, equipment or service; intentionally distribute viruses, worms, trojans, or other malicious code; or install software or hardware that permits unauthorized access to System information technology.

6. Users must not engage in inappropriate uses, including:
   a. activities that violate State or federal law or regulation;
   b. wagering or betting;
   c. harassment, threats to or defamation of others, stalking, and/or illegal discrimination;
   d. fund-raising, private business, or commercial activity, unless it is related to the mission of the System or its colleges and universities. Mission related activities are determined by Northland Community & Technical College administration, and include activities of authorized campus or System-sponsored organizations;
   e. storage, display, transmission, or intentional or solicited receipt of material that is or may be reasonably regarded as obscene, sexually explicit, or pornographic, including any
depiction, photograph, audio recording, or written word, except as such access relates to the academic pursuits of a System student or professional activities of a System employee; and

f. “spamming” through widespread dissemination of unsolicited and unauthorized e-mail messages.

Subpart C. Protecting privacy. Users must not violate the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Technical ability to access others’ accounts does not, by itself, imply authorization to do so.

Subpart D. Limitations on use. Users must avoid excessive use of System information technology, including but not limited to network capacity. Excessive use means use that is disproportionate to that of other users, or is unrelated to academic or employment-related needs, or that interferes with other authorized uses. Colleges and universities may require users to limit or refrain from certain uses in accordance with this provision. The reasonableness of any specific use shall be determined by the college or university or Office of the Chancellor in the context of relevant circumstances.

Subpart E. Unauthorized trademark use. Users must not state or imply that they speak on behalf of the System or a college or university, and must not use System, college or university trademarks or logos without prior authorization. Affiliation with the System does not, by itself, imply authorization to speak on behalf of the System.

Part 5. System Employee Users.
All employees of Northland Community and Technical College are subject to Minnesota Statutes section 43A.38, the code of ethics for employees in the executive branch. In addition to compliance with that statute and this procedure, it is expected that employees will use the traditional communication rules of reasonableness, respect, courtesy, and common sense when using System information technology.

Subpart A. Personal use. In accordance with Minnesota Statutes section 43A.38, subdivision 4, System employees may make reasonable use of System information technology for personal communications as long as the use is in accordance with state law, Board policy and System procedures, and the use, including the value of employee time spent, does not result in an incremental cost to the State, or results in an incremental cost that is so small as to make accounting for it unreasonable or administratively impracticable, as determined by the Office of the Chancellor, college or university. Reasonable use means use consistent with this procedure.

Subpart B. Union activities. In the interest of maintaining effective labor-management relationships and efficient use of State time and resources, System e-mail systems may be used by employee representatives of the union for certain union activities, in accordance with State policy and/or the provisions of applicable collective bargaining agreements. System-owned property or service, including the e-mail system, may not be used for political activities, fund-raising, campaigning for union office, union organizing activities, or solicitation of employee support for union membership. Union use of electronic communication technology is subject to the same conditions as employee use of such
technology, as set forth in Policy 5.22 and this procedure, including security and privacy provisions.

Subpart C. Political activities. System employees shall not use System information technology for political activities prohibited by Minnesota Statutes sections 43A.32 or 211B.09, or other applicable State or federal law.

Subpart D. Religious activities. System employees shall not use System information technology in a manner that creates the impression that the System supports any religious group or religion generally in violation of the Establishment Clause of the First Amendment of the United States Constitution or Article 1, Section 16 of the Minnesota State Constitution.

Subpart A. Security. Users shall employ appropriate security practices, including the appropriate use of secure facsimiles or encryption or encoding devices, when electronically transmitting data that is not public.

Subpart B. Privacy. Data transmitted via System information technology are not guaranteed to be private. Deletion of a message or file may not fully eliminate the data from the system.

Subpart C. Right to employ security measures. The System reserves the right to employ security measures, including but not limited to the right to monitor any use of System information technology, including those used for personal purposes. Users have no expectation of privacy for any use of System technology resources, except as provided under federal wire tap regulations (21 U.S.C. sections 2701-2711).

The System does not routinely monitor individual usage of its information technology resources. Normal operation and maintenance of System information technology require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other activities that are necessary for such services. When violations are suspected, appropriate steps shall be taken to investigate and take corrective action or other actions as warranted. System officials may access data on System information technology, without notice, for other business purposes including, but not limited to, retrieving business-related information, re-routing or disposing of undeliverable mail; or responding to requests for information permitted by law.

Subpart A. Data practices laws. Government data maintained on System information technology is subject to data practices laws, including the Minnesota Government Data Practices Act and the federal Family Educational Rights and Privacy Act, to the same extent as they would be if kept in any other medium. Users are responsible for handling government data to which they have access or control in accordance with applicable data practices laws.

Subpart B. Record retention schedules. Official college or university records created or maintained electronically are subject to the requirements of the Official Records Act, Minnesota Statutes section 138.17 to the same extent as official records in any other media. Official records must be retained in accordance with the applicable approved records retention schedule appropriate for the type, nature, and content of the record. Willful improper disposal of official records may subject an employee to disciplinary action.
Colleges and universities and the Office of the Chancellor, must adopt policies and procedures consistent with Policy 5.22 and this procedure:

a. for reporting possible illegal activities to appropriate authorities;
b. to implement state and System security policies, procedures, standards and guidelines to protect the integrity of System information technology and its users’ accounts;
c. to ensure that government data in electronic format is handled in accordance with its classification under the Minnesota Government Data Practices Act, Family Education Rights and Privacy Act, and other applicable law or policies;
d. to specify the name and contact information of the official to be contacted by users and others if they have questions, concerns or problems regarding the use of System information technology or concerning intended or unintended interruptions of service;
e. for reviewing requests to use the trademarks or logos of the college, university or Northland Community and Technical College; and
f. to provide information and education to users concerning applicable information technology policies and procedures;
g. for identifying the official(s) designated to make decisions regarding approved hardware or software use.

Conduct which involves the use of information resources to violate a System policy or procedure, or state or federal law, or to violate another’s rights, is a serious abuse subject to limitation or termination of user privileges and appropriate disciplinary action, legal action, or both.

Subpart A. Access Limitations. Northland Community and Technical College reserves the right to temporarily restrict or prohibit use of its System information technology by any user without notice, if it is determined necessary for business purposes.

Subpart B. Repeat violations of copyright laws. Northland Community and Technical College may permanently deny use of System information technology by any individual determined to be a repeat violator of copyright laws governing Internet use.

Subpart C. Disciplinary proceedings. Alleged violations shall be addressed through applicable System procedures, including but not limited to System Procedure 1.B.1.1 to address allegations of illegal discrimination and harassment; student conduct code for other allegations against students; or the applicable collective bargaining agreement or personnel plan for other allegations involving employees. Continued use of System information technology is a privilege subject to limitation, modification, or termination.

Subpart D. Sanctions. Willful or intentional violations of this policy are considered to be misconduct under applicable student and employee conduct standards. Users who violate this policy may be denied access to System information technology and may be subject to other penalties and disciplinary action, both within and outside of the System. Discipline for violations of this policy may include any action up to and including termination or expulsion.

Subpart E. Referral to Law Enforcement. Under appropriate circumstances, Northland Community and Technical College may refer suspected violations of
law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.

<table>
<thead>
<tr>
<th>ACCESS POLICY - STUDENT PARKING - 2225</th>
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<tbody>
<tr>
<td>Parking/access is provided in various parking lots and roadways subject to the following regulations adopted by Northland Community and Technical College.</td>
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</tbody>
</table>

**Parking**
- Only those vehicles owned or operated by students or employees of Northland Community and Technical College or other persons having a purpose or function at the college may park on college property.
- All persons parking vehicles on property owned, leased or occupied by Northland Community and Technical College will do so at their own risk. No responsibility will be assumed by the college or the state because of loss of property, damage to vehicle while parked, damage which may be incurred through the process of impounding the vehicle or for any other damage or loss sustained while on the college property.

**Penalties**
- Northland Community and Technical College is authorized to enforce parking regulations on campus by State statute.
- The President, or designees, may order any motor vehicle parked at the college in violation of these rules and regulations to be removed. The cost of such removal shall be borne by the owner/operator of the motor vehicle.
- Vehicles left unattended on College property over ten days will be subject to towing at the owner’s expense. The owner is responsible for any damage to vehicles as a result of towing.

**Handicapped Parking**
- All vehicles parked in a handicap area must display a valid permit or license plate.

**General Information**
- The authority for establishing traffic and parking regulations on the State College campuses is granted by Minnesota Statute Section 169.966, Subd.8 (1988).
- All persons operating a vehicle on campus are responsible for being familiar with and complying with all traffic and parking regulations.
- The responsibility for finding a legal parking space rests with the vehicle operator. Lack of space is not considered a valid excuse for violation of parking regulations.
- Drivers shall observe the college traffic and parking regulations and drive safely, giving pedestrians the right of way at all times.

**Violation Consequences**
Northland Community and Technical College reserves the right to ticket, immobilize, and/or tow any vehicle at the owner expense in violation of established parking regulations.

**Fees**
- Student access fees for credit courses including tax will cost $2.50 per credit taken at any campus up to a maximum of $37.50 per semester, and up to a maximum of $20.00 for summer session.
• Refunds for access to campus fees will be made if a student withdraws from college according to the tuition and fees refund policy.

**BOOKSTORE**

The bookstores on both campuses are open Monday through Friday for purchase of books and supplies needed for classes. Evening hours are posted at the beginning of each semester to assist students attending evening classes.

Tuition and fees can be paid online with a credit card or e-check at www.northlandcollege.edu. Payment of tuition and fees with cash can be made at the Campus Bookstores. All financial aid and student payroll checks are disbursed at the bookstore, upon showing student identification. Checks can also be directly deposited to your bank account.

The direct deposit form is located on the college website at: www.northlandcollege.edu/services/financialaid/forms/docs/DirectDepositAuthorization.doc

**BUSINESS OFFICE**

The Business Office hours on both the East Grand Forks Campus and Thief River Falls campus are 8 a.m. until 4:30 p.m., Monday through Friday; offices are located in room #118 in East Grand Forks and in room # 547 in Thief River Falls.

Tuition and fees can be paid online with a credit card or e-check at www.northlandcollege.edu. Payment of tuition and fees with cash can be made at the Campus Bookstores. All financial aid and student payroll checks are disbursed at the bookstore, upon showing student identification. Checks can also be directly deposited to your bank account.

**Easy Steps for Web-based Tuition and Fee Payments**

1. Log on to www.northlandcollege.edu
2. Click on My NCTC, drop down menu will appear, click Registration.
3. Click on appropriate Campus Online Registration and Account Access.
4. Enter Student ID and PIN and click Login Now.
5. Click on Student tab.
6. Click on My Account.
7. Click on Pay Online. If needed, follow online instructions.

* To set up a Payment Plan go to www.northlandcollege.edu and enroll in the FACTS Payment Plan online.

**CHILDCARE CENTER – TRF Campus Only**

The NCTC-TRF Childcare Center (Discovery Place) is located on campus and provides licensed day care for children who are at least sixteen months old through six years of age. The Center is fully licensed by the state of Minnesota and is accredited by the National Academy of Early Childhood Programs. A fee is charged for day care services. Financial assistance may be available - check with the Financial Aid Office for eligibility requirements.

**CHILDREN ON CAMPUS - 1075**

Northland Community and Technical College welcomes children to appropriate College activities and events. Children attending activities and events must be supervised by a responsible adult.
Due to disruption and possible risk of harm, employees and students may not provide care for children or have another person provide care for children on the college campus. Employees and students may not bring children to scheduled work assignments, class, computer labs, or the library.

Employees and students who have children who are disruptive or at possible risk of harm will be asked to remove their children from college premises.

Pursuant to MN State Statute MN 626.556, schools are mandated reporters of maltreatment of minors. Maltreatment of minors includes abuse and neglect. Neglect includes leaving children unattended.

**COMPUTER USE**

See the “Acceptable Use of Computers and Information Technology Resources” on page 76.

**CONSUMER INFORMATION - 2167**

Northland Community and Technical College, in compliance with Title IV of the Educational Amendments of 1976 to the Higher Education Act and subsequent Federal Legislation will provide and disseminate consumer information to all prospective and enrolled students. This information shall include, but not be limited to the following: admission requirements, financial aid programs available, programs/majors, costs, job placement, probation/suspension policy, and refund policy.

**COUNSELING REFERRALS - 2070**

Students who have excessive absences, academic issues, or personal concerns may be referred to a counselor.

**CRIME AWARENESS & CAMPUS SECURITY**

Northland is concerned about the safety and welfare of all students, employees and guests; therefore, data is collected on criminal activities that have taken place on campus for the previous three years. It is our intent to provide a safe and pleasant educational environment for all students. Students should contact the Human Resources Office if they witness or are involved in activities that they feel are inappropriate to a college learning environment. An annual Security Report which contains specified crime statistics and other information related to campus security issues is made available to the public as required by the federal Crime Awareness and Campus Security Act. A copy of the campus security report will be distributed to all students at the beginning of the fall semester and to all new students entering in the spring semester.

For the most recent Security Report go to:  
www.northlandcollege.edu/safety/

NCTC will assist you in protecting yourself by providing evening patrol and escort service, safety and security programs, as well as various safety and security posters and brochures. A security guard is on duty from 6:30 p.m. until 10:30 p.m., Monday through Thursday, when classes are in session during the fall and spring semesters.
CULTURAL DIVERSITY

Northland Community and Technical College provides multicultural student services in the areas of recruitment, retention, and placement of minority students. In addition, the Office of Multicultural Student Services seeks to promote an appreciation of cultural diversity and ethnicity on our campuses and throughout our communities.

The Office of Multicultural Student Services was established to provide a support system to minority students who choose to attend the college. Northland offers minority students a personalized support program, academic, career and personal counseling, diverse programs of study, and faculty and staff willing to provide individualized help and assistance.

The Office of Multicultural Student Services is dedicated to all minority students while they pursue their educational goals. For those students who qualify, there are grants and scholarships, the Minnesota Indian Scholarship Assistance Program, Tribal Scholarships, Health Service Scholarships, Workforce Investment Act funding, as well as numerous academic scholarships. For more information please contact:

**Multicultural Student Services Director**
Nicole Brenny
Nicole.Brenny@northlandcollege.edu

**East Grand Forks Office:**
Room #:432B (218) 773-4647

**Thief River Falls Office:**
Room #:525 C (218) 681-0843

EMERGENCY CLOSING - 4010

Emergency closings are defined as those situations which make it impossible to carry on the normal instructional activities of the College and/or create situations which could be harmful to the safety of students, employees, or campus visitors. Some examples of these situations are: weather or weather related, fire, bomb threats, or utility failures.

When emergency conditions merit closing considerations the administration shall follow the college adopted Emergency Closing Procedures.

Class Cancellation & Campus Closure information will be posted online at www.northlandcollege.edu

FACILITIES USE - 6025

Use of College facilities, including buildings and grounds, by non-NCTC organizations or individuals must be approved by the president’s or vice president’s office. Costs associated with the use of College facilities are based on various areas and services being utilized.

All student organizations are welcome to use the College facilities for College-sponsored activities, provided authorization from the Physical Plant Supervisor is obtained.
FOOD SERVICE

Food Service at NCTC is open Monday through Friday for both breakfast and lunch on regularly scheduled class days, providing meals and sandwiches. Vending machines provide additional snacks and beverages. Hours during summer session may vary.

FUND RAISING - 2180

Any fund raising activity sponsored by a student club, organization, team, or association requires approval by the Dean of Student Services prior to the event. A Fund Raising Request Form must be on file with that administrator. The use of Student Life fees to aid in fund raising activities is prohibited.

No gambling or betting is allowed on college property. Raffles are permitted, provided that:

1. The raffle is conducted by the college or related groups
2. Prizes are donated by an individual, firm, or other organization such as foundations and auxiliary boosters.
3. The raffle meets the requirements of Minnesota Statutes section 349.166, regarding Lawful Gambling Devices.
4. Raffle sponsors cannot require people to be present to win.
5. No one under the age of 18 is permitted to buy a raffle ticket.

HEALTH AND HUMAN SERVICES PROGRAMS POLICY ON STUDENT HEALTH SCREENING RECORDS - 3310

Statement of Policy: Students enrolled in a Health and Human Services Program (HHSP) at Northland Community & Technical College participate in clinical training as an essential element of their studies. Such clinical training includes the performance of direct patient care and participation in clinical experiences at affiliated hospitals and other healthcare institutions (affiliated healthcare providers).

To protect the health of students, patients, employees and others, and to comply with standards established by the affiliated healthcare providers, the College requires all students enrolled in a HHSP to provide dates of current immunization against certain vaccine preventable diseases, and date and results of current tuberculosis (TB) screening before the student is eligible to participate in clinical training, unless an exception applies.

The College shall implement procedures for this policy including, but not limited to, a written data practices advisory for HHSP students, and disclosure guidelines, including informed consent forms to permit appropriate disclosure to third parties.

The College will follow procedures for maintaining these immunizations and screening records (health screening records) as private educational data in accordance with federal and state privacy laws. The student immunization record will be maintained for five years from the date of graduation or last date of attendance.

Procedure: To protect the health of students, staff, patients and others and to comply with standards adopted by affiliated clinical training locations, Northland Community and Technical College has enacted Policy 3310 providing that all
students enrolled in a Health and Human Services Program (HHSP), before allowed to participate in clinical training, will be requested to submit dates of vaccination against certain communicable diseases, and date and result of having undergone screening for tuberculosis. These procedures are designed to implement Northland Community and Technical College Health and Human Services Programs (HHSP) Policy 3310 concerning the collection, maintenance and access to student health screening records.

Data Collection and Informed Consent: Each student enrolled in an HHSP shall, at the beginning of his/her enrollment in the program, be provided with a Student Statement of Understanding and Consent to Release Health Screening Records. This document informs the student of Policy 3310, the implementation procedures, how the health screening information will be used, who will have access, whether providing the information is legally required, and the consequences of providing or not providing the information. The document will also contain a provision indicating whether the student gives consent for the health screening information to be released to appropriate third persons, such as affiliated clinical personnel.

HHSP students will be asked to sign the form to indicate that they have received and understand its contents, and also asked to sign the consent.

HHSP students shall be informed that unless otherwise required under Minn. Stat. Sect. 135A.14, subd.2, they are not legally required to provide the health screening information. If students do not provide all requested information, they may not be allowed to participate in clinical training, unless they satisfy one of the exceptions. Students will be advised that affiliated clinical training sites may refuse to allow students at their site who have not consented to allow site personnel access to their health screening information.

Students shall be notified that willful failure to provide accurate or complete health screening information may be grounds for discipline under the Student Code of Conduct Policy.

Health Screening Data Requested: All HHSP students, irrespective of the application of Minn. Stat. Sect. 135A.14, will be requested to provide dates of their most recent immunization for the following vaccine preventable diseases. Students shall submit the requested health screening information to the designated College official. The College shall review the health screening information to ensure that immunizations and screening have been in compliance with applicable standards. The College shall notify students whether additional documentation will be requested before participation in clinical training will be permitted.

- Measles, mumps and rubella; (at least 2 doses required @ > 12 months of age)
- Diptheria and tetanus; (1 dose required within the past 10 years)
- Varicella (chicken pox); (date/age of disease required or 2 doses required) and
- Hepatitis B (HBV), or a signed declination. (Persons at risk should have completed a 3 dose series) Students should consult with their personal health care providers to assess the advisability of a HBV vaccination.
This data may be requested upon application to the college or upon application to a specific health and human services program, depending on program specific timelines.

Exceptions to Immunization Requirements: Dates of an immunization listed above will not be further requested if the student submits a statement that shows:

- That, for medical reasons, the student did not receive an immunization;
- That the student has experienced the natural disease against which the immunization protects; or
- That a laboratory has confirmed the presence of adequate immunity.

If the student submits a notarized statement that the student has not been immunized as listed above because of the student's conscientiously held beliefs, further proof of the immunizations described above will not be requested. However, the student may be denied access to the clinical training, which may result in an inability to complete the health program requirements. The College shall forward this statement to the Minnesota Commissioner of Health, as permitted by Minn.Stat.Sect. 135A.14, Subd. 3.

Students will be required to provide the date and results of a Tuberculin Skin Test (i.e., Mantoux) 3 months prior to the start of the clinical training in accordance with health industry standards. The results of a two-step Mantoux test will be requested if there has been no TB testing of the student within the past year. If the results of the Mantoux test are positive, the student will be requested to provide the date of the last chest x-ray. In the event that a chest x-ray result is positive, the College will advise the student to seek medical advice as to the appropriate course of action.

Maintenance of and Access to Student Health Screening Data: Health screening records of HHSP students are classified as private educational data under federal and state law. The College will maintain student health screening records separate from other academic records, and take reasonable measures to ensure that access to this data conforms to applicable law. A signed copy of each student's Information and Consent form shall be maintained with his/her health screening records.

If the student has given his informed consent in writing, the College may disclose his/her health screening information to the affiliated clinical healthcare provider where the student is located. The College may develop summary data from the health screening data, which does not identify individual students; summary data may be disclosed without student consent.

The College should notify the affiliated healthcare providers of their obligation to maintain health-screening data as private and that re-disclosure is prohibited.

HEPATITIS INFORMATION

HEPATITIS A - What is it? HAV is a liver disease caused by the hepatitis A virus. In the United States, HAV can occur in situations ranging from isolated cases of disease to widespread epidemics. Good hand washing and proper sanitation can help prevent spreading of the disease. Vaccines are also available for long-term prevention of HAV infection in persons 2 years of age or older. Immune globulin is available for short term prevention.
How can I get it? You can get HAV by 1) eating raw shellfish harvested from sewage-contained water, 2) swallowing contaminated water or ice, 3) eating fruits, vegetables, or other food that may have become contaminated during handling, 4) use of street drugs. HAV is found in the stool of persons with hepatitis A. HAV can affect anyone and is usually spread from person to person by putting something in the mouth that has been contaminated with the stool of a person infected with hepatitis A. HAV can spread in areas where there are poor sanitary conditions or where good hand washing is not observed. Persons with HAV can spread it to household members or sexual contacts. A person can spread HAV about one week before symptoms appear and during the first week of symptoms. Persons with no symptoms can still spread the virus. This often happens with young children who unknowingly spread HAV to older children and adults. Casual contact as in the usual office, factory or school setting, does NOT spread the virus.

Who is at risk? You are at risk if you:
1. Have household or sexual contact with someone who has HAV,
2. Travel to countries where HAV is common and where clean water and proper sewage disposal are not available,
3. Are a man who has sex with men,
4. Use street drugs,
5. Work in child care centers (especially settings that have children in diapers,
6. Live or work in an institution for developmentally disabled persons,
7. Work in research laboratory setting and handle HAV infected non-human primates,
8. Receive factor concentrates for a clotting factor disorder.

Symptoms: Three of every four adults who get HAV have symptoms that usually develop over a period of several days. Children who are infected often have no symptoms.

If you have symptoms:
1. Your eyes may turn yellow and you may have dark urine,
2. You may be tired,
3. You may lose your appetite,
4. You may have nausea, vomiting, fever, or stomach ache.

Unlike HBV and HCV, HAV causes no long-term liver damage and usually does not cause death. There is no chronic carrier state with HAV. Having had the disease produces lifelong immunity from future HAV infection.

Prevention - Always wash your hands after using the bathroom, changing diaper, and before eating or preparing food. Hepatitis A vaccines provide long term protection against hepatitis A and are licensed for use in persons 2 years of age and older. Children and adults need two shots of hepatitis A vaccine for long-term protection.

Who should receive hepatitis A vaccine?
1. Persons who work in or travel to areas where hepatitis A is common (first dose should be given at least 4 weeks before travel),
2. Children in communities with high rates of hepatitis A, such as Alaska Native villages, American Indian reservations, and Pacific Islander and selected religious communities,
3. Men who have sex with men,
4. Persons who use street drugs,
5. Persons with chronic liver disease,
6. Persons with clotting factor disorders, such as hemophilia,
7. Persons who work with HAV infected non-human primates or work with
   HAV in a research setting (hepatitis A vaccine is not generally
   recommended for healthcare workers,
8. Anyone who wants protection - Hepatitis A is preventable. Get vaccinated!

HEPATITIS B - What is it? HBV is a serious disease caused by a virus that
attacks the liver. HBV can cause lifelong infection, cirrhosis (scarring) of the liver,
liver cancer, liver failure, and death. HBV can affect anyone. Each year in the
United States, more than 200,000 people of all ages get hepatitis B and close to
5,000 die of sickness caused by HBV. If you have had other forms of hepatitis
you can still get hepatitis B. Vaccines are available for long-term protection of
HBV infection. Hepatitis B immune globulin is available for post exposure
protection.

How can I get it? You can get HBV by:
1. Direct contact with the blood or body fluids of an infected person,
2. Having sex or sharing needles with an infected person,
3. Use of street drugs,
4. Exposure to your infected mother at birth.

Women who are infected with HBV can give it to their babies. Babies who get
HBV at birth may have the virus for the rest of their lives. They can spread the
disease and get cirrhosis of the liver or cancer. Sometimes people who are
infected with HBV never recover fully from the infection. They can remain
infectious for the rest of their lives. In the United States, about one million people
carry HBV. Hepatitis B is NOT spread through food or water or by casual contact.

Who is at risk? You are at risk if you:
1. Have sexual contact with an infected person,
2. Have multiple sex partners,
3. Are a man who has sex with men,
4. Have household contact with someone who has chronic HBV infection,
5. Work with human blood products,
6. Shoot street drugs,
7. Live or work in a home for the developmentally disabled,
8. Have hemophilia,
9. Travel to areas where HBV is common,
10. Your parents were born in Southeast Asia, Africa, the Amazon Basin in
    South America, the Pacific Islands, and the Middle East.

Symptoms: You may have hepatitis B (and be spreading the disease) and not
know it; sometimes a person with HBV infection has no symptoms at all.

If you have symptoms:
1. Your eyes or skin may turn yellow,
2. You may lose your appetite,
3. You may have nausea, vomiting, fever, stomach or joint pain,
4. You may feel extremely tired and not be able to work for weeks or
   months.

Prevention: Hepatitis B vaccine is the best protection against HBV. Three doses
are needed for complete protection.

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Who should get vaccinated?
1. All babies, beginning at birth, should get hepatitis B vaccine,
2. All children and adolescents who have not been vaccinated,
3. Persons of any age whose behavior puts them at high risk for HBV infection,
4. Anyone whose job exposes them to human blood.

All pregnant women should be tested for HBV early in their pregnancy. Babies born to HBV positive mothers should receive vaccine along with hepatitis B immune globulin, (called H-BIG) at birth. The vaccine series should be completed during the first 6 months of life. There is no cure for HBV; this is why prevention is so important. Hepatitis B is preventable. Get vaccinated!

HEPATITIS C - What is it? HCV is a liver disease caused by the hepatitis C virus which is found in the blood of persons who have this disease. HCV is serious for some persons but not for others. Some do not feel sick from the disease. Most persons who get HCV carry the virus for the rest of their lives and have some liver damage. Others may develop cirrhosis (scarring) of the liver and liver failure but this process can take many years.

How can I get it? You can get HCV by:
1. Using tattoo or body piercing tools contaminated with someone else’s blood due to the artist or piercer not following good health practices, including hand washing and using disposable gloves,
2. Sexual contact with multiple partners,
3. Use of street drugs.

The infection is spread by contact with the blood of an infected person. Almost 4 million Americans are infected with the Hepatitis C virus. Hepatitis C is NOT spread by:
1. Breast feeding,
2. Sneezing,
3. Hugging,
4. Coughing,
5. Food or water,
6. Sharing eating utensils or drinking glasses,
7. Casual contact.

Who is at risk? You are at risk if you:
1. ever injected street drugs, even if you experimented a few times many years ago,
2. were treated for clotting problems with a blood product made before 1987,
3. received a blood transfusion or solid organ transplant (e.g., kidney, liver, heart) before July 1992, or you were notified that you received blood that possibly contained HCV,
4. were ever on long-term kidney dialysis.

Many people who are at risk for HCV are at risk for hepatitis A and hepatitis B. Check with your doctor to see if you should get hepatitis A and hepatitis B vaccines.

Symptoms:
Most people have no symptoms until the disease is very advanced. Fatigue is most common. Only 25% to 35% develop malaise, weakness, or anorexia and some develop jaundice. Fulminate hepatitis with liver failure following acute HCV infection has been reported but is rare.
Why should I be tested for hepatitis C? Early diagnosis is important so you can:
1. be checked for liver disease,
2. get treatment, if indicated. Drugs are licensed for the treatment of persons with long-term hepatitis C,
3. learn how you can protect your liver from further harm,
4. learn how you can prevent spreading HCV to others.

Prevention
1. Don’t ever shoot drugs. If you shoot drugs, stop and get into a treatment program. If you can’t stop, never reuse or share syringes, water, or drug works and get vaccinated against hepatitis A and hepatitis B,
2. do not share toothbrushes, razors or other personal care articles,
3. health care workers should always follow routine barrier precautions and safely handle needles and other sharps,
4. get vaccinated for HBV,
5. consider the health risks if you are thinking about getting a tattoo or body piercing,
6. use latex condoms correctly and every time. There is no vaccine to prevent Hepatitis C!

IMMUNIZATION RECORD REQUIREMENT - 2068
In conformance with M.S. 135A.14 Northland Community and Technical College requires an immunization record be submitted from the following students:
- students born after 1956 and did not graduate from a Minnesota high school in 1997 or later; and
- students registered for more than one on-campus class for a full semester.

The immunization record submitted must indicate the month and year the student was immunized against measles, rubella and mumps, after having attained the age of 12 months. The immunization record must also indicate the month and year the student was immunized against diphtheria and tetanus within ten years of first registration at the institution.

Students registered for off-campus, Distance Education, or non-credit courses only are exempt from submitting the required immunization record unless the course requires on-campus lab, internship, clinical or other on-campus contact for the purpose of completing coursework.

Time Requirement
All immunization records must be submitted prior to registration.

Medical Exceptions
An immunization record is not required if the student submits a statement signed by a physician that shows:
1. the student did not receive an immunization for medical reasons;
2. the student has experienced the natural disease against which the immunization protects; or
3. a laboratory has confirmed the presence of adequate immunity.
**Additional Exception**
If the student submits a notarized statement that the student has not been immunized as required because of the student’s conscientiously held beliefs, the immunizations are not required. Northland Community and Technical College shall submit the notarized statement to the Commissioner of Health.

**Immunization Record Files**
Northland Community and Technical College shall maintain an immunization record for each student for at least one year from the time of original filing. Immunization records will be maintained in a separate file. The Department of Health and the local Board of Health in whose jurisdiction the institution is located may inspect immunization records.

**Additional Immunization Requirements**
Students in certain majors may be required to submit additional immunization records besides those indicated within this policy.

**INFORMATION ON LEVEL THREE SEX OFFENDERS**
The Campus Sex Crimes Prevention Act requires the college provide a means to ensure that information about registered sex offenders is readily available to students. Students may acquire information on Level Three Sex Offenders by accessing the Minnesota Department of Corrections website at:

http://www.doc.state.mn.us/level3/Search.asp

Also by contacting the local police department:

<table>
<thead>
<tr>
<th>East Grand Forks Police</th>
<th>Thief River Falls Police</th>
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<tbody>
<tr>
<td>520 Demers Avenue</td>
<td>102 First Street West</td>
</tr>
<tr>
<td>East Grand Forks, MN 56721</td>
<td>Thief River Falls, MN 56701</td>
</tr>
<tr>
<td>Phone: (218) 773-1104</td>
<td>Phone: (218) 681-6161</td>
</tr>
</tbody>
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**LAPTOP - EGF CAMPUS ONLY - 2095**
To meet the laptop requirement, students that require a laptop in their program must possess adequate computing resources. The requirement can be met with a student-owned laptop or a laptop procured through a lease with a vendor; however, the minimum hardware specifications and general software requirements must be met to accommodate communication, research, general and specific program computing activities.

Annually, NCTC identifies a minimum hardware specification and required general software to meet all program requirements. These specifications are available from the Information Technology Service Center. In addition, the specifications are posted to NCTC’s website. Due to the changing nature of curriculum, software and course sequencing, NCTC will not endorse an alternate specification. Students interested in using an alternate specification are strongly advised to consider the numerous changing variables that will affect their computing needs throughout the program of study prior to leasing or purchasing an alternate specification.

All students are required to:
- at request, produce proof of licensure for all software installed on the computer, and
- register, upon request, with the Information Technology Service Center.
All students are subject to rights and responsibilities as identified in the Student Code of Conduct and the Acceptable Use of Computers and Information Technology Resources Policy.

**LAW ENFORCEMENT OFFICIAL VISITATION - 2135**

Law Enforcement officials needing to conduct business on campus shall check in with a College Administrator or the Campus Registrar’s office upon arrival. The college official will determine the student’s location and arrange for the officer to meet with the student in a private area. Unless it is necessary for the safety of students and employees, the officer will not enter the classroom in which the student is located. This will be done to protect the student’s privacy and avoid embarrassment to the student.

In cases of emergency, such as fire alarms or serious injury/accident, officers have the authority to conduct business and perform their duties in the manner necessary to fulfill their obligations without contacting the designated administrators.

**LEARNING CENTER**

Northland Community and Technical College's Learning Center serves as a resource for students who want to improve their academic performance.

The Learning Centers provide a program of instructional services to students who may potentially have, or are currently having academic difficulties. These services are available from specially trained staff in the areas of: improvement of study skills, communication skills, math skills and some diagnostic testing.

Individual and group tutoring is available to all students who need help with content areas within their program.

In addition to instructional services, the Learning Center plans for and provides services for students with disabilities. They will assist with transition planning prior to enrollment and provide on-going support.

Students with documented disabilities or physical limitations may be provided with recommended academic options from a qualified professional that may include providing extended time for tests, reading (remove the word modified) tests, enlarged print for tests, note takers, modifying the environment or making curriculum accommodations, in accordance with documented student need. Students are encouraged to take advantage of these free services offered by the Learning Center.

Limited English Proficiency (LEP) Support Services are developed for individual students through the Learning Centers. These services may include notetakers, extended time for tests, readers for tests and private testing rooms.

**LIBRARY**

*Circulation - 3210*

The Northland Community and Technical College libraries provide instructional materials of various difficulty levels, subject appeal, and points of view. The selection of these materials may involve persons, including library specialists, faculty, students, and administrators. However, the ultimate responsibility for
development and maintenance of the library's collection lies with the professional librarians. The library hours on both campuses will be posted.

The Northland Community and Technical College Library will make every effort to meet the informational needs of users by establishing circulation policies that ensure access to materials and services. Borrowers will be required to return materials in compliance with policies or they may be subject to fines, replacement costs, and/or loss of borrowing privileges. These actions are necessary to ensure access for all users. Fines and circulation schedules are contained in the library procedure manuals.

NCTC students may check out library materials and use online databases with a valid NCTC library card. Any student of a MnSCU institution may check out NCTC materials using a valid library card from the parent institution. NCTC students’ library cards are good at any other MnSCU institution. Any community resident may also be issued a library card for one year by completing an application form at the library.

Confidentiality of Records
Patron use of all library materials is private. No one may access the records of which items have been used by which patrons or when they have been used. Under Minnesota law, the Library and the College are responsible for safe guarding library data privacy. Implementation of Minnesota Statute 13.40, subd.2, (1982) is the responsibility of the governing authority. Under this statute: “That portion of records maintained by a library which links a library patron’s name with materials requested or borrowed by the patron or which links a patron’s name with a specific subject about which the patron has requested information or materials is classified as private, pursuant to section 13.02, subd. 12, and shall not be disclosed except pursuant to a valid court order.”

Renewals
Renewal privileges are determined by the item and patron type. Material renewal may be made in person, by phone or online. Materials do not need to be presented to be renewed. Materials may also be renewed by the patron at any PALS terminal or on WEBPALS from any Internet location.

Overdue Notices
Notices are sent to patrons as a courtesy reminder when material is overdue. However, borrowers are responsible for returning or renewing materials on time and for paying all fines and charges whether or not a notice has been received.

Fines
The fine policy at NCTC Library is intended to be a deterrent to overdue materials. The patron should always be aware of the date due of items checked out and either renew them or return them in a timely manner. Fines accumulate until the maximum amount is reached or until the material is returned to the library. No patron with an outstanding fine may check out additional material until the fine is paid. If material is not returned, the library assumes it is lost and a bill for replacement costs plus processing fees is issued. When material is returned, the changes, including processing fees, are reduced to reflect maximum overdue fines.
Interlibrary Loan
It is the policy of Northland Community and Technical College Libraries to make every effort to provide for the information needs of students, faculty, and staff. When local resources do not meet those needs, the library staff has an obligation to obtain materials from another campus by submitting an Interlibrary Loan (ILL) request to MINITEX. Interlibrary loan is intended to supplement existing collections and not intended to replace collection development on the individual campuses. The borrowing and lending libraries will ensure compliance with federal copyright laws. Costs for lost or damaged materials will be the responsibility of the borrowing library. The loan period and renewal options are determined by the lending library. The loan period is usually about four weeks. Photocopies may be kept by the requestor. Some lending libraries may specify special conditions regarding the use of their materials, such as No Renewals or In Library Use Only. These conditions will be enforced.

Reconsideration of Challenged Materials - 3190
Despite the care taken by the library professional to select valuable materials, occasionally objections to a selection will occur. The library staff respects the right of Northland Community and Technical College employees and students to express their opinion and will provide the right to challenge library materials for reconsideration. However, no library materials will be removed until the challenge is acted upon and a final decision is made whether to remove or keep the item. The Library subscribes to the Library Bill of Rights.

Challenged Materials
Even though the hope is for informal resolution, the College has adopted a formal procedure to systematically resolve objections to a material selection:

1. The campus official or staff member receiving a complaint regarding library materials will try to resolve the issue informally in a courteous manner without making a commitment to remove the item.
2. In the event that the person making an objection to the material is not satisfied with the initial explanation from the staff member or librarian, he or she will be referred to the campus Academic Dean. The dean will also try to informally resolve the complaint; but if it cannot be resolved, then the complainant can file the objection in writing by obtaining a "Request Form for Reevaluation of Media Center Materials" from the librarian.

[Note: The librarian must sign the form after it has been filled out so that he/she can be informed about the nature of the problem.]

3. Within 10 days of filing, the Campus Academic Dean will inform the Vice President of Student Affairs and Academic Affairs and Standards Council of the formal complaint. The issue will be placed on the agenda of the next available Academic Affairs and Standards Council meeting.

Committee Process
- Committee members will review copies of the written complaint
- Read or view the challenged material
- Review general acceptance of the material by reading professional reviews of the material, if available
- Weigh values and faults against each other and make a recommendation based on the educational value of the material as a whole
• File a copy of the committee's recommendation to the Campus Academic Dean and Vice President of Academic and Student Affairs.

4. The Vice President of Academic and Student Affairs will present the formal complaint and the recommendation to the College President. The final decision to retain or remove the material rests with the College President.

Copyright - 3200
Northland Community and Technical College faculty, staff, and students are expected to observe federal copyright guidelines. The College will not be liable if individuals violate copyright laws using college equipment. The library makes every effort to be in compliance with existing copyright laws and will provide information and guidance, especially as new technologies are introduced.

Under the law, it is fair use to reproduce copyrighted materials for specific educational situations. Library staff will consider the "fair use" guidelines and can refuse to accept a copying order if, in their judgment, fulfillment of the order would involve a violation of fair use. They can also require the requester to provide sufficient information for the librarian to seek permission to duplicate copyrighted material.

LIMITED ENGLISH PROFICIENCY - 2040
Northland Community and Technical College recognizes Limited English Proficiency (LEP) students as individuals with sufficient difficulty speaking, reading, writing or understanding the English language. These difficulties may deny students the opportunity to learn successfully in classrooms where the language of instruction is English. Northland Community and Technical College shall have an identified Personal Education Plan for enrolled students who meet conditions of Limited English Proficiency (LEP).

Identified Personal Education Plans are available through the Learning Center.

Learning Center Coordinators:
East Grand Forks
Ellen Brehmer  Learning Services Coordinator
Room #: 415 D  (218) 773-4629   TTD: (218) 773-4541
ellen.brehmer@northlandcollege.edu

Thief River Falls
Dean Dalen  Director of Learning Center
Room #: 205 A  (218) 681-0835  TTY (218) 681-0990
dean.dalen@northlandcollege.edu

LOST AND FOUND
The College's lost and found is located at the main reception area. Turn in items that you find and check with the receptionist if you lose anything.

NEW VENTURE CENTER (TRF ONLY)
The New Venture Center provides support for NCTC-TRF students who are single parents, displaced homemakers, single pregnant women, and students who are enrolled in a program, which is considered non-traditional for their gender. Services offered include the following: workshops, multi-media computer, advocacy, and referrals to services and agencies both on and off campus.
**PARKING**

See the “Access Policy” on page 82.

**PIONEER NEWS**

The Pioneer News is available on Monday mornings, Fall and Spring Semester. Copies will be available through the college website or at various locations throughout the College. The Pioneer News serves as a means of communication concerning college news, events, social activities, and club notices. Notices for the Pioneer News should be submitted to Julie Olson by 3 p.m., Thursday.

**PLACEMENT - 3130**

It is the policy of Northland Community and Technical College to assist students with placement services for one year following graduation or until the first job is secured in a related field of employment, whichever occurs first. To be eligible, students must register for placement services in the last semester prior to graduation, be enrolled in or completed all required courses, and paid all tuition, fees and any other financial responsibilities. Services include a wide variety of resources to assist in career planning and job search, and notification of job openings within their field of study.

The College does not accept responsibility for securing employment for the graduate. The student is primarily responsible for preparing his or her employment application, employment history, and related information and for obtaining employment in training related fields. The College provides services and resources, which may assist students in securing employment. Students are advised that their academic performance, interview skills, and willingness to accept entry-level employment are crucial to the student’s acceptability to potential employers.

**STUDENT HEALTH INSURANCE**

Students no longer covered by their parents’ insurance plan are encouraged to purchase health insurance. All eligible students can enroll in the plan for the entire academic year or for the semester. Dependent coverage is also available. For further details about the medical coverage, please see the Student Services receptionist to pick up a brochure and application.

**International Students**

Unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that might occur all international students are required to purchase the MnSCU international student accident and illness insurance.

For more information on student health insurance:

- [www.studentresources.com](http://www.studentresources.com) (MEGA Life & Health Insurance Company)
- [www.ejsmith.com](http://www.ejsmith.com) (Sentry Life Insurance Company)

**STUDENT IDENTIFICATION - 2065**

Photo identification is the preferred form of identification as a Northland Community and Technical College student. There are two forms of student identification at Northland, the Student Identification Card and the Student Identification Badge.
There is no charge for the initial card or badge but a fee will be charged for a replacement. (Refer to the tuition and fee chart in the student policy handbook/planner for current replacement fee).

To procure a student identification card or identification badge, the student must meet the following criteria:

• Must present a valid picture identification*
• Must provide copy of class schedule

Faculty must provide a list of students needing photo identification badges for clinical, fieldwork, or internship experiences.

Students with an identification card or badge are able to access library resources and it will also provide admission to most college activities and students may take advantage of select business discounts in the college communities.

*Driver’s license, valid passport, military ID, or other form of government-issued (national or foreign) identification that show name, address, date of birth, signature, and photograph are all acceptable forms of identification, unless there is any reason to question their authenticity.

STUDENT LIFE - 2100

The campus Student Life Committees shall adhere to the established guidelines set forth in MnSCU Policy 2.8 Student Life. Student life/activity programming is intended to provide for a wide range and balance of student activities that complement the curricular offerings of the institution. Funding decisions shall be made in a viewpoint neutral manner. After consulting with the president or designee, the campus Student Senates may review and amend the membership structure of the campus Student Life Committees for the next academic year.

The campus Student Senates shall appoint the student members of the campus committee. The campus Student Senates may serve as the campus Student Life Committees. Not more than one-third of the voting committee members shall be non-students. The Student Life fee shall fund the student government (Student Senate) on each campus.

The committee(s) shall annually recommend to the campus Student Senate the amount of the fee for the ensuing year, the allocation of revenues, policies and procedures for oversight of the Student Life budget and expenditures consistent with system and institution policies and procedures (see Policy 5.11 and System Procedures 5.11.1 and 2.8.1). The College President shall approve, reject, or modify the fee and/or budget and authorize the collection and expenditure of such fees. The campus Student Senates shall be consulted on any modification to the budget and expenditure recommendation prior to implementation. Student Life fund balances shall have carry-over authority into the next fiscal year. Budget reserves may be established and their status shall be annually reported to the campus Student Life Committees.

Part 1 Definitions

• **Student organization:** Those clubs and organizations that have been formally recognized by the campus Student Senate as described in Policy 2.1.
• **Student life/activities**: Student life/activities are those activities consistent with M.S.136F.01. Subd. 5.

**Part 2. Management of student life/activity fee allocations.**

**Subpart A. Budget process.**
The campus Student Senate and the president or designee shall jointly determine a schedule to ensure that the budget plan for student life/activity will be completed for action in the spring. At the beginning of the annual budget preparation process, the college administration shall provide the student life committee with a copy of the previous year’s student life/activity financial statement, current year-to-date budget and financial statement, and pertinent regulations and policies. Supplemental budget information, including process notes and explanations, shall be provided at the request of the committee(s). The committee(s) shall present the student life/activity budget, including the fee amount and allocation of revenues, to the campus Student Senate for review. The Senate(s) will make recommendations to the college president for approval. New funding requests or modifications occurring during the year shall be reviewed and recommended at the discretion of the campus Student Senate and submitted to the institution president for action.

**Subpart B. Student organization accounts.** NCTC shall provide for the fiscal management of student organization accounts. A student organization which receives allocations of student activity monies shall deposit and expend all allocations through an account within the institution activity fund. Student organizations may also establish an agency account at the NCTC’s discretion.

**Subpart C. Annual report.** NCTC shall prepare a student life/activity fee annual financial report including all reserves and accrued interest. The report shall be available to interested parties and provided to the student life/activity committee and the campus student senate. The campus student senate may request that NCTC provide a detailed accounting or obtain an audit of its student life/activity fund which shall be made available to interested parties. The cost of these audits shall be borne by NCTC’s student life/activity fund.

**Subpart D. Carry forward and reserves.** Expenditures from carry forward, including reserves, shall occur only after receipt of a recommendation from the campus student senate. The amount of these carry forward funds shall be reported to the campus student life committee(s). Interest earned from the student life/activity fund shall be credited back to that fund. The committee(s) may review and make recommendations regarding the investment policy for student life/activities reserves.

**Subpart E. Use of Funds.**
1. The student life/activity fee shall only fund activities that are consistent with M.S. 136F.01, Subd. 5.
2. The student life committee(s) shall follow commonly accepted business practices in the operation and funding of student life/activity programs.
3. This policy and procedure seeks to ensure the proper use and stewardship of public funds in the operation of the student life/activity programs.
4. NCTC’s president or designee and the campus student senate shall jointly establish guidelines on appropriate business practices for expenditures from the student life/activity fund.
5. Student life/activity funds shall not be used for the purchase of alcohol.
6. All revenue collected through the student health services fee, and maintained in an account of the activity fund, shall be used in compliance
with the finance policies and procedures of the Minnesota State Colleges and Universities.

7. Student life/activity fees shall not be used as donations to college foundations or to other external charitable organizations.

8. Student life/activity fees shall not be used to provide individual scholarships or grants.

9. The student life committee(s) shall recommend student leader tuition waivers and/or stipends funded by the student life/activity fund. NCTC shall determine whether these expenditures are considered taxable.

10. The student life committee(s) may agree to provide funds for its own support through the student life/activity budget process.

**STUDENT RIGHT-TO-KNOW - 2185**

It is the policy of Northland Community and Technical College to annually prepare and make available to all enrolled and prospective students, statistics on completion or graduation rates, transfer-out rates, and employment, pursuant to the Student Right-to-Know Act of 1990. This information shall be made available through appropriate publications, mailings and the College website.

**STUDENT RIGHTS AND RESPONSIBILITIES - 2012**

Part 1. Freedom to Learn. In addition to the basic constitutional rights enjoyed by all citizens, students in colleges and universities have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

Part 2. Freedom of Expression. Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not substantially disrupt the regular and essential operation of the institution. In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Part 3. Freedom of Association. Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

Part 4. Student-Sponsored Forums. Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college or university shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The president or designee may prohibit any forum when holding the event, in his or her judgment, would result in physical harm to persons or property. Prior to any such prohibition, the president shall consult with the student association.
Part 5. Student Publications. Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, system, or student body.

Part 6. Student Policies. The policies of the college regarding student expectations, rights and responsibilities shall be readily accessible to students.

Part 7. Catalog and Course Information. To the extent possible, students shall be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions and website postings shall be accurate and based on information existing at the time of publication. To the extent possible, class schedules shall list the names of faculty teaching courses.

Part 8. Student Academic Standing Information. Students shall have access to accurate information for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

Part 9. Academic Evaluation. Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

Part 10. Property Rights. Term papers, essays, projects, works of art, and similar property including property in which the student has intellectual property rights pursuant to Board Policy 3.26 shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

Part 11. Student Review and Consultation. Students shall have the right to appropriate levels of participation in college decision making pursuant to MnSCU Policy 2.3 and Procedure 2.3.1, Student Involvement in Decision-Making.

STUDENTS WITH DISABILITIES- 2035

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1996, NCTC affirms the rights of students with disabilities to equal opportunity and treatment in recruitment, admissions, progress, services and activities.

In order to receive accommodations, a student must:
1. Initiate a request for services through the campus Disabilities Coordinator;
2. Provide documentation verifying the disability and recommended academic accommodations;
3. Follow plan as determined after consultation with campus Disabilities Coordinator.
In accordance with Minnesota Statute 135.A.16, NCTC shall provide, at a minimum, the following:

1. support, counseling, and information that may include support groups, individual counseling, career counseling and assessment, and referral services;
2. academic assistance services that may include early registration, early syllabus availability, course selection and program advising, course work and testing assistance and modification, and tutoring;
3. advocacy services that may include a designated ombudsman serving as the primary contact and coordinator for students needing services, assistance in working individually with the faculty and administrators, intervention procedures, and grievance procedures.

In addition, NCTC shall publish in its catalog, Student Policy Handbook/Planner, and website, information on campus services that are available to students with disabilities, the name of the college contact person, and the designated location for obtaining information on services.

**Campus Disability Coordinators:**

**East Grand Forks**
Ellen Brehmer  Learning Services Coordinator/Disability Coordinator  
Room #: 415 D  (218) 773-4629   TTD: (218) 773-4541  
elen.brehmer@northlandcollege.edu

**Thief River Falls**
Dean Dalen  Director of Learning Center/Disability Coordinator  
Room #: 205 A  (218) 681-0835  TTY (218) 681-0990  
dean.dalen@northlandcollege.edu

**USE OF E-MAIL AS OFFICIAL CORRESPONDENCE TO STUDENTS - 2205**

1. **College use of e-mail.** E-mail is a mechanism for official communication with Northland Community and Technical College students. Official e-mail communications are intended only to meet the academic and administrative needs of the College community. The College has the right to expect that such communications will be received and read in a timely fashion. The College retains the right to send official communication via traditional methods. As administrator of this process, the Director of Technology, or designee, is responsible for monitoring the use of student e-mail. Confidentiality of e-mail correspondence cannot be guaranteed; therefore users of this service should exercise extreme caution when sending messages. It is a violation of College policies for any user to impersonate a College office, faculty/staff member, or student. Further guidelines for appropriate use of e-mail are noted in Acceptable Use of Computers and Information Technology 1510.

2. **Assignment of student e-mail.** College e-mail accounts are assigned to all registered students. Official e-mail addresses are considered as "directory information" under FERPA and NCTC’s Data Privacy Policy.

3. **Expectations about student use of e-mail.** Students are expected to check their e-mail on a weekly basis. Students have the responsibility to recognize that certain communications may be time-critical. Students may be required to monitor e-mail on a more frequent basis as determined by instructional needs.
Faculty will dictate how electronic forms of communication (e.g., e-mail) will be used in their classes.

4. Redirecting of e-mail. Students are responsible for all information sent to them via their NCTC e-mail account. If a student chooses to forward messages to another account, they do so at their own risk. Students remain responsible for obtaining the information that has been communicated from NCTC. The College will not be responsible for the handling of e-mail by outside vendors.


6. Exception to policy. Personnel and Student conduct actions regarding specific detail will not be sent via electronic mail.

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**VETERANS SERVICES**

The program offered by Northland Community and Technical College have been approved by the Minnesota State Approving Agency for veterans and their dependents eligible for educational benefits under Chapter 30, 31,32 and 35 of the Veterans Readjustment Act of 1977. Under the new GI Bill, Chapter 1606 and 1607 (REAP: Reserve Educational Assistance Programs) Reserve and National Guard personnel may be eligible for educational benefits. Students should contact the Veterans Certifying Official or their local Veterans Administration office to obtain applications. The Veterans Administration office will determine eligibility and entitlement. Students are also encouraged to apply for Veterans Benefits online at [www.va.gov](http://www.va.gov)

Veterans may receive credit for appropriate military training. The campus transfer specialist personnel will determine the number of credits acceptable to transfer. Veterans or veterans’ dependents receiving educational benefits must conform to the following regulations to maintain their eligibility:

1. Register for at least 12 credits per semester to receive full benefits; 9-11 credits for three-quarter time; 6-8 for half time; 4-5 for less than half-time. (Veterans Administration pays tuition and fees only for 1-3 credits, these credits must apply towards a degree.)
2. Maintain satisfactory academic progress toward graduation.
3. Report any changes in credits (drops/adds), address or status (i.e. withdrawal) to VA certifying official.

**Veterans Certifying Officials**

**East Grand Forks:**
- **Pam Schorsch**  
  Advisor  
  Room #: 109  
  (218) 773-4646  
  pam.schorsch@northlandcollege.edu

**Thief River Falls:**
- **Dennis Bendickson**  
  Dean of Student Services  
  Room #: 525 I  
  (218) 681-0858  
  dennis.bendickson@northlandcollege.edu

**Campus Veterans Services Center**

**East Grand Forks Veterans Center**  
Room# 432D  
(218) 773-2278

**Thief River Falls Veterans Center**  
Room # 453  
(218) 683-7036
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<td><strong>Academic Dishonesty</strong></td>
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<tr>
<td>Mike Normandin</td>
<td>(218) 773-4800</td>
<td>104</td>
<td><a href="mailto:mike.normandin@northlandcollege.edu">mike.normandin@northlandcollege.edu</a></td>
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<td><strong>Admissions</strong></td>
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<td>Mary Frendin</td>
<td>(218) 773-4503</td>
<td>107</td>
<td><a href="mailto:mary.frendin@northlandcollege.edu">mary.frendin@northlandcollege.edu</a></td>
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<td><strong>Advisor/Admissions Representative</strong></td>
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<td>Janet Gontarek</td>
<td>(218) 773-4574</td>
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<td><a href="mailto:janet.gontarek@northlandcollege.edu">janet.gontarek@northlandcollege.edu</a></td>
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<tr>
<td>Pam Schorsch</td>
<td>(218) 773-4646</td>
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<td><a href="mailto:pam.schorsch@northlandcollege.edu">pam.schorsch@northlandcollege.edu</a></td>
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<td><strong>Bookstore</strong></td>
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<tr>
<td>Dee Olson</td>
<td>(218) 773-4514</td>
<td>242</td>
<td><a href="mailto:deeolson@northlandcollege.edu">deeolson@northlandcollege.edu</a></td>
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<tr>
<td>Amanda Johnson</td>
<td>(218) 773-4539</td>
<td>242</td>
<td><a href="mailto:amanda.johnson@northlandcollege.edu">amanda.johnson@northlandcollege.edu</a></td>
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<td><strong>Buisniness Office</strong></td>
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<td>(218) 773-4540</td>
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<td><strong>Class Cancellation Hotline</strong></td>
<td>(218) 773-4658</td>
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<td><strong>Counselor</strong></td>
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<tr>
<td>Kate Schmalenberg</td>
<td>(218) 773-4533</td>
<td>112</td>
<td><a href="mailto:kate.schmalenberg@northlandcollege.edu">kate.schmalenberg@northlandcollege.edu</a></td>
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<tr>
<td>Marna Klug (TRIO Counselor)</td>
<td>(218) 773-4555</td>
<td>111</td>
<td><a href="mailto:marna.klug@northlandcollege.edu">marna.klug@northlandcollege.edu</a></td>
</tr>
<tr>
<td><strong>Dean of Academic Affairs (Interim)</strong></td>
<td></td>
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</tr>
<tr>
<td>Mike Normandin</td>
<td>(218) 773-4800</td>
<td>104</td>
<td><a href="mailto:mike.normandin@northlandcollege.edu">mike.normandin@northlandcollege.edu</a></td>
</tr>
<tr>
<td><strong>Dean of Student Services</strong></td>
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<tr>
<td>Mary Fontes</td>
<td>(218) 773-4522</td>
<td>114</td>
<td><a href="mailto:mary.fontes@northlandcollege.edu">mary.fontes@northlandcollege.edu</a></td>
</tr>
<tr>
<td><strong>Disability Coordinator (Students)</strong></td>
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<tr>
<td>Ellen Brehmer</td>
<td>(218) 773-4629</td>
<td>415 D</td>
<td><a href="mailto:ellen.brehmer@northlandcollege.edu">ellen.brehmer@northlandcollege.edu</a></td>
</tr>
<tr>
<td><strong>Distance Education</strong></td>
<td>1-800-456-8519</td>
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<tr>
<td><strong>Discrimination Complaints</strong></td>
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<tr>
<td>Becky Holthusen</td>
<td>1-800-959-6282 ext. 1844</td>
<td>1844</td>
<td><a href="mailto:becky.holhusen@northlandcollege.edu">becky.holhusen@northlandcollege.edu</a></td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
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<tr>
<td>Rhonda Hettervig</td>
<td>(218) 773-4521</td>
<td>116</td>
<td><a href="mailto:rhonda.hettervig@northlandcollege.edu">rhonda.hettervig@northlandcollege.edu</a></td>
</tr>
<tr>
<td>Gail Johnson</td>
<td>(218) 773-4512</td>
<td>115</td>
<td><a href="mailto:gail.johnson@northlandcollege.edu">gail.johnson@northlandcollege.edu</a></td>
</tr>
<tr>
<td>Donna Quam</td>
<td>(218) 683-3902</td>
<td></td>
<td><a href="mailto:donna.quam@northlandcollege.edu">donna.quam@northlandcollege.edu</a></td>
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<tr>
<td><strong>GED Testing</strong></td>
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<tr>
<td>Pam Schorsch</td>
<td>(218) 773-4646</td>
<td>109</td>
<td><a href="mailto:pam.schorsch@northlandcollege.edu">pam.schorsch@northlandcollege.edu</a></td>
</tr>
<tr>
<td>Sue Ridley</td>
<td>(218) 773-4638</td>
<td>107</td>
<td><a href="mailto:sue.ridley@northlandcollege.edu">sue.ridley@northlandcollege.edu</a></td>
</tr>
<tr>
<td>Department</td>
<td>Name</td>
<td>Phone</td>
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<tr>
<td>Information Technology Services</td>
<td>Wyndle Kinney</td>
<td>(218) 773-4577</td>
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<tr>
<td></td>
<td>Joanne Bachmeier</td>
<td>(218) 773-2213</td>
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<tr>
<td></td>
<td>Susan Dalager</td>
<td>(218) 773-4576</td>
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<tr>
<td></td>
<td>Holly Deschene</td>
<td>(218) 773-4648</td>
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<tr>
<td></td>
<td>Scott Foss</td>
<td>(218) 773-4544</td>
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<td></td>
<td>Stacey Hron</td>
<td>(218) 773-4577</td>
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<tr>
<td>International Students</td>
<td>Mary Fontes</td>
<td>(218) 773-4522</td>
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<tr>
<td>Learning Services</td>
<td>Ellen Brehmer</td>
<td>(218) 773-4629</td>
<td>415 D</td>
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<tr>
<td>Library</td>
<td>Aubrey Madler</td>
<td>(218) 773-4641</td>
<td>432</td>
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<td></td>
<td>Milt Kinzler</td>
<td>(218) 773-4526</td>
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<tr>
<td>Marketing</td>
<td>Lindsey Wangberg</td>
<td>(218) 773-4621</td>
<td>110</td>
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<tr>
<td>Multicultural Student Services</td>
<td>Nicole Brenny</td>
<td>(218) 773-4647</td>
<td>432 B</td>
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<tr>
<td>Placement Specialist</td>
<td>Susan Dowers</td>
<td>(218) 773-4647</td>
<td>432 B</td>
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<tr>
<td>Post Secondary Enrollment Options</td>
<td>Kate Schmalenberg</td>
<td>(218) 773-4533</td>
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<tr>
<td>Pre-Enrollment</td>
<td>Susie Harrie</td>
<td>(218) 773-4559</td>
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<td></td>
<td>Karen Meine</td>
<td>(218) 773-3441</td>
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<tr>
<td>President</td>
<td>Dr. Anne K. Temte</td>
<td>(218) 681-0845</td>
<td>461 B</td>
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<tr>
<td>Receptionist</td>
<td>Karen Meine</td>
<td>(218) 773-3441</td>
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<tr>
<td>Registration</td>
<td>Jo Ann Schill</td>
<td>(218) 773-4523</td>
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<td>Andrea Moses</td>
<td>(218) 773-4558</td>
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<td>Student Conduct Issues</td>
<td>Mary Fontes</td>
<td>(218) 773-4522</td>
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<tr>
<td>Student Life Coordinator</td>
<td>Margarita Bracamonte</td>
<td>(218) 773-4549</td>
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<tr>
<td>Student Senate Advisor</td>
<td>Paul Conlon</td>
<td>(218) 773-2055</td>
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<tr>
<td><strong>Student Senate President</strong></td>
<td>Robert Hunter</td>
<td>(218) 773-4785</td>
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<tr>
<td><strong>Tours &amp; Visits</strong></td>
<td>Karen Meine</td>
<td>(218) 773-3441</td>
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<tr>
<td><strong>Transcripts</strong></td>
<td>Andrea Moses</td>
<td>(218) 773-4558</td>
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<td>Jo Ann Schill</td>
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<td>Transcript Request Hotline</td>
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<td>Business Office</td>
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<td>(218) 773-4540</td>
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<td><strong>Veterans Services</strong></td>
<td>Pam Schorsch</td>
<td>(218) 773-4646</td>
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<tr>
<td><strong>Vice President of Academic &amp; Student Services</strong></td>
<td>Kent Hanson</td>
<td>(218) 773-4630</td>
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<tr>
<td><strong>Web and D2L</strong></td>
<td>Chad Sperling</td>
<td>(218) 773-4651</td>
<td>411 I</td>
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<td></td>
<td>Karleen Delorme</td>
<td>(218) 773-4538</td>
<td>411 F</td>
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<tr>
<td>NAME</td>
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<tr>
<td>Academic Dishonesty</td>
<td>(218) 681-0852</td>
<td>425 E</td>
<td><a href="mailto:jeffery.thomas@northlandcollege.edu">jeffery.thomas@northlandcollege.edu</a></td>
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<tr>
<td>Admissions</td>
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<tr>
<td>Carol Dahl</td>
<td>(218) 681-0776</td>
<td>525</td>
<td><a href="mailto:carol.dahl@northlandcollege.edu">carol.dahl@northlandcollege.edu</a></td>
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<tr>
<td>Eugene Klinke</td>
<td>(218) 681-0866</td>
<td>525 A</td>
<td><a href="mailto:eugene.klinke@northlandcollege.edu">eugene.klinke@northlandcollege.edu</a></td>
</tr>
<tr>
<td>Nicki Carlson</td>
<td>(218) 681-0862</td>
<td>525 B</td>
<td><a href="mailto:nicki.carlson@northlandcollege.edu">nicki.carlson@northlandcollege.edu</a></td>
</tr>
<tr>
<td>Tara Harstad</td>
<td>(218) 681-0854</td>
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<td><a href="mailto:tara.harstad@northlandcollege.edu">tara.harstad@northlandcollege.edu</a></td>
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<tr>
<td>Advising</td>
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<tr>
<td>Rocky Ammerman</td>
<td>(218) 681-0863</td>
<td>541 E</td>
<td><a href="mailto:rocky.ammerman@northlandcollege.edu">rocky.ammerman@northlandcollege.edu</a></td>
</tr>
<tr>
<td>Lisa Bottem</td>
<td>(218) 683-7082</td>
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<td><a href="mailto:lisa.bottem@northlandcollege.edu">lisa.bottem@northlandcollege.edu</a></td>
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<td>Nicki Carlson</td>
<td>(218) 681-0862</td>
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<td><a href="mailto:nicki.carlson@northlandcollege.edu">nicki.carlson@northlandcollege.edu</a></td>
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<tr>
<td>Nicole Brenny</td>
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<td><a href="mailto:nicole.brenny@northlandcollege.edu">nicole.brenny@northlandcollege.edu</a></td>
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<tr>
<td>Assessment Coordinator</td>
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<tr>
<td>Dean Dalen</td>
<td>(218) 681-0835</td>
<td>205 A</td>
<td><a href="mailto:dean.dalen@northlandcollege.edu">dean.dalen@northlandcollege.edu</a></td>
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<tr>
<td>Athletic Department</td>
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<tr>
<td>Rick Nikunen</td>
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<td>265 D</td>
<td><a href="mailto:rick.nikunen@northlandcollege.edu">rick.nikunen@northlandcollege.edu</a></td>
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<tr>
<td>Lisa Handley</td>
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<td>265 D</td>
<td><a href="mailto:lisa.handley@northlandcollege.edu">lisa.handley@northlandcollege.edu</a></td>
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<tr>
<td>Bookstore</td>
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<tr>
<td>Rosie Gustafson</td>
<td>(218) 681-0808</td>
<td>535</td>
<td><a href="mailto:rosemary.gustafson@northlandcollege.edu">rosemary.gustafson@northlandcollege.edu</a></td>
</tr>
<tr>
<td>Bonnie Klasen</td>
<td>(218) 681-0736</td>
<td>535</td>
<td><a href="mailto:bonnie.klasen@northlandcollege.edu">bonnie.klasen@northlandcollege.edu</a></td>
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<tr>
<td>Business Office</td>
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<tr>
<td>Gerald Schulte</td>
<td>(218) 681-1735</td>
<td>547</td>
<td><a href="mailto:gerald.schulte@northlandcollege.edu">gerald.schulte@northlandcollege.edu</a></td>
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<tr>
<td>Counseling</td>
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<tr>
<td>Kelsy Blowers</td>
<td>(218) 681-0779</td>
<td>549 A</td>
<td><a href="mailto:kelsy.blowers@northlandcollege.edu">kelsy.blowers@northlandcollege.edu</a></td>
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<tr>
<td>Dr. Jeffery A. Thomas</td>
<td>(218) 681-0852</td>
<td>425 E</td>
<td><a href="mailto:jeffery.thomas@northlandcollege.edu">jeffery.thomas@northlandcollege.edu</a></td>
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<tr>
<td>Dennis Bendickson</td>
<td>(218) 681-0858</td>
<td>525 I</td>
<td><a href="mailto:dennis.bendickson@northlandcollege.edu">dennis.bendickson@northlandcollege.edu</a></td>
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<td>Becky Holthusen</td>
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<td>665</td>
<td><a href="mailto:becky.holthusen@northlandcollege.edu">becky.holthusen@northlandcollege.edu</a></td>
</tr>
</tbody>
</table>
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Nicole Brenny  (218) 681-0843 525 C  nicole.brenny@northlandcollege.edu
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Lynn McGlynn (Aviation)  (218) 681-0829 Airport  lynn.mcglynn@northlandcollege.edu
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**Student Life Coordinator**
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**Student Senate Advisor**
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**Swenson House**
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Nicole Brenny  (218) 681-0843 525 C  nicole.brenny@northlandcollege.edu

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* Also go to www.northlandcollege.edu to request a transcript online

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Rocky Ammerman  (218) 681-0863 541 E  rocky.ammerman@northlandcollege.edu

**Vice President of Academic & Student Services**
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**Web and D2L**
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Karleen Delorme  (218) 773-4538 ITS  karleen.delorme@northlandcollege.edu
# 2008-2009 ACADEMIC CALENDAR

## FALL SEMESTER 2008

<table>
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<tbody>
<tr>
<td>Fall Tuition Due (before 1:30 pm)</td>
<td>Friday, Aug 22</td>
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<tr>
<td>New Student Orientation (TRF Only)</td>
<td>Friday, Aug 22</td>
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<tr>
<td>Fall Semester Begins</td>
<td>Monday, Aug 25</td>
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<tr>
<td>Last Day to Drop a Class without a Charge</td>
<td>Friday, Aug 29</td>
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<tr>
<td>Last Day to Drop/Add an On-Campus Class</td>
<td>Friday, Aug 29</td>
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<tr>
<td>Last Day to Drop/Add an NCTC On-Line Class</td>
<td>Friday, Aug 29</td>
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<tr>
<td>Labor Day Holiday*</td>
<td>Monday, Sept 1</td>
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<tr>
<td>Minnesota State College Faculty Days*</td>
<td>Thur-Fri, Oct 16-17</td>
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<td>Last Day to Withdraw From an On-Campus Class</td>
<td>Friday, Dec 5</td>
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<tr>
<td>Veteran’s Day Holiday*</td>
<td>Tuesday, Nov 11</td>
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<td>Thanksgiving Holiday*</td>
<td>Thur-Fri, Nov 27-28</td>
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<tr>
<td>Final Exams</td>
<td>Tue-Fri, Dec 16-19</td>
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<tr>
<td>End of Fall Semester</td>
<td>Friday, Dec 19</td>
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## SPRING SEMESTER 2009

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<tr>
<td>Spring Tuition Due (before 1:30 pm)</td>
<td>Friday, Jan 9</td>
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<tr>
<td>Spring Semester Begins</td>
<td>Monday, Jan 12</td>
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<tr>
<td>New Student Orientation (TRF Only)</td>
<td>Friday, Jan 9</td>
</tr>
<tr>
<td>Last Day to Drop a Class without a Charge</td>
<td>Friday, Jan 16</td>
</tr>
<tr>
<td>Last Day to Drop/Add an On-Campus Class</td>
<td>Friday, Jan 16</td>
</tr>
<tr>
<td>Last Day to Drop/Add an NCTC On-Line Class</td>
<td>Friday, Jan 16</td>
</tr>
<tr>
<td>Martin Luther King Jr. Holiday*</td>
<td>Monday, Jan 19</td>
</tr>
<tr>
<td>President’s Day Holiday*</td>
<td>Monday, Feb 16</td>
</tr>
<tr>
<td>Spring Break*</td>
<td>Mon-Fri, March 9-13</td>
</tr>
<tr>
<td>Last Day to Withdraw From an On-Campus Class</td>
<td>Thursday, April 30</td>
</tr>
<tr>
<td>Last Day to Withdraw From an NCTC On-Line Class</td>
<td>Thursday, April 30</td>
</tr>
<tr>
<td>In-Service Day*</td>
<td>Friday, April 10</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Mon-Thur, May 11-14</td>
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<tr>
<td>End of Spring Semester</td>
<td>Thursday, May 14</td>
</tr>
<tr>
<td>Graduation (TRF)</td>
<td>Friday, May 15</td>
</tr>
<tr>
<td>Graduation (EGF)</td>
<td>Friday, May 15</td>
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</table>

Visit [www.distance.minnesota.edu](http://www.distance.minnesota.edu) for the complete Online Course Calendar.

* Denotes days when no classes will be held
LETTER FROM THE PRESIDENT

Welcome to Northland Community and Technical College. I invite you to explore the many opportunities at Northland that will help you to develop your potential and move into your successful future! Our students come to the college with a wide array of plans and dreams. Upon completion of their programs or graduation, these same students are ready to take on the world. Some go directly into technical careers like nursing, automotive technology, manufacturing, or aviation maintenance, to name just a few. Others are ready to complete their bachelor’s degrees at transfer institutions.

Northland offers you many possibilities for developing your other interests, as well. Consider getting involved in clubs, athletics, or student leadership opportunities. Our communities of East Grand Forks and Thief River Falls provide many employment, public service, and recreational possibilities. Explore!

All the best in this new academic year.
Dr. Anne K. Temte, President

NCTC MISSION STATEMENT
Northland Community and Technical College is dedicated to creating a quality learning environment for all learners through partnerships with students, communities, businesses, and other educational institutions.

NCTC VISION STATEMENT
Northland Community and Technical College will be widely recognized as a progressive leader in community and technical college education, responsive to the needs of our learners through the use of partnerships, innovation, and technology.

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE
Northland Community and Technical College (NCTC) 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, 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.

Harassment of an individual or group on the basis of race, sex, 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 has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, Northland Community and Technical College shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

NCTC reserves the right to cancel, postpone and reschedule course offerings.

NCTC provides assistance for students experiencing academic difficulty or for those needing accommodations for disabilities. Services for students with disabilities include: advocacy, counseling, academic assistance, and referral information.

Lack of English skills will not be a barrier to admissions and participation. All appropriate and necessary services shall be provided for prospective or current students needing accommodations for disabilities including this document in an alternative format by contacting Ellen Brehmer at (218) 793-2382 or 1-800-451-3441, or TTD (218) 793-2801 at the East Grand Forks Campus; or Dean Dalen at (218) 683-8560 or 1-800-959-6282, or TTY (218) 683-8801 at the Thief River Falls campus.

POLICY STATEMENT
The handbook and website contain policies, procedures, and information necessary for the operation of Northland Community and Technical College (NCTC). The policies and procedures have been reviewed and approved by NCTC. It is the intent of the College that these policies and procedures respect individual student identity, while being applied consistently and uniformly. These policies and procedures were developed according to the most recent rules, regulations, and data available at the time of publication. However, NCTC policies and procedures are subject to revision by state and federal agencies, which are beyond the jurisdiction of the College. Changes in rules, regulations, policies, and procedures made by higher levels and agencies of government supersede College policy. All policies will be reviewed for possible revision on an annual basis.

DATA DISCLAIMER
Data contained in the Northland Community and Technical College (NCTC) catalog or Student Policy Handbook/Planner accurately reflects information at the time of publication. However, NCTC reserves the right to make changes at any time deemed necessary.
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# Academic Information

## Academic Advising - 3071

It is Northland Community and Technical College’s (NCTC) philosophy that academic advisement is essential to the growth and development of each individual student. Each student will be assigned an advisor who will assist the student with scheduling and academic issues.

It is the student’s responsibility to meet with his/her assigned advisor prior to registration.

## Academic Dishonesty - 3072

Academic dishonesty refers to misconduct related to academic assignments or examinations, plagiarizing or other misconduct directly related to the academic learning experience. Plagiarism is the unacknowledged use of another person's work (either word for word or in the substance of an idea) in one’s own work offered for credit. Plagiarism, cheating, and possession and/or distribution of unadministered examinations may be handled as a scholastic matter (i.e. failing the assignment and/or the course) or as a disciplinary matter in accordance with the Student Code of Conduct. Academic dishonesty or cheating includes, but is not limited to:

- Copying from another student's test paper and/or collaboration during a test with any other person by giving or receiving information without authority; using materials during a test not authorized by the instructor.
- Stealing, buying, or otherwise obtaining all or part of an unadministered test or information about said test.
- Selling, giving, or otherwise supplying to another student for use in fulfilling an academic requirement, any theme, report, term paper, painting, drawing, sculpture, or other work of art; or submitting as one’s own, in fulfillment of an academic requirement, any theme, report, term paper, essay, or other written work, painting, drawing, sculpture, or other work prepared totally or in part by another.
- Submitting nearly identical work that one has previously offered for credit in another course, without prior approval by the instructor.

If a student disagrees with charges of academic dishonesty policy against him/her, they must meet with the instructor and attempt a resolution. If the student and the instructor cannot come to a resolution the student may appeal the decision through the appeal process.

All reports of student academic honesty/integrity misconduct should be reported to the campus Dean of Academic Affairs.

### East Grand Forks

Dr. Henry (Hank) Roehrich  
Dean of Academic Affairs  
Room 104  
(218) 793-2464  
hank.roehrich@northlandcollege.edu

### Thief River Falls

Norma Konschak  
Dean of Academic Affairs  
Room 425E  
(218) 683-8613  
norma.konschak@northlandcollege.edu

## Academic Progress - 3070

### Introduction

Standards of academic progress are established to require students to progress satisfactorily and timely toward the completion of their degree, diploma or certificate. Additionally, federal regulations require that recipients of federal and/or state financial aid make satisfactory academic progress towards a degree, diploma or certificate to remain eligible for aid. In compliance with federal regulations, the college has established and will apply the following standard of academic progress to all students. The qualitative and quantitative standards of this policy are cumulative and include all periods of enrollment, whether or not a student received financial aid. The Registrar’s Office is responsible for implementing and monitoring the satisfactory academic policy.

Students are responsible for their academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with their advisor or a counselor to ensure that they are successfully completing graduation requirements and maintaining satisfactory progress.

### Qualitative Measure (GPA)

All students are required to maintain the following minimum GPA levels:

- Any student who has attempted 1 to 16 cumulative credits must earn a minimum cumulative GPA of 1.75
• Any student who has attempted 17 or more cumulative credits must earn a minimum cumulative GPA of 2.0
  Grades of A, B, C, D, and F shall be included in the GPA calculation.

Quantitative Measure (Completion Percentage)
All students are required to successfully complete a minimum of 67% of cumulative attempted credits. Successfully completed credits include A, B, C, D, and P.

Maximum Time Frame
Students whose cumulative attempted credits exceed 150% of the credits required to complete their intended degree, diploma or certificate are not eligible for financial aid.
Up to 30 remedial and developmental credits shall be excluded from maximum time frame calculation. Maximum time frames for students with one program change, students pursuing double majors, students enrolled in consecutive programs or with previous degrees may be based on specific curricular requirements.

Evaluation Period
Satisfactory academic progress will be evaluated for all students with registered credits at the end of each semester; fall, spring and summer. Any non-standard session courses shall be evaluated during the semester in which they are transcripted. Programs less than one year in length will be evaluated at the midpoint of the program.

Failure to Meet Standards (Suspension and Probation)

Maximum Time-Frame Failure: If at the end of the semester, a student has failed to meet the maximum time frame measurement, the student shall be suspended from financial aid eligibility immediately upon completion of the evaluation.

Probation: If at the end of the semester, a student has failed to meet the required cumulative GPA and/or completion percentage, the student shall be allowed to enroll and retain their financial aid eligibility under probationary status for one semester. Students on probation are encouraged to meet with their advisor and complete an Academic Improvement Plan at the beginning of the probationary semester. This document will be placed in the student’s file.

Suspension: A student on probation, who fails to meet required cumulative GPA and/or completion percentage, shall be placed on suspension unless requirements of continued probation status are met. The earliest that a student suspended for the first time may reenroll at NCTC is as follows: if suspended after spring or summer semester, the student may enroll the following spring semester; if suspended after fall semester, the student may enroll the following summer semester. Students returning after a period of suspension should not assume that financial aid will be reinstated. An appeal to the financial aid office will be required. The second suspension will be for one calendar year. The third suspension is permanent.

Continued Probation Status: A student who has been on probationary status and has met the institution’s term GPA and completion percentage standards for all courses for which they were enrolled for the probationary period but have not met the cumulative standards shall be allowed to retain their enrollment and financial aid eligibility under a “continued probation status”, until such time as;
1. the student has met the cumulative GPA and completion percentage standards, at which time enrollment and financial aid eligibility will be reinstated, or
2. the student fails to meet GPA or completion percentage standards for the courses in which they were enrolled during the probationary period, at which time NCTC shall suspend the student from enrollment and financial aid eligibility immediately, or
3. NCTC determines that it is not possible for a student to raise their GPA or course completion percentage to meet the satisfactory academic progress standards before the student would reach the end of the program for which they are receiving financial aid, at which time NCTC shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

Students on continued probation are encouraged to meet with their advisor and complete an Academic Improvement Plan at the beginning of the probationary semester. This document will be placed in the student’s file.

Continuation of Students Who Successfully Appeal Suspensions: Students who fail to make satisfactory academic progress and are suspended from enrollment and/or financial aid eligibility have a right to appeal based on unusual or extenuating circumstances. Unusual or extenuating circumstances may include but are not limited to the following: death of a relative, illness, injury, or hospitalization of the student. If an appeal is approved, NCTC shall permit the student to retain enrollment and/or financial aid eligibility under an appeal status for an additional semester. The student may be required to sign a Satisfactory Academic Progress Contract and comply with conditions determined by the committee, advisor, or counselor. These conditions may include but are not limited to the following:
   i) a restriction on the number of credits taken, and/or;
   ii) a requirement that certain courses be registered for, and/or;
ii) required class attendance, and/or;
iv) scheduled meetings with a counselor or advisor to review student progress.

The specific minimum academic standards that the student must meet during the semester shall be communicated to the student in writing as part of the appeal resolution process. At the end of the appeal period, a student who has met the minimum agreed upon academic standards for that period shall have their appeal status extended for an additional semester. A student who fails to meet the minimum agreed upon academic standards during the appeal period shall be removed from appeal status and their enrollment and financial aid eligibility shall be suspended.

Suspension of Students for Extraordinary Circumstances: NCTC may immediately suspend students from financial aid eligibility in the event of extraordinary circumstances which may include but are not limited to the following:
i) previously suspended students who have been reinstated whose academic performance falls below acceptable standards during a subsequent semester;
ii) students who register for courses, receive financial aid, and who do not attend classes; and
iii) students whose attendance patterns appear to abuse the receipt of financial aid.

Notification
Students will be notified of their probationary or suspension status in writing as soon as possible after the end of the semester. Notifications will be sent prior to the 5th day of the following semester.

Appeals

Appeal for Reenrollment
Any student who has been suspended from enrollment due to failure to make satisfactory academic progress may appeal their ability to enroll in courses by using the college Academic Appeal Procedure. The student must complete the Appeal Form accurately and submit the form to the campus registrar. If the student wants to present their case in person to the Academic Appeal committee, they must notify the campus registrar of that decision at the time the appeal is submitted. The Academic Appeal committee will notify the student of the outcome in writing. Approval of an appeal to reenroll does not affect financial aid status. A separate process exists to appeal for reinstatement of financial aid. This process is explained in the next section.

Appeal for Reinstatement of Financial Aid
Any student who has been suspended from financial aid may appeal their ability to receive financial aid directly to the financial aid director by using the Appeal/Petition for Reinstatement of Financial Aid Form. The student must complete the Appeal/Petition Form accurately and submit the form and supporting documentation to the financial aid office; the financial aid director will notify the student of the outcome in writing.

A student who files an appeal with the financial aid director requesting to have financial aid reinstated and is denied, may appeal the financial aid decision by using the college Student Appeal/Petition Form within five days of receiving the financial aid director’s decision. The student must complete the Student Appeal/Petition Form accurately and submit the form to the campus registrar; the student must attach a copy of the denied appeal/petition for reinstatement of financial aid; if a student wants to present their case in person to the Vice President of Academic and Student Affairs and the campus Dean of Student Affairs, they must notify the campus registrar of that decision at the time that the appeal is submitted; the Vice President of Academic and Student Affairs will notify the student of the joint outcome in writing.

Appeals will be granted in situations that demonstrate unusual or extenuating circumstances. Unusual or extenuating circumstances may include but are not limited to the following: death of a relative, illness, injury, or hospitalization of the student. It is required that students attach appropriate supportive documentation, such as doctor’s statements to their Appeal Form.

The decision of the Vice President of Academic and Student Affairs and campus Dean of Student Affairs is final and binding.

Reinstatement
A student who has been suspended from enrollment may return to the college after an appeal has been approved or the period of suspension has passed. The student will remain on probation status and may be required to sign a Satisfactory Academic Progress contract and comply with conditions determined by the committee, advisor or a counselor. These conditions may include but are not limited to the following:
- a restriction on the number of credits;
- a requirement that certain courses be taken;
- a requirement regarding class attendance;
- a requirement that scheduled meetings occur with a counselor or advisor to review student progress.
A suspended student who has not successfully appealed, but has returned to the college following the period of suspension remains ineligible for financial aid until such time that the student meets or exceeds satisfactory progress standards.

**Treatment of Grades**

**Earned Credits:** Successfully completed credits that count toward the required percentage of completion. Earned credits include only A, B, C, D, and P (pass).

**Completed Credits:** Credits that include A, B, C, D, F, and P. They do not include I (incomplete), W (withdraw), AU (audit), NC (no credit), NP (no pass), Z (grade not yet entered), or GH (grade held – specific to the aviation program) or drops (classes dropped during the drop/add period). Completed credits may qualify for retroactive payment of financial aid.

- ** Successfully Completed Credits:** Credits for which a student receives a letter grade of A, B, C, D, and P are included in the calculation of cumulative completion percentage of credits successfully completed.

- **Credits Attempted But Not Successfully Completed:** Credits for which a student receives a letter grade of I, NC, NP, W, F, Z, and GH shall be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted as credits attempted.

**Incompletes:** A grade of “I” may be assigned at the discretion of the instructor in exceptional circumstances and is a temporary grade. It is to be given only to students who cannot complete the course work on schedule because of illness or other circumstances beyond their control. An incomplete grade will automatically become an “F” grade at the end of the next semester if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date.

**Grade Point Average (GPA):** GPA is the quotient of the student’s grade point total divided by the grade point credits. “P” does not carry a grade point value and as such is not calculated in the GPA. A “P” will neither raise nor lower a student’s GPA. However, “P” counts toward registered and completed credits.

**Grade Points:** A letter grade is assigned at the end of the semester for each course in which the student is enrolled. A grade point value for each credit in the course is assigned to each letter grade. Only grades of A, B, C, D and F carry grade point value.

**Grade Point Total:** The sum of grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.

**Fresh Start (Academic Amnesty):** Credits for which students have been granted a Fresh Start (Academic Amnesty) will be recorded and retained in the Student Data System in such a way that they will be included in both the qualitative and/or quantitative measurements of financial aid satisfactory academic progress even though they no longer are considered part of the GPA shown on the student’s transcript.

**Audited Courses:** Audited courses (AU) are not funded by financial aid and are not included in any financial aid satisfactory academic progress measurements.

**Consortium Credits:** Credits for which a student is registered at another college which are accepted by this college for the purposes of processing financial aid and are included for purposes of calculating satisfactory academic progress.

**Remedial/Developmental Courses:** Credits awarded for remedial course work (below 100 level). Students may receive financial aid for these credits up to a maximum of 30 semester credit hours. Grades earned are considered in GPA and percentage completed calculations. Up to 30 remedial and developmental credits shall be excluded from maximum time frame calculation.

**Repeated Courses:** In order to successfully complete a course as defined by program requirements, a student may repeat a course no more than two (2) times. Repeating a course will not remove previous attempts from the student’s transcript. The best grade will become the grade calculated for GPA purposes. All repeated credits are included in the completion percentage calculation for satisfactory academic progress and are taken into consideration when calculating maximum time frame. Courses repeated to improve a grade are not eligible for financial aid. In order for repeated courses to be calculated into a student’s GPA, a passing grade must be earned. Repeating a course will not remove previously posted Satisfactory Academic Progress notations on the student’s transcript.

**Transfer Credits:** Credits earned at another college which are accepted by NCTC. Transfer credits are not considered when calculating GPA or percentage completed. Transfer credits will be counted when calculating the 150% timeframe if the credits apply towards the student’s current degree.
Withdrawals: Credits for which a grade of "W" is received are considered attempted credits but not successfully completed for the purpose of monitoring satisfactory academic progress. A "W" does not impact GPA, but does negatively impact the cumulative completion percentage.

ACTIVE DUTY WITH THE ARMED FORCES - 2215
Students who are members of any branch of the U.S. military reserves and who are unable to complete a semester due to having been called to active duty shall to the extent possible be provided one of the following options:

1. The student may be given a full refund of tuition. Students receiving financial aid who choose this option should be made aware that they may be liable for any required refunds of state or federal financial aid funds.
2. The student may be given a grade of incomplete in a course and complete it upon release from active duty. Course completion may be accomplished by independent study or by retaking the course without payment of tuition. Under federal financial aid policies a course that is retaken this way may not be counted toward a student's enrollment load.
3. If in the instructor's judgment the student has completed sufficient course work to earn a grade of C or better, the student may be given credit for completion of a course.

AUDITING COURSES - (Grading Policy 3090)
Students intending to audit a course (earn no credit) are required to register for the course indicating audit. Auditing students may not need to meet regular course requirements and must confer with the instructor as to their privileges and responsibilities in the course. A student who first registers for credit may change to audit status any time during the first five (5) days of the semester. A student who first enrolls for audit status may change to credit status during the first five (5) days of the semester. Courses audited are not included in determining the total credits earned toward a major or the cumulative grade point average. However the credit value of any course audited is computed in the assessment of tuition. Upon registration of the course, an entry is made on the student's permanent record along with other classes. "AU" equals audit.

AWARDING OF CREDIT FOR MILITARY EXPERIENCE - 3410
Students having served in the military may request to have credit awarded for experiences gained while serving in the military. Requests will be evaluated based on the program of study at Northland. A copy of the veteran's DD-214 and any other transcripted records of education must be on file in the Registrar's Office.

Students will be awarded four (4) credits for their basic military training. Students enrolled in technical programs may receive credit for CRIT 2103, Job Seeking/Keeping and SSCI 1101, Human Relations. Other students will have these credits listed as general electives and they may or may not transfer – check with the college to which you intend to transfer.

Additional credit may be awarded depending on the type of training/education received. When we evaluate these courses we will use the "Guide to the Evaluation of Educational Experiences in the Armed Forces" as our guide and we will award credit as recommended by the American Council on Education.

CLASSROOM INSTRUCTION - 3360
Each faculty member is expected to use methods and techniques which he or she finds most effective. A faculty member will be expected to conduct class for the entire assigned class period. The faculty member is expected to submit a Request to be Absent Form for any day the class does not meet.

CREDIT BY EXAMINATION - 3160
A currently enrolled student in good standing may petition to challenge any course at Northland Community and Technical College. A challenge may be granted with the approval of the instructor and academic dean. The process may be initiated by the student obtaining a Credit by Examination form from the Student Services office to secure approval for such an examination. A fee based on the lecture/lab content of the course will be assessed for the examination. The instructor will be paid for construction and administration of the examination according to the collective bargaining agreement.

If the student passes the test, it is recorded as a CR (Credit by Exam) on the student’s transcript. If the student fails the test, the attempt is not recorded on the student's transcript.
Credit by Examination (Test-out credits) will not be counted in the student’s GPA, nor will they factor in the determination of financial aid, but they will be listed on the transcript. There will be no limit on the number of courses of which a student may test-out, except that the student must meet the College requirement for credits taken on campus.

A student may not test-out of a course that appears on the student’s record. A student may not repeat a challenge examination.

CREDIT LIFE - 3443

Each program may determine requirements for accepting credit pertaining to the length of time that has passed since the credit was earned. Please refer to program requirements, i.e. program handbooks, program web pages.

DEGREES, DIPLOMAS & CERTIFICATES (MnSCU Policy 3.36)

Associate in Arts degree. An associate in arts degree is awarded upon completion of a 60 to 64 credit program in the liberal arts and sciences without a named field of study. It is designed for transfer to baccalaureate degree-granting institutions. The degree requires completion of at least a 40 credit general education curriculum that fulfills the Minnesota Transfer Curriculum goal areas.

Associate in Science degree. An associate in science degree is awarded upon completion of a 60 to 64 credit transfer program in scientific, technological, or other professional fields designed to transfer in its entirety to a related baccalaureate program by way of an articulation agreement. The associate in science degree requires a minimum of 30 general education credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.

Associate in Applied Science degree. An associate in applied science degree is awarded upon completion of a 60 to 72 credit program in a named field of study in scientific, technological or other professional fields. It prepares students for employment in an occupation or range of occupations. An associate in applied science degree may also be accepted in transfer to a related baccalaureate program.

The degree requires a minimum of 15 general education credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 credits shall be in the academic program's occupational or technical field of preparation.

NOTE: An associate in applied science degree more than 72 credits in length may be approved when the academic program prepares an individual for employment and the length is (1) required by an employer, a licensing body or other regulatory agency, accrediting association, or board or (2) based on a formal task analysis conducted within the previous three years and the results endorsed by an advisory committee.

Diploma. A diploma is awarded upon completion of a 31 to 72 credit undergraduate academic program that prepares students for employment. A minimum of 24 credits shall be in occupational or technical courses.

NOTE: A diploma program of more than 72 credits in length may be approved when the diploma program prepares an individual for employment and the length is (1) required by an employer, a licensing body or other regulatory agency, accrediting association, or board or (2) based on a formal task analysis conducted within the previous three years and the results endorsed by an advisory committee.

Undergraduate certificate. An undergraduate certificate is awarded upon completion of a 9 to 30 credit academic program. An undergraduate certificate program may have an occupational outcome or address a focused area of study.

NOTE: An undergraduate certificate program less than 9 or more than 30 credits in length may be approved when the certificate program prepares an individual for employment and the length or the designation as a certificate is (1) required by an employer, a licensing body or other regulatory agency, accrediting association, or board or (2) based on a formal task analysis conducted within the previous three years and the results endorsed by an advisory committee.

For specific program credit requirements, please see the college catalog or the college web site.

DISTANCE EDUCATION PROCTOR - 3290

The College may allow supervised tests and assessments to be administered by an approved test proctor at an alternate site. Proctors are individuals who supervise course tests and assessments. Proctors have a responsibility to ensure integrity during testing situations and should have no vested interest in student success on the exam.
The College (i.e., course instructor) reserves the right to verify proctor qualifications, require additional evidence of eligibility, or require a different proctor be selected.

The student is responsible for selecting a qualified proctor who then must be approved by the course instructor. Individuals who are eligible for approval include: college or public librarians, high school or college faculty, college testing or learning centers, or education officers in the military.

Individuals who may NOT serve as proctors, regardless of other qualifications, are: relatives, friends, neighbors, tutors, co-workers, or an athlete’s coach.

Falsifying proctor information or not following proctor testing procedures is considered a violation of the NCTC Student Code of Conduct and the student may be subject to college sanction (i.e., suspension) or course failure.

**Distance Education Proctor Procedure – 3290P**

A student enrolled in a Distance Education course must submit to the faculty member assigned to the course, information about his/her proposed community-based testing environment and proctor through the following procedure:

1. The student locates a proctor candidate and potential test environment that meet specific criteria. Individuals eligible for approval include: college or public librarians, high school or college faculty, college testing or learning centers, or education officers in the military. Individuals who may NOT serve as proctors, regardless of other qualifications, are: relatives, friends, neighbors, tutors, co-workers, or an athlete’s coach.

2. The student submits the proctor information on a form provided by the course instructor during the first week of the semester.

3. The designated faculty for the course evaluates the information and decides on behalf of the College whether the proposed test environment and proctor meet the required criteria and will communicate the approval status of the proctor request to the student.

4. If the designated faculty determines that the proposed test environment or proctor does not meet the College’s requirements for any reason, the student will be asked to locate a different proctor and to resubmit the new information following the previous steps.

Enrolled students who fail to submit information for approval will be expected to complete all tests and assessments on designated dates at one of the Northland Community and Technical College campuses.

### FIELD TRIPS - 3370

A field trip is any course-related, off-campus activity involving the students that is organized by the instructor. The field trip policy is developed around the following concepts:

1. The field trip must relate to the course curriculum.
2. The field trip should be used only if the instructor deems it the most appropriate technique available in achieving the instructional goals in question.
3. The use of private vehicles for field trips is prohibited, unless approved, in writing, by college administration.
4. The safety and welfare of participants should always be one of the primary concerns of the staff.
5. Approval for field trips must be obtained from the campus Dean of Academic Affairs after providing necessary information (date, hour of departure, list of students going, time of return, etc.). This approval must be obtained at least one week in advance.
6. NCTC policies and procedures are applicable during the trip.
7. Students participating in field trips are required to sign the “Waiver of Liability Assumption of Risk, and Indemnity Agreement – On/Off Campus Activities” form prior to the activity.

### FRESH START - 3280

Currently enrolled students who have not attended any college or university for a period of five (5) years or more may petition to exclude selected prior Northland Community and Technical College coursework with grades of "D" and "F" from their GPA’s. Such courses and their actual grades appear on the student’s academic record, but letter grades are not calculated for GPA purposes. Excluded courses cannot be used to satisfy any academic requirement. A student may use this option only once by submitting a written request to the Registrar’s Office.

Students who have petitioned for the Fresh Start Policy must demonstrate renewed academic motivation by passing twelve (12) credits with a minimum GPA of 2.0 prior to granting academic forgiveness.
Credits for which students have been granted a Fresh Start will be recorded and retained in the Student Data System in such a way that they will be included in both the qualitative and/or quantitative measurements of financial aid satisfactory academic progress even though they no longer are considered part of the GPA shown on the student's transcript.

GRADE APPEAL - 3430

Students may appeal a final grade or any grade received on cumulative work calculated into the final grade. All grade appeals must be directed first to the instructor who assigned the disputed grade, as within the College, the faculty retains the responsibility of assigning grades. The College cannot change the grade assigned by an instructor unless presented with clear and convincing evidence that the instructor's grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the common course outline and course syllabus.

Grade Appeal Procedure - 3430P

Informal Appeal
1. The student has the responsibility to discuss disagreements over grades received with the instructor who assigned the grade first.

Formal Appeal
1. If the informal process does not resolve the matter, the student may file a formal grade appeal in writing by using the Student Appeal/Petition form. This form must be submitted within 30 days of the term posting date.
2. The Registrar's Office will forward the appeal to the appropriate Dean of Academic Affairs for consideration.
3. The dean will discuss the issue with the student and the faculty member to gather information and attempt to resolve the issue as appropriate. The dean, at his or her discretion, may also convene an ad hoc committee of faculty to advise him or her in the consideration of the appeal.
4. The dean will make a decision regarding the appeal and notify all relevant parties in writing of the decision within ten academic days of the receipt of the grade appeal.
5. The student may appeal the dean's decision within ten days by writing to the Chief Academic Officer, if there is additional relevant information that supports the appeal.

GRADE POINT AVERAGE CALCULATION - (Grading Policy 3090)

Academic progress will be evaluated 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 point per credit
- F = 0 grade points per credit

A grade point average (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.

When repeating a course, the highest grade will be used to compute the student’s GPA. The student must submit a request to the Registrar for a GPA recalculation.

GRADING - 3090

Northland Community and Technical College uses letter grades to document student academic achievement. Letter grades to document student academic achievement are as follows:

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Failing
- P/NP = Pass/No Pass
- CR = Credit by Exam
- AU = Audit
- I = Incomplete
- NC = No Credit
- Z = In Progress
- W = Withdraw
- R = Repeat
- GH = Grade Held (specific to the Aviation Program)
Northland Community and Technical College grants certificates, diplomas, Associate in Applied Science, Associate of Arts, and/or Associate of Science degrees for completion of program accordance with all requirements listed below:

- Students must maintain a minimum cumulative GPA of 2.00.
- All coursework required for the program must be successfully completed 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.
- Graduation applications completed and submitted one semester prior to graduation.
- Programs may have additional program graduation requirements. These requirements are found in the College catalog, program policy manual, and College web site.
- In order to qualify for participation in commencement, a student must have met all the program requirements, be in good academic standing, and have no more than 16 credits remaining to complete or complete all required work by the end of the next semester. These courses must be identified in the graduation plan on file with the Registrar’s office.

Any additional requirements for graduation are specifically outlined for each program. It is the student’s responsibility to understand and meet graduation requirements.

Graduation Residency Requirements

Residence credits are credit hours earned from Northland Community and Technical College. To be eligible for a degree or diploma, a student must earn 15 semester credits (or equivalent) or 1/3 of the credits required for graduation at the granting institution, whichever is greater. In addition, individual programs may require that specific courses be completed in residence.

INCOMPLETE GRADES - (Grading Policy 3090)

Students may request of the instructor that they be assigned a grade of incomplete (I). A grade of “I” may be assigned at the discretion of the instructor in exceptional circumstances and is a temporary grade. It is to be given only to students who cannot complete the coursework because of illness or other circumstances beyond their control. An incomplete grade will automatically become an “F” grade at the end of the next semester if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date.

PASS/NO PASS (P/NP) - (Grading Policy 3090)

Students may enroll in select courses on a “Pass/No Pass” basis. Arrangements to take a course on this basis must be made by the end of the fifth day of the term (check with course faculty to determine availability of this grading option). Once a student has registered to take a course on the “P/NP” basis, a student cannot switch back to the regular grading system. The “P/NP” registrant is obligated to complete all course requirements.

- Student may take no more than one class per semester on a P/NP basis.
- Students who are on Academic Probation will not be allowed to register for any courses on a P/NP basis.
- No class taken initially for a letter grade may be repeated on a P/NP basis.
- A grade of “P” indicates that the student did at least “C” level work in the course.
- The grade of “P” is not computed in a student’s grade point average, but it is computed in earned credits.
- P/NP grades may or may not be accepted by other institutions and/or academic programs.
- Circumstances which may exempt students from all or a portion of the P/NP grading policy may include customized training, continuing education or management education.

POST SECONDARY ENROLLMENT OPTIONS - 3050

For the Post Secondary Enrollment Options Policy see page 22.

PRESIDENT'S AND DEAN’S LISTS - 3300

Students earning a GPA of 3.5 or above will be placed on one of the academic achievement lists to indicate above-average performance. Only students with at least 12 earned credits (A,B,C,D,F) and no incomplete (I) grades as of the last day of the semester will be eligible for the academic achievement lists.

Criteria for the lists include:
- 3.50 - 3.74 semester GPA for the Dean’s List
- 3.75 - 4.00 semester GPA for the President’s List

Each list may be announced and sent to area newspapers for publication.
PROGRAM INTERRUPTION - 3250

Northland Community and Technical College’s calendar is subject to modification due to occurrences, i.e. fire, flood, labor disputes, interruption of utility services, natural or catastrophic disasters, civil disorders, and war. In the event of such occurrences, the College will attempt to accommodate its students. It does not, however, guarantee that courses of instruction, content goal statements, extra-curricular activities, syllabi or other college programs or events will be completed or rescheduled.

PROGRAM OF STUDY - 3440

A student working toward a certificate, diploma or degree will follow the approved program curriculum at the time of acceptance in a major. Students who have maintained continuous enrollment may elect to follow a new approved program curriculum that is adopted during their enrollment. Students who have not attended for one academic year or more must meet the program requirements in effect at the time of their re-enrollment.

REPEATING COURSES - 3100

In order to successfully complete a course as defined by program requirements, a student may repeat a course no more than two (2) times. Repeating a course will not remove previous attempts from the student’s transcript. The best grade will become the grade calculated for GPA purposes. All repeated credits are included in the completion percentage calculation for satisfactory academic progress. Certain “activity-based” courses as defined in the catalog, such as: private music lessons, band, chorus, athletics, college newspaper, and certain physical education courses may be repeated for credit. Management education courses as defined in the catalog may also be repeated for credit. Repeating a course will not remove previously posted Satisfactory Academic Progress notations on the student’s transcript.

SAFETY GLASSES/EQUIPMENT - 3395

Minnesota State Law requires that every person shall wear industrial quality eye protection devices when participating in hazardous training activities and courses. Northland Community and Technical College will comply with the law by requiring that all students in hazardous training activities and courses purchase and wear safety glasses with side shields. Individual programs may have additional requirements for student use of personal protective equipment.

STUDENT COMPLAINTS AND GRIEVANCES - 3240

A student has the right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. This policy does not apply to academic grade disputes. Grade appeals must be handled under the Grade Appeal Policy-3450. Students are encouraged to use available informal resolution procedures before filing a complaint or grievance.

Student Complaints and Grievances Procedure – 3240P

Definitions:

Appeal: A request for reconsideration of a grievance decision under Policy 3240 and Procedure 3240P.

Complaint: An oral or written claim concerning a college issue brought by a student alleging improper, unfair or arbitrary treatment.

Grievance: A written claim raised by a student, alleging improper, unfair, or arbitrary action by an employee involving the application of a specific provision of a college rule/regulation or a board policy or procedure. This policy does not apply to those college rules/regulations or to board policies or procedures that include an appeal or grievance process.

Retaliation: Retribution of any kind taken against a student for participating or not participating in a complaint, or grievance.

Student: An individual who is enrolled in a college, a group of such individuals or the campus student government.

Notification and Publication:

Northland Community and Technical College (NCTC) informs students of the established complaint and grievance policy and procedure through the Student Policy Handbook/Planner and through its website.

Informal Resolution:

NCTC encourages informal resolution of complaints by requiring that students discuss the complaint with the employee(s), and/or administrator(s). If not resolved through this informal discussion, a complaint may become a grievance if the complaint involves the application of a college rule/regulation or a board policy or procedure.
Formal Resolution:
All appeals, complaints, and grievances not resolved informally must be submitted in writing to the Campus Registrar. Students are encouraged to use the Student Appeal/Petition Form to submit formal appeals, complaints or grievances – they are located in Student Services. Appeals, complaints or grievances are reviewed by standing committees which report their findings directly to the student who has filed the appeal, complaint or grievance. Students may appeal the decision or recommendation through procedural steps listed below.

Committees:
Each NCTC campus has established two standing committees to review appeals, complaints and grievances: the Academic Appeal Committee and the Student Services Appeal Committee. These groups review student appeals if an informal discussion cannot produce an acceptable remedy. A student who feels that his/her right to an education is being affected unfairly due to the presence of a college academic or non-academic policy or procedure will be directed to the appropriate campus review committee.

Academic Appeal Committee:
This committee considers the validity of all student academic appeals. Topics appropriate for review by this committee include, but are not limited to: curriculum and instruction issues, suspension, credit transfer, graduation requirements, withdrawal date deadline adjustments and unresolved academic issues.
Membership consists of Registrar’s Office representative, Student Services representative, Academic Dean, member of the Academic Affairs and Standards Council, faculty representatives, an ADA specialist, and may include a student representative. Faculty should comprise 50% or more of the Academic Appeals Committee.
The committee chair will be elected by majority vote of the committee (not an administrator). Each member will hold one vote and the elected chair will only vote in the event of a tie. Committee members will refrain from voting. Any committee member directly involved with the appeal will not be in attendance during the review process.

Student Services Appeal Committee:
This committee’s purpose will be to investigate and make recommendations to the College President or designee. Topics appropriate for review by this committee include, but are not limited to: appeals of non-academic college policies and procedures (admissions, computer use, financial, etc).
Membership consists of a business office representative, financial aid representative, student services representative, an ADA specialist, faculty representatives, and may include a student representative.
The committee chair will be elected by majority vote (not an administrator). Each member will hold one vote and the elected chair will only vote in the event of a tie. Committee members will refrain from voting if they have a conflict of interest with the issue being discussed. Any committee member directly involved with the appeal will not be in attendance during the review process.

Steps for Filing
1. The College Appeal Form (available from Student Services) should be accurately completed and returned to the Campus Registrar’s office along with any supporting documentation.
   - Appeals concerning tuition, fees, and late withdrawals must be submitted by the end of the following term (Fall, Spring, Summer).
2. The Campus Registrar reviews the student appeal and assigns it to the appropriate campus committee or administrator.
3. If the appeal is directed to a campus committee, the Academic Appeal Committee or Student Services Appeal Committee appoints a member to gather information pertinent to the appeal and report their findings to the committee.
4. Students have the right to present their case in person to the committee at the committee meeting. Students must notify the Campus Registrar of their decision to present their case in person at the time they submit their appeal to the registrar. Students intending to bring another person who can provide information regarding the appeal to the meeting must notify the Campus Registrar at the time they submit their appeal.
5. The committee reserves the right to include other college personnel in the meeting to address issues of the appeal as needed.
6. The committees review and judge the merits of all information provided.
7. The Student Services Appeal committee makes recommendations to the campus Dean of Student Affairs, who will inform the student of the outcome in person or by mail within ten days of the committee meeting.
   - The student may appeal the Student Services appeal decision of the campus Dean of Student Affairs' to the College President within ten days of the campus Dean of Student Affairs' decision.
8. The Academic Appeal committee informs the student of the outcome in person or by mail within ten days of the committee meeting.
   - The student may appeal the Academic Appeal Committee’s decision to the Chief Academic Officer within ten days of the committee’s decision. The decision of the Chief Academic Officer is final.

Appeals to any administrator or designee must be submitted through the Registrar’s Office and should include:
   - Student name
   - Student program
   - Statement regarding why the student feels the committee decision should be reversed, based on what information was not considered.
   - Why the student thinks he/she will establish improved and satisfactory academic progress.
   - Copy of Academic Contract, if any
   - Related correspondence

Retaliation:
No retaliation of any kind shall be taken against a student for participating, or refusing to participate, in an appeal, complaint or grievance. Retaliation may be subject to action under appropriate student or employee policies.

Administrative Complaint Statement and Reference to Policy:
NOTE: Appeals of federal, state, and MnSCU policies and procedures will be directed to the College President or designee for referral to the appropriate federal or state agency.

If the grievance involves a board policy or the actions of NCTC’s President or Chief Academic Officer, a student may further appeal the College decision to the Chancellor. The decision of the Chancellor is final and binding.

**SUBSTITUTION OF REQUIRED COURSES - 3325**
Students must submit the "Student Appeal/Petition" form documenting permission from the program faculty and the Dean of Academic Affairs for course substitution. This request must be submitted to the Registrar’s office prior to the start of the last term of enrollment.

The request should address why the substitution is necessary. Substitutions cannot have a negative impact on program learning outcomes. The substitution should be from a related discipline and will not reduce the total number of credits required for graduation from a specific program.

**SUPERVISED OCCUPATIONAL EXPERIENCES (SOE)/ INTERNSHIPS - 3220**
Internships can be an important learning experience for students. The major intent of the internship program is to provide a closely supervised bridge from the classroom setting to the world of work. Internships or technically Supervised Occupational Experiences (SOE), include (but are not limited to) clinicals, internships, practicum, apprenticeships, supervised work experiences, and co-ops.

An SOE at the College is viewed as a valuable partnership between business/industry and education. An SOE option provides an opportunity to function in the work environment as a component of an educational experience.

Internships should meet syllabus and training plan requirements for student outcomes. A completed MnSCU affiliate contract between the College and the applied field affiliate must be on file.

A syllabus and training plan must detail:
   - Level of Supervision
   - Entrance Requirements
   - Learning Outcomes
   - Evaluation Standard

Each student participating in an internship must complete a “Waiver of Liability, Assumption of Risk, and Indemnity Agreement – On/Off Campus Activities” form prior to the internship.

**SYLLABUS AND COMMON COURSE OUTLINE - 3060**
The course syllabus is prepared to provide students with information on the course content, course requirements, and course expectations. Each course syllabus will be developed and/or revised by instructional faculty. The course syllabus is a document that contains elements
of the corresponding common course outline,* standards for evaluation of student learning and additional information, which reflects the creative work of the faculty member. Each student will receive a copy of the course syllabus on the first day of attendance.

The faculty member shall, upon request, provide a copy of the syllabus to the College administration, which will be maintained in a master file in a central location on each campus.

*Common Course Outline: The course outline is the document approved by the College’s Academic Affairs and Standards Council and shall include the course title, course description, prerequisites, total credits, lecture/lab breakdown, and student learner outcomes.

TEST-OUT

For “Test-Out” information see the “Credit by Examination” Policy on page 10.

TRANSFER OF CREDIT - 3120

Transfer of credit to other colleges varies and is determined by the individual college to which the student is transferring.

Students wishing to transfer credit from another institution to Northland Community and Technical College (NCTC) must request an official transcript of their grades be sent to the admission’s office at the appropriate campus for evaluation.

Transfer credits from regionally accredited institutions will be accepted to the college. NCTC will accept passing grades in transfer. These credits may or may not apply to specific program requirements.

Transfer credits from non-regionally accredited institutions and/or institutions outside the United States may be accepted to the college upon student request. Submission, by the student, of appropriate documents may be required, such as syllabi, instructor credentials, formal mentoring from accredited college faculty, etc. These credits may or may not apply to specific program requirements.

Students may appeal any decision regarding their transfer of credits.

Transfer of Credit Procedure - 3120P

A student must contact all colleges previously attended and request official transcripts be sent to the Registrar’s Office at NCTC. NCTC will accept passing grades in transfer. Transfer credits will be accepted in to NCTC from official transcripts only.

Once the transcripts are received by NCTC, the credits from regionally accredited colleges will be:
1) entered in to ISRS,
2) uploaded from the ISRS system in to DARS and
3) reviewed by a Transfer Specialist for equivalency.

Credits from non-regionally accredited institutions may be accepted. A student may be required to provide documentation prior to credits being accepted or other decisions being made on transfer issues. Some credits may be accepted only as they pertain to the student’s program of choice at NCTC. Some programs requiring science, math, and/or technology courses limit the number of years a course will be accepted for credit. Refer to specific program information, program advisors or NCTC transfer specialists to determine if a time limit is in place.

Accepting credits from institutions outside of the United States will be based on an evaluation of the credits by an international evaluating agency, such as WES or International Education Services. It is the student’s responsibility to have the evaluation completed and submitted to NCTC. Credits may be accepted as they pertain to the student’s program of choice at NCTC. A student may appeal decisions regarding the Transfer of Credit policy or procedure. The student must complete the Student Appeal/Petition Form and submit the form to the campus Registrar. The Academic Appeal Committee will notify the student of the outcome in writing.
ADMISSIONS

Northland Community and Technical College (NCTC) is committed to open admissions with the following requirements:

- the basic requirement is a high school diploma or GED certificate,
- a person who has neither a high school diploma nor a GED certificate may be admitted if, at the discretion of the College, that person demonstrates potential for being a successful college student, and
- admission to NCTC does not guarantee admission to college-level courses, as provided for in Policy 3340 Assessment for Course Placement.

Admissions Procedure – 2020P

Application Fee and Form

NCTC charges an admission application fee and shall not process a prospective student’s application until the fee has been paid.

- NCTC shall not charge an application fee to a student who has previously been admitted to, or has been enrolled at NCTC.
- Post Secondary Enrollment Option (PSEO) students shall not be charged an admission application fee. The student will be charged the application fee at the time they apply for admission as a regular student.
- NCTC shall refund the application fee to students who are denied enrollment due to program size limitations or program closure and wish to cancel the admissions process.
- NCTC shall waive the application fee for applicants who are in the military and are currently deployed overseas.

Prospective students may apply by using the online application form, by completing the system-wide application, or the NCTC paper application. Contact the College if a paper application is desired. The online application may be found at www.northlandcollege.edu.

Special Student Status

NCTC may allow students to enroll for courses in a special student status. These students are not candidates for diplomas, certificates or degrees at the College.

Admission to a Program

Prospective students may apply to the College, without regard to race, sex, 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. Academic, fiscal and facilities considerations may limit admission to particular programs or the institution. Admission to the College does not guarantee admission to a specific program.

Students on academic suspension from a Minnesota State College or University shall not be admitted during the term of that suspension unless they demonstrate potential for being successful in the particular program to which they apply. Students who have been suspended or expelled for disciplinary reasons from any postsecondary institution may be denied admission to NCTC.

Individuals who are denied admission on the basis of the published requirements may file a Student Appeal/Petition Form with the campus Registrar’s Office.

ADVANCED STANDING - 3150

Advanced standing refers to credit granted by the College for previously gained knowledge and skills that are equivalent to coursework at the College. Such credit may be granted through various means: direct transfer of courses of equivalent nature that were completed at other regionally accredited institutions of higher education; by examination; through evaluation of credit for experiential learning; or through formal Tech Prep agreements with high schools. Such credit granted will appear on the transcript.

The College’s Student Services personnel and appropriate faculty will assess applications for advanced standing at the student’s request. It is the student’s responsibility to provide documentation to support his or her request.

ASSESSMENT FOR COURSE PLACEMENT - 3340

Northland Community and Technical College, in compliance with MnSCU Board Policy
3.3. requires students to complete an incoming student assessment. The assessment is not used to make admission decisions. The assessment, which includes math, reading, and writing components, is used to ensure that students have or develop skills necessary to be successful with their college-level curriculum.

Students achieving scores below the established minimums will be required to register and successfully complete (“C” or better) at least one developmental course each semester until they have completed all required developmental courses. Satisfactory completion of required developmental courses must be achieved in order to meet graduation requirements.

Circumstances which may exempt students from all or portions of the assessment may include:

- Presentation of evidence of adequate preparation or prior education (e.g., baccalaureate degree, proof of successful completion of college algebra or college composition, presentation of parallel scores on comparable tests, presentation of scores at or above the minimum level on standardized college admissions tests)
- Enrollment in courses or programs specifically designed as customized training, continuing education or management education programs
- Enrollment in one- or two-course program of study

**CREDIT BY EXAMINATION - 3160**

For the “Credit by Examination” Policy see page 10.

**CREDIT FOR EXPERIENTIAL LEARNING - 3260**

Students may earn academic credit in certain college courses applicable to their program of study if they have gained skills and knowledge from previous education, job training, self-study, or occupational experiences. In some programs, students may be permitted to start at a more advanced level if they can demonstrate college-level competency similar in nature and quality to the competency they would acquire in courses offered by the College.

Academic credit may be given for credit by examination, proficiency demonstration, and/or college-level experiential learning as documented by portfolio assessment. Students may be charged applicable fees.

**DATA PRIVACY - 2015**

It is the policy of Northland Community and Technical College to annually inform students and parents of their privacy rights and data practices.

**Notification of Rights**

The Family Educational Rights and Privacy Act (FERPA) and Minnesota Government Data Practices Act (MGDPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within ten days of the day the college receives a request for access.

Students should submit to the Registrar’s office written requests that identify the record(s) they wish to inspect. The Registrar’s office shall provide copies of the private or public data upon request by the individual subject of the data but may be charged for actual costs of copying.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. He/she should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and MGDPA authorized disclosure without consent.

One exception that permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law
enforcement unit personnel and health staff; a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

NOTICE: If the student is currently enrolled in or receiving services from a college or university within the Minnesota State College and University System ("System"), his/her academic records from that institution are available to officials of other schools within the System while they are in attendance. If he/she is seeking or intending to enroll at another institution within the System, their academic records from other institutions are also accessible to officials at the school where he/she are seeking or intending to enroll. Disclosures of their records to other schools under other circumstances may require their prior written consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northland Community and Technical College to comply with the requirement 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.

DIRECTORY INFORMATION

The college may disclose, without consent, “directory” type of information, identified as follows:

- Name
- College Assigned Email Address
- Hometown
- Dates of Attendance
- Enrollment Status (enrolled, graduated, withdrawn, part-time, full-time)
- Program of Study
- Certificate/Diploma/Degree Awarded
- Honors and Awards Received
- Participation in Recognized Campus Activities/Sports
- Height and Weight of Athletic Team Members
- Photographs and Computerized or Videotaped Images

Directory information is public data unless the student requests any of the data to be treated as private. A request to withhold directory information must be on file with the Registrar’s Office and must be completed annually.

Release of Student Information

The College will not release information, other than what is considered “directory” information, without prior consent from the student. The request to release additional information will be complied with only if the student has signed a Consent of Release form.

Students may obtain a personal transcript anytime upon request to the Registrar’s Office.

No one outside the College may obtain data regarding a student’s performance or attendance unless the student so authorizes in writing.

INTERNATIONAL STUDENT ADMISSIONS - 2045

International students are those who do not have United States citizenship, permanent residency, or refugee or political asylum status. International students must complete the Northland Community and Technical College’s (NCTC) International Student Admissions process, including the special application. They also must meet the English language proficiency, academic, and financial support requirements. NCTC issues the Form I-20 for F-1 and M-1 student visas to accepted students. Students who do not need the I-20 are not required to meet the financial, immunization, and health insurance requirements.

English Proficiency Requirements:

NCTC requires:
- a minimum TOEFL score of 500 on the paper version of the exam or 173 on the computer version, or
- completion of Level 109 of an approved ELS Language Center, or
- recent completion of a college-level composition course with a grade of “C” or better from a college in the United States.
NCTC will waive the English requirement for any applicant whose native language is English.

**Academic Requirements:**
The minimum academic requirement is graduation from an accredited secondary school or its equivalent. International student applicants must arrange for the NCTC Admissions Office to receive official academic records from all secondary, college, university, or professional institutions they have attended. The College reserves the right to determine the appropriateness of the certification. Photocopies are not acceptable. A certified literal translation must be included with the official document if the record is not in English.

**Financial Requirements:**
International applicants who want the student F-1 or M-1 visa must provide documentation showing that all educational and living expenses will be provided for their first year of enrollment at NCTC (Certification of Finances). International students are expected to have at their disposal sufficient funds to meet all educational and living expenses throughout the time it will take to complete their program objectives. Financial aid is not available for international students through NCTC. Off-campus employment is not available during the first year of academic study. Off-campus employment opportunities are limited after the first year and are subject to the regulations of the U.S. Citizenship and Immigration Services (USCIS). NCTC reserves the right to determine the accuracy of the financial certification.

**Immunization Requirements:**
Minnesota law requires that all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exceptions.

**Health Insurance Requirements:**
Health insurance is required as a condition for enrollment for all international students attending NCTC. All international students are required to purchase the Minnesota State Colleges and Universities International Student Accident and Illness Insurance Plan, unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that might occur. NCTC is not responsible for any bills due to illness or injury.

**ORIENTATION - 2018**
Except for students enrolled in customized training coursework or off-campus management education programs, all students at Northland Community and Technical College are expected to complete an orientation.

**POST SECONDARY ENROLLMENT OPTIONS - 3050**
The Post Secondary Enrollment Options Act (MN Statute 1999, 124D.09) “promotes rigorous academic pursuits and provides a wider variety of options to high school pupils by encouraging and enabling secondary pupils to enroll full-time or part-time in non-sectarian courses or programs in eligible post-secondary institutions.”

In conjunction with Minnesota State Colleges and Universities System Policy 3.5, Northland Community and Technical College (NCTC) will comply with the PSEO Act by facilitating accessibility of college courses to college-ready high school students.

Eligible Minnesota high school juniors or seniors may enroll in coursework through the College as part of the student’s full-time high school enrollment. NCTC will evaluate student eligibility, admit students to the College on a provisional basis, register students for courses on a space available basis, inform the student of the support services available at the College, and monitor satisfactory academic progress. Participation in this program requires the approval of the parent or legal guardian and the College. Continued participation requires satisfactory academic progress.

NCTC will offer PSEO students only courses that have been approved by Northland’s Academic Affairs Council. Developmental courses are not covered by the PSEO program. Courses delivered as part of the PSEO program must meet MnSCU and NCTC academic policies and standards. Prior to registering for classes, students are required to take the college assessment. After completion of the assessment, students may register by meeting with their high school counselor or an NCTC academic advisor. PSEO students may enroll in no more than 32 credits per year without approval of the high school.

PSEO students are subject to all policies and procedures of the College and are expected to follow the College’s calendar as to important dates and deadlines.

The College President or designee must approve any deviation from this practice.
RECIPROCITY - 2060

The State of Minnesota has reciprocity agreements with North Dakota, South Dakota, Wisconsin, Michigan, Missouri, Nebraska, and Manitoba, Canada. Applications for Reciprocity must be completed as required by the student's state of residence. The Minnesota State Colleges and Universities Board of Trustees has authorized Northland Community and Technical College to charge a single tuition rate to all students, except Wisconsin residents who are charged a tuition rate based on an annual agreement between Minnesota and Wisconsin.

TECH PREP ARTICULATION - 3170

In addition to advanced standing agreements, Northland Community and Technical College will recognize official agreements between high schools and other colleges providing they meet the criteria and conditions of NCTC "Program Articulation Agreement for Advanced Standing."

FINANCIAL INFORMATION

ABILITY TO BENEFIT - 2025

In order to receive financial aid, federal regulations require students who do not have a high school diploma or GED to pass an independently administered "ability to benefit" test approved by the Department of Education. Students who pass the "ability to benefit" test may be considered for financial aid. Passing standards will be established by the U.S. Department of Education and published in the Federal Register.

ATTENDANCE/ACADEMIC ACTIVITY FINANCIAL AID - 2030

As of July 1, 2000, changes in Federal legislation governing Title IV Financial Aid require colleges to recognize student attendance/academic activity in administration of local financial aid programs. A student's official last date of attendance/academic activity is defined as the date the Campus Registrar's Office receives official notification of the student's intent to withdraw. If a student has not officially withdrawn, the last date of attendance will be validated either by faculty/staff documentation or by applying the midterm date.

DEFERMENT/PAYMENT PLAN

For Deferment/Payment Plan information see the “Registration Cancellation Policy” on page 25.

FINANCIAL AID - 2075

Students who want to be considered for financial aid must complete the Free Application for Federal Student Aid (FAFSA) and any other documentation requested. Students should be aware that the initial responsibility for paying for college expenses lies with the student and/or parents.

To assist students in meeting college costs, Northland Community and Technical College (NCTC) offers a comprehensive program of student financial aid. The following programs are available to NCTC students:

Grants
1. Federal Pell Grant
2. Minnesota State Grant
3. Federal Supplemental Educational Opportunity Grant
4. Minnesota Child Care Grant
5. Academic Competitiveness Grant (ACG)
6. MN GI Bill

Employment
1. Minnesota State Work Study
2. Federal Work Study

Loans
1. Federal Stafford Subsidized & Unsubsidized Loans
2. Federal Parent Loans for Undergraduate Students (P.L.U.S.)
3. Student Educational Loan Fund (S.E.L.F.)
4. Perkins Loan

Third-Party Funding
In addition to the above aid administered by NCTC, there are several agencies that assist students with their educational expenses. These agencies should be contacted directly by the students to determine their eligibility. Examples of these agencies are:

1. Bureau of Indian Affairs (BIA)
2. Concentrated Employment Program (CEP)
3. Division of Rehabilitation Services (DRS)
4. Workforce Investment Act (WIA)
5. State Indian Scholarship
6. Tribal funding

Disbursement of Financial Aid
Financial Aid awarding will start with fall semester and end with summer semester. Students whose financial aid file is not completed by the financial aid priority date (six weeks before start of semester) may experience a delay in the payment of financial aid. Adding or dropping of classes during the first five days of the semester, which changes the total number of credits attempted, may also delay the payment of financial aid.

Grants and loans which exceed institutional charges will be made available to students on the 11th day of the semester for those students with COMPLETE financial aid files.

Eligibility for Financial Aid
Eligibility for financial aid is determined by student’s enrollment status. Enrollment is defined as follows for all programs except Minnesota State Grant:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 or more</td>
</tr>
<tr>
<td>⅓ Time</td>
<td>9-11 credits</td>
</tr>
<tr>
<td>⅔ Time</td>
<td>6-8 credits</td>
</tr>
<tr>
<td>Less than ⅓ Time</td>
<td>1-5 credits</td>
</tr>
</tbody>
</table>

Students must be enrolled in an eligible program pursuing a certificate, diploma, or degree from the College. Students receiving federal and state financial aid must also maintain satisfactory academic progress, as described in the Academic Progress section of the Student Policy Handbook/Planner. The Financial Aid Office monitors satisfactory academic progress each term.

Each federal and state financial aid program requires minimum enrollment levels to qualify for at least part-time financial aid, depending on initial eligibility. Students enrolled for less than 6 credits will lose eligibility for loans and childcare assistance entirely; therefore, it is advisable to check with the Financial Aid office on the campus for assistance with part-time enrollment. Full-time enrollment is defined as twelve credits for Pell Grant recipients and fifteen credits for Minnesota State Grants.

For more information, contact the Financial Aid Office for policies and/or procedures regarding financial aid, or refer to the Student Policy Handbook/Planner for current policy guidelines.

Distance Education Course Eligibility
Distance Education courses may be treated differently. Contact the Financial Aid Office for assistance.

Deferment of Tuition, Fees, Books, and Laptops
Students may be eligible to defer the costs of tuition, fees and books at the beginning of each term, provided they have sufficient financial aid to cover the costs entirely, and they have a complete financial aid file. (A complete financial aid file is defined as one where all required documentation has been received, awards have been determined, and an award letter has been printed.) Students who do not have a complete file by the time classes start, or who do not have sufficient financial aid to cover all the above mentioned costs, will be required to pay for the required books the first day of the term. Deferment of tuition and fees will then be dependent upon whether the College has received results of the financial aid application before the first day of term.
Maximum Allowable Credits to Complete a Major
All students are required to complete their certificate, diploma, or degree within a timeframe not to exceed 150% of the published credit length of the program. Financial aid recipients will continue to maintain eligibility as long as they are able to complete their program requirements within 150% of the published credit length of that program. However, students lose their eligibility when it is determined they can no longer complete their program within the 150% time frame.

Return of Funds
If a student withdraws or stops attending prior to the end of a term, the student may be required to repay a portion of the amount he/she received from the financial aid programs. The repayment is based on a proration of the days the student was actually in attendance. Northland Community and Technical College will use the Federal Return of Funds calculation to determine the amounts to be returned to the appropriate programs.

Withdrawals/Transfers with Financial Aid
Student enrollment status will be determined by the credit load as of the sixth class day of each enrollment period. A student who withdraws from a major at the completion of an enrollment period and who later re-enrolls in another major will re-enroll with the same status (e.g., suspension, probation). Upon a student’s suspension appeal being approved, he/she must contact the Financial Aid office to determine if he/she is eligible to have financial aid reinstated.

LAST DATE OF ATTENDANCE/NO SHOW REPORTING - 2092
For the “Last Date of Attendance/No Show Reporting Policy” see page 42.

REGISTRATION CANCELLATION - 7052
Tuition and Fee Due Date
Payment of tuition and fees is due by 1:30 p.m. the last business day prior to the start of classes. Students who have not paid in full, do not have a financial aid deferment, or have not established a payment plan will have their registration cancelled.

An extension of the payment due date shall be granted for:
- students who have filed and are awaiting properly approved financial aid from federal, state or other third-party sources
- students who are enrolled in the Post-Secondary Enrollment Options (PSEO) program
- students who have been in the military and are awaiting funding from the V. A. and have a deferment in place
- students attending under a consortium agreement with another MN State college or university
- students who have set up a payment plan with FACTS Management Company (available through the online registration website)

The 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. Deferrals must document the reason for and time duration of the deferral and must be signed by the President or designee.

Payment Plans
Students will have the opportunity to set up a payment plan with FACTS Management Company, provided the minimum first payment amount is equal to $300.00 or 15% percent of the total due for tuition and fees. Students will be obligated for classes in which they are enrolled as of the fifth business day of the semester. A payment plan will not be available for students enrolling only in a class of short duration, such as a course that runs for only half term.

Registrations After the Fifth Day
Late registrants (those registering after the fifth business day of the semester) shall be required to make full payment at the time of registration unless they qualify for a deferment as noted above.

Registration Cancellation Procedure - 7052P
Students shall be notified at the time they register of the payment options available to them and the “Registration Cancellation Policy”. Students can view their account online through the “Student” tab on the web and accessing “My Account” menu to see their balance due. Students will be given the option to make electronic payments including one or more of the following choices: debit cards, credit cards (MasterCard or VISA), check cards and electronic checks (“e-checks”).
Easy Steps for Web-based Electronic Tuition and Fee Payments

1. Log on to www.northlandcollege.edu
2. Click on 'My NCTC', drop down menu will appear, click ‘Registration’
3. Click on appropriate ‘Campus Online Registration’ and ‘Account Access’.
4. Enter Student ID and PIN and click ‘Login Now’.
5. Click on ‘Student’ tab.
6. Click on ‘My Account’.
7. Click on ‘Pay Online’. If needed, following online instructions

Web-based Electronic Payment Plan Option
The college offers students the option of setting up a payment plan to pay for tuition and fees through the use of a web-based payment plan which is accessible through the college website. The college website is connected to the common system-wide e-payment processor selected for this purpose (‘FACTS’). At the “My Account” page students can click on the “FACTS E-Cashier Payment Plan” which will take them to the appropriate FACTS page to set up a payment plan. There will be a $25.00 charge for this service.

Fall and Spring Semesters
All payments referred to in this or following sections must be received by the College by 1:30 p.m. of the day referenced. The first payment will be due no later than five business days prior to the first day of the semester. The second payment will be due no later than the end of the fifth week of the semester. The final payment will be due no later than the end of the eleventh week of the semester. The student account must be paid in full prior to registering for the next semester.

Summer Term
The first payment will be due no later than five business days prior to the first day of the semester. The second payment will be due no later than the end of the fourth week of the semester. The student account must be paid in full prior to registering for the next semester.

One week prior to the start of classes, the Business Office will run a list of candidates to be dropped for non-payment. This list will be reviewed by the Financial Aid office, Business office, and the Registrar’s office to verify that these students should be dropped for non-payment on the last business day prior to the start of classes. Students will be notified by the Registrar’s office that they have been dropped.

Students who have been dropped for non-payment may appeal to the Registrar’s office for reinstatement. Students will be re-enrolled upon approval of the Business Office and/or the Financial Aid office.

REQUEST FOR COLLEGE WORK STUDY STUDENTS - 2080
Requests for work study should be made to the Financial Aid Office. A job description must be completed by the supervisor which will be added to a jobs list. The jobs list will then be made available to students interested in work study. It is the student’s responsibility to contact the supervisor for an interview. It is the supervisor’s responsibility to interview interested students and make a selection to hire a work study student. Employees may not hire or supervise students under the work study program who are their family members.

RESIDENCY - 2062
Determination of the state of residency of students is necessary for a variety of federal and state reporting requirements, for institutional research purposes, and in some cases, determination of the tuition to be charged to individual students.

Students who meet one or more of the following conditions on the date they apply for admission to Northland Community and Technical College (NCTC) shall be classified as residents of Minnesota.

- Students who resided in the state for at least one calendar year prior to applying for admission, or dependent students who have a parent or legal guardian residing in Minnesota on the date the students apply.
- Minnesota residents who can demonstrate that they were temporarily absent from the state without establishing residency elsewhere.
- Persons who moved to the state for employment purposes and, before moving and before applying for admission to a public post secondary institution, accepted a full-time job in the state, or students who are spouses or dependents of such persons.

Students may appeal initial residency classification by completing the Appeal Form and submit to the campus Dean of Student Affairs. The administrator’s decision shall be final. A student whose appeal is successful shall be charged the resident tuition rate retroactive to the beginning of the first term of enrollment. Under certain conditions, students who are initially classified as not being Minnesota state residents may have their status changed to that of resident.
Tuition and fees are due on the last business day prior to the start of classes. Students receiving financial aid from the College will have their payment deferred until financial aid is disbursed on the 11th day of the semester. Students receiving financial assistance from some other third-party need to provide evidence of funding to the Business Office to avoid having a late fee added to their bill.

Tuition
Tuition rates are proposed by the college on an annual basis and must be approved by the Minnesota State Colleges & Universities (MnSCU) Board of Trustees. The MnSCU Board of Trustees has authorized Northland Community and Technical College (NCTC) to charge a single tuition rate to all students, except Wisconsin residents who are charged a tuition rate based on an annual agreement between Minnesota and Wisconsin. Different tuition rates may be charged to students taking courses through Distance Education or via ITV. Some programs may charge different tuition rates based on program costs. Any Minnesota resident 62 years or older may attend classes without payment of tuition or activity fee. This provision is contingent on space availability after all tuition-paying students have been accommodated. However, an administrative fee will be charged.

Fees
Fees to be charged to students.

- **Access Fee.** The revenue from this fee is used for parking lot construction, maintenance, and improvements.
- **Student Association Fee.** This fee is determined by the Statewide Student Association and is used to fund activities of the Association.
- **Senior Citizen Fee (MN residents-62 years of age or older).** This fee is charged to Senior Citizens in lieu of tuition.
- **Application Fee.** An application fee is charged of all students applying for admission to Northland. NCTC shall not charge an application fee to a student who has previously been admitted to, or has been enrolled at NCTC. PostSecondary Enrollment Option (PSEO) students shall not be charged an admission application fee. The student will be charged the fee at the time they apply for admission as a regular student.
- **Student Life Fee.** The Student Life Fee is set by each campus’ Student Life Committee and it is used to fund student activities, clubs, organizations, and athletics.
- **Technology Fee.** A Technology Fee is charged of all students for the acquisition, upgrading and/or maintenance of technology for academic and student support activities that provide or enhance student access to technology. A Technology Fee Advisory Committee will make recommendations to the College President regarding expenditure of revenues received from the Technology Fee. Prior to making such recommendations, the Technology Advisory Committee will inform the campus student association of the committee’s recommendations and seek advice and comment. The College President has final authority regarding expenditure of funds received from the Technology Fee.
- **Late Fee.** A late fee will be charged to those students not paying their tuition and fees by the 17th day of the semester unless they have provided evidence that funding is being provided by another agency.
- **Personal Property & Service Charges** include items and services that are retained by the student or are services on the student’s behalf. Charges are determined by the College President and include the following:
  A. Fees for private music lessons.
  B. Fees charged for “testing-out” (credit by examination) of a class.
  C. Student laptop rental.
  D. Replacement charge for Student Identification Card or Badge.
  E. Penalty fees will be assessed for overdue library books/materials.
  F. Tools, books, materials, and supplies needed in the classroom.
  G. A Professional Liability Fee may be assessed to students enrolling in courses requiring clinical/internship experience. The fee is used to purchase professional liability insurance on the student’s behalf.
  H. Replacement diploma cost.
  I. FACTS payment plan service charge per plan.
**TUITION AND FEE SCHEDULE 2008-2009**

**Tuition:**

<table>
<thead>
<tr>
<th>Residence</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minnesota Residents</td>
<td>$147.40 per credit</td>
</tr>
<tr>
<td>North Dakota Residents</td>
<td>$147.40 per credit</td>
</tr>
<tr>
<td>Wisconsin Residents</td>
<td>TBD</td>
</tr>
<tr>
<td>Other States</td>
<td>$147.40 per credit</td>
</tr>
<tr>
<td>International Students</td>
<td>$147.40 per credit</td>
</tr>
<tr>
<td>Differential Tuition Rates*</td>
<td>$167.40 or $180.20 per credit</td>
</tr>
<tr>
<td>Distance Education</td>
<td>$199.00 per credit</td>
</tr>
</tbody>
</table>

**Fees:**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount/Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Fee</td>
<td>$2.50 per credit</td>
</tr>
<tr>
<td>• Maximum amount</td>
<td>$37.50 per semester</td>
</tr>
<tr>
<td>• Summer session (maximum)</td>
<td>$20.00 per session</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Senior Citizen Fee (in lieu of tuition)</td>
<td>$20.00 per credit</td>
</tr>
<tr>
<td>Student Life Fee (EGF)</td>
<td>$4.00 per credit</td>
</tr>
<tr>
<td>Student Life Fee (TRF)</td>
<td></td>
</tr>
<tr>
<td>part-time students</td>
<td>$5.80 per credit</td>
</tr>
<tr>
<td>full-time students</td>
<td>$95.00 per semester</td>
</tr>
<tr>
<td>State Student Association Fee</td>
<td>$0.31 per credit</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$8.00 per credit</td>
</tr>
</tbody>
</table>

**Distance Education Fees:**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount/Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Student Association Fee</td>
<td>$0.31 per credit</td>
</tr>
<tr>
<td>Student Life Fee</td>
<td>$3.50 per credit</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$8.00 per credit</td>
</tr>
</tbody>
</table>

**Additional Fees:**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount/Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit by Examination - Lecture</td>
<td>$25.00 per lecture credit</td>
</tr>
<tr>
<td>Credit by Examination - Lab</td>
<td>$50.00 per lab credit</td>
</tr>
<tr>
<td>FACTS Payment Plan Service Charge</td>
<td>$25.00 per plan</td>
</tr>
<tr>
<td>Late Fee</td>
<td>$50.00 after the 17th day</td>
</tr>
<tr>
<td>Private Music Lessons</td>
<td>$120.00 per credit</td>
</tr>
<tr>
<td>Professional Liability Insurance Fee</td>
<td>$9.75 per year</td>
</tr>
<tr>
<td>Personal Property / Service Charge</td>
<td>Varies by Course</td>
</tr>
<tr>
<td>Replacement Diploma</td>
<td>$20.00 per diploma</td>
</tr>
<tr>
<td>Replacement Student ID or Badge</td>
<td>$20.00 per card/badge</td>
</tr>
</tbody>
</table>

*Differential tuition rates are necessary due to accreditation/approval requirements that mandate low faculty to student clinical/practical ratios, the highly technical nature of these programs, and program administrative oversight requirements. Programs include: Aviation Maintenance Technology ($180.20), Cardiovascular Technology, AAS, Fire Technology, AAS, Diploma & Certificates, Occupational Therapy Assistant, AAS, Paramedicine, AAS, Pharmacy Technology, Diploma and AAS, Physical Therapist Assistant, AAS, Practical Nursing, Diploma and AAS, Radiologic Technology, AAS, Registered Nurse, AS, Respiratory Therapist, AAS, and Surgical Technology, AAS ($167.40)*
TUITION AND FEE PAYMENT

For Tuition and Fee Payment Procedures, see Bookstore/Business Office information on page 56.

TUITION WAIVER FOR PERSONS UNDER THE GUARDIANSHIP OF THE COMMISSIONER OF HUMAN SERVICES – 2087

The college president may waive tuition for persons under the age of 21 who are under the guardianship of the commissioner of human services provided that those persons are qualified for admission to NCTC and that those persons contribute toward their expenses by gainful employment if they are able to work.

The college president may continue to waive tuition for persons removed from the guardianship of the commissioner of human services until they reach the age of 21 provided those persons were under the guardianship of the commissioner of human services when they reached the age of 18, are qualified for admission to NCTC, and contribute toward their expenses by gainful employment if they are able to work.

If the person has attained the age of 21 and has made satisfactory progress in his/her academic program but has not completed the program, the individual may petition the college through their academic program advisor for continuation of the waiver until that program is completed. The academic program advisor will make a recommendation to the president. The decision to continue to waive tuition will be at the discretion of the president.

NONDISCRIMINATION

NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY - 1020

Northland Community and Technical College hereby adopts MnSCU 1B.1 Board Policy in full, as NCTC Policy:

Part 1. Policy Statement. Minnesota State Colleges and Universities 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, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination /harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual’s constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing system, college, and university non-discrimination policies.

Part 2. Definitions.

Subpart A. Consensual Relationship. A sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the Board of Trustees Nepotism policy 4.10.

Subpart B. Discrimination. Discrimination is defined as conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual’s employment or education.
Subpart C. Discriminatory harassment. Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State Colleges and Universities has further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose and effect of threatening an individual's employment, interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Subpart D. Employee. Minnesota State Colleges and Universities personnel include all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

Subpart E. Protected Class. Protected class for the purpose of this policy means that discrimination and harassment in employment and education are prohibited on the basis of: race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation. In addition, membership or activity in a local human rights commission is a protected class in employment.

Subpart F. Retaliation. Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she made a complaint under this policy or assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated; or associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation or national origin. Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Subpart G. Sexual harassment and violence as sexual abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse. Minnesota State Colleges and Universities 1B.3 Sexual Violence Policy addresses sexual violence.

Subpart H. Student. “Student” means an individual who is:

1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

Part 3. Consensual Relationships. An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Retaliation. Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

All reports of harassment, discrimination and sexual violence should be reported to the College Director of Employee Relations:

Becky Lindseth
becky.lindseth@northlandcollege.edu

TRF Office 665    (218) 683-8630 1-800-959-6282
EGF Office 445    (218) 753-2463 1-800-451-3441

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Part 1. Purpose and applicability.

Subpart A. Purpose. This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Subpart B. Applicability. This procedure shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of Board Policy 1B.1, conduct must be considered sufficiently serious to deny or limit a student’s or employee’s ability to participate in or benefit from the services, activities, or privileges provided by Minnesota State Colleges and Universities.

Subpart C. Scope. This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

Part 2. Definitions.

Subpart A. Designated officer. Designated officer means an individual designated by the president or chancellor to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

Prior to serving as the designated officer, the individual must complete investigator training provided by the Office of the Chancellor.

Subpart B. Decision maker. Decision maker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether Board policy 1B.1 has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

Prior to serving as a decisionmaker for complaints under this procedure, administrators must complete decisionmaker training provided by the Office of the Chancellor.

Subpart C. Retaliation. Retaliation means any action against a complainant or other individual because the individual:

1. Participated in the investigation or resolution of a complaint under this procedure;
2. Opposed conduct the individual believes was in violation of Board policy 1B.1; or
3. Associates with another individual who is protected from discrimination under Policy 1B.1.

Part 3. Consensual relationships. Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to:

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student’s education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member’s course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person’s supervision.
A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/ supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Reporting incidents of discrimination/harassment

Subpart A. Reporting an incident. Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the Office of the Chancellor, college, or university.

Subpart B. Duty to report. Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

Subpart C. Reports against a president. A report/complaint against a president of a college or university shall be filed with the Office of the Chancellor. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

Subpart D. Reports against Office of the Chancellor employees or Board of Trustees. For reports/complaints that involve allegations against Office of the Chancellor employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

Subpart E. False statements prohibited. Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

Subpart F. Withdrawn complaints. If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, colleges, and universities reserve the right to investigate and take appropriate action.

Part 5. Right to representation. In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 6. Investigation and Resolution. The Office of the Chancellor, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Personal resolution. This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Board Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

Subpart B. Information privacy. Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Subpart C. Processing the complaint. The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.
1. **Jurisdiction.** The designated officer shall determine whether the report/complaint is one which should be processed through another Office of the Chancellor, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.

2. **Conflicts.** The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.

3. **Information provided to complainant.** At the time the report/complaint is made, the designated officer shall:
   a.) inform the complainant of the provisions of the Board Policy 1B.1 and this procedure;
   b.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
   c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
   d.) inform the complainant of the provisions of Board policy 1B.1 prohibiting retaliation.

4. **Complaint documentation.** The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the Office of the Chancellor, college or university.

5. **Information provided to the respondent.** At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:
   a) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
   b) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
   c) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
   d) determine whether other individuals are permitted to accompany the respondent during investigatory interviews and the extent of their involvement; and
   e) inform the respondent of the provisions of Board policy 1B.1 prohibiting retaliation.

6. **Investigatory process.** The designated officer shall:
   a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
   b.) inform the witnesses and other involved individuals of the prohibition against retaliation;
   c.) create, gather and maintain investigative documentation as appropriate;
   d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
   e.) handle all data in accordance with applicable federal and state privacy laws.

7. **Interim Actions.**
   a.) Employee reassignment or administrative leave. Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
   b.) Student summary suspension or other action. Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

8. **No basis to proceed.** At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

**Subpart D. Resolution.** After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate Office of the Chancellor, college or university personnel;
4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. the Office of the Chancellor, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint.
6. upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

Subpart E. Decision process. If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. Designated officer. The designated officer shall:
   a.) determine whether additional steps should be taken prior to making the decision. Additional steps may include:
       1. a request that the designated officer conduct further investigative measures;
       2. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
       3. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.
   b.) take other measures deemed necessary to determine whether a violation of Policy 1B.1 has been established;
   c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;
   d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;
   e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.
   f.) Conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate.

Part 7. Office of the Chancellor, college, or university action. The Office of the Chancellor, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board policy 1B1.1, as well as allegations of retaliation.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the Office of the Chancellor, college or university. In accordance with state law, the Office of the Chancellor, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint.

Subpart A. Filing an appeal. The complainant or the respondent may appeal the decision of the decisionmaker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decisionmaker.

Subpart A. Effect of review. For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

Subpart C. Appeal process. The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the
consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

Part 9. Education and training. The Office of the Chancellor, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board policy 1B.1 and this procedure. All colleges and universities and the Office of the Chancellor shall promote awareness of Board policy 1B.1 and this procedure, and shall publicly identify the designated officer.

Part 10. Distribution of board policy 1B.1 and this procedure. Information regarding Board Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the Office of the Chancellor and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

Designated officer for Northland Community and Technical College:
Becky Lindseth, Director of Employee Relations
becky.lindseth@northlandcollege.edu
TRF Office 665 (218) 683-8630 1-800-959-6282
EGF Office (218) 793-2463 1-800-451-3441

Part 11. Maintenance of report/complaint procedure documentation. During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the Office of the Chancellor, college or university in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

All reports of harassment, discrimination and sexual violence should be reported to the College Director of Employee Relations
Becky Lindseth
becky.lindseth@northlandcollege.edu
TRF Office 411 E (218) 683-8630 1-800-959-6282
EGF Office (218) 793-2463 1-800-451-3441

SEXUAL VIOLENCE - 1080

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State Colleges and Universities is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State Colleges and Universities provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

Subpart A. Application of policy to students, employees, and others. This policy applies to all Minnesota State Colleges and Universities students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on System property. Incidents of sexual violence alleged to have been committed by a student at a location other than on System property are covered by this policy pursuant to the factors listed in Minnesota State Colleges and Universities Board Policy 3.6, Part 5. Incidents of sexual violence alleged to have been committed by a Minnesota State Colleges and Universities employee at a location other than System property are covered by this policy.
Individuals alleged to have committed acts of sexual violence on System property who are not students or employees are subject to appropriate actions by Minnesota State Colleges and Universities, including, but not limited to, pursuing criminal or civil action against them. Allegations of discrimination or harassment are governed by Board Policy 1B.1.

Subpart B. College and university policies. Each Minnesota State Colleges and Universities college and university shall adopt a clear, understandable written policy on sexual violence that applies to its campus community, including, but not limited to, its students and employees. The policy content and implementation shall be consistent with the standards in this Policy and Procedure 1B.3.1.

Part 2. Definitions.
The following definitions apply to this Policy and Procedure 1B.3.1.
Subpart A. Sexual violence. Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, as well as aiding acts of sexual violence.

Subpart B. Sexual assault. “Sexual assault” means an actual, attempted, or threatened sexual act with another person without that person’s consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State Colleges and Universities student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Subpart C. Consent. Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Subpart D. Non-forcible sex acts. Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

Subpart E. System property. “System property” means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities, its Board of Trustees, Office of the Chancellor, colleges and universities.

Subpart F. Employee. “Employee” means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and Office of the Chancellor, including student workers.

Subpart G. Student. “Student” means any individual who is:

1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

SEXUAL VIOLENCE PROCEDURE - 1080P

Part 1. Procedure objective.
This procedure is designed to further implement Minnesota State Colleges and Universities Board Policy 1B.3 prohibiting sexual violence. This procedure provides a process through which individuals alleging sexual violence may pursue a complaint. This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

Part 2. Definitions.
Subpart A. Policy definitions. The definitions in Policy 1B.3 also apply to this procedure.

Subpart B. Campus security authority. Campus security authority includes the following categories of individuals at a college or university:

1. A college or university security department;
2. Other individuals who have campus security responsibilities in addition to a college or university security department;
3. Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;
4. An official of a college or university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations, and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification are not included in this definition.


Subpart A. Prompt reporting encouraged. Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, and Minnesota State Colleges and Universities campus security authorities for appropriate action.

Subpart B. Assistance in reporting. When informed of an alleged incident of sexual violence, all Minnesota State Colleges and Universities students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services and campus security authorities.

Minnesota State Colleges and Universities campus security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, including providing guidance in filing complaints with outside agencies including law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards.

When appropriate, Minnesota State Colleges and Universities may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard.


Subpart A. Confidential reports. Because of laws concerning government data contained in Minnesota Statutes chapter 13, the Minnesota Government Data Practices Act, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed health care professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or health care professionals.

Subpart B. Reports to campus security authorities. Complainants of sexual violence may contact any campus security authority for appropriate assistance or to report incidents. Absolute confidentiality of reports made to campus security authorities cannot be promised. However, campus security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainant’s consent except as may be required or permitted by law. There may be instances in which Minnesota State Colleges and Universities determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, Minnesota State Colleges and Universities will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

Subpart C. Required Reports. Any campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to other school officials, as appropriate, such as the campus affirmative action office; the campus office responsible for administering the student conduct code; and/or the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

Part 5. Policy notices.

Subpart A. Distribution of policy to students. Each college or university shall, at a minimum, at the time of orientation make available to each student information about its sexual violence policy and procedure, and shall additionally post a copy of its policy and procedure at appropriate locations on campus at all times. A college or university may distribute its policy and procedure by posting on an Internet or Intranet Web site, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

Subpart B. Distribution of policy to employees. All colleges, universities and the Office of the Chancellor shall make available to all employees a copy of its sexual violence policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet Web
site, provided all employees are directly notified of the exact address of the policy and procedure and that they may receive a paper copy upon request.

Subpart C. Required Notice. Each college or university shall have a sexual violence policy, which shall include the notice provisions in this part.

1. Notice of complainant options. Following a report of sexual violence the complainant shall be promptly notified of:
   a. Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
   b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate Minnesota State Colleges and Universities system contacts for employees, students and others. Such contacts should be identified by name, location and phone number for 24-hour availability, as applicable.
   c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health or other support services.

2. Notice of complainant rights. Complainants shall be notified of the following:
   a. Their right to file criminal charges with local law enforcement officials in sexual assault cases;
   b. Rights under the crime victims bill of rights, Minnesota Statutes Sections 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
   c. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident;
   d. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
   e. That complaints of incidents of sexual violence made to campus security authorities shall be promptly and appropriately investigated and resolved;
   f. That, at a sexual assault complainant’s request, the college, university or Office of the Chancellor may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or a work site or to alternative college-owned housing, if such alternatives are available and feasible.

Subpart C. Complaint procedure. Each college and university shall notify students of the process used to investigate and resolve allegations of sexual violence, as provided in part 6, subpart H.

Part 6. Investigation and disciplinary procedures.

Subpart A. Immediate action. A college or university may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated this policy, in accordance with the procedures in System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

A college or university may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy, in accordance with System Procedure 1B.1.1 or Board Policy 3.6.

Subpart B. General principles. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. Mediation or other negotiated dispute resolution processes between the complainant and the respondent concerning allegations of sexual violence shall be used only if both parties voluntarily consent. No party shall be required to participate in mediation.

College and university investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:

1. Be respectful of the needs and rights of individuals involved;
2. Proceed as promptly as possible;
3. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
4. Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
5. Be conducted in accordance with applicable due process standards and privacy laws;
6. Inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.

The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered.
A respondent’s use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

Subpart C. Relationship to parallel proceedings. In general, Minnesota State Colleges and Universities investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. A college or university need not, and in most cases should not, delay its proceedings while a parallel legal action is on-going. If a college or university is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for Minnesota State Colleges and Universities procedures.

Subpart D. False statements prohibited. Minnesota State Colleges and Universities takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence or during the investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

Subpart E. Withdrawn complaint. If a complainant no longer desires to pursue a complaint through the college or university’s proceeding, the college or university reserves the right to investigate and resolve the complaint as it deems appropriate.

Subpart F. Minnesota State Colleges and Universities discretion to pursue certain allegations. Minnesota State Colleges and Universities reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the college or university.

Subpart G. Minnesota State Colleges and Universities discretion to deal with policy violations disclosed in investigation. Minnesota State Colleges and Universities reserves the right to determine whether to pursue violations of policy by students or employees other than the respondent, including a complainant or witness, that come to light during the investigation of an incident of sexual violence. In order to encourage reporting of sexual violence, under appropriate circumstances college or university administrators may choose to deal with violations of Minnesota State Colleges and Universities policy in a manner other than disciplinary action.

Subpart H. Procedure for employees, students and individuals who are both an employee and student.

- **Employees.** If the respondent is an employee, the investigation and disciplinary decision-making shall be conducted pursuant to the procedures outlined in Board Procedure 1.B.1.1 except that use of the optional “Personal Resolution” described in Part 3. Subpart B. should not be encouraged in dealing with allegations of sexual violence due to the seriousness of the conduct.

Nothing in this procedure is intended to expand, diminish or alter in any manner any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

- **Students.** The college or university may elect to process complaints against students under this procedure using either the investigation and decision-making process of System Procedure 1B.1.1 or Board Policy 3.6. The college or university shall notify students of the process used as required by Part 5.

If a college or university elects to use its procedures under Board Policy 3.6 for incidents of sexual violence, the conduct panel shall make written findings and recommendations, including proposed sanctions, if any, which will be submitted to a decision maker designated by the President. If the decision maker issues an adverse decision against the student, the student may appeal to the president or designee.

**Individuals who are both an employee and a student.** If the respondent is both a student and employee, the investigation shall be conducted by the designated officer, as defined by Board Procedure 1.B.1.1., Part 2, Subpart A. The results of the investigation shall be submitted for review to both the decision maker appointed under Procedure 1.B.1.1 Part 2, Subpart B, concerning the personnel action, and to the President or designee concerning the student action.

**Subpart I. Sanctions.** Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student’s or employee’s previous disciplinary history, and other factors as appropriate.

**Subpart J. Retaliation prohibited.** Actions by a student or employee intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.
Part 7. Sexual violence prevention and education.

Subpart A. Campus-wide training. Colleges, universities, and the Office of the Chancellor must include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents. Education shall emphasize the importance of preserving evidence for proof of a criminal offense. Colleges and universities and affiliated student organizations are encouraged to develop educational programs, brochures, posters and other means of develop educational programs, brochures, posters and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or they learn of such an incident.

Subpart B. Training for individuals charged with decision making authority. Each college, university and the Office of the Chancellor shall provide appropriate training and other resources to individuals charged with decision making responsibilities under applicable procedures in order to facilitate a fair, respectful and confidential procedure on allegations of sexual violence in accordance with this and other applicable policies, procedures and laws.


Data that is collected, created, received, maintained or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of the Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), and other applicable laws. Information on reports of incidents of sexual violence that are made to Campus Security Authorities shall be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 United States Code section 1092 (f). Such information will be used to report campus crime statistics on college and university campuses as required by that Act.

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act and other applicable law and policy.

All reports of harassment, discrimination and sexual violence should be reported to the College Director of Employee Relations:

Becky Lindseth
becky.lindseth@northlandcollege.edu
TRF Office 411 E (218) 683-8630 1-800-959-6282
EGF Office (218) 793-2463 1-800-451-3441
**Drop/Add, Withdrawal & Refund - 2090**

### Drop/Add

**Drop/Add**

For fall and spring semesters, students may drop or add a class through the first five days of the semester without penalty. After the fifth day, a student is financially liable for all credits for which they are registered.

For summer courses, students must drop prior to the second class meeting to avoid being charged, with the exception if the class starts at the beginning of the term. The five day grace period applies to such classes as stated above.

For classes which start later in any term, students must drop the class prior to the second class meeting to avoid being charged.

Distance education course drop/add dates are set by the Distance Education Consortium. Call 1-800-456-8519 for current dates or view the academic calendar at www.northlandcollege.edu.

Whenever dropping or adding a class, students receiving financial aid should check with the Financial Aid Office to see if their eligibility will be affected. It is the responsibility of the student to initiate drops/adds and withdrawals.

### Withdrawal From a Class

After the fifth day of a term, a student may withdraw from a class. However, when a student withdraws from a class, he/she may have the withdrawal processed through eServices at www.northlandcollege.edu under MyNCTC or through the Registrar’s office. Students are financially liable for classes from which they withdraw. Classes that students withdraw from will appear on their transcripts with an indication of a withdraw (W). The last day to withdraw from a class is 10 business days prior to the end of the term. If the course is not full term, the last day to withdraw is the ninetieth (90th) percent point of the course term. There is no refund for withdrawing from a class.

Distance education course withdrawal dates are set by the Distance Education Consortium. Call 1-800-456-8519 for current dates or view the academic calendar at www.northlandcollege.edu.

### Withdrawal From All Classes

If a student chooses to withdraw from all classes, he/she should have the total withdraw processed through the Registrar’s office and notify the Financial Aid office (if they are receiving financial assistance). When totally withdrawing from college during a semester a student may be entitled to a refund based on the following table:

**For fall and spring terms and other terms at least 10 weeks in length**

<table>
<thead>
<tr>
<th>Total Withdrawal Period</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st through 5th business day of term</td>
<td>100</td>
</tr>
<tr>
<td>6th through 10th business day of the term</td>
<td>75</td>
</tr>
<tr>
<td>11th through 15th business day of the term</td>
<td>50</td>
</tr>
<tr>
<td>16th through 20th business day of the term</td>
<td>25</td>
</tr>
<tr>
<td>after 20th business day</td>
<td>0</td>
</tr>
</tbody>
</table>

**For summer term and other terms at least three weeks but less than ten weeks in length**

<table>
<thead>
<tr>
<th>Total Withdrawal Period</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st through 5th business day of the term</td>
<td>100</td>
</tr>
<tr>
<td>6th through 10th business day of the term</td>
<td>50</td>
</tr>
<tr>
<td>after the 10th business day of the term</td>
<td>0</td>
</tr>
</tbody>
</table>

**Class terms less than three weeks in length**

<table>
<thead>
<tr>
<th>Total Withdrawal Period</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st business day of the term</td>
<td>100</td>
</tr>
<tr>
<td>2nd through 3rd business day of the term</td>
<td>50</td>
</tr>
<tr>
<td>after the 3rd business day of the term</td>
<td>0</td>
</tr>
</tbody>
</table>
Exceptions to the Refund Policy

A 100% refund will be given if a student’s class schedule is reduced for the convenience of the college, or if there was a college error. Requests for a refund due to student injury or illness must be submitted to the Registrar’s office by completing the Student Appeal/Petition form, including any necessary documentation.

A partial refund may be considered, at the discretion of the college, due to a change in a student’s employment situation or for significant personal circumstances. This request also must be submitted to the Registrar’s office by completing the Student Appeal/Petition form.

Waivers:

Requests for waivers must be submitted to the Registrar’s office by completing the Student Appeal/Petition Form. The appeals are reviewed by an assigned Appeal Committee and follow the steps stipulated in NCTC Procedure 3240. Only the President or designee may waive amounts due to the college for the following reasons:

- Employee Benefit provided by a Bargaining Agreement
- Death of a Student
- Medical Reasons
- College Error
- Employment Related Condition
- Significant Personal Circumstances
- Student Leader Stipends
- Course Conditions*
- Natural disasters or other situations beyond the control of the campus

A course condition exists when the location or timing of the course results in the student not being able to use the services intended by a fee.

The President or designee may waive amounts due to the college for individual institutional waivers as stated above. A copy of all approved Student Service appeals must be submitted to the Accounts Receivable office.

The college cannot waive the MSCSA student association fee. The College shall, in consultation with students, develop guidelines to implement this policy. These guidelines must be available to students.

GRADUATION - 3110

For the “Graduation Requirements Policy” see page 14.

LAST DATE OF ATTENDANCE/NO SHOW REPORTING - 2092

Federal policies governing Title IV Financial Aid regulations require the verification of students in attendance. The verification of student attendance will determine how much Title IV Financial Aid a student receives. Non-compliance will affect the college’s eligibility for federal student aid. In order to comply with these regulations, Northland Community and Technical College will verify student attendance on the fifth day of classes (No Show). Faculty shall report a last date of attendance on those students who do not complete the course.

Last Date of Attendance/No Show Procedure - 2092P

The Registrar will provide faculty with class rosters on the first and fifth days of the semester. On the fifth day of the semester, the formal class roster will be returned to the Registrar’s office by faculty listing all students who have not attended the class during any of the first five days. These students, if not attending any one or all of their semester classes (No Show), will be administratively withdrawn by the Registrar’s Office from the class(es) they are not attending.

The Last Date of Attendance will be entered by faculty members for students who have not been in attendance and have not completed the course. The Last Date Attended process is available to faculty through the ISRS Web Services.

REGISTRATION - 2050

Students, having completed admissions requirements, will be provided information regarding assessment, orientation, and/or registration. The following items must be completed prior to registration in order for a student to be considered officially enrolled:

1. An application for admission supported by official high school transcript or GED must be on file.
2. Paid application fee.
3. Assessment as deemed necessary by program requirements.
5. Completed immunization form.
6. Registration Procedure – 2050P
Students are encouraged to seek assistance from an advisor regarding registration.

Registration Guidelines
1. Consult with an advisor regarding courses appropriate to program and graduation.
2. Complete web registration form to use as a guide when entering courses online.
3. Access student account information online to find date and time of open registration window.
4. Access student account information online to determine if any “holds” are indicated on account.
5. Students who have outstanding financial obligations owed to the College will not be allowed to register for the subsequent semester until balance is paid in full.
6. Enter courses through online process when registration opens.

New Students
1. All new students must submit required documents as outlined in the Registration Policy in order to register for courses.
2. New students will register according to campus procedures.
3. Enter courses through online process when registration opens.

REGISTRATION CANCELLATION - 7052
For the “Registration Cancellation Policy” see page 25.

STUDENT CREDIT LOAD - 3270
The normal fulltime semester load is 15-18 credits. The maximum number of credits that a student is allowed to take in any one semester is twenty (20). Students wishing to take more than 20 credits must obtain written authorization from their academic advisor.

STUDENT RECORDS - 2011
Student educational data or records are maintained in the Student Services Office. The term "student" includes a person currently or formerly enrolled and applicants for admission. Information other than “directory” information is considered private and will not be released unless the student so authorizes through informed consent. Records relating to a student as an employee shall be subject to personnel policies rather than student data privacy policies.

A student has the right to petition for review of their cumulative student record. The following data may be included in the cumulative record:
1. Admission application, enrollment data, and supporting documentation
2. Diploma and/or transcripts from previous institutions.
3. Assessment data
4. Institutional evaluation data
5. Authorization/s to release information
6. Transcripts
7. Documents relating to student academic status and student conduct

The cumulative student record maintained in the Student Services Office does not contain disability or related information, or financial aid data that may include agency information. The respective offices that collect the data maintain that private data. This data is not accessible to the public. It is accessible to the subject of the data, to individuals or agencies authorized by law to gain access, and to any person or agency having the approval of the subject.
STUDENT CONDUCT

ACTIVITY TRAVEL REGULATIONS - 2175

All travel arrangements required for college sponsored and sanctioned activities must be approved by the campus Dean of Student Affairs prior to leaving for the scheduled activity. Reimbursement for expenses incurred will be according to the current travel rules and regulations of the State of Minnesota as authorized by statute or by contract. Upon return from the college authorized trip, the advisor/coach must complete a reconciliation of funds (including receipts) and submit to the Business Office. Students are required to sign the “Waiver of Liability Assumption of Risk, and Indemnity Agreement – On/Off Campus Activities” form prior to the activity.

Itineraries for trips must be filed with the campus Dean of Student Affairs 24 hours prior to any travel. The itinerary must include the following: date, hour of departure, list of students going, and time of return. Students participating in extra-curricular activities are to be transported in the manner scheduled by the college. This includes activities such as: athletics, music concerts, and club or organization activities. The use of private vehicles for college-related activities is prohibited, unless approved by college administration.

NCTC policies and procedures are applicable during the trip.

ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES ON CAMPUS - 1070

Part 1. Policy Statement. It is the policy of Northland Community and Technical College (NCTC) that the use of alcohol and/or controlled substances will be only in accordance with this policy.

Part 2. Use or Possession of Alcohol and Controlled Substances at NCTC

Subpart A. Compliance with Federal Law. In order to comply with Federal law, including, but not limited to, the Drug-Free Schools and Communities Act (34 CFR Part 86), the Drug-Free Workplace Act (34 CFR Part 85) and the Campus Security Act, NCTC will adopt and implement this policy which is designed to prevent abuse of alcohol and the use of controlled substances.

Subpart B. Compliance with State Law. NCTC prohibits unlawful use, possession, production, manufacture, and distribution of alcohol and other drugs and controlled substances.

Subpart C. Policy. Except as provided in this policy, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at NCTC and college-sponsored events on or off campus is prohibited.

Subpart D. Exception for Instructional Purposes. Use of alcohol in laboratory and classroom instruction/experiments is not prohibited.

Part 3. Responsibilities. The NCTC President is the college authority to approve use of alcohol at specific special events on campus or college sponsored events off campus. Approval shall be consistent with the Office of the Chancellor or campus drug and alcohol policy and with system procedures. The procedures shall address the following: compliance with local ordinances and state law relating to sale, possession or consumption of alcohol; providing adequate dram shop/public liability insurance; and any other matters deemed necessary by the Chancellor.

Part 4. Accountability/Sanctions. NCTC will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including expulsion or termination of employment and referral for prosecution for violations of the policy stated above. Student violations of this policy will be handled as violations of the Student Code of Conduct Policy.

Part 5. Reporting. Records regarding approval of the use of alcohol at specific events shall be maintained by the college in accordance with approved records retention schedules. NCTC will conduct a biennial review of its program to determine its effectiveness and implement changes if necessary, and ensure that the sanctions developed are consistently enforced.

FEDERAL, STATE & LOCAL SANCTIONS REGARDING CONTROLLED SUBSTANCES

Minnesota Alcohol Violations
1. Driving while intoxicated: (blood alcohol concentration .08 or more) 90 days in jail and/or $1000 fine, revocation of driver’s license for up to 90 days, reinstatement fee of $680, DWI knowledge test, application with fees, and a chemical assessment.
2. Possession by persons under 21: $100 fine.
3. Use of false identification for alcohol purchase: loss of driving privileges for at least 90 days and a fine.
4. Furnishing alcohol to persons under 21: $3,000 fine and/or 1 year in jail.
5. Party ordinance: $300 fine and/or 90 days in jail.

Likely Consequence:
Vehicle insurance costs could increase substantially for at least three years.

Repeat Offenders:
A second offense of a DWI within the last ten years will be charged as a gross misdemeanor with a maximum possible sentence of one year in jail and a $3,000 fine. All of the consequences listed above become more serious upon repeated offenses.

Minnesota Drug Laws
Schedule Drugs (I-V)
1. Heroin, LSD, mescaline and peyote, amphetamine variants, marijuana, other hallucinogens.
2. Opium, morphine, codeine, methadone, cocaine, barbiturates.
3. Anabolic steroids, opium, codeine, methadone, cocaine, barbiturates.
4. Barbiturates, benzodiazepines, chloral hydrates, other narcotics, stimulants and depressants.
5. Opium, codeine, other narcotics and depressants.

First Degree
1. Sale: 10+ grams of cocaine, 50+ grams of other narcotic drug, 200+ doses hallucinogen, 50 kilos marijuana, or 25+ kilos marijuana in a school zone, park zone, or public housing zone.
2. Possession: 50+ doses hallucinogen, 500+ doses of other narcotic drug, 500+ doses hallucinogen, 100+ kilos marijuana.
3. Penalty: 0 to 40 years, 4 year mandatory minimum if prior drug felony; up to $1 million fine, 0 to 40 years, 2nd offense.

Second Degree
1. Sale: 3+ grams of cocaine, 10+ grams of other narcotic drug, 50+ doses hallucinogen, 25 kilos marijuana, or sale of a Schedule I or II narcotic drug of 5+ doses hallucinogen or methamphetamine either to a person under 18 or in a school zone, park zone, or public housing zone.
2. Possession: 5+ grams cocaine, 50+ grams of other narcotic drug, 100+ doses hallucinogen, 50+ kilos marijuana.
3. Penalty: 0 to 40 years, 3 year mandatory minimum if prior drug felony; up to $500,000 fine.

Third Degree
1. Sale: Narcotic drug: 10+ doses hallucinogen, 5+ kilos marijuana, or sale of a Schedule I, II, or III (except a Schedule I or II narcotic drug or marijuana) to a person under 18 or employment of person under 18 to sell the same.
2. Possession: 3+ grams cocaine, 10+ grams of other narcotic drug, 10+ kilos marijuana, and any amount of a Schedule I or II narcotic drug or LSD or methamphetamine or 5+ kilos marijuana in a school zone, park zone, or public housing zone.
3. Penalty: 0 to 30 years, 2 year mandatory minimum if prior drug felony; up to $250,000 fine. 0 to 30 years, 2nd or subsequent offense.

Fourth Degree
1. Sale: Any Schedule I, II, or III drug (except marijuana), or sale of marijuana in a school zone, park zone, or public housing zone or any Schedule IV or V drug to a person under 18 or conspiracy for the same.
2. Possession: 10 doses hallucinogen, any amount of a Schedule I, II, or III drug (except marijuana) with intent to sell it.
3. Penalty: 0 to 30 years, 1 year mandatory minimum if prior drug felony; up to $100,000 fine.

Fifth Degree
1. Sale: Marijuana, or any Schedule IV drug.
2. Possession: All Schedule I, II, III, or IV drugs except 42.5 grams or less of marijuana. Any prescription drugs obtained through false pretenses or forgery.
3. Penalty: 0 to 5 years, 6 months mandatory minimum if prior drug felony; up to $10,000 fine.

Federal Law
Schedule I Drugs (Penalty for possession): first offense: 10 years to life, 10 year mandatory minimum; if death or serious injury, 20 year minimum; up to $4 million fine individual, $10 million other than individual. Second Offense: 20 years to life, 20 year mandatory minimum; if death or serious injury, not less than life; up to $8 million fine individual, $20 million other than individual.

Schedule II Drugs (Penalty for possession): First Offense: 5 years to 40 years, 5 year mandatory minimum; if death or serious injury, 20 year minimum; up to $2 million fine individual, $5 million other than individual. Second Offense: 10 years to life, 10 year mandatory minimum; if death or serious injury, not less than life; up to $4 million fine individual, $10 million other than individual.

Schedule I or II Controlled Drugs (Penalty for possession): First Offense: 0 to 20 years; if death or serious injury, 20 year minimum, not more than life; up to $1 million fine individual, $5 million other than individual. Second Offense: 0 to 30 years; if death or serious injury, not less than life; up to $2 million fine individual, $10 million other than individual.
Schedule III Drugs (Penalty for possession): First Offense: 0 to 5 years, up to $250,000 fine individual, $1 million other than individual. Second Offense: 0 to 10 years; up to $500,000 fine individual, $2 million other than individual.

Schedule IV Drugs (Penalty for possession): First Offense: 0 to 3 years; up to $250,000 fine individual, $1 million other than individual. Second Offense: 0 to 6 years; up to $500,000 fine individual, $2 million other than individual.

Schedule V drugs (Penalty for possession): First Offense: 0 to 1 year; up to $100,000 fine individual, $250,000 other than individual. Second Offense: 0 to 2 years; up to $200,000 fine individual, $500,000 other than individual.

Health Risks Associated With Substance Abuse
Substance abuse can cause extremely serious health and behavioral problems, including short- and long-term effects upon the body and mind. The physiological and psychological responses differ according to the chemical ingested, and although chronic health problems are associated with long-term substance abuse, acute and traumatic reactions can occur from one-time and moderate use. Alcohol and drugs are toxic to the body’s systems. Contaminant poisonings often occur with illegal drug use, and mixing drugs, or using "counterfeit substances," can also be lethal. Human Immunodeficiency Virus (HIV or AIDS), sexually transmitted diseases, rape, unwanted pregnancies, injuries, accidents, and violence can result from alcohol abuse or drug use. In addition, substance abuse impairs learning ability and performance. Acute health problems may include heart attack, stroke, and sudden death, which in the case of drugs such as cocaine, can be triggered by first-time use. Long-lasting health effects of drugs and alcohol may include disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells and permanent memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary (lung) damage. Drug use during pregnancy may result in miscarriage, fetal damage, and birth defect causing hyperactivity, neurological abnormalities, developmental difficulties, and infant death.

Education & Prevention Services and Programs: Alcohol and Other Drugs
Primary prevention efforts will be to provide students with appropriate information and developmental experience necessary to make responsible decisions regarding alcohol and illicit drug use and non-use. Prevention efforts shall address legal, social, and health consequences and that use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. See the campus counselor for information and assistance. Prevention efforts will include:

• Early identification and intervention efforts providing assistance to students demonstrating behaviors of concern.
• Crisis intervention procedures for students experiencing medical emergencies.
• Re-entry to the college support services for students after completing therapy for drug or alcohol problems.

Community Resources
Center City, MN  Hazelden Foundation  (651) 213-4200
Crookston, MN  Glenmore Recovery Center  (218) 281-9511
Crookston, MN  Migrant Chemical Health Program  (218) 281-7442
East Grand Forks, MN  Douglas Place  (218) 793-0420
Grand Forks, ND  Altru Health Systems  (701) 780-3440
Thief River Falls, MN  Glenmore Recovery Center  (218) 681-8019
Thief River Falls, MN  Merit Care-Northwest Campus  (218) 681-4240
Thief River Falls, MN  Merit Care-Southeast Campus  (218) 681-4747
Thief River Falls, MN  Northwest Recovery  (218) 681-6561

Alcoholics Anonymous
Crookston  (218) 779-3600
Grand Forks/East Grand Forks  (701) 772-2952 or (218) 779-3600 (24 hrs)
Thief River Falls  (218) 681-1489

Disciplinary Sanctions
Northland Community and Technical College will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct stated above. Student violations of this policy will be handled as violations of the Student Code of Conduct Policy.

**POSSESSION OR CARRY OF FIREARMS - 2130**

Students are prohibited from possessing or carrying firearms while on college property, regardless of whether the student has a permit to carry a firearm, except as noted below:

1. The student is a licensed peace officer, currently employed as such.
2. The firearm is necessary to meet the requirements for a particular course or program such as Criminal Justice.
3. This policy does not prohibit the lawful possession or carry of firearms in the parking lots.

Violation of this policy is considered misconduct and students are subject to discipline, up to and including expulsion or termination.
Definitions:

Firearm means a gun, whether loaded or unloaded, that discharges a shot or a projectile by means of an explosive, a gas, or compressed air.

Student means an individual who is registered to take or is taking one or more courses, classes, or seminars, credit or non-credit. A student is considered to be registered during the time between terms, during any breaks or vacations, and during the summer. A student is also recognized as someone that is expelled or suspended from enrollment as a student at the college, pending adjudication of student disciplinary action.

SPORTSMANSHIP - 2140

In an effort to emphasize the value of good sportsmanship and behavior at college sponsored activities, it should be known that violations of accepted rules of good conduct, or committing any of the following acts, shall be considered as adequate grounds for removal from the premises, may prevent students from attending future college sponsored activities, and may be subject to the disciplinary sanctions of the Student Code of Conduct:

1. Possession or use of alcohol.
2. Misbehavior resulting from intoxication or the use of drugs.
3. The use of abusive language or offensive gestures towards officials, coaches, players or fans.
4. Disrespectfully addressing or baiting a member of either team.
5. Taunting or name-calling to distract a player from either team.
6. The throwing of objects onto the playing surface or into the stands.
7. Starting or inciting fights or striking players, coaches, officials or fans.
8. Going out onto the playing field or court.
9. Standing in the aisles or along the sidelines or endlines.
10. Other behavior which prevents other fans from enjoying the event.

Remember:

1. Show respect at all times for coaches, opponents, game officials, and other fans.
2. Accept the decisions of officials.
3. Avoid offensive gestures and language.
4. Display modesty in victory and graciousness in defeat.
5. Show respect for public property and equipment.

STUDENT CODE OF CONDUCT - 2110

Part 1. Purpose

Northland Community and Technical College (NCTC) believes that every student is accountable for his or her individual behavior especially as it imposes on the freedom, rights and safety of another individual or to the extent that it impacts upon the atmosphere and environment conducive to the educational mission of the College community.

Within this context, specific kinds of behavior are judged to be unacceptable and may serve as a basis for discipline up to and including expulsion as noted in Part 3, Standards. The code of conduct exists to guide the behavior of all NCTC students.

Part 2. Jurisdiction

The College has the right to take necessary and appropriate action to support and protect the safety and well-being of the College community; its students, employees, guests, facilities and programs. Members of the College community and their guests are expected to abide by local, State, and federal laws and Minnesota State Colleges and Universities Board policy. Should the violation of civil or criminal law by a community member involve College interests, the College has the right to proceed with disciplinary action without regard to civil or criminal proceedings.

These regulations apply on all campus property and at all College-sponsored activities, or at activities sponsored by College clubs or organizations on or off campus, except where specifically limited. Students may be subject to College discipline for any violations of the conduct standards that occur any time on College-controlled premises or at College approved or sponsored functions, including but not limited to courses provided at locations other than the campus.

Students may also be subject to disciplinary action for any conduct violations that occur off campus when the behavior involves any of the following:
• Hazing; or
• The violation is committed while participating in a college sanctioned or sponsored activity; or
• The victim of the violation is a member of the college community; or
• The violation constitutes a felony under state or federal law; or
• The violation adversely affects the educational or service functions of the college.

Part 3. Standards
All NCTC students are required to familiarize themselves with, as well as to conform to, College rules and regulations governing personal conduct on all campuses. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following:

1. Dishonestly, including, but not limited to cheating, plagiarism, or knowingly furnishing false information to the College. Plagiarism includes, but is not limited to the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of materials prepared by another person or agency engaging in selling or otherwise providing term papers or other academic materials.
2. Forgery, alteration, misrepresentation, or misuse of College documents, records or identification, or of records submitted to the College.
3. Unauthorized use, changing, deleting of any information or data contained in the MnSCU student record computers.
4. Participating in or the promoting of disruptive activity that interferes with teaching, College events and activities, or disciplinary proceedings or with tampering with or any other activity or behavior that might interfere with teaching the atmosphere of the academic service areas, such as classrooms, library, learning center or preventing learning from taking place; or obstructing the College process, systems or services.
5. Failure to comply with directions of College employees acting in the performance of their duties or with fire, police or other emergency service personnel. Failure to identify oneself to these persons when requested to do so, after they have identified themselves.
6. Conduct which threatens or endangers the health or safety of any person at the College, or at College controlled, sponsored or supervised functions. Intentionally, recklessly or negligently causing physical harm to any person on the College premises or at College sponsored activities. This includes engaging in any form of fighting or any hostile conduct or behavior that might incite violence.
7. Harassment of any member of the College community, placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse (including repeated phone calls), intimidation (including but not limited to, violence or threat of violence). Allegations of harassment or discrimination based on race, sex, 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 will be investigated under NCTC Policy and Procedure 1020. Allegations of sexual violence will be investigated under the NCTC Sexual Violence Policy/Procedure 1080/1080P.
8. Physical, sexual abuse or battery upon a student or College personnel, upon College premises, or while under the authority of College personnel, or at a College-sponsored event; or continued abuse of a student or College personnel, assault or battery upon a student or College personnel, or any threat of force or violence directed toward a student or College personnel.
9. Hazing, including any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose or intention, admission into, affiliation with, or as a condition of continued membership in a group or organization.
10. Unauthorized borrowing of or use of College property, theft or attempted theft or damage to, property of the College or property of a member of the College community or property of a campus visitor.
11. Unauthorized entry to, or use of, College supplies (including College stationery and postage), keys, telephones (including long distance service), computers or computer systems, equipment and/or facilities or the use of any of the above for any prohibited or illegal act.
12. Violations of the Acceptable Use of Computers and Information Technology Resources Policy and Procedure 5010/5010P.
13. Damage to public or private property on College premises including, but not limited to graffiti, defacing signs or damaging College property wherever located.
14. The incurring of financial obligations on behalf of the College without proper authorization.
15. Knowingly passing an insufficient funds check or fraudulent money order in payment of any financial obligation to the College.
16. Violation of College regulations concerning student organizations, the use of College facilities, or the time, place and manner of public expression.
17. Unauthorized use, sale, possession, or presence on campus or at College-sponsored events of alcoholic beverages or controlled substances and/or drug paraphernalia. The state of being under the influence of alcohol or controlled substances on College-controlled property, or at College-sponsored events. A complete copy of the Alcoholic Beverages or Controlled Substances on Campus Policy is available for students in the Student Policy Handbook/Planner.
18. Disorderly, disruptive, indecent, or obscene conduct or expression, or breach of peace, on College-owned or controlled property or at College-sponsored or supervised functions. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
19. Continued willful and disruptive behavior, profanity or vulgarity, or open and persistent defiance of the authority of or persistent abuse of College personnel.
20. Possession or use of unauthorized firearms or other dangerous weapons on College-controlled property. "Weapon" is broadly defined to include, but is not limited to, all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy-club, and fireworks.

21. Violation of College regulations regarding the use of tobacco products on College-controlled property.

22. Gambling or wagering for money or other things of value, except where permitted by law.

23. Distributing advertisements, samples and engaging in direct sales on College property or at College-sponsored events without prior authorization by the appropriate College official; or littering the College with posters, flyers or brochures on campus or on privately owned vehicles.

24. Actions which interfere with, obstruct or prevent the regular and essential operations of the College or infringe upon the rights of others to freely participate in its courses, programs or services (e.g. student use of cell phones, text messaging, and other personal electronic devices in the academic service areas, such as, classrooms, library, and learning center).

25. Committing violations of local, State or federal laws involving NCTC students as perpetrator(s) or victim(s), (victims may include students or employees) or when the behavior adversely affects the interests of the College (e.g. speeding in a State vehicle).

26. Harassing, threatening or intimidating complainants or other persons alleging misconduct.

27. Violation of program rules, regulations and/or policies.

Part 4. Sanctions
Disciplinary sanctions are implemented by written notification within five (5) working days after an informal or formal hearing with administrative staff arranged by the campus Dean of Student Services or designee. The following sanctions are listed to provide students with examples of possible penalties for conduct code violations. The College reserves the right to impose other sanctions as circumstances warrant.

- Warning - issuance of an oral or written warning or reprimand that may become part of a student's permanent file.
- Restitution - payment required to the College or other persons, groups, or organizations for damages incurred.
- Probation - continued enrollment at the College but under specific written conditions for a specific period of time.
- Loss of a College Privilege – an order that prohibits access to equipment and/or facilities or an order directing a student not to have contact with another member of the College community.
- Suspension - denial of the privilege of enrollment for a specific period of time after which the student is eligible to return. Conditions for re-admission may be specified.
- Summary Suspension - a suspension of 9 days or less imposed without a formal hearing to ensure the safety and well-being of members of the College community.
- Expulsion – permanent denial of the privilege of enrollment.

Part 5. Initiation of Conduct Complaint
Any member of the College community may file a written complaint against a student or student organization alleging a violation of the student code of conduct or other College policy. A complaint should be submitted in writing to the campus Dean of Student Affairs or designee.

NOTE: Complaints alleging harassment or discrimination based on race, sex, 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 will be investigated and processed under the Non-Discrimination in Education and Employment Opportunity Policy and Procedure (NCTC Policy/Procedure 1020). Allegations pertaining to Sexual Violence are investigated under the Sexual Violence Policy and Procedure (NCTC Policy/Procedure 1080/1080P). All other complaints alleging improper conduct by a student or student group will be investigated under the Student Conduct Investigation Procedures below.

Part 6. Investigation of Conduct Complaint
Following the filing of a complaint, the campus Dean of Student Affairs or designee will investigate the complaint. If, in the process of the investigation, the administrator determines that the complaint is unwarranted or unsupported, the administrator or designee shall discontinue proceedings.

Subpart A. Informal Process
If the administrator or designee feels that there is sufficient evidence to support the complaint, the administrator shall offer the accused student an opportunity to resolve the violation at an informal meeting.

Prior to or at the informal meeting, the student must be provided with the following information:
- Oral or written notice of the complaint.
- A copy of the Student Code of Conduct.
• Oral or written notice of the nature of the evidence to support the complaint specific policy he/she is accused of violating.
• A Tenessen Notice.

During the informal meeting, the student shall be provided an opportunity to respond to the complaint and evidence.

If the student fails to appear for the meeting or if the campus Dean of Student Affairs or designee determines the evidence supports disciplinary action, the administrator may impose sanctions up to and including a suspension or an expulsion. The administrator or designee shall send written notice to the student of any sanction imposed, including any applicable right to appeal.

A student who has received a sanction has a right to request a formal hearing before the campus Judicial Board. A request for a formal hearing before the campus Judicial Board must be received by the campus Dean of Student Affairs in writing within five days of receiving the notice of sanction.

Subpart B. Formal Process
Cases referred to the Judicial Board for a hearing usually involve students who have received a sanction and they have requested a formal hearing. The composition of the Judicial Board will normally be two (2) faculty, two (2) students, two (2) staff members and one (1) administrator. The administrator will serve as a non-voting chairperson.

After receiving a request for a formal hearing within the proscribed time period, the College will notify the student in writing of the time, place and date of the hearing. Such notice to the student shall also include:
• A summary of the witness and documentary evidence that may be presented in support of a charge;
• A statement that the student's failure to appear will not prevent the hearing from proceeding as scheduled and may lead to imposition of sanctions in the student's absence;
• Notice that the student may have an advisor present, and if there is a likelihood that the student will face criminal prosecution related to the charge, notice that the student may wish to retain an attorney.

The hearing will be conducted in the following manner:
1. The administrator shall first present the complaint and supporting evidence. The accused student shall have an opportunity to challenge evidence.
2. The accused student shall next present evidence or testimony to refute the complaint.
3. Only those materials and matters presented at the hearing shall be considered as evidence.
4. The hearing shall be held in closed session.
5. The accused student may have an advisor or attorney present.

However the advisor or attorney may not participate in any questioning or advocate on behalf of the student.

Upon conclusion of the formal hearing, the Judicial Board in closed session shall consider the evidence and will decide the sanction to be imposed or whether to exonerate the student. A written notice of findings and decisions shall be provided to the student by the chair of the Judicial Board within a reasonable time after the hearing. The student shall be considered notified of the sanction: 1) when the notice is hand-delivered to the student, or 2) two-days (excluding Sundays and legal holidays) after the notice is mailed to the student to the last known mailing address on file.

If the Judicial Board affirms disciplinary action of a suspension or expulsion, the notice shall inform the student of his/her right to appeal to the Vice President of Academic and Student Affairs.

Part 7. Contested Case Hearings
If a suspension for ten (10) days or more or an expulsion is determined by the Judicial Board, the student has a right to appeal the decision before an administrative law judge pursuant to Minnesota Statutes Chapter 14. A student seeking a hearing before an administrative law judge must inform the campus Dean of Student Affairs or designee within five (5) days of receiving notice of the College hearing officer's final decision. The College will request a hearing from the Office of Administrative Hearings only if the student requests a contested case hearing. The student will be notified of the time, place and date of the hearing.

The hearing will be conducted pursuant to Contested Case Procedures adopted by the Office of Administrative Hearings. An administrative law judge will be appointed by the Chief Administrative Law Judge pursuant to Minnesota Statute section 14.50. Following the hearing, the administrative law judge shall make a report, which contains a recommendation, to the College President.

Within a reasonable time period following receipt of the administrative law judge's recommendation, the College President shall make a decision. The President's decision shall be final.
Part 8. Summary Suspension

In some cases, a complaint may allege threats of harm or serious harm to individuals. If, in the judgment of the campus Dean of Student Affairs or designee, the accused student's presence on campus would constitute a serious threat to the safety and wellbeing of others, the campus Dean of Student Affairs or designee may impose a summary suspension. Notice of a summary suspension may be provided to the accused student orally or in writing. During the summary suspension, the student may not enter the campus without obtaining prior authorization from the campus Dean of Student Affairs or designee.

A student who has been summarily suspended will be given the opportunity for an informal meeting or formal hearing within the shortest reasonable time period, not to exceed nine days.

None of the provisions in this policy affect the rights of persons in authority to take immediate and temporary action necessary to protect others and to uphold established policies, regulations and laws.

Part 9. Appeal Guidelines

The following guidelines should be used as grounds for an appeal: new evidence not reasonably available at the time of the hearing violation or hearing procedures, violation of student's due process rights, inconsistency of sanction relative to violation, and decisions contrary to weight of the evidence.

All reports of Student Conduct Violations should be reported to a campus administrator:

East Grand Forks
Mary Fontes, Dean of Student Services
Room 114
(218) 793-2460
mary.fontes@northlandcollege.edu

Dr. Henry (Hank) Roehrich, Dean of Academic Affairs
Room 104
(218) 793-2464
hank.roehrich@northlandcollege.edu

Thief River Falls
Dean of Student Development
Room 623
(218) 683-8565
Email address: norma.konschak@northlandcollege.edu

STUDENT COMPLAINTS AND GRIEVANCES- 3240
For the “Student Complaints and Grievance Policy” see page 15.

TOBACCO - 1060
Use of tobacco products, including smokeless tobacco, at NCTC is prohibited except in designated outdoor areas. Use of tobacco products in college facilities and/or state vehicles is prohibited.

VIOLENCE FREE WORKPLACE - 1040
It is the policy of NCTC and the responsibility of all employees to maintain a workplace free from threats and acts of violence. College officials will work to provide a safe workplace for employees, students, and visitors.
Computer and information technology resources are essential tools in accomplishing the mission of Northland Community and Technical College (NCTC). These resources must be used and managed responsibly in order to ensure their availability for the competing demands of teaching, scholarship, administration and other mission-related uses. Procedure #5010P establishes responsibilities for acceptable use of NCTC information technology resources.

Procedure

Part 1. Purpose

Subpart A. Acceptable use. This procedure establishes responsibilities for acceptable use of NCTC. System information technology resources are provided for use by currently enrolled System students, administrators, faculty, other employees, and other authorized users. System information technology resources are the property of NCTC, and are provided for the direct and indirect support of the System’s educational, research, service, student and campus life activities, administrative and business purposes, within the limitations of available System technology, financial and human resources. The use of NCTC’s information technology is a privilege conditioned on compliance with Policy 5.22, this procedure and any procedures or guidelines adopted pursuant to this procedure. The System encourages the use of information technology as an effective and efficient tool within the framework of applicable State and federal laws, policies and rules and other necessary restrictions.

Subpart B. Academic freedom. Nothing in this procedure shall be interpreted to expand, diminish or alter academic freedom, articulated under Board policy and System collective bargaining agreements, or the terms of any charter establishing a System library as a community or public library.

Part 2. Applicability

This procedure applies to all users of System information technology, whether or not the user is affiliated with NCTC, and to all uses of those resources, wherever located. This procedure establishes minimum requirements and Colleges and universities may adopt additional conditions of use, consistent with this procedure and Policy 5.22, for information technology resources under their control. NCTC is not responsible for any personal or unauthorized use of its resources, and security of data transmitted on its information technology resources cannot be guaranteed.

Part 3. Definitions

Subpart A. College or university. College or university, except where specified otherwise, means a System college or university, the Office of the Chancellor, or NCTC.

Subpart B. Security measures. Security measures means processes, software, and hardware used by system and network administrators to protect the confidentiality, integrity, and availability of the computer resources and data owned by the System or its authorized users. Security measures may include, but are not limited to, monitoring or reviewing individual user accounts for suspected policy violations and investigating security-related issues.

Subpart C. System. For purposes of this procedure, System means the Board of Trustees, the Office of the Chancellor, each colleges and university within the System, and any part or combination thereof.

Subpart D. System information technology. System information technology means all System facilities, technologies, and information resources used for information processing, transfer, storage and communications. This includes, but is not limited to, computer hardware and software, computer labs, classroom technologies such as computer-based instructional management systems, and computing and electronic communications devices and services, such as modems, e-mail, networks, telephones (including cellular), voicemail, facsimile transmissions, video, mobile devices, and multimedia materials.

Subpart E. Transmit. Transmit means to send, store, collect, transfer or otherwise alter or affect information technology resources or data contained therein.

Subpart F. User. User means any individual, including, but not limited to, students, administrators, faculty, other employees, volunteers, and other authorized individuals using System information technology in any manner, whether or not the user is affiliated with NCTC.
Part 4. Responsibilities of All Users.

Subpart A. Compliance with applicable law and policy.

1. Users must comply with laws and regulations, Board policies and System procedures, contracts, and licenses applicable to their particular uses. This includes, but is not limited to, the laws of libel, data privacy, copyright, trademark, gambling, obscenity, and child pornography; the federal Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking" and similar activities; state computer crime statutes; student conduct codes; applicable software licenses; and Board policies 1.B.1, prohibiting discrimination and harassment; 1.C.2, prohibiting fraudulent or other dishonest acts; and 3.26, concerning intellectual property.

2. Users are responsible for the content of their personal use of System information technology, and may be subject to liability resulting from that use.

3. Users must use only system information technology they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information technology resources does not, by itself, imply authorization to do so.

4. Users are responsible for use of System information technology under their authorization.

Subpart B. Unauthorized use. Users must abide by the security restrictions on all systems and information to which access is authorized.

1. Users must not:
   a. use any account or password assigned by the college or university to anyone else;
   b. share any account or password, assigned to the user by the college or university, with any other individual, including family members;
   c. allow others to use System information technology under the user’s control;
   d. use System cellular telephones or computer dial-up services for personal use unless specifically authorized by System or State policy or procedure.

2. Users must not circumvent, attempt to circumvent, or assist another in circumventing security controls in place to protect the privacy and integrity of data stored on System information technology.

3. Users must not change, conceal, or forge the identification of the person using System information technology, including, but not limited to, use of e-mail.

4. Users must not knowingly download or install software onto System information technology unless it has been preapproved through established campus or system office procedures, or by the designated officials, or prior authorization is received from the designated officials. Users who knowingly or negligently do not comply may be held responsible for damages, cost of system debugging, and payment of software fees, licenses and infringement penalties.

5. Users must not engage in activities that interfere with or disrupt network users, equipment or service; intentionally distribute viruses, worms, trojans, or other malicious code; or install software or hardware that permits unauthorized access to System information technology.

6. Users must not engage in inappropriate uses, including:
   a. activities that violate State or federal law or regulation;
   b. wagering or betting;
   c. harassment, threats to or defamation of others, stalking, and/or illegal discrimination;
   d. fund raising, private business, or commercial activity, unless it is related to the mission of the System or its colleges and universities. Mission related activities are determined by NCTC administration, and include activities of authorized campus or System-sponsored organizations;
   e. storage, display, transmission, or intentional or solicited receipt of material that is or may be reasonably regarded as obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word, except as such access relates to the academic pursuits of a System student or professional activities of a System employee; and
   f. "spamming" through widespread dissemination of unsolicited and unauthorized e-mail messages.

Subpart C. Protecting privacy. Users must not violate the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Technical ability to access others’ accounts does not, by itself, imply authorization to do so.

Subpart D. Limitations on use. Users must avoid excessive use of System information technology, including but not limited to network capacity. Excessive use means use that is disproportionate to that of other users, or is unrelated to academic or employment-related needs, or that interfere with other authorized uses. Colleges and universities may require users to limit or refrain from certain uses in accordance with this provision. The reasonableness of any specific use shall be determined by the college or university or Office of the Chancellor in the context of relevant circumstances.

Subpart E. Unauthorized trademark use. Users must not state or imply that they speak on behalf of the System or a college or university, and must not use System, college or university trademarks or logos without prior authorization. Affiliation with the System does not, by itself, imply authorization to speak on behalf of the System.
Part 5. System Employee Users.

All employees of NCTC are subject to Minnesota Statutes section 43A.38, the code of ethics for employees in the executive branch. In addition to compliance with that statute and this procedure, it is expected that employees will use the traditional communication rules of reasonableness, respect, courtesy, and common sense when using System information technology.

Subpart A. Personal use. In accordance with Minnesota Statutes section 43A.38, subdivision 4, System employees may make reasonable use of System information technology for personal communications as long as the use is in accordance with state law, Board policy and System procedures, and the use, including the value of employee time spent, does not result in an incremental cost to the State, or results in an incremental cost that is so small as to make accounting for it unreasonable or administratively impracticable, as determined by the Office of the Chancellor, college or university. Reasonable use means use consistent with this procedure.

Subpart B. Union activities. In the interest of maintaining effective labor-management relationships and efficient use of State time and resources, System e-mail systems may be used by employee representatives of the union for certain union activities, in accordance with State policy and/or the provisions of applicable collective bargaining agreements. System-owned property or service, including the e-mail system, may not be used for political activities, fund-raising, campaigning for union office, union organizing activities, or solicitation of employees for union membership. Union use of electronic communication technology is subject to the same conditions as employee use of such technology, as set forth in Policy 5.22 and this procedure, including security and privacy provisions.

Subpart C. Political activities. System employees shall not use System information technology for political activities prohibited by Minnesota Statutes sections 43A.32 or 211B.09, or other applicable State or federal law.

Subpart D. Religious activities. System employees shall not use System information technology in a manner that creates the impression that the System supports any religious group or religion generally in violation of the Establishment Clause of the First Amendment of the United States Constitution or Article 1, Section 16 of the Minnesota State Constitution.


Subpart A. Security. Users shall employ appropriate security practices, including the appropriate use of secure facsimiles or encryption or encoding devices, when electronically transmitting data that is not public.

Subpart B. Privacy. Data transmitted via System information technology are not guaranteed to be private. Deletion of a message or file may not fully eliminate the data from the system.

Subpart C. Right to employ security measures. The System reserves the right to employ security measures, including but not limited to the right to monitor any use of System information technology, including those used for personal purposes. Users have no expectation of privacy for any use of System technology resources, except as provided under federal wire tap regulations (21 U.S.C. sections 2701-2711).

The System does not routinely monitor individual usage of its information technology resources. Normal operation and maintenance of System information technology require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other activities that are necessary for such services. When violations are suspected, appropriate steps shall be taken to investigate and take corrective action or other actions as warranted. System officials may access data on System information technology, without notice, for other business purposes including, but not limited to, retrieving business-related information, re-routing or disposing of undeliverable mail; or responding to requests for information permitted by law.


Subpart A. Data practices laws. Government data maintained on System information technology is subject to data practices laws, including the Minnesota Government Data Practices Act and the federal Family Educational Rights and Privacy Act, to the same extent as they would be if kept in any other medium. Users are responsible for handling government data to which they have access or control in accordance with applicable data practices laws.

Subpart B. Record retention schedules. Official college or university records created or maintained electronically are subject to the requirements of the Official Records Act, Minnesota Statutes section 138.17 to the same extent as official records in any other media. Official records must be retained in accordance with the applicable approved records retention schedule appropriate for the type, nature, and content of the record. Willful improper disposal of official records may subject an employee to disciplinary action.


Colleges and universities and the Office of the Chancellor, must adopt policies and procedures consistent with Policy 5.22 and this procedure:

a. for reporting possible illegal activities to appropriate authorities;
b. to implement state and System security policies, procedures, standards and guidelines to protect the integrity of System information technology and its users’ accounts;

c. to ensure that government data in electronic format is handled in accordance with its classification under the Minnesota Government Data Practices Act, Family Education Rights and Privacy Act, and other applicable law or policies;

d. to specify the name and contact information of the official to be contacted by users and others if they have questions, concerns or problems regarding the use of System information technology or concerning intended or unintended interruptions of service;

e. for reviewing requests to use the trademarks or logos of the college, university or NCTC; and to provide information and education to users concerning applicable information technology policies and procedures;

f. for identifying the official(s) designated to make decisions regarding approved hardware or software use.

Conduct which involves the use of information resources to violate a System policy or procedure, or state or federal law, or to violate another’s rights, is a serious abuse subject to limitation or termination of user privileges and appropriate disciplinary action, legal action, or both.

Subpart A. Access Limitations. NCTC reserves the right to temporarily restrict or prohibit use of its System information technology by any user without notice, if it is determined necessary for business purposes.

Subpart B. Repeat violations of copyright laws. NCTC may permanently deny use of System information technology by any individual determined to be a repeat violator of copyright laws governing Internet use.

Subpart C. Disciplinary proceedings. Alleged violations shall be addressed through applicable System procedures, including but not limited to System Procedure 1.B.1.1 to address allegations of illegal discrimination and harassment; student conduct code for other allegations against students; or the applicable collective bargaining agreement or personnel plan for other allegations involving employees. Continued use of System information technology is a privilege subject to limitation, modification, or termination.

Subpart D. Sanctions. Willful or intentional violations of this policy are considered to be misconduct under applicable student and employee conduct standards. Users who violate this policy may be denied access to System information technology and may be subject to other penalties and disciplinary action, both within and outside of the System. Discipline for violations of this policy may include any action up to and including termination or expulsion.

Subpart E. Referral to Law Enforcement. Under appropriate circumstances, NCTC may refer suspected violations of law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.

ACCESS - STUDENT PARKING - 2225

Student parking/access is provided in various parking lots and roadways, subject to regulations adopted by Northland Community and Technical College (NCTC).

Parking
- Only those vehicles owned or operated by college employees, students or other persons having a purpose or function at the college may park on college property.
- All persons parking vehicles on property that is owned, leased or occupied by the college will do so at their own risk. No responsibility will be assumed by the college or the state because of loss of property, damage to vehicle while parked, damage which may be incurred through the process of impounding the vehicle, or for any other damage or loss sustained while on college property.

Penalties
NCTC is authorized to establish and enforce traffic and parking regulations on campus by Minnesota Statute Section 169.966, Subd.8 (1988).
- The President, or designees, may order any motor vehicle parked at the college in violation of the policy or procedure to be ticketed, immobilized and/or towed at the owner/operator’s expense.
- Vehicles left unattended on college property over ten days will be subject to towing at the owner’s expense. The owner is responsible for any damage to vehicles as a result of towing.

Handicapped Parking
- All vehicles parked in a handicap area must display a valid permit or license plate.
General Information

- All persons operating a vehicle on college property are responsible for being familiar with and complying with all traffic and parking policies and procedures.
- Drivers shall observe the college traffic and parking regulations and drive safely giving pedestrians the right of way at all times.
- The responsibility for finding a legal parking space rests with the vehicle operator. Lack of space is not considered a valid excuse for violation of parking procedure.

Fees

- Student access fees are assessed per credit.
- Refunds for access fees will be made if a student withdraws from college according to the tuition and fees refund policy.

BOOKSTORE/BUSINESS OFFICE

The Bookstores on both campuses are open Monday through Friday from 8 a.m. to 4 p.m. for purchase of books and supplies needed for classes. Evening hours are scheduled and posted at the beginning of fall and spring semesters to assist students attending evening classes.

The Business Offices on both campuses are open Monday through Friday from 8 a.m. to 4:30 p.m. Offices are located in Rooms 204, 205, and 207 in East Grand Forks, and in Room 547 in Thief River Falls.

Tuition and fees can be paid online with a credit card or e-check at www.northlandcollege.edu. Payment of tuition and fees with cash can be made at the Campus Bookstores.

Easy Steps for Web-based Tuition and Fee Payments

1. Log on to www.northlandcollege.edu
2. Click on My NCTC, drop down menu will appear, click Registration.
3. Click on appropriate Campus Online Registration and Account Access.
4. Enter Student ID and PIN and click Login Now.
5. Click on Student tab.
6. Click on My Account.
7. Click on Pay Online. If needed, follow online instructions.
   * To set up a Payment Plan go to www.northlandcollege.edu and enroll in the FACTS Payment Plan online.

Financial aid and student payroll checks can be directly deposited to your bank account. The direct deposit form is located on the college website at http://www.northlandcollege.edu/services/financialaidforms/docs/DirectDepositAuthorization.doc

If direct deposit is not set up, financial aid checks can be picked up at the campus bookstore the first two weeks of disbursement, with proper student identification. After the first two weeks, financial aid checks will be mailed to your student record’s local address. Student payroll checks can also be picked at the campus bookstore.

CHILDREN ON CAMPUS - 1075

Northland Community and Technical College welcomes children to appropriate College activities and events. Children attending activities and events must be supervised by a responsible adult.

Due to disruption and possible risk of harm, employees and students may not provide care for children or have another person provide care for children on the College campus. Employees and students may not bring children to scheduled work assignments, class, computer labs, or the library.

Employees and students who have children who are disruptive or at possible risk of harm will be asked to remove their children from the College’s premises.

Pursuant to MN State Statute MN 626.556, schools are mandated reporters of maltreatment of minors. Maltreatment of minors includes abuse and neglect. Neglect includes leaving children unattended.

COMPUTER USE

See the “Acceptable Use of Computers and Information Technology Resources Policy” on page 52.
CONSUMER INFORMATION - 2167

Northland Community and Technical College, in compliance with Title IV of the Educational Amendments of 1976 to the Higher Education Act and subsequent Federal Legislation, will provide and disseminate consumer information to all prospective and enrolled students. This information shall include, but not be limited to the following: admission requirements, financial aid programs available, programs/majors, costs, job placement, academic progress policy, and refund policy.

COUNSELING REFERRALS - 2070

Students who have excessive absences, academic issues, or personal concerns may be referred to a counselor.

CRIME AWARENESS & CAMPUS SECURITY

NCTC is concerned about the safety and welfare of all students, employees and guests, therefore, data is collected on criminal activities that have taken place on campus for the previous three years. It is our intent to provide a safe and pleasant educational environment for all students. Students should contact the Human Resources Office if they witness or are involved in activities that they feel are inappropriate to a college learning environment. An annual Security Report which contains specified crime statistics and other information related to campus security issues is made available to the public as required by the federal Crime Awareness and Campus Security Act. A copy of the campus security report will be distributed to all students at the beginning of the fall semester and to all new students entering in the spring semester.

For the most recent Security Report go to:
www.northlandcollege.edu/safety/

NCTC will assist you in protecting yourself by providing evening patrol and escort service, safety and security programs, as well as various safety and security posters and brochures. A security guard is on duty from 6:30 p.m. until 10:30 p.m., Monday through Thursday, when classes are in session during the fall and spring semesters.

CULTURAL DIVERSITY

Northland Community and Technical College (NCTC) provides multicultural student services in the areas of recruitment, retention, and placement of minority students. In addition, the Office of Multicultural Student Services seeks to promote an appreciation of cultural diversity and ethnicity on our campuses and throughout our communities.

The Office of Multicultural Student Services was established to provide a support system to minority students who choose to attend the college. NCTC offers minority students a personalized support program, academic, career and personal counseling, diverse programs of study, and faculty and staff willing to provide individualized help and assistance.

The Office of Multicultural Student Services is dedicated to all minority students while they pursue their educational goals. For those students who qualify, there are grants and scholarships, such as the Minnesota Indian Scholarship Assistance Program, Tribal Scholarships, Health Service Scholarships, Workforce Investment Act funding, as well as numerous academic scholarships. For more information please contact:

Multicultural Student Services Director
Nicole Brenny
nicole.brenny@northlandcollege.edu
EGF Office 432B (218) 793-2383
TRF Office 425 (218) 683-8545
EMERGENCY CLOSING - 4010

Emergency closings are defined as those situations which make it impossible to carry on the normal instructional activities of the College and/or create situations which could be harmful to the safety of students, employees, or college visitors. Some examples are: weather related situations, bomb threats, or utility failures.

When emergency conditions merit closing considerations the administration shall follow the college's Emergency Closing Procedure 4010P.

Class cancellation and campus closure information will be posted online at www.northlandcollege.edu

FACILITY USE - 6025

Use of college facilities, including buildings and grounds, by non-NCTC organizations or individuals must be approved by the President's office. Costs associated with the use of college facilities are based on various areas, types of organizations and events, and the services being utilized.

All student organizations are welcome to use the college facilities for college-sponsored activities, pending approval from the Physical Plant Supervisor.

FOOD SERVICE

Food Service at NCTC is open Monday through Friday for both breakfast and lunch on regularly scheduled class days, providing meals and sandwiches. Vending machines provide additional snacks and beverages. Hours of operation are posted. Hours during summer session may vary.

FUND RAISING - 2180

Any fund raising activity sponsored by a student club, organization, team, or association requires approval by the campus Dean of Student Affairs prior to the event. A Fund Raising Request Form must be on file with that administrator. The use of Student Life fees to aid in fund raising activities is prohibited. No gambling or betting is allowed on college property.

Raffles:

Raffles are permitted, provided that:
1. The raffle is conducted by the college or related groups
2. Prizes are donated by an individual, firm, or other organization such as foundations and auxiliary boosters.
3. The raffle meets the requirements of Minnesota Statutes section 349.166, regarding Lawful Gambling Devices.
4. Raffle sponsors cannot require people to be present to win.
5. No one under the age of 18 is permitted to buy a raffle ticket.

HEALTH AND HUMAN SERVICES PROGRAMS POLICY ON STUDENT HEALTH SCREENING RECORDS - 3310

Statement of Policy

Students enrolled in a Health and Human Services Program (HHSP) at Northland Community & Technical College (NCTC) participate in clinical training as an essential element of their studies. Such clinical training includes the performance of direct patient care and participation in clinical experiences at affiliated hospitals and other healthcare institutions (affiliated healthcare providers).

To protect the health of students, patients, employees and others, and to comply with standards established by the affiliated healthcare providers, the College requires all students enrolled in a HHSP to provide dates of current immunization against certain vaccine preventable diseases, and date and results of current tuberculosis (TB) screening before the student is eligible to participate in clinical training, unless an exception applies.

The College shall implement procedures for this policy including, but not limited to, a written data practices advisory for HHSP students, and disclosure guidelines, including informed consent forms to permit appropriate disclosure to third parties.

The College will follow procedures for maintaining these immunizations and screening records (health screening records) as private educational data in accordance with federal and state privacy laws. The student immunization record will be maintained for five years from the date of graduation or last date of attendance.

Procedure:
To protect the health of students, staff, patients and others and to comply with standards adopted by affiliated clinical training locations, NCTC has enacted Policy 3310 providing that all students enrolled in a Health and Human Services Program (HHSP), before being allowed to participate in clinical training, will be requested to submit dates of vaccination against certain communicable diseases, and date and result of having undergone screening for tuberculosis. These procedures are designed to implement NCTC Health and Human Services Programs (HHSP) Policy 3310 concerning the collection, maintenance and access to student health screening records.

**Data Collection and Informed Consent:**

Each student enrolled in an HHSP shall, at the beginning of his/her enrollment in the program, be provided with a Student Statement of Understanding and Consent to Release Health Screening Records. This document informs the student of Policy 3310, the implementation procedures, how the health screening information will be used, who will have access, whether providing the information is legally required, and the consequences of providing or not providing the information. The document will also contain a provision indicating whether the student gives consent for the health screening information to be released to appropriate third persons, such as affiliated clinical personnel.

HHSP students will be asked to sign the form to indicate that they have received and understand its contents, and also asked to sign the consent.

HHSP students shall be informed that unless otherwise required under Minn. Stat. Sect. 135A.14, subd.2, they are not legally required to provide the health screening information. If students do not provide all requested information, they may not be allowed to participate in clinical training, unless they satisfy one of the exceptions. Students will be advised that affiliated clinical training sites may refuse to allow students at their site who have not consented to allow site personnel access to their health screening information.

Students shall be notified that willful failure to provide accurate or complete health screening information may be grounds for discipline under the Student Code of Conduct.

**HEALTH SCREENING DATA REQUESTED**

All HHSP students, irrespective of the application of Minn. Stat. Sect. 135A.14, will be requested to provide dates of their most recent immunization for the following vaccine preventable diseases. Students shall submit the requested health screening information to the designated College official. The College shall review the health screening information to ensure that immunizations and screening have been in compliance with applicable standards. The College shall notify students whether additional documentation will be requested before participation in clinical training will be permitted.

- Measles, mumps and rubella; (at least 2 doses required @ > 12 months of age)
- Diphtheria and tetanus; (1 dose required within the past 10 years)
- Varicella (chicken pox); (date/age of disease required or 2 doses required) and
- Hepatitis B (HBV), or a signed declination. (Persons at risk should have completed a 3 dose series) Students should consult with their personal health care providers to assess the advisability of a HBV vaccination.

This data may be requested upon application to the College or upon application to a specific health and human services program, depending on program specific timelines.

**EXCEPTIONS TO IMMUNIZATION REQUIREMENTS**

Dates of an immunization listed above will not be further requested if the student submits a statement that shows:

- That, for medical reasons, the student did not receive an immunization;
- That the student has experienced the natural disease against which the immunization protects; or
- That a laboratory has confirmed the presence of adequate immunity.

If the student submits a notarized statement that the student has not been immunized as listed above because of the student’s conscientiously held beliefs, further proof of the immunizations described above will not be requested. However, the student may be denied access to the clinical training, which may result in an inability to complete the health program requirements. The College shall forward this statement to the Minnesota Commissioner of Health, as permitted by Minn.Stat.Sect. 135A.14, Subd. 3.

Students will be required to provide the date and results of a Tuberculin Skin Test (i.e., Mantoux) 3 months prior to the start of the clinical training in accordance with health industry standards. The results of a two-step Mantoux test will be requested if there has been no TB testing of the student within the past year. If the results of the Mantoux test are positive, the student will be requested to provide the date of the last chest x-ray. In the event that a chest x-ray result is positive, the College will advise the student to seek medical advice as to the appropriate course of action.
MAINTENANCE OF AND ACCESS TO STUDENT HEALTH SCREENING DATA:

Health screening records of HHSP students are classified as private educational data under federal and state law. The College will maintain student health screening records separate from other academic records, and take reasonable measures to ensure that access to this data conforms to applicable law. A signed copy of each student’s Information and Consent form shall be maintained with his/her health screening records.

If the student has given his/her informed consent in writing, the College may disclose his/her health screening information to the affiliated clinical healthcare provider where the student is located. The College may develop summary data from the health screening data, which does not identify individual students; summary data may be disclosed without student consent.

The College should notify the affiliated healthcare providers of their obligation to maintain health-screening data as private and that re-disclosure is prohibited.

HEPATITIS INFORMATION

HEPATITIS A - What is it? HAV is a liver disease caused by the hepatitis A virus. In the United States, HAV can occur in situations ranging from isolated cases of disease to widespread epidemics. Good hand washing and proper sanitation can help prevent spreading of the disease. Vaccines are also available for long-term prevention of HAV infection in persons 2 years of age or older. Immune globulin is available for short term prevention.

How can I get it? You can get HAV by 1) eating raw shellfish harvested from sewage-contained water, 2) swallowing contaminated water or ice, 3) eating fruits, vegetables, or other food that may have become contaminated during handling, 4) use of street drugs. HAV is found in the stool of persons with hepatitis A. HAV can affect anyone and is usually spread from person to person by putting something in the mouth that has been contaminated with the stool of a person infected with hepatitis A. HAV can spread in areas where there are poor sanitary conditions or where good hand washing is not observed. Persons with HAV can spread it to household members or sexual contacts. A person can spread HAV about one week before symptoms appear and during the first week of symptoms. Persons with no symptoms can still spread the virus. This often happens with young children who unknowingly spread HAV to older children and adults. Casual contact as in the usual office, factory or school setting, does NOT spread the virus.

Who is at risk? You are at risk if you:
1. Have household or sexual contact with someone who has HAV,
2. Travel to countries where HAV is common and where clean water and proper sewage disposal are not available,
3. Are a man who has sex with men,
4. Use street drugs,
5. Work in child care centers (especially settings that have children in diapers,
6. Live or work in an institution for developmentally disabled persons,
7. Work in research laboratory setting and handle HAV infected non-human primates,
8. Receive factor concentrates for a clotting factor disorder.

Symptoms: Three of every four adults who get HAV have symptoms that usually develop over a period of several days. Children who are infected often have no symptoms.

If you have symptoms:
1. Your eyes may turn yellow and you may have dark urine,
2. You may be tired,
3. You may lose your appetite,
4. You may have nausea, vomiting, fever, or stomach ache.

Unlike HBV and HCV, HAV causes no long-term liver damage and usually does not cause death. There is no chronic carrier state with HAV. Having had the disease produces lifelong immunity from future HAV infection.

Prevention - Always wash your hands after using the bathroom, changing diaper, and before eating or preparing food. Hepatitis A vaccines provide long term protection against hepatitis A and are licensed for use in persons 2 years of age and older. Children and adults need two shots of hepatitis A vaccine for long-term protection.

Who should receive hepatitis A vaccine?
1. Persons who work in or travel to areas where hepatitis A is common (first dose should be given at least 4 weeks before travel),

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2. Children in communities with high rates of hepatitis A, such as Alaska Native villages, American Indian reservations, and Pacific Islander and selected religious communities,
3. Men who have sex with men,
4. Persons who use street drugs,
5. Persons with chronic liver disease,
6. Persons with clotting factor disorders, such as hemophilia,
7. Persons who work with HAV infected non-human primates or work with HAV in a research setting (hepatitis A vaccine is not generally recommended for health care workers,
8. Anyone who wants protection - Hepatitis A is preventable. Get vaccinated!

HEPATITIS B - What is it?  HBV is a serious disease caused by a virus that attacks the liver. HBV can cause lifelong infection, cirrhosis (scarring) of the liver, liver cancer, liver failure, and death. HBV can affect anyone. Each year in the United States, more than 200,000 people of all ages get hepatitis B and close to 5,000 die of sickness caused by HBV. If you have had other forms of hepatitis you can still get hepatitis B. Vaccines are available for long-term protection of HBV infection. Hepatitis B immune globulin is available for post exposure protection.

How can I get it?  You can get HBV by:
1. Direct contact with the blood or body fluids of an infected person,
2. Having sex or sharing needles with an infected person,
3. Use of street drugs,
4. Exposure to your infected mother at birth.

Women who are infected with HBV can give it to their babies. Babies who get HBV at birth may have the virus for the rest of their lives. They can spread the disease and get cirrhosis of the liver or cancer. Sometimes people who are infected with HBV never recover fully from the infection. They can remain infectious for the rest of their lives. In the United States, about one million people carry HBV. Hepatitis B is NOT spread through food or water or by casual contact.

Who is at risk?  You are at risk if you:
1. Have sexual contact with an infected person,
2. Have multiple sex partners,
3. Are a man who has sex with men,
4. Have household contact with someone who has chronic HBV infection,
5. Work with human blood products,
6. Shoot street drugs,
7. Live or work in a home for the developmentally disabled,
8. Have hemophilia,
9. Travel to areas where HBV is common,
10. Your parents were born in Southeast Asia, Africa, the Amazon Basin in South America, the Pacific Islands, and the Middle East.

Symptoms:  You may have hepatitis B (and be spreading the disease) and not know it; sometimes a person with HBV infection has no symptoms at all.

If you have symptoms:
1. your eyes or skin may turn yellow,
2. you may lose your appetite,
3. you may have nausea, vomiting, fever, stomach or joint pain,
4. you may feel extremely tired and not be able to work for weeks or months.

Prevention: Hepatitis B vaccine is the best protection against HBV. Three doses are needed for complete protection.

Who should get vaccinated?
1. All babies, beginning at birth, should get hepatitis B vaccine,
2. All children and adolescents who have not been vaccinated,
3. Persons of any age whose behavior puts them at high risk for HBV infection,
4. Anyone whose job exposes them to human blood.

All pregnant women should be tested for HBV early in their pregnancy. Babies born to HBV positive mothers should receive vaccine along with hepatitis B immune globulin, (called H-BIG) at birth. The vaccine series should be completed during the first 6 months of life. There is no cure for HBV; this is why prevention is so important. Hepatitis B is preventable. Get vaccinated!

HEPATITIS C - What is it? HCV is a liver disease caused by the hepatitis C virus which is found in the blood of persons who have this disease. HCV is serious for some persons but not for others. Some do not feel sick from the disease. Most persons who get HCV carry the
virus for the rest of their lives and have some liver damage. Others may develop cirrhosis (scarring) of the liver and liver failure but this process can take many years.

How can I get it? You can get HCV by:
1. Using tattoo or body piercing tools contaminated with someone else’s blood due to the artist or piercer not following good health practices, including hand washing and using disposable gloves,
2. Sexual contact with multiple partners,
3. Use of street drugs.

The infection is spread by contact with the blood of an infected person. Almost 4 million Americans are infected with the Hepatitis C virus. Hepatitis C is NOT spread by:
1. Breast feeding,
2. Sneezing,
3. Hugging,
4. Coughing,
5. Food or water,
6. Sharing eating utensils or drinking glasses,
7. Casual contact.

Who is at risk? You are at risk if you:
1. ever injected street drugs, even if you experimented a few times many years ago,
2. were treated for clotting problems with a blood product made before 1987,
3. received a blood transfusion or solid organ transplant (e.g., kidney, liver, heart) before July 1992, or you were notified that you received blood that possibly contained HCV,
4. were ever on long-term kidney dialysis.

Many people who are at risk for HCV are at risk for hepatitis A and hepatitis B. Check with your doctor to see if you should get hepatitis A and hepatitis B vaccines.

Symptoms:
Most people have no symptoms until the disease is very advanced. Fatigue is most common. Only 25% to 35% develop malaise, weakness, or anorexia and some develop jaundice. Fulminate hepatitis with liver failure following acute HCV infection has been reported but is rare.

Why should I be tested for hepatitis C? Early diagnosis is important so you can:
1. be checked for liver disease,
2. get treatment, if indicated. Drugs are licensed for the treatment of persons with long-term hepatitis C,
3. learn how you can protect your liver from further harm,
4. learn how you can prevent spreading HCV to others.

Prevention
1. Don’t ever shoot drugs. If you shoot drugs, stop and get into a treatment program. If you can’t stop, never reuse or share syringes, water, or drug works and get vaccinated against hepatitis A and hepatitis B,
2. do not share toothbrushes, razors or other personal care articles,
3. health care workers should always follow routine barrier precautions and safely handle needles and other sharps,
4. get vaccinated for HBV,
5. consider the health risks if you are thinking about getting a tattoo or body piercing, use latex condoms correctly and every time. *There is no vaccine to prevent Hepatitis C!*

**IMMUNIZATION RECORD REQUIREMENT - 2068**

In conformance with M.S. 135A.14 Northland Community and Technical College (NCTC) requires an immunization record be submitted from the following students:
- students born after 1956 and did not graduate from a Minnesota high school in 1997 or later; and
- students registered for more than one on-campus class for a full semester.

The immunization record submitted must indicate the month and year the student was immunized against measles, rubella and mumps, after having attained the age of 12 months. The immunization record must also indicate the month and year the student was immunized against diphtheria and tetanus within ten years of first registration at the institution.
Students registered for off-campus, Distance Education, or non-credit courses only are exempt from submitting the required immunization record unless the course requires on-campus lab, internship, clinical or other on-campus contact for the purpose of completing coursework.

Time Requirement
All immunization records must be submitted prior to registration.

Medical Exceptions
An immunization record is not required if the student submits a statement signed by a physician that shows:
1. the student did not receive an immunization for medical reasons;
2. the student has experienced the natural disease against which the immunization protects; or
3. a laboratory has confirmed the presence of adequate immunity.

Additional Exception
If the student submits a notarized statement that the student has not been immunized as required because of the student's conscientiously held beliefs, the immunizations are not required. NCTC shall submit the notarized statement to the Commissioner of Health.

Immunization Record Files
NCTC shall maintain an immunization record for each student for at least one year from the time of original filing. Immunization records will be maintained in a separate file. The Department of Health and the local Board of Health in whose jurisdiction the institution is located may inspect immunization records.

Additional Immunization Requirements
Students in certain majors may be required to submit additional immunization records besides those indicated within this policy.

INFORMATION ON LEVEL THREE SEX OFFENDERS
The Campus Sex Crimes Prevention Act requires the college provide a means to ensure that information about registered sex offenders is readily available to students. Students may acquire information on Level Three Sex Offenders by accessing the Minnesota Department of Corrections website at: http://www.doc.state.mn.us/level3/Search.asp or by contacting:

East Grand Forks Police
520 Demers Avenue
East Grand Forks, MN 56721
Phone: (218) 773-1104

Thief River Falls Police
102 First Street West
Thief River Falls, MN 56701
Phone: (218) 681-6161

LAPTOP – EGF CAMPUS ONLY - 2095
To meet the laptop requirement, students that require a laptop in their program must possess adequate computing resources. The requirement can be met with a student-owned laptop or a laptop procured through a lease with a vendor; however, the minimum hardware specifications and general software requirements must be met to accommodate communication, research, general and specific program computing activities.

Annually, the College identifies a minimum hardware specification and required general software to meet all programs. These specifications are available from the Information Technology Service Center. In addition, the specifications are posted to the College website. Due to the changing nature of curriculum, software and course sequencing, the College will not endorse an alternate specification. Students interested in using an alternate specification are strongly advised to consider the numerous changing variables that will affect their computing needs throughout the program of study prior to leasing or purchasing an alternate specification.

All students are required to:
• at request, produce proof of licensure for all software installed on the computer, and
• register, upon request, with the Information Technology Service Center.

All students are subject to rights and responsibilities as identified in the Student Code of Conduct and the Acceptable Use of Computers and Information Technology Resources Policy.
**LAW ENFORCEMENT OFFICIAL VISITATION - 2135**

Law Enforcement officials needing to conduct business on campus shall check in with a College Administrator or the Campus Registrar’s office upon arrival. The college official will determine the student’s location and arrange for the officer to meet with the student in a private area. Unless it is necessary for the safety of students and employees, the officer will not enter the classroom in which the student is located. This will be done to protect the student’s privacy and avoid embarrassment to the student.

In cases of emergency, such as fire alarms or serious injury/accident, officers have the authority to conduct business and perform their duties in the manner necessary to fulfill their obligations without contacting the designated administrators.

**LEARNING CENTER**

Northland Community and Technical College’s Learning Center serves as a resource for students who want to improve their academic performance.

The Learning Centers provide a program of instructional services to students who may potentially have, or are currently having academic difficulties. These services are available from specially trained staff in the areas of: improvement of study skills, communication skills, math skills and some diagnostic testing.

Individual and group tutoring is available to all students who need help with content areas within their program.

In addition to instructional services, the Learning Center plans for and provides services for students with disabilities. They will assist with transition planning prior to enrollment and provide on-going support.

Students with documented disabilities or physical limitations may be provided with recommended academic options from a qualified professional that may include providing extended time for tests, reading (remove the word modified) tests, enlarged print for tests, note takers, modifying the environment or making curriculum accommodations, in accordance with documented student need. Students are encouraged to take advantage of these free services offered by the Learning Center.

Limited English Proficiency (LEP) Support Services are developed for individual students through the Learning Centers. These services may include notetakers, extended time for tests, readers for tests and private testing rooms.

**LIBRARY**

**Collection Development - 3210**

The Northland Community and Technical College (NCTC) libraries provide instructional materials of various difficulty levels, subject appeal, and points of view. The selection of these materials may involve library technicians and assistants, faculty, students, and administrators. However, the ultimate responsibility for development and maintenance of the libraries’ collections lies with the professional librarians. The library hours on both campuses are posted at the library entrance and on the library homepage.

**Circulation**

The NCTC libraries will make every effort to meet the informational needs of users by establishing circulation policies that ensure access to materials and services. Borrowers will be required to return materials in compliance with policies or they may be subject to fines, replacement costs, and/or loss of borrowing privileges. These actions are necessary to ensure access for all users. Fines and circulation information is posted at the circulation desk and on the library homepage.

NCTC students may check out library materials and use online databases with a valid NCTC library card. Any student of a MnSCU institution may check out NCTC materials using a valid library card from the parent institution. NCTC students’ library cards are good at any other MnSCU institution. Community residents may apply for a library card. Please contact the librarian for information.

**Confidentiality of Records**

Patron use of all library materials is private. No one may access the records of which items have been used by which patrons or when they have been used. Under Minnesota law, the Library and the College are responsible for safe guarding library data privacy.

Implementation of Minnesota Statute 13.40, subd.2, (1982) is the responsibility of the governing authority. Under this statute: "That portion of records maintained by a library which links a library patron’s name with materials requested or borrowed by the patron or which links a patron’s name with a specific subject about which the patron has requested information or materials is classified as private, pursuant to section 13.02, subd. 12, and shall not be disclosed except pursuant to a valid court order."
Renewals
Renewal privileges are determined by the item and patron type. Material renewal may be made in person, by phone or online.

Overdue Notices
Notices are sent to patrons as a courtesy reminder when material is overdue. However, borrowers are responsible for returning or renewing materials on time and for paying all fines and charges whether or not a notice has been received.

Fines
The patron is responsible for returning or renewing item(s) on or before the date due. Fines accrue to the maximum amount or until the item(s) is returned. Outstanding fines may prevent patrons from checking out additional materials. Items not returned will be considered lost and a bill for replacement and processing fees will be issued. If an item is returned, replacement and processing fees will be dropped, and the patron is responsible only for overdue fines.

Interlibrary Loan
Interlibrary Loan is intended to supplement existing collections and not intended to replace collection development on the individual campuses. When local resources do not meet patron needs, the library staff will attempt to obtain materials from other libraries by submitting an Interlibrary Loan (ILL) Request to MINITEX. The borrowing and lending libraries will ensure compliance with federal copyright laws. Costs for lost or damaged materials will be the responsibility of the borrowing library, who may pass these costs onto the patron. Loan periods and renewal options are determined by the lending library. Special conditions mandated by a lending library will be enforced, such as “No Renewals” or “In Library Use Only”.

Reconsideration of Challenged Materials - 3190
Despite the care taken by the library professional to select valuable materials, occasionally objections to a selection will occur. The library staff respects the right of NCTC employees and students to express their opinion and will provide the right to challenge library materials for reconsideration. However, no library materials will be removed until the challenge is acted upon and a final decision is made whether to remove or keep the item. The Library subscribes to the Library Bill of Rights.

Challenged Materials
Even though the hope is for informal resolution, the college has adopted a formal procedure to systematically resolve objections to a material selection:
1. The campus official or staff member receiving a complaint regarding library materials will try to resolve the issue informally in a courteous manner without making a commitment to remove the item.
2. In the event that the person making an objection to the material is not satisfied with the initial explanation from the staff member or librarian, he or she will be referred to the campus Academic Dean. The dean will also try to informally resolve the complaint; but if it cannot be resolved, then the complainant can file the objection in writing by obtaining a "Request Form for Reevaluation of Media Center Materials" from the librarian.
   [Note: The librarian must sign the form after it has been filled out so that he/she can be informed about the nature of the problem.]
3. Within 10 days of filing, the Campus Academic Dean will inform the Chief Academic Officer and the Academic Affairs and Standards Council of the formal complaint. The issue will be placed on the agenda of the next available Academic Affairs and Standards Council meeting.

Committee Process
- Committee members will review copies of the written complaint
- Read or view the challenged material
- Review general acceptance of the material by reading professional reviews of the material, if available
- Weigh values and faults against each other and make a recommendation based on the educational value of the material as a whole
- File a copy of the committee’s recommendation to the Campus Academic Dean and Chief Academic Officer.

4. The Chief Academic Officer will present the formal complaint and the recommendation to the College President. The final decision to retain or remove the material rests with the College President.

LIMITED ENGLISH PROFICIENCY - 2040
Northland Community and Technical College (NCTC) recognizes Limited English Proficiency (LEP) students as individuals with sufficient difficulty speaking, reading, writing or understanding the English language. These difficulties may deny students the opportunity to learn successfully in classrooms where the language of instruction is English. NCTC shall develop a Personal Education Plan for self-identified
enrolled students who meet conditions of Limited English Proficiency (LEP). Personal Education Plans are available through the campus Learning Center.

Learning Center Coordinators:

**East Grand Forks**
Ellen Brehmer, Learning Services Coordinator
Room 415D
(218) 793-2382
TTY: (218) 793-2801
ellen.brehmer@northlandcollege.edu

**Thief River Falls**
Dean Dalen, Director of Learning Center
Room 205A
(218) 683-8560
TTY (218) 683-8801
dean.dalen@northlandcollege.edu

**LOST AND FOUND**
The College’s lost and found is located at the main reception area. Turn in items that you find and check with the receptionist if you lose something on campus.

**NEW VENTURE CENTER (TRF ONLY)**
The New Venture Center provides support for NCTC-TRF students who are single parents, displaced homemakers, single pregnant women, and students who are enrolled in a program which is considered non-traditional for their gender. Services offered include the following: workshops, multi-media computer, advocacy, and referrals to services and agencies both on and off campus.

**PARKING**
See the ‘Access Policy’ on page 55.

**PIONEER NEWS**
The Pioneer News serves as a means of communication concerning college news, events, social activities, and club notices. This newsletter is available on Monday mornings, fall and spring semester. Copies will be available through the college website and various locations on campus. Notices for the Pioneer News should be submitted to Julie Olson, Director of Public Relations, by 3 p.m. Thursday.

**PLACEMENT - 3130**
It is the policy of Northland Community and Technical College (NCTC) to assist students with placement services for one year following graduation or until the first job is secured in a related field of employment, whichever occurs first. To be eligible, students must register for placement services in the last semester prior to graduation, be enrolled in or completed all required courses, and paid all tuition, fees and any other financial responsibilities. Services include a wide variety of resources to assist in career planning and job search, and notification of job openings within their field of study.

The College does not accept responsibility for securing employment for the graduate. The student is primarily responsible for preparing his or her employment application, employment history, and related information and for obtaining employment in training related fields. The College provides services and resources, which may assist students in securing employment. Students are advised that their academic performance, interview skills, and willingness to accept entry-level employment are crucial to the student’s acceptability to potential employers.

**STUDENT HEALTH INSURANCE**
Students no longer covered by their parents’ insurance plan are encouraged to purchase health insurance. All eligible students can enroll in the plan for the entire academic year or for the semester. Dependent coverage is also available.

For further details about the medical coverage, please see the Student Services receptionist to pick up a brochure and application.

International Students
Unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that might occur all international students are required to purchase the MnSCU international student accident and illness insurance. For more information on student health insurance:

www.studentresources.com (United HealthCare)
www.ejsmith.com (Sentry Life Insurance Company)
STUDENT IDENTIFICATION - 2065

Photo identification is the preferred form of identification as a Northland Community and Technical College (NCTC) student. There are two forms of student identification at NCTC, the Student Identification Card and/or the Student Identification Badge.

There is no charge for the initial card or badge but a fee will be charged for a replacement. (Refer to tuition and fee schedule found on page 28.

NCTC student identification badges are distributed to students who require a photo identification badge for clinical, fieldwork, or internship experiences.

To procure a program name badge, the student must meet the following criteria:

- Must present a valid NCTC picture identification or valid picture identification*
- Must provide copy of class schedule
- Student’s name must be on faculty roster

Faculty must provide a list of students needing photo identification badges for clinical, fieldwork, or internship experiences.

Students with an identification card or badge are able to access library resources, gain admission to most college activities, and may take advantage of select business discounts in the college communities.

*Driver’s licenses, valid passports, military ID’s, or other forms of government-issued (national or foreign) identification that show name, address, date of birth, signature, and photograph are all acceptable forms of identification, unless there is any reason to question their authenticity.

STUDENT LIFE - 2100

The campus Student Life Committees shall adhere to the established guidelines set forth in Minnesota State Colleges and Universities (MnSCU) Policy 2.8 Student Life. Student life/activity programming is intended to provide for a wide range and balance of student activities that complement the curricular offerings of the institution. Funding decisions shall be made in a viewpoint neutral manner. After consulting with the president or designee, the campus Student Senates may review and amend the membership structure of the campus Student Life Committees for the next academic year. The campus Student Senates shall appoint the student members of the campus committee. The campus Student Senates may serve as the campus Student Life Committees. Not more than one-third of the voting committee members shall be non-students. The Student Life fee shall fund the student government (Student Senate) on each campus.

The committee(s) shall annually recommend to the campus Student Senate the amount of the fee for the ensuing year, the allocation of revenues, policies and procedures for oversight of the Student Life budget and expenditures consistent with system and institution policies and procedures (see Policy 5.11 and System Procedures 5.11.1 and 2.8.1). The College President shall approve, reject, or modify the fee and/or budget and authorize the collection and expenditure of such fees. The campus Student Senates shall be consulted on any modification to the budget and expenditure recommendation prior to implementation. Student Life fund balances shall have carry-over authority into the next fiscal year. Budget reserves may be established and their status shall be annually reported to the campus Student Life Committees.

Part 1. Definitions

Student organization: Those clubs and organizations that have been formally recognized by the campus Student Senate as described in Minnesota State Colleges and Universities (MnSCU) Policy 2.1.

Student life/activities: Student life/activities are those activities consistent with M.S. 136F.01. Subd. 5.


Subpart A. Budget process. The campus Student Senate and the president or designee shall jointly determine a schedule to ensure that the budget plan for student life/activity will be completed for action in the spring. At the beginning of the annual budget preparation process, the college administration shall provide the student life committee with a copy of the previous year’s student life/activity financial statement, current year-to-date budget and financial statement, and pertinent regulations and policies. Supplemental budget information, including process notes and explanations, shall be provided at the request of the committee(s). The committee(s) shall present the student life/activity budget, including the fee amount and allocation of revenues, to the campus Student Senate for review. The Senate(s) will make recommendations to the college president for approval. New funding requests or modifications occurring during the year shall be reviewed and recommended at the discretion of the campus Student Senate and submitted to the institution president for action.
Subpart B. Student organization accounts. Northland Community and Technical College (NCTC) shall provide for the fiscal management of student organization accounts. A student organization which receives allocations of student activity monies shall deposit and expend all allocations through an account within the institution activity fund. Student organizations may also establish an agency account at the NCTC’s discretion.

Subpart C. Annual report. NCTC shall prepare a student life/activity fee annual financial report including all reserves and accrued interest. The report shall be available to interested parties and provided to the student life/activity committee and the campus student senate. The campus student senate may request that NCTC provide a detailed accounting or obtain an audit of its student life/activity fund which shall be made available to interested parties. The cost of these audits shall be borne by NCTC’s student life/activity fund.

Subpart D. Carry forward and reserves. Expenditures from carry forward, including reserves, shall occur only after receipt of a recommendation from the campus student senate. The amount of these carry forward funds shall be reported to the campus student life committee(s). Interest earned from the student life/activity fund shall be credited back to that fund. The committee(s) may review and make recommendations regarding the investment policy for student life/activities reserves.

Subpart E. Use of Funds.
1. The student life/activity fee shall only fund activities that are consistent with M.S. 136F.01, Subd. 5.
2. The student life committee(s) shall follow commonly accepted business practices in the operation and funding of student life/activity programs.
3. This policy and procedure seeks to ensure the proper use and stewardship of public funds in the operation of the student life/activity programs.
4. NCTC’s president or designee and the campus student senate shall jointly establish guidelines on appropriate business practices for expenditures from the student life/activity fund.
5. Student life/activity funds shall not be used for the purchase of alcohol.
6. All revenue collected through the student health services fee, and maintained in an account of the activity fund, shall be used in compliance with the finance policies and procedures of MnSCU.
7. Student life/activity fees shall not be used as donations to college foundations or to other external charitable organizations.
8. Student life/activity fees shall not be used to provide individual scholarships or grants.
9. The student life committee(s) shall recommend student leader tuition waivers and/or stipends funded by the student life/activity fund. NCTC shall determine whether these expenditures are considered taxable.
10. The student life committee(s) may agree to provide funds for its own support through the student life/activity budget process.

STUDENT RIGHT-TO-KNOW - 2185
It is the policy of NCTC to annually prepare and make available to all enrolled and prospective students, statistics on completion or graduation rates, transfer-out rates, and employment, pursuant to the Student Right-to-Know Act of 1990. This information shall be made available through appropriate publications, mailings and the College website.

STUDENT RIGHTS AND RESPONSIBILITIES - 2012
Part 1. Freedom to Learn. In addition to the basic constitutional rights enjoyed by all citizens, students in colleges and universities have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

Part 2. Freedom of Expression. Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not substantially disrupt the regular and essential operation of the institution. In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Part 3. Freedom of Association. Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

Part 4. Student-Sponsored Forums. Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college or university shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The president or designee may prohibit any forum
when holding the event, in his or her judgment, would result in physical harm to persons or property. Prior to any such prohibition, the 

president shall consult with the student association.

Part 5. Student Publications. Student-funded publications shall be free of censorship and advance approval of copy, and their editors 

and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall 

be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or 

content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student 

publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, system, or 

student body.

Part 6. Student Policies. The policies of the college regarding student expectations, rights and responsibilities shall be readily accessible 

to students.

Part 7. Catalog and Course Information. To the extent possible, students shall be provided relevant and accurate information regarding 
courses prior to enrollment. Catalog descriptions and website postings shall be accurate and based on information existing at the time of 
publication. To the extent possible, class schedules shall list the names of faculty teaching courses.

Part 8. Student Academic Standing Information. Students shall have access to accurate information for establishing and maintaining 

acceptable academic standing, information which will enable students to determine their individual academic standing, and information 

regarding graduation requirements.

Part 9. Academic Evaluation. Student academic performance shall be evaluated solely on the basis of academic standards, including any 

requirements that are noted in the catalog, course syllabus, or student handbook. Students shall have protection against prejudiced or 
capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students 

shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's 

academic performance.

Part 10. Property Rights. Term papers, essays, projects, works of art, and similar property including property in which the student has 

intellectual property rights pursuant to Board Policy 3.26 shall be returned to a student upon request, within a reasonable timeframe, when 

no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

Part 11. Student Review and Consultation. Students shall have the right to appropriate levels of participation in college decision making 
pursuant to MnSCU Policy 2.3 and Procedure 2.3.1, Student Involvement in Decision-Making.

STUDENTS WITH DISABILITIES - 2035

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with 
Disabilities Act of 1996, NCTC affirms the rights of students with disabilities to equal opportunity and treatment in recruitment, admissions, 
progress, services and activities.

In order to receive accommodations, a student must:
1) Initiate a request for services through the campus Disabilities Coordinator;
2) Provide documentation verifying the disability and recommended academic accommodations;
3) Follow the Student Support Plan as determined after consultation with campus Disabilities Coordinator.

In accordance with Minnesota Statute 135.A.16, NCTC shall provide, at a minimum, the following:
1) support, counseling, and information that may include support groups, individual counseling, career counseling and 
assessment, and referral services;
2) academic assistance services that may include early registration, early syllabus availability, course selection and program 
advising, course work and testing assistance and modification, and tutoring;
3) advocacy services that may include a designated ombudsman serving as the primary contact and coordinator for students 
needing services, assistance in working individually with the faculty and administrators, intervention procedures, and 
grievance procedures.

NCTC shall publish in its catalog, student policy handbook and planner, and website, information on campus services that are available to 
students with disabilities, the name of the college contact person, and the designated location for obtaining information on services.
USE OF E-MAIL AS OFFICIAL CORRESPONDENCE TO STUDENTS - 2205

College use of e-mail
E-mail is the official communication with Northland Community and Technical College (NCTC) students. Official e-mail communications are intended only to meet the academic and administrative needs of the College community. The College has the right to expect that such communications will be received and read in a timely fashion. The College retains the right to send official communication via traditional methods.

As administrator of this process, the Director of Technology, or designee, is responsible for monitoring the use of student e-mail. Confidentiality of e-mail correspondence cannot be guaranteed; therefore users of this service should exercise extreme caution when sending messages. It is a violation of College policies for any user to impersonate a College office, faculty/staff member, or student. Further guidelines for appropriate use of e-mail are noted in NCTC Policy 5010 Acceptable Use of Computers and Information Technology Resources.

Assignment of student e-mail
College e-mail accounts are assigned to all registered students. Official e-mail addresses are considered as "directory information" under FERPA and NCTC's Data Privacy Policy.

Expectations about student use of e-mail
Students are expected to check their e-mail regularly. Students have the responsibility to recognize that certain communications may be time-critical. Students may be required to monitor e-mail on a more frequent basis as determined by instructional needs. Faculty will dictate how electronic forms of communication (e.g., e-mail) will be used in their classes.

Redirecting of e-mail
Students are responsible for all information sent to them via their NCTC e-mail account. If a student chooses to forward messages to another account, they do so at their own risk. Students remain responsible for obtaining the information that has been communicated from NCTC. The College will not be responsible for the handling of e-mail by outside vendors.

Compliance with related Policies

Exception to policy
Personnel and student conduct actions regarding specific detail will not be sent via electronic mail.

VETERANS SERVICES
The programs offered by Northland Community and Technical College have been approved by the Minnesota State Approving Agency for veterans and their dependents eligible for educational benefits under Chapter 30, 31,32 and 35 of the Veterans Readjustment Act of 1977. Under the new GI Bill, Chapter 1606 and 1607 (REAP: Reserve Educational Assistance Programs) Reserve and National Guard personnel may be eligible for educational benefits. Students should contact the Veterans Certifying Official or their local Veterans Administration office to obtain applications. The Veterans Administration office will determine eligibility and entitlement. Students are also encouraged to apply for veteran’s benefits online at www.va.gov.

Veterans may receive credit for appropriate military training. The campus transfer specialist personnel will determine the number of credits acceptable to transfer. Veterans or veterans’ dependents receiving educational benefits must conform to the following regulations to maintain their eligibility.
1. Register for at least 12 credits per semester to receive full benefits; 9-11 credits for three-quarter time; 6-8 for half time; 4-5 for less than half-time. (Veterans Administration pays tuition and fees only for 1-3 credits. These credits must apply towards a degree.)
2. Maintain satisfactory academic progress toward graduation.
3. Report any changes in credits (drops/adds), address or status (i.e. withdrawal) to a VA certifying official.

**Veterans Certifying Officials**

**East Grand Forks:**
Pam Schorsch, Advisor  
Room 109  
(218) 793-2402  
pam.schorsch@northlandcollege.edu

**Thief River Falls:**
Rocky Ammerman, Registrar/Advisor  
Room 525 I  
(218) 681-0858  
rocky.ammerman@northlandcollege.edu

**Campus Veterans Services Centers**

**East Grand Forks**
Room 432D  
(218) 793-2386

**Thief River Falls**
Room 453  
(218) 683-8988
## EAST GRAND FORKS CAMPUS
### STUDENT SERVICES DIRECTORY

218-793-2800 ● 1-800-451-3441
Fax: (218) 793-2832 ● TTD: (218) 793-2801

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE #</th>
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<tbody>
<tr>
<td><strong>Academic Dishonesty</strong></td>
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<tr>
<td>Dr. Henry (Hank) Roehrich</td>
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<td><a href="mailto:hank.roehrich@northlandcollege.edu">hank.roehrich@northlandcollege.edu</a></td>
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<tr>
<td><strong>Admissions</strong></td>
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<tr>
<td>Susan Harris</td>
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<td><a href="mailto:susan.harrie@northlandcollege.edu">susan.harrie@northlandcollege.edu</a></td>
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<td><strong>Advisor/Admissions Representatives</strong></td>
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<tr>
<td>Nic Thompson</td>
<td>(218) 793-2397</td>
<td>115</td>
<td><a href="mailto:nicolas.thompson@northlandcollege.edu">nicolas.thompson@northlandcollege.edu</a></td>
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<td>Pam Schorsch</td>
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<td><a href="mailto:pam.schorsch@northlandcollege.edu">pam.schorsch@northlandcollege.edu</a></td>
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<tr>
<td>Shannon Bolden</td>
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<td><a href="mailto:shannon.bolden@northlandcollege.edu">shannon.bolden@northlandcollege.edu</a></td>
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<tr>
<td><strong>Bookstore</strong></td>
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<tr>
<td>Dee Olson</td>
<td>(218) 793-2418</td>
<td>242</td>
<td><a href="mailto:dee.olson@northlandcollege.edu">dee.olson@northlandcollege.edu</a></td>
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<tr>
<td>Amanda Johnson</td>
<td>(218) 793-2417</td>
<td>242</td>
<td><a href="mailto:amanda.johnson@northlandcollege.edu">amanda.johnson@northlandcollege.edu</a></td>
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<td><strong>Business Office</strong></td>
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<td>(218) 793-2422</td>
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<td><strong>Class Cancellation Hotline</strong></td>
<td>(218) 793-2403</td>
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<td>* Also go to <a href="http://www.northlandcollege.edu">www.northlandcollege.edu</a> to view online</td>
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<td><strong>Counselor</strong></td>
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<td>Kate Schmalenberg</td>
<td>(218) 793-2401</td>
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<td><a href="mailto:kate.schmalenberg@northlandcollege.edu">kate.schmalenberg@northlandcollege.edu</a></td>
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<tr>
<td>Marna Klug (TRIO Counselor)</td>
<td>(218) 793-2394</td>
<td>111</td>
<td><a href="mailto:mama.klug@northlandcollege.edu">mama.klug@northlandcollege.edu</a></td>
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<td><strong>Dean of Academic Affairs</strong></td>
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<td>Dr. Henry (Hank) Roehrich</td>
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<td><strong>Dean of Student Services</strong></td>
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<td>Mary Fontes</td>
<td>(218) 793-2460</td>
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<tr>
<td><strong>Disability Coordinator (Students)</strong></td>
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<td>Ellen Brehmer</td>
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<td><strong>Distance Education</strong></td>
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<td>1-800-456-8519</td>
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<td>* Also go to <a href="http://www.distance.minnesota.edu">www.distance.minnesota.edu</a></td>
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<td><strong>Discrimination Complaints</strong></td>
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<td>Becky Lindseth</td>
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<td><strong>Financial Aid</strong></td>
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<td>Rhonda Hettirvig</td>
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**International Students**
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<th>Office</th>
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<tr>
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<td>Marketing Director (Interim)</td>
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<td>Multicultural Student Services</td>
<td>Nicole Brenny</td>
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<td><a href="mailto:nicole.brenny@northlandcollege.edu">nicole.brenny@northlandcollege.edu</a></td>
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<tr>
<td>Placement Specialist</td>
<td>Susan Dowers</td>
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<td><a href="mailto:susan.dowers@northlandcollege.edu">susan.dowers@northlandcollege.edu</a></td>
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<tr>
<td>Post Secondary Enrollment Options</td>
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<td>112</td>
<td><a href="mailto:kate.schmalerberg@northlandcollege.edu">kate.schmalerberg@northlandcollege.edu</a></td>
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<td></td>
<td>Nic Thompson</td>
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<td><a href="mailto:nicolas.thompson@northlandcollege.edu">nicolas.thompson@northlandcollege.edu</a></td>
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<tr>
<td>Pre-Enrollment</td>
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<td><a href="mailto:jennifer.donarski@northlandcollege.edu">jennifer.donarski@northlandcollege.edu</a></td>
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<td>Karen Meine</td>
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<td><a href="mailto:anne.temte@northlandcollege.edu">anne.temte@northlandcollege.edu</a></td>
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<tr>
<td>Registration</td>
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<td><a href="mailto:jo.schill@northlandcollege.edu">jo.schill@northlandcollege.edu</a></td>
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<td>Andrea Moses</td>
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<td><a href="mailto:andrea.moses@northlandcollege.edu">andrea.moses@northlandcollege.edu</a></td>
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<tr>
<td>Student Conduct Issues</td>
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<td>114</td>
<td><a href="mailto:mary.fontes@northlandcollege.edu">mary.fontes@northlandcollege.edu</a></td>
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<tr>
<td>Student Life Coordinator</td>
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<td>Student Senate Advisor</td>
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<td><a href="mailto:paul.conlon@northlandcollege.edu">paul.conlon@northlandcollege.edu</a></td>
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<tr>
<td>Student Senate President</td>
<td>Candice Pfeifer</td>
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<td>432 C</td>
<td><a href="mailto:candice.pfeifer@northlandcollege.edu">candice.pfeifer@northlandcollege.edu</a></td>
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<tr>
<td>Student Success Coordinator</td>
<td>Maureen O’Connell</td>
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<td>113</td>
<td><a href="mailto:maureen.oconnell@northlandcollege.edu">maureen.oconnell@northlandcollege.edu</a></td>
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<tr>
<td>Tours &amp; Visits</td>
<td>Karen Meine</td>
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<td><a href="mailto:karen.meine@northlandcollege.edu">karen.meine@northlandcollege.edu</a></td>
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<td>Transfer Specialists</td>
<td>Shannon Bolden</td>
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<td><a href="mailto:shannon.bolden@northlandcollege.edu">shannon.bolden@northlandcollege.edu</a></td>
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<td>Nic Thompson</td>
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<td><a href="mailto:nicolas.thompson@northlandcollege.edu">nicolas.thompson@northlandcollege.edu</a></td>
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<tr>
<td>Transcripts</td>
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<td><a href="mailto:andrea.moses@northlandcollege.edu">andrea.moses@northlandcollege.edu</a></td>
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<td>Jo Ann Schill</td>
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<td><a href="mailto:jo.schill@northlandcollege.edu">jo.schill@northlandcollege.edu</a></td>
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<td>Transcript Request Hotline</td>
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<td><strong>Veterans Center</strong></td>
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<td>Laura Farris</td>
<td>(218) 793-2402</td>
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<td><strong>Veterans Services</strong></td>
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<td>Pam Schorsch</td>
<td>(218) 793-4646</td>
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<td><strong>Vice President of Academic &amp; Student Affairs</strong></td>
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<td>Kent Hanson</td>
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<td>Chad Sperling</td>
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<td>Karleen Delorme</td>
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<td><strong>Academic Dishonesty</strong></td>
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<td>Norma Konschak</td>
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<td><strong>Assessment Coordinator</strong></td>
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<td><strong>Athletic Coordinator</strong></td>
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<td>Bonnie Klasen</td>
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<td><strong>Counseling</strong></td>
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<tr>
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<td><strong>Discrimination Complaints</strong></td>
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<td><strong>Distance Education</strong></td>
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<td>1-800-456-8519</td>
<td>* Also go to <a href="http://www.distance.minnesota.edu">www.distance.minnesota.edu</a></td>
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<td>Juan Barrios</td>
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<td>Jennifer Sundberg</td>
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<td><a href="mailto:jennifer.sundberg@northlandcollege.edu">jennifer.sundberg@northlandcollege.edu</a></td>
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<td><strong>International Students</strong></td>
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<td>Nicki Carlson</td>
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<td><strong>Learning Center</strong></td>
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<td>Dean Dalen</td>
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<td>Jane Anderson</td>
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<td><strong>Library</strong></td>
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<td>Cynthia Jorstad</td>
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<td><strong>Marketing Director (Interim)</strong></td>
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<td><strong>New Venture Center</strong></td>
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<td>Susan Dowers</td>
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