NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3071 ACADEMIC ADVISING POLICY

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 available to assist students with course selection, program progression planning, and academic issues.

It is the student's responsibility to meet with an advisor to obtain their access code prior to registration.

Date of Implementation: 6/2/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 1/9/06 - Moved from Student Series, Policy #2066 to Academic Series.
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06
Date of Revisions:
3/9/07
12/16/08 – Reviewed
3/26/10 – Reviewed
3/25/11-Reviewed
03/05/12 – Reviewed
03/04/13 - Reviewed
Academic Calendar

- Spring Semester 2014
- Summer Session 2014
- Fall Semester 2014
- Final Exams Schedule

Related Links

- Distance Students Important Dates & Deadlines
- Events Calendar
- Previous Academic Calendars
- Registrar's Office

Spring Semester 2014

Note: If you are taking online courses from another college, check the calendar from that college to determine the correct add/drop/withdrawal dates.

October

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday Oct 15</td>
<td>Registration Opens (Summer 2014 also starts)</td>
<td></td>
</tr>
</tbody>
</table>

December

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday Dec 2</td>
<td>Charging is allowed in bookstore (with Financial Aid)</td>
<td></td>
</tr>
<tr>
<td>Thursday Dec 19</td>
<td>Tuition Due</td>
<td></td>
</tr>
<tr>
<td>11:59 PM</td>
<td>Cancellation of Classes for Non-Payment</td>
<td></td>
</tr>
</tbody>
</table>

January

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday Jan 10</td>
<td>Tuition Due</td>
<td></td>
</tr>
<tr>
<td>11:59 PM</td>
<td>Cancellation of Classes for Non-Payment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring Semester Classes Begin</td>
<td></td>
</tr>
</tbody>
</table>
### Spring Semester 2014 · Northland Community & Technical College

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MondayJan13</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FridayJan17</strong></td>
<td>Tuition Due&lt;br&gt;Cancellation of Classes for Non-Payment&lt;br&gt;11:59 PM</td>
<td></td>
</tr>
<tr>
<td><strong>MondayJan20</strong></td>
<td>Martin Luther King, Jr Day (NO CLASSES)</td>
<td></td>
</tr>
<tr>
<td><strong>MondayJan27</strong></td>
<td>Last Day to Drop all Classes and Receive 75% Tuition Refund</td>
<td></td>
</tr>
</tbody>
</table>

**NEED TO KNOW**

- Last Day to Add or Drop an Online Class<br>**WHEN:** per student's eServices schedule
- Last Day to Add or Drop an On Campus Class<br>**WHEN:** per student's eServices schedule
- Last Day to Drop a Class and Receive 100% Tuition Refund<br>**WHEN:** per student's eServices schedule

### February

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MondayFeb3</strong></td>
<td>Financial Aid Disbursement (Direct Deposit only)</td>
<td></td>
</tr>
<tr>
<td><strong>MondayFeb3</strong></td>
<td>Last Day to Drop all Classes and Receive 50% Tuition Refund</td>
<td></td>
</tr>
<tr>
<td><strong>MondayFeb10</strong></td>
<td>Last Day to Drop all Classes and Receive 25% Tuition Refund</td>
<td></td>
</tr>
<tr>
<td><strong>MondayFeb10</strong></td>
<td>Financial Aid Disbursement (Checks mailed)</td>
<td></td>
</tr>
<tr>
<td><strong>MondayFeb17</strong></td>
<td>President’s Day Holiday (NO CLASSES)</td>
<td></td>
</tr>
<tr>
<td><strong>TuesdayFeb18</strong></td>
<td>Payment Plan Fees Assessed</td>
<td></td>
</tr>
</tbody>
</table>

http://www.northlandcollege.edu/academics/calendar/spring2/
NEED TO KNOW

Last Day to Withdraw from a First ½ Semester Class
WHEN: per student’s eServices schedule

March

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday Mar 1</td>
<td>Graduation Applications Due</td>
<td></td>
</tr>
<tr>
<td>Friday Mar 7</td>
<td>Mid-Term of Semester</td>
<td></td>
</tr>
<tr>
<td>Monday Mar 10</td>
<td>Spring Break (NO CLASSES)</td>
<td></td>
</tr>
<tr>
<td>Friday Mar 14</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

April

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday Apr 1</td>
<td>Registration opens for Fall Semester classes</td>
<td></td>
</tr>
<tr>
<td>Tuesday Apr 1</td>
<td>Late Fees Assessed</td>
<td></td>
</tr>
</tbody>
</table>

NEED TO KNOW

Last Day to Withdraw from Online Classes (NCTC)
WHEN: per student’s eServices schedule

Last Day to Withdraw From a Full Semester On Campus Class
WHEN: per student’s eServices schedule

Last Day to Withdraw from a Second ½ Semester Class
WHEN: per student’s eServices schedule

May

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday May 9</td>
<td>Online Courses End</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Take Action</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Monday May 12</td>
<td>Final Exams</td>
<td></td>
</tr>
<tr>
<td>Thursday May 15</td>
<td>End of Spring Semester</td>
<td></td>
</tr>
<tr>
<td>Thursday May 15</td>
<td>Graduation (TRF Campus)</td>
<td></td>
</tr>
<tr>
<td>Friday May 16</td>
<td>Graduation (EGF Campus)</td>
<td></td>
</tr>
<tr>
<td>Monday May 12</td>
<td>Web Grade Entry Dates</td>
<td></td>
</tr>
<tr>
<td>Friday May 16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday May 16</td>
<td>Grades Due</td>
<td></td>
</tr>
</tbody>
</table>
Academic Calendar

- Spring Semester 2014
- Summer Session 2014
- Fall Semester 2014
- Final Exams Schedule

Related Links

- Distance Students Important Dates & Deadlines
- Events Calendar
- Previous Academic Calendars
- Registrar's Office

Summer Session 2014

Note: If you are taking online courses from another college, check the calendar from that college to determine the correct add/drop/withdrawal dates.

October

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>Oct 15 Registration opens for online and on campus classes</td>
<td></td>
</tr>
</tbody>
</table>

April

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Apr 28 Tuition Due</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cancellation of Classes for Non-Payment</td>
<td></td>
</tr>
</tbody>
</table>

May

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>May 1 Charging is allowed in bookstore (w/Financial Aid)</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>May 16 Tuition Due</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cancellation of Classes for Non-Payment</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>May 19 Summer Session Starts</td>
<td></td>
</tr>
</tbody>
</table>

http://www.northlandcollege.edu/academics/calendar/summer/
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday May 23</td>
<td>Tuition Due</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cancellation of Classes for Non-Payment</td>
<td></td>
</tr>
<tr>
<td>Monday May 26</td>
<td>Memorial Day Observed (NO CLASSES)</td>
<td></td>
</tr>
</tbody>
</table>

**NEED TO KNOW**

Last Day to Add or Drop an Online Class  
WHEN: per student's eServices schedule

Last Day to Add or Drop an On Campus Class  
WHEN: per student's eServices schedule

**June**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday Jun 9</td>
<td>Financial Aid Disbursement (Direct Deposit Only)</td>
<td></td>
</tr>
<tr>
<td>Thursday Jun 12</td>
<td>Financial Aid Disbursement (Checks Mailed)</td>
<td></td>
</tr>
<tr>
<td>Monday Jun 23</td>
<td>Payment Plan Fee Assessed ($30)</td>
<td></td>
</tr>
</tbody>
</table>

**NEED TO KNOW**

Last Day to Withdraw from On Campus Class  
WHEN: per student's eServices schedule

**July**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday Jun 30</td>
<td>Fourth of July Break (No On-Campus Classes)</td>
<td></td>
</tr>
<tr>
<td>Friday Jul 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday Jul 4</td>
<td>Fourth of July Break (No ONLINE Classes)</td>
<td></td>
</tr>
<tr>
<td>Monday Jul 14</td>
<td>NCTC Online Courses End</td>
<td></td>
</tr>
</tbody>
</table>

http://www.northlandcollege.edu/academics/calendar/summer/
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday Jul 31</td>
<td>Late Fee Assessed ($50)</td>
<td></td>
</tr>
<tr>
<td>Thursday Jul 31</td>
<td>Summer Session Ends</td>
<td></td>
</tr>
</tbody>
</table>

**NEED TO KNOW**

Last Day to Withdraw from Online Class  
WHEN: per student’s eServices schedule

**August**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday Jul 14</td>
<td>Web Grade Entry Dates</td>
<td></td>
</tr>
<tr>
<td>Friday Aug 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday Aug 1</td>
<td>Grades Due</td>
<td></td>
</tr>
</tbody>
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Fall Semester 2014

Note: If you are taking online courses from another college, check the calendar from that college to determine the correct add/drop/withdrawal dates.

April

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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Tuesday Apr 1** Registration Opens

August

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Friday Aug 1** Charging is allowed in bookstore (w/Financial Aid)

**Monday Aug 4**
Tuition Due
Cancellation of Classes for Non-Payment

**Friday Aug 22**
Tuition Due
Cancellation of Classes for Non-Payment

**Monday Aug 25**
Fall Semester 2014 Classes Begin

**Friday Aug 29**
Tuition Due
Cancellation of Classes for Non-Payment

Last Day to Drop ALL Classes and Receive 100% Tuition Refund

http://www.northlandcollege.edu/academics/calendar/fall2/
### NEED TO KNOW

**Last Day to Add or Drop an Online Class**
WHEN: per student's eServices schedule

**Last Day to Add or Drop an On Campus Class**
WHEN: per student's eServices schedule

### September

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MondaySep1</strong></td>
<td>Labor Day Holiday (NO CLASSES)</td>
<td></td>
</tr>
<tr>
<td><strong>MondaySep8</strong></td>
<td>Last Day to Drop ALL Classes and Receive 75% Tuition Refund</td>
<td></td>
</tr>
<tr>
<td><strong>MondaySep15</strong></td>
<td>Last Day to Drop ALL Classes and Receive 50% Tuition Refund</td>
<td></td>
</tr>
<tr>
<td><strong>MondaySep15</strong></td>
<td>Financial Aid Disbursement Begins (Direct Deposit only)</td>
<td></td>
</tr>
<tr>
<td><strong>ThursdaySep18</strong></td>
<td>Financial Aid Disbursement Begins (Checks Mailed)</td>
<td></td>
</tr>
<tr>
<td><strong>MondaySep22</strong></td>
<td>Last Day to Drop ALL Classes and Receive 25% Tuition Refund</td>
<td></td>
</tr>
<tr>
<td><strong>MondaySep29</strong></td>
<td>Payment Plan Fees Assessed</td>
<td></td>
</tr>
</tbody>
</table>

### NEED TO KNOW

**Last Day to Withdraw from a First ½ Semester Class**
WHEN: per student's eServices schedule

### October

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Event</td>
<td>Take Action</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>WednesdayOct15</td>
<td>Registration for Spring &amp; Summer Semester Begins</td>
<td></td>
</tr>
<tr>
<td>WednesdayOct15</td>
<td>Graduation Applications Due</td>
<td></td>
</tr>
<tr>
<td>WednesdayOct15</td>
<td>Mid-Term of Semester (First ½ Semester Classes End)</td>
<td></td>
</tr>
<tr>
<td>ThursdayOct16</td>
<td>Minnesota State College Faculty Days (NO CLASSES)</td>
<td></td>
</tr>
<tr>
<td>FridayOct17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MondayOct20</td>
<td>Second ½ Semester Classes Begin</td>
<td></td>
</tr>
</tbody>
</table>

**November**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>MondayNov3</td>
<td>Late Fees Assessed</td>
<td></td>
</tr>
<tr>
<td>TuesdayNov11</td>
<td>Veteran's Day Holiday (NO CLASSES)</td>
<td></td>
</tr>
<tr>
<td>ThursdayNov27</td>
<td>Thanksgiving Holiday (NO CLASSES)</td>
<td></td>
</tr>
<tr>
<td>FridayNov28</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NEED TO KNOW**

Last Day to Withdraw from Online Classes (NCTC)
WHEN: per student’s eServices schedule

Last Day to Withdraw From a Full Semester On Campus Class
WHEN: per student’s eServices schedule

Last Day to Withdraw From a Second ½ Semester Class
WHEN: per student’s eServices schedule

**December**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
</table>

http://www.northlandcollege.edu.academics/calendar/fall2/
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday Dec 15</td>
<td>Final Exams</td>
<td></td>
</tr>
<tr>
<td>Thursday Dec 18</td>
<td>NCTC Online Courses End</td>
<td></td>
</tr>
<tr>
<td>Thursday Dec 18</td>
<td>End of Fall Semester (second ½ semester classes end)</td>
<td></td>
</tr>
<tr>
<td>Thursday Dec 11</td>
<td>Web Grade Entry Dates</td>
<td></td>
</tr>
<tr>
<td>Friday Dec 19</td>
<td>Grades Due</td>
<td></td>
</tr>
</tbody>
</table>
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Final Exams Schedule

- Final exams are scheduled according to the first meeting of the class during a full week of classes.
- Classes will have their final exams in their regularly scheduled rooms unless otherwise notified.
- All one and two credit courses will have their final exams scheduled on the last regularly scheduled class meeting before finals week.
- Any student scheduled for three or more finals in one day can petition advisors to discuss a rescheduling of a final with an instructor.
- Exam times for classes not covered on this final exam schedule will be announced by the instructor.
- Evening courses will give their final exam on the last regularly scheduled meeting date during finals week.
- Finals for evening classes will begin at the same time and on the same day as the regular course.

2013 Fall Semester Finals Schedule

<table>
<thead>
<tr>
<th>Test Dates</th>
<th>Test Time 8 AM - 10 AM</th>
<th>Test Time 10:30 AM - 12:30 AM</th>
<th>Test Time 1 PM - 3 PM</th>
<th>Test Time 3:30 PM - 5:30 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec. 17</td>
<td>Class 9:30 AM</td>
<td>Class 11:00 AM</td>
<td>Class 3:00 PM</td>
<td>Class 4:00 PM</td>
</tr>
<tr>
<td>2013</td>
<td>T H</td>
<td>T H</td>
<td>T H</td>
<td>T H</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Class 9:00 AM</td>
<td>Class 11:00 AM</td>
<td>Class 1:00 PM</td>
<td>Class 3:00 PM</td>
</tr>
<tr>
<td>Dec. 18</td>
<td>MWF</td>
<td>MWF</td>
<td>MWF</td>
<td>*4:00 PM</td>
</tr>
<tr>
<td>2013</td>
<td>MTH</td>
<td>MTH</td>
<td>MTH</td>
<td>*4:30 PM</td>
</tr>
<tr>
<td></td>
<td>MTHF</td>
<td>MTHF</td>
<td>MTHF</td>
<td>M W</td>
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<td></td>
<td>MTHF</td>
<td>MTHF</td>
<td>MTHF</td>
<td>M W F</td>
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</tbody>
</table>

http://www.northlandcollege.edu/academics/calendar finals/ 7/24/2014
<table>
<thead>
<tr>
<th>Test Dates</th>
<th>Test Time 8 AM - 10 AM</th>
<th>Test Time 10:30 AM - 12:30 PM</th>
<th>Test Time 1 PM - 3 PM</th>
<th>Test Time 3:30 PM - 5:30 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>Class 8:00 AM</td>
<td>Class 10:00 AM</td>
<td>Class 12:00 PM</td>
<td>Class 2:00 PM</td>
</tr>
<tr>
<td>Dec. 19</td>
<td>T H</td>
<td>T H</td>
<td>T H</td>
<td>T H</td>
</tr>
<tr>
<td>2013</td>
<td>Class</td>
<td>Class</td>
<td>Class</td>
<td>Class</td>
</tr>
<tr>
<td>Friday</td>
<td>Class 8:00 AM</td>
<td>Class 10:00 AM</td>
<td>Class 12:00 PM</td>
<td>Class 2:00 PM</td>
</tr>
<tr>
<td>Dec. 20</td>
<td>M W F</td>
<td>M W F</td>
<td>M W F</td>
<td>M W F</td>
</tr>
<tr>
<td>2013</td>
<td>M T H F</td>
<td>M T H F</td>
<td>M T H F</td>
<td>M T H F</td>
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<td></td>
<td>M T W H F</td>
<td>M T W H F</td>
<td>M T W H F</td>
<td>M T W H F</td>
</tr>
</tbody>
</table>

**Please Note: If students are enrolled in both a 3 pm course and either a 4 pm or 4:30 pm course, the final exams are scheduled at the same time; students should consult with their instructors to re-schedule one of the exams.**

### 2014 Spring Semester Finals Schedule

<table>
<thead>
<tr>
<th>Test Dates</th>
<th>Test Time 8 AM - 10 AM</th>
<th>Test Time 10:30 AM - 12:30 PM</th>
<th>Test Time 1 PM - 3 PM</th>
<th>Test Time 3:30 PM - 5:30 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Class 8:00 AM</td>
<td>Class 10:00 AM</td>
<td>Class 12:00 PM</td>
<td>Class 2:00 PM</td>
</tr>
<tr>
<td>May 12</td>
<td>M W F</td>
<td>M W F</td>
<td>M W F</td>
<td>M W F</td>
</tr>
<tr>
<td>2014</td>
<td>M T H F</td>
<td>M T H F</td>
<td>M T H F</td>
<td>M T H F</td>
</tr>
<tr>
<td></td>
<td>M T W H F</td>
<td>M T W H F</td>
<td>M T W H F</td>
<td>M T W H F</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Class 8:00 AM</td>
<td>Class 10:00 AM</td>
<td>Class 12:00 PM</td>
<td>Class 2:00 PM</td>
</tr>
<tr>
<td>May 13</td>
<td>T H</td>
<td>T H</td>
<td>T H</td>
<td>T H</td>
</tr>
<tr>
<td>2014</td>
<td>Class</td>
<td>Class</td>
<td>Class</td>
<td>Class</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Class 9:00 AM</td>
<td>Class 11:00 AM</td>
<td>Class 1:00 PM</td>
<td>*4:00 PM</td>
</tr>
<tr>
<td>May 14</td>
<td>M W F</td>
<td>M W F</td>
<td>M W F</td>
<td>*4:30 PM</td>
</tr>
<tr>
<td>2014</td>
<td>M T H F</td>
<td>M T H F</td>
<td>M T H F</td>
<td>M W</td>
</tr>
<tr>
<td></td>
<td>M T W H F</td>
<td>M T W H F</td>
<td>M T W H F</td>
<td>M W F</td>
</tr>
<tr>
<td>Thursday</td>
<td>Class 9:00 AM</td>
<td>Class 11:00 AM</td>
<td>Class 3:00 PM</td>
<td>Class</td>
</tr>
<tr>
<td>May 15</td>
<td>T H</td>
<td>T H</td>
<td>4:00 PM</td>
<td>T H</td>
</tr>
<tr>
<td>2014</td>
<td>Class</td>
<td>Class</td>
<td>Class</td>
<td>Class</td>
</tr>
</tbody>
</table>

http://www.northlandcollege.edu/academics/calendar finals/ 7/24/2014
<table>
<thead>
<tr>
<th>Test Dates</th>
<th>Test Time</th>
<th>Test Time</th>
<th>Test Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8 AM - 10 AM</td>
<td>10:30 AM - 12:30 PM</td>
<td>1 PM - 3 PM</td>
</tr>
<tr>
<td></td>
<td>9:30 AM</td>
<td>3:30 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T H</td>
<td>T H</td>
<td></td>
</tr>
</tbody>
</table>

**Please Note:** If students are enrolled in both a 3 pm course and either a 4 pm or 4:30 pm course, the final exams are scheduled at the same time; students should consult with their instructors to re-schedule one of the exams.
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3072 ACADEMIC DISHONESTY POLICY

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) as one’s own work. 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 should 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 grade appeal process. Refer to the Grade Appeal policy 3430.

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

Date of Implementation: 6/2/04
Date of Adoption: 6/8/05 – Language consistency 1/9/06 – Moved from Student Policy #2120 to Academic Series
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06
12/16/08 - Revised
3/26/10 – Reviewed
3/1/11 – Revised
03/05/12 – Reviewed
03/04/13 - Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3090 GRADING POLICY

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
FN = Failure for Non Attendance
FW = Unofficial Withdraw
P = Pass
NC = No Credit
CR = Credit by Exam
AU = Audit
I = Incomplete
Z = In Progress
W = Withdraw
R = Repeat
GH = Grade Held (specific to the Aviation Program and no longer used)

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, FN, FW = 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. Repeated courses may not qualify for financial aid. The student must submit a request to the registrar for a GPA recalculation.

Pass/No Credit (P/NC)

Students may enroll in select courses on a “Pass/No Credit” 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/NC” basis, a student cannot switch back to the regular grading system. The “P/NC” registrant is obligated to complete all course requirements.

- Student may take no more than one class per semester on a P/NC basis.
- Students who are on Academic Probation will not be allowed to register for any courses on a P/NC basis.
- No class taken initially for a letter grade may be repeated on a P/NC 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/NC 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/NC grading policy may include customized training, continuing education or management education.

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. Audited courses are not eligible for financial aid. Upon registration of the course, an entry is made on the student’s permanent record along with other classes. "AU" equals audit.

INCOMPLETE GRADES

Students must 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 only in extenuating circumstances and is a temporary grade. It is to be given only to students who cannot complete the coursework on schedule because of illness or other extenuating circumstances. An incomplete grade will automatically become an “F” grade at
the end of the next term if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date.

Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06
12/16/08 – Revised
3/26/10 – Reviewed
3/1/11 – Revised
03/19/12 – Revised
03/04/13 - Reviewed
03/25/14 – Revised
Cabinet Approval 5/22/14
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3455 BACKGROUND STUDY POLICY

The college has an obligation to uphold the ethical codes and legal obligations of our Health and Human Service programs and affiliated clinical, internship, or fieldwork experience partners. To uphold these obligations, health and human services programs (see program website) require students to complete a background study and receive and maintain clearance by the Minnesota Department of Health and Human Services and other applicable agencies. The student may pay a charge to complete this study. Therefore, it is the student’s obligation to gain clearance as well as maintain clearance to engage in clinical, internship, or fieldwork experiences. The student is not guaranteed participation in clinical, internship, or fieldwork experiences if their background status is not clear.

As a healthcare or human services professional (student or practicing) one has an obligation to maintain a background clear of ethical and legal violations. As such, NCTC is not responsible for any prior violations that may appear in current or future background studies. Additionally, any violations that appear at any time in one’s background study may impact the ability to gain or maintain employment. If a background study indicates that the student may provide care under stipulations that place extra costs or burdens on the college, the college will not expend additional resources due to the student’s previous ethical and/or legal violations.

In the event that students or potential students have been convicted of a crime, consideration must be given whether or not to attend a health and human services program. It is recommended that background studies are completed and returned so that the student is informed about their eligibility to enroll in a particular program. If disqualification is determined by the Minnesota Department of Health and Human Services or other applicable agencies while the student is participating in clinical, internship, or fieldwork experiences, the college is not obliged to provide an alternative educational experience.

Date of Implementation:
Date of Adoption: 12/16/09
Date & Subject of Revisions:
  1st Read Approved @ AASC 10/13/09
  2nd Read Approved @ AASC 11/18/09
  Approved @ Cabinet 12/16/09
  3/26/10 - Reviewed
  3/1/11 – Reviewed
  04/18/12 – Reviewed
  03/19/13 - Reviewed
  04/07/14 – Revised
  Cabinet Approval 5/22/2014
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3360 CLASSROOM INSTRUCTION POLICY

Each faculty member is expected to use instructional 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 notify the academic administrator prior to the absence and submit an appropriate leave form for any day the class does not meet.

Date of Implementation: 6/2/04
Date of Adoption: AASC Approved 5/9/06; Executive Council Approval 5/18/06
Date & Subject of Revisions: 1/27/09 Reviewed and Revised
3/26/10 – Reviewed
3/1/11 – Revised – minor modifications
03/05/12 – Reviewed
03/19/13 – Reviewed
04/07/14 – Revised
Cabinet Approval 5/22/2014
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3150P CREDIT FOR PRIOR LEARNING PROCEDURE

The procedure defines the requirements for evaluating and granting credit to a student admitted to NCTC for successful college-level learning gained in non-credit or experiential settings.

Methods of assessing credit for prior learning include:

DIRECT TRANSFER OF COURSES (See NCTC Policy 3120)

CREDIT BY EXAMINATION

- Nationally recognized examinations mandated by Minnesota Statute and Board of Trustee policy
  1. CLEP (College Level Examination Program) SEE Part A
  2. AP (Advanced Placement) SEE Part B
  3. IB (International Baccalaureate) SEE Part C
- Other nationally recognized examinations;
  1. NOCTI (National Occupational Competency Testing Institute) SEE Part D
  2. DSST (DANTES Subject Standardized Test) SEE Part E
  3. Thomas Edison College Examination Program (TECEP)
  4. New York University Foreign Language Proficiency (NYUFLP)
  5. Excelsior examinations See Part F
- ACE endorsed examinations;
- Course Specific Examinations (test out) SEE Part G

AWARDING OF CREDIT FOR MILITARY EXPERIENCES

Students having served in the military may request to have credit awarded for experiences gained while serving in the military, in accordance with Minnesota Statute 197.775, Sub. 2. 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 CRLT 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 to other institutions.

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.

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.

TECH PREP ARTICULATION

Northland Community and Technical College will recognize official agreements with specific high schools for specific course work providing they meet the criteria and conditions of NCTC’s "Program Articulation Agreement for Advanced Standing."

CREDIT BY EXAMINATION

Part A: CLEP

CLEP stands for College Level Examination Program which is offered by the College Board. It offers students the opportunity to obtain recognition for college-level achievement in five general areas as well as numerous subject areas. The General Examinations measure material usually covered in the first two years of college and often referred to as general education requirements. The Subject Examinations measure achievement in specific college courses and are used to grant exemption from and credit for these courses.

A CLEP Subject Examination may not be taken to establish credit for a course in which a student has already earned credit in a higher level sequential course. A Subject Examination may not be used to establish credit in a subject which the student has previously failed.

Subject Examinations, minimum scores, credits, and NCTC course equivalent:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Score</th>
<th>Credits</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting (Prin)</td>
<td>50</td>
<td>4</td>
<td>BUSN 2221</td>
</tr>
<tr>
<td>Algebra (College)</td>
<td>50</td>
<td>3</td>
<td>MATH 1110</td>
</tr>
<tr>
<td>Algebra-Trigonometry</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>PLSC 1102</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2241 &amp; 2242</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Lit</td>
<td>50</td>
<td>6</td>
<td>Goal Area VI</td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>6</td>
<td>BIOL 1111</td>
</tr>
<tr>
<td>Business Law</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Calculus w/Elem Functions</td>
<td>50</td>
<td>6</td>
<td>MATH 2231</td>
</tr>
<tr>
<td>Chemistry (General)</td>
<td>50</td>
<td>6</td>
<td>CHEM 1121</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>6</td>
<td>ENGL1111 &amp; ENGL1112</td>
</tr>
<tr>
<td>College Composition Modular</td>
<td>50</td>
<td>3</td>
<td>ENGL1111</td>
</tr>
<tr>
<td>(without essay)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>College Composition Modular</td>
<td>n/a</td>
<td>n/a</td>
<td>No Equivalent</td>
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<tr>
<td>(with essay)</td>
<td></td>
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<tr>
<td>College Mathematics</td>
<td>50</td>
<td>3</td>
<td>Goal Area IV</td>
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<tr>
<td>Educational Psychology</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
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<tr>
<td>English Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2251 &amp; 2252</td>
</tr>
<tr>
<td>French I &amp; II (Beg)</td>
<td>50</td>
<td>6</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>French I &amp; II (Interm)</td>
<td>59</td>
<td>12</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>German I &amp; II (Beg)</td>
<td>50</td>
<td>6</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>German I &amp; II (Interm)</td>
<td>60</td>
<td>12</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>History of the U.S. I</td>
<td>50</td>
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<td>HIST 2201</td>
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<tr>
<td>History of the U.S. II</td>
<td>50</td>
<td>3</td>
<td>HIST 2202</td>
</tr>
<tr>
<td>Human Growth &amp; Develop</td>
<td>50</td>
<td>3</td>
<td>PSYC 2201</td>
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<tr>
<td>Humanities</td>
<td>50</td>
<td>3</td>
<td>HUMN1101</td>
</tr>
</tbody>
</table>
Info, Syst. & Comp Apps 50 3 No Equivalent
Macroeconomics 50 3 ECON 2202
Management (Prin) 50 3 BUSN 2210
Marketing (Prin) 50 3 MKTG 2200
Microeconomics 50 3 ECON 2201
Natural Science 50 3 Goal Area III
Pre-Calculus 50 3 MATH 1113
Psychology (Intro) 50 3 PSYC 1105
Social Sciences & History 50 3 Goal Area V
Sociology (Intro) 50 3 SOCI 1101
Spanish I & II (Beg) 50 6 SPAN 1101 & 1102
Spanish I & II (Intern) 63 12 SPAN 2101 & 2102
Trigonometry 50 3 MATH 1106
Western Civilization I 50 4 HIST 1101
Western Civilization II 50 4 HIST 1102

NOTE: Acceptable scores may vary among colleges and universities.

Part B: ADVANCED PLACEMENT

Advanced Placement (AP) is a program of the College Entrance Examination Board through which secondary students complete college-level courses in high school that are designated as AP and earn college credits by demonstrating a specified level of performance on AP examinations. The AP examinations, which are scored on a 5-point scale, can be taken by any student who feels prepared by independent study or other preparation as well as by students who complete AP courses.

Northland will grant credit for AP examinations according to the following:

1. A score of 3 is the minimum score required for credit to be awarded.
2. The same amount of credit will be granted for scores of 3, 4, and 5.
3. Credit will be given for a specific college course if a test covers substantially similar material. If the test material does not match an existing course, students will be awarded up to 4 semester elective credits.
4. Students may petition for elective credits to meet certain general education requirements for an Associate Degree.
5. There is no limit to the total number of credits a student can earn through AP courses and tests.

ADVANCED PLACEMENT COURSES, EQUIVALENCIES & CREDITS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>EQUIVALENCIES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART HISTORY</td>
<td>ARTS 2233 &amp; 2234</td>
<td>6</td>
</tr>
<tr>
<td>STUDIO DRAWING</td>
<td>ARTS 1111</td>
<td>3</td>
</tr>
<tr>
<td>STUDIO 2-D DESIGN</td>
<td>ARTS 1125</td>
<td>3</td>
</tr>
<tr>
<td>STUDIO 3-D DESIGN</td>
<td>ARTS 1126</td>
<td>3</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>BIOL 1111</td>
<td>4</td>
</tr>
<tr>
<td>CALCULUS AB</td>
<td>MATH 2231</td>
<td>4</td>
</tr>
<tr>
<td>CALCULUS BC</td>
<td>MATH 2231 &amp; 2232</td>
<td>8</td>
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<tr>
<td>CHEMISTRY</td>
<td>CHEM 1121</td>
<td>5</td>
</tr>
<tr>
<td>Course</td>
<td>Code</td>
<td>Credits</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------</td>
<td>---------</td>
</tr>
<tr>
<td>COMPUTER SCIENCE A</td>
<td>CPTR 1104</td>
<td>3</td>
</tr>
<tr>
<td>COMPUTER SCIENCE AB</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>MACROECONOMICS</td>
<td>ECON 2202</td>
<td>3</td>
</tr>
<tr>
<td>MICROECONOMICS</td>
<td>ECON 2201</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH LANG &amp; COMP</td>
<td>ENGL 1111</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH LIT &amp; COMPOSITION</td>
<td>ENGL 1112 &amp; 1126</td>
<td>6</td>
</tr>
<tr>
<td>ENVIRONMENTAL SCIENCE</td>
<td>NSCI 2203</td>
<td>4</td>
</tr>
<tr>
<td>FRENCH LANGUAGE</td>
<td>GOAL AREA VIII</td>
<td>4</td>
</tr>
<tr>
<td>GERMAN LANGUAGE</td>
<td>GOAL AREA VIII</td>
<td>4</td>
</tr>
<tr>
<td>COMPARATIVE GOVT &amp; POLITICS</td>
<td>PLSC 2204</td>
<td>3</td>
</tr>
<tr>
<td>U.S. GOVERNMENT &amp; POLITICS</td>
<td>PLSC 1102</td>
<td>3</td>
</tr>
<tr>
<td>EUROPEAN HISTORY</td>
<td>HIST 1101 &amp; 1102</td>
<td>8</td>
</tr>
<tr>
<td>U.S. HISTORY</td>
<td>HIST 2201 &amp; 2202</td>
<td>6</td>
</tr>
<tr>
<td>WORLD HISTORY</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>HUMAN GEOGRAPHY</td>
<td>GEOG 2242</td>
<td>3</td>
</tr>
<tr>
<td>LATIN VERGIL or LITERATURE</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>MUSIC THEORY</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>PHYSICS B</td>
<td>PHYS 1010</td>
<td>3</td>
</tr>
<tr>
<td>PHYSICS C (MECHANICS)</td>
<td>PHYS 1111</td>
<td>4</td>
</tr>
<tr>
<td>PHYSICS C (ELEC &amp; MAG)</td>
<td>PHYS 1112</td>
<td>4</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>PSYC 1105</td>
<td>3</td>
</tr>
<tr>
<td>SPANISH LANGUAGE</td>
<td>SPAN 1101 &amp; 1102</td>
<td>8</td>
</tr>
<tr>
<td>SPANISH LANGUAGE</td>
<td>SPAN 2201 &amp; 2202</td>
<td>8</td>
</tr>
<tr>
<td>STATISTICS</td>
<td>MATH 2203</td>
<td>4</td>
</tr>
</tbody>
</table>

**OTHER ADVANCED PLACEMENT PROGRAMS & AWARDING OF CREDIT**

A MINIMUM SCORE OF 45 OR PASS REQUIRED

**ACT/PEP TEST**

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABNORMAL PSYCHOLOGY</td>
<td>PSYC 2215</td>
<td>3</td>
</tr>
<tr>
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<td>MATH 2203</td>
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**PART C: INTERNATIONAL BACCALAUREATE (IB)**

The IB program is an internationally recognized program through which a secondary student completes a comprehensive curriculum of rigorous study and demonstrates performance on IB examinations. A student may present a full IB diploma or a certificate recognizing specific higher level or standard level examination scores.

Higher level IB examinations assess work for higher level courses which generally involve significant breadth and depth of learning. They represent a recommended 240 teaching hours. Standard level IB examinations assess work completed at a narrower or less rigorous level than the higher level examinations. They represent a recommended 150 teaching hours. The IB diploma covers six subjects and is awarded to students who achieve specified scores on three higher level and three standard level examinations or four higher level and two standard level examinations.

**IB Diploma:**

Students who attain an International Baccalaureate (IB) diploma shall be granted six (6) lower division course credits for scores of 4 or higher on each Higher Level IB examinations and two (2) lower division
course credits for scores of 4 or higher on each Standard Level IB examination.

**Individual IB examinations:**

**Higher level examinations.** A student shall receive three (3) or more course credits for scores of 4 or higher on individual Higher Level IB examinations.

**Standard level examinations.** A student shall receive two (2) or more credits for scores of 4 or higher on individual Standard Level IB examinations.

**PART D: NOCTI (NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE)**

NCTC shall grant credit to students who have met or exceeded national average scores on the National Occupational Competency Testing Institute (NOCTI) assessments for specific skill sets in specific program areas. It is the student’s responsibility to provide the documentation to support their request.

**Part E: DANTES SUBJECT STANDARDIZED TESTS (DSST)**

DANTES stands for Defense Activity for Non-Traditional Education Support. They offer military personnel an extensive series of examinations in college subjects that are comparable to final or end-of-course examinations in undergraduate courses. **Northland will award three credits for successfully passing each examination:**

### BUSINESS

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<th>48 / 400</th>
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### HUMANITIES

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### MATH

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### PHYSICAL SCIENCE

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<td>Here’s to Your Health</td>
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<td>Physical Geology</td>
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| PHIL 2240 | No Equivalent | ACCT 1108 | No Equivalent | BUSN1110 | CPT 1104 | No Equivalent | BUSN 1115 ? (econ) | BUSN2221(3 credits) | MKTG 2120 | PHIL 1102 | PHIL 1111 | SPCH 1101 | MATH 1110 | MATH 2203 | NSCI 1123 | NSCI 2203 | No Equivalent | NSCI 1103 |
Physical Science I 47

SOCIAL SCIENCES
A History of the Vietnam War 44
An Introduction to the Modern Middle East 47
Arts of the Western World 48
Criminal Justice 400
Foundations of Education 46
Fundamentals of Counseling 45
General Anthropology 47
Human/Cultural Geography 48
Introduction to Law Enforcement 45
Lifespan Developmental Psychology 46
Rise & Fall of the Soviet Union 45
Substance Abuse (formerly Drug & Alcohol Abuse) 400
The Civil War & Reconstruction 47
Western Europe Since 1945 45

No Equivalent
No Equivalent
Goal Area VI

GOAL AREA V

SOCI 1106
PSYC 2201
HIST 2213

No Equivalent

No Equivalent

TECHNOLOGY
Technical Writing 46
ENGL 2207

The scores listed above are current scores. Scores prior to the timeframe this grid was updated may also be valid. See the college transfer specialist for more information.

Part F: Excelsior examinations

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<td>Bioethics: Philosophical Issues (413)</td>
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<td>Cultural Diversity (545)</td>
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<td>English Composition (434)</td>
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<td>Ethics: Theory &amp; Practice (484)</td>
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<tr>
<td>Foundations of Gerontology (407)</td>
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<td>Introduction to Philosophy (416)</td>
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<td>Introduction to Music (414)</td>
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<td>Life Span Developmental Psychology (583)</td>
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<td>Essentials of Nursing Care: Health Safety (488)</td>
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Note: Science exams taken through Excelsior do not include a lab component and therefore will not be awarded equivalency to Northland science courses.

**Part G: TEST OUT**

A currently enrolled student in good standing may petition to challenge any college level 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. Test out options may not be available for all courses. 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 in the transfer section of the 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. Credits earned through test out may not transfer to other institutions.

A student may not test-out of a course that appears on the student’s record. A student may not repeat a test out (credit by exam).

**Date of Implementation:**
6/2/04

**Date of Adoption:**
**AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revised 6/6/07**

**Date & Subject of Revisions:**
Revised 4/23/09 by SAS subgroup
Approved by AASC 5/5/09
Approved by Cabinet 6/10/09
4/22/10 – Revised
Approved AASC 5/5/10 1st Read
Cabinet Approved 6/28/10
5/5/11 – Group revised
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3150 CREDIT FOR PRIOR LEARNING POLICY

Credit for Prior Learning 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 (see Transfer of Credit Policy 3120 and Procedure 3120P); by examination; for a veteran’s military training or service; through evaluation of credit for experiential learning (portfolio review and/or competence demonstration); or through formal Tech Prep agreements with high schools. Such credit granted will appear on the transcript and is not considered resident credit. There is no limit on the number of courses of which a student may earn credit for prior learning, except that the student must meet the College residency requirements. Credits earned through credit for prior learning may not transfer to other institutions.

The college’s student services and academic personnel will assess applications for credit for prior learning at the student’s request. It is the student’s responsibility to provide documentation to support his or her request. Students may appeal any decision regarding credits awarded for prior learning through the Transfer of Credit Procedure #3120P – Appeals process.

Date of Implementation: 6/2/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revised 4/23/09 ASA subgroup; Approved by AASC 5/5/09; Approved by Cabinet 6/10/09 4/07/10 – Revised Approved AASC 5/5/10 1st Read Cabinet Approved 6/28/10 5/5/11 – Group Review – minor modifications 04/18/12 – Revised 03/04/13 - Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3150P CREDIT FOR PRIOR LEARNING PROCEDURE

The procedure defines the requirements for evaluating and granting credit to a student admitted to NCTC for successful college-level learning gained in non-credit or experiential settings.

Methods of assessing credit for prior learning include:

DIRECT TRANSFER OF COURSES (See NCTC Policy 3120)

CREDIT BY EXAMINATION

- Nationally recognized examinations mandated by Minnesota Statute and Board of Trustee policy
  1. CLEP (College Level Examination Program) SEE Part A
  2. AP (Advanced Placement) SEE Part B
  3. IB (International Baccalaureate) SEE Part C
- Other nationally recognized examinations;
  1. NOCTI (National Occupational Competency Testing Institute) SEE Part D
  2. DSST (DANTES Subject Standardized Test) SEE Part E
  3. Thomas Edison College Examination Program (TECEP)
  4. New York University Foreign Language Proficiency (NYUFLP)
  5. Excelsior examinations See Part F
- ACE endorsed examinations;
- Course Specific Examinations (test out) SEE Part G

AWARDING OF CREDIT FOR MILITARY EXPERIENCES

Students having served in the military may request to have credit awarded for experiences gained while serving in the military, in accordance with Minnesota Statute 197.775, Sub. 2. Requests will be evaluated based on the program of study at Northland. A copy of the veteran’s DD-214 ard 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 CRLT 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 to other institutions.

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.

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.

TECH PREP ARTICULATION

Northland Community and Technical College will recognize official agreements with specific high schools for specific course work providing they meet the criteria and conditions of NCTC's "Program Articulation Agreement for Advanced Standing."

CREDIT BY EXAMINATION

Part A: CLEP

CLEP stands for College Level Examination Program which is offered by the College Board. It offers students the opportunity to obtain recognition for college-level achievement in five general areas as well as numerous subject areas. The General Examinations measure material usually covered in the first two years of college and often referred to as general education requirements. The Subject Examinations measure achievement in specific college courses and are used to grant exemption from and credit for these courses.

A CLEP Subject Examination may not be taken to establish credit for a course in which a student has already earned credit in a higher level sequential course. A Subject Examination may not be used to establish credit in a subject which the student has previously failed.

Subject Examinations, minimum scores, credits, and NCTC course equivalent:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Score</th>
<th>Credits</th>
<th>NCTC Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting (Prin)</td>
<td>50</td>
<td>4</td>
<td>BUSN 2221</td>
</tr>
<tr>
<td>Algebra (College)</td>
<td>50</td>
<td>3</td>
<td>MATH 1110</td>
</tr>
<tr>
<td>Algebra-Trigonometry</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>PLSC 1102</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2241 &amp; 2242</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Lit</td>
<td>50</td>
<td>6</td>
<td>Goal Area VI</td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>6</td>
<td>BIOL 1111</td>
</tr>
<tr>
<td>Business Law</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Calculus w/Elem Functions</td>
<td>50</td>
<td>6</td>
<td>MATH 2231</td>
</tr>
<tr>
<td>Chemistry (General)</td>
<td>50</td>
<td>6</td>
<td>CHEM 1121</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>6</td>
<td>ENGL 1111 &amp; ENGL 1112</td>
</tr>
<tr>
<td>College Composition Modular</td>
<td>50</td>
<td>3</td>
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<tr>
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</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>3</td>
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</tr>
<tr>
<td>Educational Psychology</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2251 &amp; 2252</td>
</tr>
<tr>
<td>French I &amp; II (Beg)</td>
<td>50</td>
<td>6</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>French I &amp; II (Interm)</td>
<td>59</td>
<td>12</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>German I &amp; II (Beg)</td>
<td>50</td>
<td>6</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>German I &amp; II (Interm)</td>
<td>60</td>
<td>12</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>History of the U.S. I</td>
<td>50</td>
<td>3</td>
<td>HIST 2201</td>
</tr>
<tr>
<td>History of the U.S. II</td>
<td>50</td>
<td>3</td>
<td>HIST 2202</td>
</tr>
<tr>
<td>Human Growth &amp; Develop</td>
<td>50</td>
<td>3</td>
<td>PSYC 2201</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>3</td>
<td>HUMN 1101</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
<td>Hours</td>
<td>No Equivalents</td>
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<tr>
<td>---------------------------------------</td>
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<td>----------------------</td>
</tr>
<tr>
<td>Info. Syst. &amp; Comp Apps</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>50</td>
<td>3</td>
<td>ECON 2202</td>
</tr>
<tr>
<td>Management (Prin)</td>
<td>50</td>
<td>3</td>
<td>BUSN 2210</td>
</tr>
<tr>
<td>Marketing (Prin)</td>
<td>50</td>
<td>3</td>
<td>MKTG 2200</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>50</td>
<td>3</td>
<td>ECON 2201</td>
</tr>
<tr>
<td>Natural Science</td>
<td>50</td>
<td>3</td>
<td>Goal Area III</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>50</td>
<td>3</td>
<td>MATH 1113</td>
</tr>
<tr>
<td>Psychology (Intro)</td>
<td>50</td>
<td>3</td>
<td>PSYC 1105</td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>50</td>
<td>3</td>
<td>Goal Area V</td>
</tr>
<tr>
<td>Sociology (Intro)</td>
<td>50</td>
<td>3</td>
<td>SOCI 1101</td>
</tr>
<tr>
<td>Spanish I &amp; II (Beg)</td>
<td>50</td>
<td>6</td>
<td>SPAN 1101 &amp; 1102</td>
</tr>
<tr>
<td>Spanish I &amp; II (Interm)</td>
<td>63</td>
<td>12</td>
<td>SPAN 2101 &amp; 2102</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>50</td>
<td>3</td>
<td>MATH 1106</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>4</td>
<td>HIST 1101</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>4</td>
<td>HIST 1102</td>
</tr>
</tbody>
</table>

**NOTE:** Acceptable scores may vary among colleges and universities.

**Part B: ADVANCED PLACEMENT**

Advanced Placement (AP) is a program of the College Entrance Examination Board through which secondary students complete college-level courses in high school that are designated as AP and earn college credits by demonstrating a specified level of performance on AP examinations. The AP examinations, which are scored on a 5-point scale, can be taken by any student who feels prepared by independent study or other preparation as well as by students who complete AP courses.

Northland will grant credit for AP examinations according to the following:

1. A score of 3 is the minimum score required for credit to be awarded.
2. The same amount of credit will be granted for scores of 3, 4, and 5.
3. Credit will be given for a specific college course if a test covers substantially similar material. If the test material does not match an existing course, students will be awarded up to 4 semester elective credits.
4. Students may petition for elective credits to meet certain general education requirements for an Associate Degree.
5. There is no limit to the total number of credits a student can earn through AP courses and tests.

**ADVANCED PLACEMENT COURSES, EQUIVALENCIES & CREDITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Equivalent Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART HISTORY</td>
<td>ARTS 2233 &amp; 2234</td>
<td>6</td>
</tr>
<tr>
<td>STUDIO DRAWING</td>
<td>ARTS 1111</td>
<td>3</td>
</tr>
<tr>
<td>STUDIO 2-D DESIGN</td>
<td>ARTS 1125</td>
<td>3</td>
</tr>
<tr>
<td>STUDIO 3-D DESIGN</td>
<td>ARTS 1126</td>
<td>3</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>BIOL 1111</td>
<td>4</td>
</tr>
<tr>
<td>CALCULUS AB</td>
<td>MATH 2231</td>
<td>4</td>
</tr>
<tr>
<td>CALCULUS BC</td>
<td>MATH 2231 &amp; 2232</td>
<td>8</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>CHEM 1121</td>
<td>5</td>
</tr>
<tr>
<td>Course</td>
<td>Equivalent Course</td>
<td>Credits</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-------------------</td>
<td>---------</td>
</tr>
<tr>
<td>COMPUTER SCIENCE A</td>
<td>CPTR 1104</td>
<td>3</td>
</tr>
<tr>
<td>COMPUTER SCIENCE AB</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>MACROECONOMICS</td>
<td>ECON 2202</td>
<td>3</td>
</tr>
<tr>
<td>MICROECONOMICS</td>
<td>ECON 2201</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH LANG &amp; COMP</td>
<td>ENGL 1111</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH LIT &amp; COMPOSITION</td>
<td>ENGL 1112 &amp; 1126</td>
<td>6</td>
</tr>
<tr>
<td>ENVIRONMENTAL SCIENCE</td>
<td>NSCI 2203</td>
<td>4</td>
</tr>
<tr>
<td>FRENCH LANGUAGE</td>
<td>GOAL AREA VIII</td>
<td>4</td>
</tr>
<tr>
<td>GERMAN LANGUAGE</td>
<td>GOAL AREA VIII</td>
<td>4</td>
</tr>
<tr>
<td>COMPARATIVE GOVT &amp; POLITICS</td>
<td>PLSC 2204</td>
<td>3</td>
</tr>
<tr>
<td>U.S. GOVERNMENT &amp; POLITICS</td>
<td>PLSC 1102</td>
<td>3</td>
</tr>
<tr>
<td>EUROPEAN HISTORY</td>
<td>HIST 1101 &amp; 1102</td>
<td>8</td>
</tr>
<tr>
<td>U.S. HISTORY</td>
<td>HIST 2201 &amp; 2202</td>
<td>6</td>
</tr>
<tr>
<td>WORLD HISTORY</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>HUMAN GEOGRAPHY</td>
<td>GEOG 2242</td>
<td>3</td>
</tr>
<tr>
<td>LATIN VERGIL or LITERATURE</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>MUSIC THEORY</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>PHYSICS B</td>
<td>PHYS 1010</td>
<td>3</td>
</tr>
<tr>
<td>PHYSICS C (MECHANICS)</td>
<td>PHYS 1111</td>
<td>4</td>
</tr>
<tr>
<td>PHYSICS C (ELEC &amp; MAG)</td>
<td>PHYS 1112</td>
<td>4</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>PSYC 1105</td>
<td>3</td>
</tr>
<tr>
<td>SPANISH LANGUAGE</td>
<td>SPAN 1101 &amp; 1102</td>
<td>8</td>
</tr>
<tr>
<td>SPANISH LANGUAGE</td>
<td>SPAN 2201 &amp; 2202</td>
<td>8</td>
</tr>
<tr>
<td>STATISTICS</td>
<td>MATH 2203</td>
<td>4</td>
</tr>
</tbody>
</table>

**OTHER ADVANCED PLACEMENT PROGRAMS & AWARDING OF CREDIT**

**A MINIMUM SCORE OF 45 OR PASS REQUIRED**

**ACT/PEP TEST**

<table>
<thead>
<tr>
<th>Course</th>
<th>Equivalent Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABNORMAL PSYCHOLOGY</td>
<td>PSYC 2215</td>
<td>3</td>
</tr>
<tr>
<td>ACCOUNTING: LEVEL I</td>
<td>BUSN 2221/2222</td>
<td>8</td>
</tr>
<tr>
<td>ADULT NURSING</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>ADVANCED ACCOUNTING</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ANATOMY &amp; PHYSIOLOGY</td>
<td>BIOL 2252/2254</td>
<td>6</td>
</tr>
<tr>
<td>AUDITING</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BUSINESS POLICY</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>COMMONALITIES IN NURSING CARE: AREA A</td>
<td></td>
<td>5</td>
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</tbody>
</table>
COMMONALITIES IN NURSING CARE: AREA B 5
CORPORATION FINANCE 3
CORRECTIVE/REMEDIAL INSTRUCTION IN READING 9
COST ACCOUNTING & ANALYSIS ACCT 2208 3
DIFFERENCES IN NURSING CARE: AREA A 4
DIFFERENCES IN NURSING CARE: AREA B 4
DIFFERENCES IN NURSING CARE: AREA C 4
EDUCATIONAL PSYCHOLOGY 3
FEDERAL INCOME TAXATION ACCT 2200 3
FOUND OF GERONTOLOGY 3
FUND OF NURSING 10
HEALTH RESTORATION: AREA I 4
HEALTH RESTORATION: AREA II 4
HEALTH SUPPORT: AREA I 4
HEALTH SUPPORT: AREA II 4
INTERMEDIATE ACCOUNTING ACCT 2204/2214 6
INTERMEDIATE BUSINESS LAW 3
LABOR RELATIONS 3
MARKETING: LEVEL I MKTG 2200 3
MATERNAL/CHILD CARE NURSING 6
MATERNITY NURSING 3
MICROBIOLOGY BIOL 2221 3
OCCUPATIONAL STRATEGIES IN NURSING 5
ORGANIZATIONAL BEHAVIOR 3
PERSONNEL MANAGEMENT 3
PHYSICAL GEOLOGY NSCI 1103 3
PRINCIPLES OF MANAGEMENT BUSN 2210 3
PRODUCTION/OPERATIONS MGMNT 3
PROFESSIONAL STRATEGIES, NURSING 4
PSYCHIATRIC/MENTAL HEALTH IN NURSING 8
READING INSTRUCTION: APPLICATION 9
READING INSTRUCTION IN ELEM SCHOOL 6
STATISTICS MATH 2203 3

PART C: INTERNATIONAL BACCALAUREATE (IB)

The IB program is an internationally recognized program through which a secondary student completes a comprehensive curriculum of rigorous study and demonstrates performance on IB examinations. A student may present a full IB diploma or a certificate recognizing specific higher level or standard level examination scores.

Higher level IB examinations assess work for higher level courses which generally involve significant breadth and depth of learning. They represent a recommended 240 teaching hours. Standard level IB examinations assess work completed at a narrower or less rigorous level than the higher level examinations. They represent a recommended 150 teaching hours. The IB diploma covers six subjects and is awarded to students who achieve specified scores on three higher level and three standard level examinations or four higher level and two standard level examinations.

IB Diploma:
Students who attain an International Baccalaureate (IB) diploma shall be granted six (6) lower division course credits for scores of 4 or higher on each Higher Level IB examinations and two (2) lower division
course credits for scores of 4 or higher on each Standard Level IB examination.

**Individual IB examinations:**

**Higher level examinations.** A student shall receive three (3) or more course credits for scores of 4 or higher on individual Higher Level IB examinations.

**Standard level examinations.** A student shall receive two (2) or more credits for scores of 4 or higher on individual Standard Level IB examinations.

**PART D: NOCTI (NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE)**

NCTC shall grant credit to students who have met or exceeded national average scores on the National Occupational Competency Testing Institute (NOCTI) assessments for specific skill sets in specific program areas. It is the student’s responsibility to provide the documentation to support their request.

**Part E: DANTES SUBJECT STANDARDIZED TESTS (DSST)**

DANTES stands for Defense Activity for Non-Traditional Education Support. They offer military personnel an extensive series of examinations in college subjects that are comparable to final or end-of-course examinations in undergraduate courses. **Northland will award three credits for successfully passing each examination:**

**BUSINESS**
- Business Ethics and Society 400
- Business Law II 52 / 44
- Business Mathematics 48 / 400
- Human Resource Management 46
- Intro to Business 46 / 400
- Intro to Computing 45 / 400
- Management Info Systems 46 / 400
- Money & Banking 48
- Organizational Behavior 48
- Personal Finance 46 / 400
- Principles of Finance 46
- Prin of Financial Accounting 49 / 47
- Principles of Supervision 46 / 400

PHIL 2240
ACCT 1108
BUSN1110
CPTR 1104
No Equivalent
BUSN 1115 ? (econ)
BUSN2221 (3 credits)
MKTG 2120

**HUMANITIES**
- Ethics in America 46 / 400
- Introduction to World Religions 48 / 400
- Principles of Public Speaking 47

PHIL 1102
PHIL 1111
SPCH 1101

**MATH**
- College Algebra 47 / 400
- Statistics 48 / 400

MATH 1110
MATH 2203

**PHYSICAL SCIENCE**
- Astronomy 48
- Environment & Humanity 46
- Here’s to Your Health 400
- Physical Geology 46

NSCI 1123
NSCI 2203
No Equivalent
NSCI 1103
### Physical Science I

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Goal Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A History of the Vietnam War</td>
<td>44</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>An Introduction to the Modern Middle East</td>
<td>47</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Arts of the Western World</td>
<td>48</td>
<td>Goal Area VI</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>400</td>
<td>CRJU2201</td>
</tr>
<tr>
<td>Foundations of Education</td>
<td>46</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Fundamentals of Counseling</td>
<td>45</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>General Anthropology</td>
<td>47</td>
<td>Goal Area V</td>
</tr>
<tr>
<td>Human/Cultural Geography</td>
<td>48</td>
<td>GEOG 2242</td>
</tr>
<tr>
<td>Introduction to Law Enforcement</td>
<td>45</td>
<td>SOCI 1106</td>
</tr>
<tr>
<td>Lifespan Developmental Psychology</td>
<td>46</td>
<td>PSYC 2201</td>
</tr>
<tr>
<td>Rise &amp; Fall of the Soviet Union</td>
<td>45</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Substance Abuse (formerly Drug &amp; Alcohol Abuse)</td>
<td>400</td>
<td>HPER 2240</td>
</tr>
<tr>
<td>The Civil War &amp; Reconstruction</td>
<td>47</td>
<td>HIST 2213</td>
</tr>
<tr>
<td>Western Europe Since 1945</td>
<td>45</td>
<td>No Equivalent</td>
</tr>
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</table>

### TECHNOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Technology Writing</th>
<th>46</th>
<th>ENGL 2207</th>
</tr>
</thead>
</table>

The scores listed above are current scores. Scores prior to the timeframe this grid was updated may also be valid. See the college transfer specialist for more information.

### Part F: Excelsior examinations

<table>
<thead>
<tr>
<th>Test Name</th>
<th>NCTC Equivalent</th>
<th>Credits</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abnormal Psychology (459)</td>
<td>PSYC 2215</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>American Dream (460)</td>
<td>No Equivalent, MnTC Goal Area 6</td>
<td>6</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Anatomy and Physiology (506)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Bioethics: Philosophical Issues (413)</td>
<td>PHIL 2210</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Cultural Diversity (545)</td>
<td>No Equivalent, MnTC Goal Area 5</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Earth Science (415)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>English Composition (434)</td>
<td>ENGL 1111</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Ethics: Theory &amp; Practice (484)</td>
<td>PHIL 1102</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Foundations of Gerontology (407)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Introduction to Philosophy (416)</td>
<td>PHIL 1101</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Introduction to Music (414)</td>
<td>MUSC 1101</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Juvenile Delinquency (411)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Life Span Developmental Psychology (583)</td>
<td>PSYC 2201</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Microbiology (558)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Organizational Behavior (435)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Pathophysiology (584)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Psychology of Adulthood &amp; Aging (485)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Religions of the World (509)</td>
<td>PHIL 1111</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Research Methods in Psychology (436)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Social Psychology (412)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>World Conflicts Since 1900 (512)</td>
<td>No Equivalent, MnTC Goal Area 5</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>World Population (487)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Human Resource Management (486)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Labor Relations (538)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Literacy Instruction in the Elementary School (565)</td>
<td>No Equivalent, Elective Credit</td>
<td>6</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Course</td>
<td>Equivalent</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>Essentials of Nursing Care (490)</td>
<td>No Equivalent</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Essentials of Nursing Care: Health Differences (489)</td>
<td>No Equivalent</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Essentials of Nursing Care: Health Safety (488)</td>
<td>No Equivalent</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Essentials of Nursing Care: Reproductive Health (491)</td>
<td>No Equivalent</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Health Differences Across the Life Span 1 (492)</td>
<td>No Equivalent</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Health Differences Across the Life Span 2 (493)</td>
<td>No Equivalent</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Health Differences Across the Life Span 3 (494)</td>
<td>No Equivalent</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Transition to the Registered Professional Nurse Role (495)</td>
<td>No Equivalent</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Note: Science exams taken through Excelsior do not include a lab component and therefore will not be awarded equivalency to Northland science courses.

**Part G: TEST OUT**

A currently enrolled student in good standing may petition to challenge any college level 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. Test out options may not be available for all courses. 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 in the transfer section of the 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. Credits earned through test out may not transfer to other institutions.

A student may not test-out of a course that appears on the student’s record. A student may not repeat a test out (credit by exam).

**Date of Implementation:**
6/2/04

**Date of Adoption:**
AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revised 6/6/07

**Date & Subject of Revisions:**
Revised 4/23/09 by SAS subgroup
Approved by AASC 5/5/09
Approved by Cabinet 6/10/09
4/22/10 – Revised
Approved AASC 5/5/10 1st Read
Cabinet Approved 6/28/10
5/5/11 – Group revised
Cabinet Approved 6/9/11
04/18/12 – Revised
04/15/13 – Revised
04/07/14 – Revised
Cabinet Approval 5/22/14
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3443 CREDIT LIFE POLICY

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.

Date of Implementation: 2/12/08
Date of Adoption: AASC 2/12/08
Date & Subject of Revisions:
1/27/09 Reviewed
3/26/10 – Reviewed
3/1/11 – Reviewed
03/05/12 – Reviewed
03/19/13 - Reviewed
Degrees, Certificates and Diplomas
(Minnesota State Colleges and Universities Procedure 3.36.1)

Associate in Arts (A.A.) degree. An associate in arts degree is awarded upon completion of a 60 credit academic program in the liberal arts and sciences without a named field of study. It is designed for transfer to baccalaureate degree-granting institutions. An associate in arts degree requires completion of at least a 40 credit general education curriculum that fulfills the Minnesota Transfer Curriculum goal areas. An associate in arts degree may have one or more emphases of at least 9 credits each in liberal arts and science fields, provided there is an articulation agreement with a baccalaureate major offered by at least one system university. At least 20 credits in the associate in arts degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the college or university.

Associate in Science (A.S.) degree. An associate in science degree is awarded upon completion of a 60 credit academic 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 and shall not have emphases. At least 20 credits in an associate in science degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the college or university. A waiver may be granted to exceed a length of 60 credits when 1) the waiver criteria are met and 2) an articulation agreement specifies the transfer of a greater number of credits.

Associate in Applied Science (A.A.S.) degree. An associate in applied science degree is awarded upon completion of a 60 credit academic program in a named field of study in scientific, technological or other professional fields. An associate in applied science degree 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. An associate in applied science 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. An associate in applied science degree may have one or more emphases of at least 9 credits each when there are at least 30 credits in the major that are common to the emphases. At least 20 credits in an associate in applied science degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the college or university. A waiver may be granted to exceed a length of 60 credits when 1) the waiver criteria are met and 2) an articulation agreement, where applicable, specifies the transfer of a greater number of credits.

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. A diploma may have one or more emphases of at least 9 credits when there are at least 30 credits in the major that are common to the emphases. At least one-third of the credits in the diploma shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation by the faculty and approval by the president of the college. A diploma of 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.

Undergraduate certificate. An undergraduate certificate is awarded upon completion of a 9 to 30 credit academic program. An undergraduate certificate may have an occupational outcome or address a focused area of study and shall not have emphases. At least one-third of the credits in the undergraduate certificate shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation by the faculty and approval by the president of the institution. An undergraduate certificate less than 9 or more than 30 credits in length may be approved when the academic 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 go to northlandcollege.edu/academics.
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3290 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 or sites who are eligible for approval include: college or public librarians, high school or college faculty, college testing or learning centers, professional proctoring services, or education officers in the military.

Individuals who may NOT serve as proctors, regardless of other qualifications, are: relatives, friends, neighbors, tutors, supervisors, 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.

Date of Implementation: 6/2/04
Date of Adoption: AASC Approved 5/9/06; Executive Council Approval 5/18/06
Date & Subject of Revisions: 1/27/09 Reviewed
3/26/10 – Reviewed
3/1/11 – Revised
AASC 1st Read 4/5/11
Cabinet Approved 5/19/11
03/05/12 – Reviewed
03/19/13 – Sent to Distance Ed Committee for Review
3/21/13 – Revised by the Distance Ed Committee
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3370 FIELD TRIPS POLICY

A field trip is any course-related, off-campus activity involving the students that is organized by the instructor. College sponsored or sanctioned student field trips are necessary for a well-rounded college experience. In order to assist with well-planned and -executed student field trips, the following is a list of important guidelines to follow when travelling with students.

- The field trip must relate to the course curriculum.

- The field trip should be used only if the instructor deems it the most appropriate technique available in achieving the instructional goals in question.

- All travel arrangements required for field trips must be approved by the appropriate Dean prior to leaving for the scheduled activity.

- It is the responsibility of the instructor to ensure that adequate funds are available to cover all costs associated with the field trip.

- Reimbursement for expenses incurred will be according to the current travel rules and regulation of the State of Minnesota as authorized by statute or by contract.

- Upon return from the college authorized trip, the instructor must reconcile necessary expenditures including receipts and submit to the Business Office.

- 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.

- Itineraries for field trips are recommended to be filed with the appropriate Dean 24 hours prior to any travel. The itinerary must include the following: date, hour of departure, list of students going, and time of return.

- If traveling out-of-state (including border cities), prior approval must be obtained from the college president. At least two weeks prior to the event, requests for out-of-state travel must first be submitted to the appropriate Dean supervising the program for approval. If approved, the Academic Dean will forward the request to the college president for approval.

- Out-of-state travel for student activities may require the presence of a college employee at the discretion of administration.

- Students participating in field trips are to be transported in the manner scheduled by the college. The use of private vehicles for field trips is prohibited, unless approved by college administration.

- Policies in the Student Handbook are applicable during the trip.

- The safety and welfare of participants should always be one of the primary concerns of the staff.
Date of Implementation: 6/2/04
Date of Adoption: 6/6/07
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revised 6/6/07; Revised #6 6/9/08
1/27/09 Reviewed with minor revisions
3/26/10 – Reviewed
3/25/11 Revised - minor modifications
03/05/12 – Reviewed
03/19/13 – Reviewed
04/07/14 – Revised
Cabinet Approval 5/22/2014
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3280 FRESH START POLICY

Currently enrolled students who have not attended any college or university for a period of five (5) years or more may appeal to exclude selected prior Northland Community and Technical College coursework with grades of "D", "W", "FW", and "F" from their cumulative GPA and cumulative percent completed calculations. Such courses and their actual grades appear on the student’s academic record, but these letter grades are not calculated for GPA nor percent completed purposes. Excluded courses cannot be used to satisfy any academic requirement. A student may use this option only once by submitting the Student Appeal form to the registrar’s office.

Students who have petitioned for the Fresh Start Policy must demonstrate renewed academic motivation by passing the first twelve (12) consecutive credits they register for with a minimum GPA of 2.0 and 100 percent completion prior to academic forgiveness being granted.

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 nor percent completed shown on the student’s transcript.

Date of Implementation: 6/2/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06
1/27/09 Reviewed
3/26/10 – Revised (researched MSU-Mankato, Vermillion, Hibbing, and MSU-Moorhead policies for language change)
Approved AASC 4/6/10 1st Read
Approved AASC 5/5/10 2nd Read
Cabinet Approval 5/24/10
Reviewed 12/2/10
3/1/11 – Revised
04/18/12 – Revised
03/19/13 – Reviewed
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3430 GRADE APPEAL POLICY

Students have the right to ask instructors for an explanation for any grade received. Students may formally appeal a final course grade. All grade appeals must be directed first to the instructor who assigned the disputed grade, as 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 form. This form must be submitted within 30 days of the term posting date to the campus Registrar’s office.
2. The registrar’s office will forward the appeal to the appropriate Academic Dean 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.

Date of Implementation: 6/2/04
Date of Adoption: AASC Approved 5/9/06; Executive Council Approval 5/18/06;
Date & Subject of Revisions: AASC Approved 2/12/08
1/27/09 Reviewed
3/26/10 – Reviewed
12/2/10 Made change to title of form; Student Appeal/Petition to Student Appeal
3/29/11 – Revised
AASC Approved 4/5/11
Cabinet Approved 4/28/11
03/05/12 – Reviewed
03/19/13 - Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3090 GRADING POLICY

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
FN = Failure for Non Attendance
FW = Unofficial Withdraw
P = Pass
NC = No Credit
CR = Credit by Exam
AU = Audit
I = Incomplete
Z = In Progress
W = Withdraw
R = Repeat
GH = Grade Held (specific to the Aviation Program and no longer used)

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, FN, FW = 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. Repeated courses may not qualify for financial aid. The student must submit a request to the registrar for a GPA recalculation.

Pass/No Credit (P/NC)

Students may enroll in select courses on a “Pass/No Credit” 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/NC” basis, a student cannot switch back to the regular grading system. The “P/NC” registrant is obligated to complete all course requirements.

- Student may take no more than one class per semester on a P/NC basis.
- Students who are on Academic Probation will not be allowed to register for any courses on a P/NC basis.
- No class taken initially for a letter grade may be repeated on a P/NC 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/NC 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/NC grading policy may include customized training, continuing education or management education.

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. Audited courses are not eligible for financial aid. Upon registration of the course, an entry is made on the student’s permanent record along with other classes. "AU" equals audit.

INCOMPLETE GRADES

Students must 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 only in extenuating circumstances and is a temporary grade. It is to be given only to students who cannot complete the coursework on schedule because of illness or other extenuating circumstances. An incomplete grade will automatically become an “F” grade at
the end of the next term if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date.

Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06
12/16/08 – Revised
3/26/10 – Reviewed
3/1/11 – Revised
03/19/12 – Revised
03/04/13 - Reviewed
03/25/14 – Revised
Cabinet Approval 5/22/14
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

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FN = Failure for Non Attendance
FW = Unofficial Withdraw
P = Pass
NC = No Credit
CR = Credit by Exam
AU = Audit
I = Incomplete
Z = In Progress
W = Withdraw
R = Repeat
GH = Grade Held (specific to the Aviation Program and no longer used)

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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:

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C = 2 grade points per credit
D = 1 grade point per credit

F, FN, FW = 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. Repeated courses may not qualify for financial aid. The student must submit a request to the registrar for a GPA recalculation.

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- Student may take no more than one class per semester on a P/NC basis.
- Students who are on Academic Probation will not be allowed to register for any courses on a P/NC basis.
- No class taken initially for a letter grade may be repeated on a P/NC 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/NC 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/NC grading policy may include customized training, continuing education or management education.

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INCOMPLETE GRADES

Students must 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 only in extenuating circumstances and is a temporary grade. It is to be given only to students who cannot complete the coursework on schedule because of illness or other extenuating circumstances. An incomplete grade will automatically become an "F" grade at
the end of the next term if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date.

Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06
12/16/08 – Revised
3/16/08 – Reviewed
3/1/11 – Revised
03/19/12 – Revised
03/04/13 - Reviewed
03/25/14 – Revised
Cabinet Approval 5/22/14
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3110 GRADUATION POLICY

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

- Students must maintain a minimum cumulative GPA of 2.00.
- To earn an Associate of Arts degree a student must maintain a cumulative 2.0 GPA in Minnesota Transfer Curriculum (MnTC) credits.
- 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 must be completed and submitted by established deadlines.
- Certificate, Diploma, and AAS programs must be completed within seven years of the final semester of continuous enrollment unless the academic program requirements specifically designate a shorter time for completion.
- Programs may have additional program graduation requirements. These requirements are found in the College catalog, program policy manual, and College web site.
- Certificates, diplomas, and degrees cannot be conferred for programs that have been closed or suspended beyond the completion timeline established through the suspension process.

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 an associate’s degree, a student must earn 15 of the required 60 credits (or ¼ of the credits for degrees exceeding 60 credits) at the granting institution, through arrangements with other accredited institutions, or through contractual relationships approved by the Higher Learning Commission (HLC). In addition, individual programs may require that specific courses be completed in residence.

At least 1/3 of credits required for completion of a diploma or certificate must be completed at the granting institution.

Northland limits academic residency to no more than twenty-five percent of the degree requirements for all undergraduate degrees for active-duty service members. Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active duty are covered in the same manner.

Courses completed through Distance Minnesota and other colleges that appear in the body of the NCTC transcript are considered resident credits.

COMMENCEMENT CEREMONY

Each campus will host one commencement ceremony per year. Commencement dates will be designated on the academic calendar. Students graduating in fall, spring, and summer will be invited to the
commencement ceremony.

HONORS
Based on the cumulative GPA after the fall term, honor calculations will be indicated according to the following scales:
Highest Honors = 3.75 or higher
Academic Excellence = 3.5 – 3.74

Final academic honors will be posted to final transcripts.

Date of Implementation: 6/2/04
Date of Adoption: AASC Approved 5/9/06; Executive Council Approval 5/18/06
Date & Subject of Revisions: 12/16/08 – Revised
3/26/10 – Revised
Approved AASC 4/6/10 1st Read
Approved AASC 5/5/10 2nd Read
Cabinet Approval 5/24/10
3/25/11 – Revised
04/18/12 – Revised per recommendation by SGC Commission and clarification of consortium credits
04/17/13 – Transfer Advisory Group (TAG) Update
03/25/14 – Revised
Cabinet Approval 5/22/14
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3090 GRADING POLICY

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
FN = Failure for Non Attendance
FW = Unofficial Withdraw
P = Pass
NC = No Credit
CR = Credit by Exam
AU = Audit
I = Incomplete
Z = In Progress
W = Withdraw
R = Repeat
GH = Grade Held (specific to the Aviation Program and no longer used)

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, FN, FW = 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. Repeated courses may not qualify for financial aid. The student must submit a request to the registrar for a GPA recalculation.

Pass/No Credit (P/NC)

Students may enroll in select courses on a “Pass/No Credit” 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/NC” basis, a student cannot switch back to the regular grading system. The “P/NC” registrant is obligated to complete all course requirements.

- Student may take no more than one class per semester on a P/NC basis.
- Students who are on Academic Probation will not be allowed to register for any courses on a P/NC basis.
- No class taken initially for a letter grade may be repeated on a P/NC 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/NC 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/NC grading policy may include customized training, continuing education or management education.

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. Audited courses are not eligible for financial aid. Upon registration of the course, an entry is made on the student’s permanent record along with other classes. "AU" equals audit.

INCOMPLETE GRADES

Students must 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 only in extenuating circumstances and is a temporary grade. It is to be given only to students who cannot complete the coursework on schedule because of illness or other extenuating circumstances. An incomplete grade will automatically become an “F” grade at
the end of the next term if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date.

Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06
12/16/08 – Revised
3/26/10 – Reviewed
3/1/11 – Revised
03/19/12 – Revised
03/04/13 - Reviewed
03/25/14 – Revised
Cabinet Approval 5/22/14
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2215 MILITARY SERVICE AND DISABLED VETERANS

Enrolled students who are called to active duty with the military service, and enrolled veterans who have a service-connected disability, as certified by the United States Department of Veterans Affairs, and whose service-connected medical condition or medical treatment requirements reasonably prevent the person’s attendance at or progress in part or all of the person’s higher educational training or studies at any given time, are provided one of the options listed in 2215P Military Service and Disabled Veterans Procedure. The terms “medical condition” and “medical treatment requirements” must be broadly construed and without regard for whether or not they relate directly to the person’s service-connected disability.


Date of Adoption: 5/10/05
Date of Implementation: 5/10/05
Date & Subject of Revisions: 7/13/07 – grammatical revision
12/16/08; 03/09/10; 02/22/11- Reviewed
07/07/11 Revised to reflect changes in MnSCU policy
07/25/11- SGC reading
02/29/12 Reviewed
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3090 GRADING POLICY

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
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D = Below Average
F = Failing
FN = Failure for Non Attendance
FW = Unofficial Withdraw
P = Pass
NC = No Credit
CR = Credit by Exam
AU = Audit
I = Incomplete
Z = In Progress
W = Withdraw
R = Repeat

GH = Grade Held (specific to the Aviation Program and no longer used)

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, FN, FW = 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. Repeated courses may not qualify for financial aid. The student must submit a request to the registrar for a GPA recalculation.

Pass/No Credit (P/NC)

Students may enroll in select courses on a “Pass/No Credit” 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/NC” basis, a student cannot switch back to the regular grading system. The “P/NC” registrant is obligated to complete all course requirements.

- Student may take no more than one class per semester on a P/NC basis.
- Students who are on Academic Probation will not be allowed to register for any courses on a P/NC basis.
- No class taken initially for a letter grade may be repeated on a P/NC 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/NC 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/NC grading policy may include customized training, continuing education or management education.

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. Audited courses are not eligible for financial aid. Upon registration of the course, an entry is made on the student’s permanent record along with other classes. "AU" equals audit.

INCOMPLETE GRADES

Students must 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 only in extenuating circumstances and is a temporary grade. It is to be given only to students who cannot complete the coursework on schedule because of illness or other extenuating circumstances. An incomplete grade will automatically become an “F” grade at
the end of the next term if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date.

Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06
12/16/08 – Revised
3/26/10 – Reviewed
3/1/11 – Revised
03/19/12 – Reviewed
03/04/13 – Reviewed
03/25/14 – Revised
Cabinet Approval 5/22/14
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3050 POST SECONDARY ENROLLMENT OPTIONS POLICY

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 postsecondary institutions."

In conjunction with Minnesota State Colleges and Universities System Policy 3.5 and Procedure 3.5.1, 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 sophomores, 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 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.

Date of Implementation: 6/2/04
Date of Adoption: AASC Approved 5/9/06; Executive Council Approval 5/18/06
Date & Subject of Revisions: 12/16/08 – Reviewed
3/26/10 – Revised
Approved 4/6/10 AASC 1st Read
Approved 5/5/10 AASC 2nd Read
Cabinet Approval 5/24/10
3/1/11 – Reviewed
04/16/12 – Reviewed
03/04/13 – Reviewed
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3300 PRESIDENT’S AND DEAN’S LISTS POLICY

Students earning a GPA of 3.5 or above during a semester will be placed on one of the academic achievement lists to indicate above-average performance. Only students with at least 12 earned credits in residence (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.

Academic achievement will be noted on the students’ transcripts.

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 and the college website. If a student has completed the Withhold Directory Information form, his or her name will be omitted from any published list.

Date of Implementation: 6/2/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06
1/27/09 Reviewed
3/26/10 – Reviewed
3/1/11 – Revised
03/19/12 – Reviewed
04/07/14 – Revised
Cabinet Approval 5/22/14
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3440 PROGRAM INTERRUPTION POLICY

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 elect to follow a new program curriculum must submit a Change of Student Status form to the Admission’s Office.

Students who have not attended for one academic term (excluding summer) or more must meet the program requirements in effect at the time of their re-enrollment.

If a student’s program of study is interrupted, the college does not guarantee that the program will be available upon their return.

Date of Implementation:
Date of Adoption: 1/25/05
Date & Subject of Revisions: 1/27/09 Reviewed & Revised
Approved by AASC 5/5/09
Approved by Cabinet 6/10/09
3/26/10 – Reviewed
3/1/11 – Revised – minor modifications
03/05/12 – Reviewed
03/19/13 - Reviewed
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3100 REPEATING COURSES POLICY

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, 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 Academic Progress notations on the student’s transcript.

Repeated courses may not qualify for financial aid.

Date of Implementation: 6/2/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06; Rev. 2/29/08
12/16/08 - Reviewed
3/26/10 – Reviewed
3/1/11 – Reviewed
03/05/12 – Reviewed
03/04/13 - Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3395 SAFETY GLASSES/EQUIPMENT POLICY

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.

Date of Implementation: 6/2/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 1/9/06 – Moved from Student Policy #2190 to Academic Series;
AASC Approved 5/9/06; Executive Council Approval 5/18/06
1/27/09 Reviewed
3/26/10 – Reviewed
3/1/11 – Reviewed
03/05/12 – Reviewed
03/19/13 - Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3240 STUDENT COMPLAINTS AND GRIEVANCES POLICY

A student has the right to seek a remedy for a dispute or disagreement, including issues of institutional or program quality such as an institution’s compliance with the standards of an accrediting agency, or a claim of consumer fraud or deceptive trade practices, 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. Students are encouraged to use available informal resolution procedures before filing a complaint or grievance.

Date of Implementation:
Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revised 6/6/07
1/27/09 Reviewed
3/26/10 – Reviewed
3/1/11 – Reviewed
06/20/11 – Revised
03/05/12 – Reviewed
03/04/13 - Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3240P STUDENT COMPLAINTS AND GRIEVANCES PROCEDURE

Definitions:


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 Handbook 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 form to submit formal appeals, complaints or grievances – they are located in Student Services and on the web. 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:

NCTC has established standing committees to review appeals, complaints and grievances: campus Academic Appeal Committees 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 review committee.

Academic Appeal Committees:
These campus committees consider the validity of all student academic appeals. Topics appropriate for review by these committees include, but are not limited to: curriculum and instruction issues, suspension, credit transfer, graduation requirements, withdrawal date deadline adjustments and unresolved academic issues.

Suspension appeals are dealt with in accordance with the guidelines outlined in the Satisfactory Academic Progress policy 3070.

Membership consists of a Registrar’s Office representative, a Student Services representative, an Academic Dean, a 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 Committees.

The committee chairs will be elected by majority vote of each 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’s designee. Topics appropriate for review by this committee include, but are not limited to: appeals of nonacademic 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 Student Appeal form (available from Student Services and on the web) 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 committee or administrator.

3. If the appeal is directed to a committee, the committee appoints a member to gather information pertinent to the appeal and reports his or her findings to the committee.

4. Students have the right to present their case in person at the committee meeting. Students must notify the appropriate designee of their decision to present their case in person 24 hours prior to the date of the committee meeting. Students intending to bring another person who
can provide information regarding the appeal to the meeting must notify the appropriate designee 24 hours prior to the date of the committee meeting.

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 within 20 business days.

7. The Student Services Appeal committee makes recommendations to the college Dean of Student Affairs, who will inform the student of the outcome in writing within ten business days of the committee meeting.
   - The student may appeal the Student Services appeal decision of the college Dean of Student Affairs to the College President within ten business days of the Dean of Student Affairs’ decision.

8. The Academic Appeal committee informs the student of the outcome in writing within ten business days of the committee meeting.
   - The student may appeal the Academic Appeal Committee’s decision to the Chief Academic Officer within ten business days of the committee’s decision. The decision of the Chief Academic Officer is final. The decision of the Academic Appeal Committee or the CAO does not determine financial aid eligibility. Financial aid eligibility is determined through the reinstatement process as defined in Policy 3070.

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 committee decision should be reversed based on information previously considered.
   - Completed Academic Improvement Plan, if necessary
   - Copy of Academic Progress Conditions form, 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:

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, the actions of NCTC’s President or Chief Academic Officer, an issue of institutional or program quality such as an institution’s compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the College decision to the Chancellor. The decision of the Chancellor is final and binding.

Date of Implementation:
Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06; AASC Approved 2/12/08; Rev. Position Titles 6/9/08
1/27/09 Reviewed
3/26/10 – Reviewed
12/2/10 Made change to title of form; Student Appeal/Petition to Student Appeal
06/20/11 – Revised
03/05/12 – Revised
06/06/13 – Revised due to administrative structure reorganization
04/07/14 – Revised
Cabinet Approval 5/22/14
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3325 SUBSTITUTION OF REQUIRED COURSES POLICY

Students requesting course substitution(s) must submit the Substitute/Transfer Course Equivalency form documenting permission from the program faculty and the Academic Affairs Administrator. 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.

Date of Implementation: 6/2/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 1/27/06- Changed Policy number from 3320 to 3325
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revised 6/6/07
Date & Subject of Revisions: 1/27/09 Reviewed
Date & Subject of Revisions: 3/26/10 - Reviewed
Date & Subject of Revisions: 12/2/10 Made change to title of form; Student Appeal/Petition to Substitute/Transfer Course Equivalency
Date & Subject of Revisions: 3/1/11 – Revised
Date & Subject of Revisions: 03/05/12 – Reviewed
Date & Subject of Revisions: 03/19/13 -Reviewed
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3220 SUPERVISED OCCUPATIONAL EXPERIENCES (SOE)/ INTERNSHIPS POLICY

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 and other applicable forms given the nature of the specific SOE prior to the experience.

Date of Implementation: 6/2/04
Date of Adoption: 6/6/07
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revised
1/27/09 Reviewed
3/26/10 – Reviewed
3/1/11 – Reviewed
03/05/12 – Reviewed
03/04/13 – Reviewed
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3060 SYLLABUS AND COMMON COURSE OUTLINE POLICY

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 enrolled in a course shall be provided a course syllabus within a maximum of one week from the first class meeting. When courses are offered in a condensed format, the time frame for distribution of the syllabus shall be adjusted accordingly.

The faculty member shall, upon request, provide a copy of the current course 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.

Date of Implementation: 6/2/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06
12/16/08 – Reviewed
3/26/10 - Revised
Approved AASC 4/6/10 1st Read
Approved AASC 5/5/10 2nd Read
Cabinet Approval 5/24/10
3/1/11 – Reviewed
03/05/12 – Reviewed
03/04/13 - Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3150P CREDIT FOR PRIOR LEARNING PROCEDURE

The procedure defines the requirements for evaluating and granting credit to a student admitted to NCTC for successful college-level learning gained in non-credit or experiential settings.

Methods of assessing credit for prior learning include:

DIRECT TRANSFER OF COURSES (See NCTC Policy 3120)

CREDIT BY EXAMINATION

- Nationally recognized examinations mandated by Minnesota Statute and Board of Trustee policy
  1. CLEP (College Level Examination Program) SEE Part A
  2. AP (Advanced Placement) SEE Part B
  3. IB (International Baccalaureate) SEE Part C
- Other nationally recognized examinations;
  1. NOCTI (National Occupational Competency Testing Institute) SEE Part D
  2. DSST (DANTES Subject Standardized Test) SEE Part E
  3. Thomas Edison College Examination Program (TECEP)
  4. New York University Foreign Language Proficiency (NYUFLP)
  5. Excelsior examinations SEE Part F
- ACE endorsed examinations;
- Course Specific Examinations (test out) SEE Part G

AWARDING OF CREDIT FOR MILITARY EXPERIENCES

Students having served in the military may request to have credit awarded for experiences gained while serving in the military, in accordance with Minnesota Statute 197.775, Sub. 2.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 CRLT 2103, Job Seeking/King and SSCI 1101, Human Relations.

Other students will have these credits listed as general electives and they may or may not transfer to other institutions.

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.

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.

TECH PREP ARTICULATION

Northland Community and Technical College will recognize official agreements with specific high schools for specific course work providing they meet the criteria and conditions of NCTC's "Program Articulation Agreement for Advanced Standing."

CREDIT BY EXAMINATION

Part A: CLEP

CLEP stands for College Level Examination Program which is offered by the College Board. It offers students the opportunity to obtain recognition for college-level achievement in five general areas as well as numerous subject areas. The General Examinations measure material usually covered in the first two years of college and often referred to as general education requirements. The Subject Examinations measure achievement in specific college courses and are used to grant exemption from and credit for these courses.

A CLEP Subject Examination may not be taken to establish credit for a course in which a student has already earned credit in a higher level sequential course. A Subject Examination may not be used to establish credit in a subject which the student has previously failed.

Subject Examinations, minimum scores, credits, and NCTC course equivalent:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Score</th>
<th>Credits</th>
<th>NCTC Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting (Prin)</td>
<td>50</td>
<td>4</td>
<td>BUSN 2221</td>
</tr>
<tr>
<td>Algebra (College)</td>
<td>50</td>
<td>3</td>
<td>MATH 1110</td>
</tr>
<tr>
<td>Algebra-Trigonometry</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>PLSC 1102</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2241 &amp; 2242</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Lit</td>
<td>50</td>
<td>6</td>
<td>Goal Area VI</td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>6</td>
<td>BIOL 1111</td>
</tr>
<tr>
<td>Business Law</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Calculus w/Elem Functions</td>
<td>50</td>
<td>6</td>
<td>MATH 2231</td>
</tr>
<tr>
<td>Chemistry (General)</td>
<td>50</td>
<td>6</td>
<td>CHEM 1121</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>6</td>
<td>ENGL1111 &amp; ENGL1112</td>
</tr>
<tr>
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<td>50</td>
<td>3</td>
<td>ENGL1111</td>
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<tr>
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<td>n/a</td>
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<tr>
<td>College Mathematics</td>
<td>50</td>
<td>3</td>
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<tr>
<td>Educational Psychology</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2251 &amp; 2252</td>
</tr>
<tr>
<td>French I &amp; II (Beg)</td>
<td>50</td>
<td>6</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>French I &amp; II (Interm)</td>
<td>59</td>
<td>12</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>German I &amp; II (Beg)</td>
<td>50</td>
<td>6</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>German I &amp; II (Interm)</td>
<td>60</td>
<td>12</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>History of the U.S. I</td>
<td>50</td>
<td>3</td>
<td>HIST 2201</td>
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<tr>
<td>History of the U.S. II</td>
<td>50</td>
<td>3</td>
<td>HIST 2202</td>
</tr>
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<td>Human Growth &amp; Develop</td>
<td>50</td>
<td>3</td>
<td>PSYC 2201</td>
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<td>50</td>
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<td>Course</td>
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<td>Notes</td>
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<tr>
<td>-------------------------------</td>
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<tr>
<td>Info. Syst. &amp; Comp Apps</td>
<td>50</td>
<td>3</td>
<td></td>
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<tr>
<td>Macroeconomics</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Management (Prin)</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Marketing (Prin)</td>
<td>50</td>
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<td></td>
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<tr>
<td>Microeconomics</td>
<td>50</td>
<td>3</td>
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<tr>
<td>Natural Science</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Psychology (Intro)</td>
<td>50</td>
<td>3</td>
<td></td>
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<tr>
<td>Social Sciences &amp; History</td>
<td>50</td>
<td>3</td>
<td></td>
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<tr>
<td>Sociology (Intro)</td>
<td>50</td>
<td>3</td>
<td></td>
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<tr>
<td>Spanish I &amp; II (Beg)</td>
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<tr>
<td>Spanish I &amp; II (Interm)</td>
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<td>Trigonometry</td>
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<td>Western Civilization I</td>
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</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
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</tr>
</tbody>
</table>

**NOTE:** Acceptable scores may vary among colleges and universities.

**Part B: ADVANCED PLACEMENT**

Advanced Placement (AP) is a program of the College Entrance Examination Board through which secondary students complete college-level courses in high school that are designated as AP and earn college credits by demonstrating a specified level of performance on AP examinations. The AP examinations, which are scored on a 5-point scale, can be taken by any student who feels prepared by independent study or other preparation as well as by students who complete AP courses.

Northland will grant credit for AP examinations according to the following:

1. A score of 3 is the minimum score required for credit to be awarded.
2. The same amount of credit will be granted for scores of 3, 4, and 5.
3. Credit will be given for a specific college course if a test covers substantially similar material. If the test material does not match an existing course, students will be awarded up to 4 semester elective credits.
4. Students may petition for elective credits to meet certain general education requirements for an Associate Degree.
5. There is no limit to the total number of credits a student can earn through AP courses and tests.

**ADVANCED PLACEMENT COURSES, EQUIVALENCIES & CREDITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Equivalent Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART HISTORY</td>
<td>ARTS 2233 &amp; 2234</td>
<td>6</td>
</tr>
<tr>
<td>STUDIO DRAWING</td>
<td>ARTS 1111</td>
<td>3</td>
</tr>
<tr>
<td>STUDIO 2-D DESIGN</td>
<td>ARTS 1125</td>
<td>3</td>
</tr>
<tr>
<td>STUDIO 3-D DESIGN</td>
<td>ARTS 1126</td>
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</tr>
<tr>
<td>BIOLOGY</td>
<td>BIOL 1111</td>
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<td>CALCULUS AB</td>
<td>MATH 2231</td>
<td>4</td>
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<tr>
<td>CALCULUS BC</td>
<td>MATH 2231 &amp; 2232</td>
<td>8</td>
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<tr>
<td>CHEMISTRY</td>
<td>CHEM 1121</td>
<td>5</td>
</tr>
<tr>
<td>Course</td>
<td>Code</td>
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<td>--------------------------------------------</td>
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<td>COMPUTER SCIENCE A</td>
<td>CPTR 1104</td>
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<tr>
<td>COMPUTER SCIENCE AB</td>
<td>NO EQUIVALENT</td>
<td>4</td>
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<tr>
<td>MACROECONOMICS</td>
<td>ECON 2202</td>
<td>3</td>
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<td>MICROECONOMICS</td>
<td>ECON 2201</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH LANG &amp; COMP</td>
<td>ENGL 1111</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH LIT &amp; COMPOSITION</td>
<td>ENGL 1112 &amp; 1126</td>
<td>6</td>
</tr>
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<td>ENVIRONMENTAL SCIENCE</td>
<td>NSCI 2203</td>
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<tr>
<td>FRENCH LANGUAGE</td>
<td>GOAL AREA VIII</td>
<td>4</td>
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<tr>
<td>GERMAN LANGUAGE</td>
<td>GOAL AREA VIII</td>
<td>4</td>
</tr>
<tr>
<td>COMPARATIVE GOVT &amp; POLITICS</td>
<td>PLSC 2204</td>
<td>3</td>
</tr>
<tr>
<td>U.S. GOVERNMENT &amp; POLITICS</td>
<td>PLSC 1102</td>
<td>3</td>
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<tr>
<td>EUROPEAN HISTORY</td>
<td>HIST 1101 &amp; 1102</td>
<td>8</td>
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<tr>
<td>U.S. HISTORY</td>
<td>HIST 2201 &amp; 2202</td>
<td>6</td>
</tr>
<tr>
<td>WORLD HISTORY</td>
<td>NO EQUIVALENT</td>
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<tr>
<td>HUMAN GEOGRAPHY</td>
<td>GEOG 2242</td>
<td>3</td>
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<tr>
<td>LATIN VERGIL or LITERATURE</td>
<td>NO EQUIVALENT</td>
<td>4</td>
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<td>MUSIC THEORY</td>
<td>NO EQUIVALENT</td>
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<td>PHYSICS B</td>
<td>PHYS 1010</td>
<td>3</td>
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<td>PHYSICS C (MECHANICS)</td>
<td>PHYS 1111</td>
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<tr>
<td>PHYSICS C (ELEC &amp; MAG)</td>
<td>PHYS 1112</td>
<td>4</td>
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<tr>
<td>PSYCHOLOGY</td>
<td>PSYC 1105</td>
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<tr>
<td>SPANISH LANGUAGE</td>
<td>SPAN 1101 &amp; 1102</td>
<td>8</td>
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<tr>
<td>SPANISH LANGUAGE</td>
<td>SPAN 2201 &amp; 2202</td>
<td>8</td>
</tr>
<tr>
<td>STATISTICS</td>
<td>MATH 2203</td>
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</table>

**OTHER ADVANCED PLACEMENT PROGRAMS & AWARDING OF CREDIT**

A minimum score of 45 or pass required

**ACT/PEP TEST**

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ABNORMAL PSYCHOLOGY</td>
<td>PSYC 2215</td>
<td>3</td>
</tr>
<tr>
<td>ACCOUNTING: LEVEL I</td>
<td>BUSN 2221/2222</td>
<td>8</td>
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<tr>
<td>ADULT NURSING</td>
<td></td>
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<tr>
<td>ADVANCED ACCOUNTING</td>
<td></td>
<td>3</td>
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<tr>
<td>ANATOMY &amp; PHYSIOLOGY</td>
<td>BIOL 2252/2254</td>
<td>6</td>
</tr>
<tr>
<td>AUDITING</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BUSINESS POLICY</td>
<td></td>
<td>6</td>
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<tr>
<td>COMMONALITIES IN NURSING CARE: AREA A</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
<td></td>
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<tr>
<td>----------------------------------------------------------------------</td>
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<tr>
<td>COMMONALITIES IN NURSING CARE: AREA B</td>
<td>5</td>
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<tr>
<td>CORPORATION FINANCE</td>
<td>3</td>
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<td>CORRECTIVE/REMEDIAL INSTRUCTION IN READING</td>
<td>9</td>
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<tr>
<td>COST ACCOUNTING &amp; ANALYSIS</td>
<td>ACCT 2208</td>
<td>3</td>
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<td>DIFFERENCES IN NURSING CARE: AREA A</td>
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<td>DIFFERENCES IN NURSING CARE: AREA B</td>
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<tr>
<td>DIFFERENCES IN NURSING CARE: AREA C</td>
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<td>EDUCATIONAL PSYCHOLOGY</td>
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<tr>
<td>FEDERAL INCOME TAXATION</td>
<td>ACCT 2200</td>
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<td>HEALTH RESTORATION: AREA II</td>
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<td>HEALTH SUPPORT: AREA I</td>
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</tr>
<tr>
<td>HEALTH SUPPORT: AREA II</td>
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<tr>
<td>INTERMEDIATE ACCOUNTING</td>
<td>ACCT 2204/2214</td>
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</tr>
<tr>
<td>INTERMEDIATE BUSINESS LAW</td>
<td>3</td>
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<tr>
<td>LABOR RELATIONS</td>
<td>3</td>
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<td>MARKETING: LEVEL I</td>
<td>MKTG 2200</td>
<td>3</td>
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<tr>
<td>MATERNAL/CHILD CARE NURSING</td>
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<td>MATERNITY NURSING</td>
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<tr>
<td>MICROBIOLOGY</td>
<td>BIOL 2221</td>
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<td>OCCUPATIONAL STRATEGIES IN NURSING</td>
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<tr>
<td>ORGANIZATIONAL BEHAVIOR</td>
<td>3</td>
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<tr>
<td>PERSONNEL MANAGEMENT</td>
<td>3</td>
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<tr>
<td>PHYSICAL GEOLOGY</td>
<td>NSCI 1103</td>
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</tr>
<tr>
<td>PRINCIPLES OF MANAGEMENT</td>
<td>BUSN 2210</td>
<td>3</td>
</tr>
<tr>
<td>PRODUCTION/OPERATIONS MGMTNT</td>
<td>3</td>
<td></td>
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<tr>
<td>PROFESSIONAL STRATEGIES, NURSING</td>
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<tr>
<td>PSYCHIATRIC/MENTAL HEALTH IN NURSING</td>
<td>8</td>
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<tr>
<td>READING INSTRUCTION: APPLICATION</td>
<td>9</td>
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<tr>
<td>READING INSTRUCTION IN ELEM SCHOOL</td>
<td>6</td>
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</tr>
<tr>
<td>STATISTICS</td>
<td>MATH 2203</td>
<td>3</td>
</tr>
</tbody>
</table>

**PART C: INTERNATIONAL BACCALAUREATE (IB)**

The IB program is an internationally recognized program through which a secondary student completes a comprehensive curriculum of rigorous study and demonstrates performance on IB examinations. A student may present a full IB diploma or a certificate recognizing specific higher level or standard level examination scores.

Higher level IB examinations assess work for higher level courses which generally involve significant breadth and depth of learning. They represent a recommended 240 teaching hours. Standard level IB examinations assess work completed at a narrower or less rigorous level than the higher level examinations. They represent a recommended 150 teaching hours. The IB diploma covers six subjects and is awarded to students who achieve specified scores on three higher level and three standard level examinations or four higher level and two standard level examinations.

**IB Diploma:**

Students who attain an International Baccalaureate (IB) diploma shall be granted six (6) lower division course credits for scores of 4 or higher on each Higher Level IB examinations and two (2) lower division
course credits for scores of 4 or higher on each Standard Level IB examination.

**Individual IB examinations:**

**Higher level examinations.** A student shall receive three (3) or more course credits for scores of 4 or higher on individual Higher Level IB examinations.

**Standard level examinations.** A student shall receive two (2) or more credits for scores of 4 or higher on individual Standard Level IB examinations.

**PART D: NOCTI (NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE)**

NCTC shall grant credit to students who have met or exceeded national average scores on the National Occupational Competency Testing Institute (NOCTI) assessments for specific skill sets in specific program areas. It is the student's responsibility to provide the documentation to support their request.

**Part E: DANTES SUBJECT STANDARDIZED TESTS (DSST)**

DANTES stands for Defense Activity for Non-Traditional Education Support. They offer military personnel an extensive series of examinations in college subjects that are comparable to final or end-of-course examinations in undergraduate courses. **Northland will award three credits for successfully passing each examination:**

**BUSINESS**

<p>| | | |</p>
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Business Ethics and Society</td>
<td>400</td>
<td>PHIL 2240</td>
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<tr>
<td>Business Law II</td>
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<tr>
<td>Business Mathematics</td>
<td>48 / 400</td>
<td>ACCT 1108</td>
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<tr>
<td>Human Resource Management</td>
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</tr>
<tr>
<td>Intro to Business</td>
<td>46 / 400</td>
<td>BUSN 1110</td>
</tr>
<tr>
<td>Intro to Computing</td>
<td>45 / 400</td>
<td>CPTR 1104</td>
</tr>
<tr>
<td>Management Info Systems</td>
<td>46 / 400</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Money &amp; Banking</td>
<td>48</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Organizational Behavior</td>
<td>48</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>46 / 400</td>
<td>BUSN 1115 (econ)</td>
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<tr>
<td>Principles of Finance</td>
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<td>No Equivalent</td>
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<tr>
<td>Prin of Financial Accounting</td>
<td>49 / 47</td>
<td>BUSN2221 (3 credits)</td>
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<tr>
<td>Principles of Supervision</td>
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**HUMANITIES**

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<tr>
<td>Ethics in America</td>
<td>46 / 400</td>
<td>PHIL 1102</td>
</tr>
<tr>
<td>Introduction to World Religions</td>
<td>48 / 400</td>
<td>PHIL 1111</td>
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<tr>
<td>Principles of Public Speaking</td>
<td>47</td>
<td>SPCH 1101</td>
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**MATH**

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<tbody>
<tr>
<td>College Algebra</td>
<td>47 / 400</td>
<td>MATH 1110</td>
</tr>
<tr>
<td>Statistics</td>
<td>48 / 400</td>
<td>MATH 2203</td>
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**PHYSICAL SCIENCE**

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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Astronomy</td>
<td>48</td>
<td>NSCI 1123</td>
</tr>
<tr>
<td>Environment &amp; Humanity</td>
<td>46</td>
<td>NSCI 2203</td>
</tr>
<tr>
<td>Here’s to Your Health</td>
<td>400</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Physical Geology</td>
<td>46</td>
<td>NSCI 1103</td>
</tr>
</tbody>
</table>
### Social Sciences
- A History of the Vietnam War 47  No Equivalent
- An Introduction to the Modern Middle East 47  No Equivalent
- Arts of the Western World 48  Goal Area VI
- Criminal Justice 400  CRJU2201
- Foundations of Education 46  No Equivalent
- Fundamentals of Counseling 45  No Equivalent
- General Anthropology 47  Goal Area V
- Human/Cultural Geography 48  GEOG 2242
- Introduction to Law Enforcement 45  SOCI 1106
- Lifespan Developmental Psychology 46  PSYC 2201
- Rise & Fall of the Soviet Union 45  No Equivalent
- Substance Abuse (formerly Drug & Alcohol Abuse) 400  HPER 2240
- The Civil War & Reconstruction 47  HIST 2213
- Western Europe Since 1945 45  No Equivalent

### Technology
- Technical Writing 46  ENGL 2207

The scores listed above are current scores. Scores prior to the timeframe this grid was updated may also be valid. See the college transfer specialist for more information.

### Test Name | NCTC Equivalent | Credits | Score
--- | --- | --- | ---
Abnormal Psychology (459) | PSYC 2215 | 3 | "B" or above
American Dream (460) | No Equivalent, MnTC Goal Area 6 | 6 | "B" or above
Anatomy and Physiology (506) | No Equivalent, Elective Credit | 3 | "B" or above
Bioethics: Philosophical Issues (413) | PHIL 2210 | 3 | "B" or above
Cultural Diversity (545) | No Equivalent, MnTC Goal Area 5 | 3 | "B" or above
Earth Science (415) | No Equivalent, Elective Credit | 3 | "B" or above
English Composition (434) | ENGL 1111 | 3 | "B" or above
Ethics: Theory & Practice (484) | PHIL 1102 | 3 | "B" or above
Foundations of Gerontology (407) | No Equivalent, Elective Credit | 3 | "B" or above
Introduction to Philosophy (416) | PHIL 1101 | 3 | "B" or above
Introduction to Music (414) | MUSC 1101 | 3 | "B" or above
Juvenile Delinquency (411) | No Equivalent, Elective Credit | 3 | "B" or above
Life Span Developmental Psychology (583) | PSYC 2201 | 3 | "B" or above
Microbiology (558) | No Equivalent, Elective Credit | 3 | "B" or above
Organizational Behavior (435) | No Equivalent, Elective Credit | 3 | "B" or above
Pathophysiology (584) | No Equivalent, Elective Credit | 3 | "B" or above
Psychology of Adulthood & Aging (485) | No Equivalent, Elective Credit | 3 | "B" or above
Religions of the World (509) | PHIL 1111 | 3 | "B" or above
Research Methods in Psychology (436) | No Equivalent, Elective Credit | 3 | "B" or above
Social Psychology (412) | No Equivalent, Elective Credit | 3 | "B" or above
World Conflicts Since 1900 (512) | No Equivalent, MnTC Goal Area 5 | 3 | "B" or above
World Population (487) | No Equivalent, Elective Credit | 3 | "B" or above
Human Resource Management (486) | No Equivalent, Elective Credit | 3 | "B" or above
Labor Relations (538) | No Equivalent, Elective Credit | 3 | "B" or above
Literacy Instruction in the Elementary School (565) | No Equivalent, Elective Credit | 6 | "B" or above
Essentials of Nursing Care (490) | No Equivalent | N/A | N/A
Essentials of Nursing Care: Health Differences (489) | No Equivalent | N/A | N/A
Essentials of Nursing Care: Health Safety (488) | No Equivalent | N/A | N/A
Essentials of Nursing Care: Reproductive Health (491) | No Equivalent | N/A | N/A
Health Differences Across the Life Span 1 (492) | No Equivalent | N/A | N/A
Health Differences Across the Life Span 2 (493) | No Equivalent | N/A | N/A
Health Differences Across the Life Span 3 (494) | No Equivalent | N/A | N/A
Transition to the Registered Professional Nurse Role (495) | No Equivalent | N/A | N/A

Note: Science exams taken through Excelsior do not include a lab component and therefore will not be awarded equivalency to Northland science courses.

**Part G: TEST OUT**
A currently enrolled student in good standing may petition to challenge any college level 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. Test out options may not be available for all courses. 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 in the transfer section of the 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. Credits earned through test out may not transfer to other institutions.

A student may not test-out of a course that appears on the student’s record. A student may not repeat a test out (credit by exam).

**Date of Implementation:**
6/2/04

**Date of Adoption:**
AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revised 6/6/07
Revised 4/23/09 by SAS subgroup
Approved by AASC 5/5/09
Approved by Cabinet 6/10/09
4/22/10 – Revised
Approved AASC 5/5/10 1st Read
Cabinet Approved 6/28/10
5/5/11 – Group revised
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3120 TRANSFER OF CREDIT POLICY

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

Students transferring credit from another institution to Northland Community and Technical College must request an official transcript of their grades be sent to the admissions office at the appropriate campus for evaluation. NCTC is able to access a student’s transcript from other Minnesota State Colleges and Universities through eTranscript, provided the student does not have any outstanding financial obligations to that college or university.

Once a student has been admitted to NCTC, NCTC evaluates college-level course credits completed, as submitted by the student on an official transcript, and determines if they shall be accepted in transfer. Once the credits are accepted in transfer, NCTC determines how the course credits will apply to program and graduation requirements. Transfer of credit involves at least three considerations:

1. Educational quality of the learning experience which the student transfers,
2. Comparability of the nature, content and level of the learning experience offered by NCTC, and
3. Appropriateness and applicability of the learning experience to the programs offered by NCTC in light of the student’s educational goals.

Transfer credits from regionally accredited institutions will be accepted to the college. NCTC will accept passing grades in transfer. Passing grades are identified as A, B, C, D, S, and P. Transfer courses with grades of A-D will be included in the GPA calculation for the Minnesota Transfer Curriculum (MNTC). 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.

For acceptance of military credits, see policy #3150 & 3150P.

Students may appeal any decision regarding their transfer of credits. See Transfer of Credit Procedure #3120P.

Date of Implementation: 6/2/04
Date of Adoption: AASC Approved 5/9/06; Executive Council Approval 5/18/06; AASC Approved 2/12/08; AASC Approved Changes 5/7/08
Date & Subject of Revisions: 12/16/08 - Reviewed
4/07/10 - Revised
Approved AASC 5/5/10 1st Read
Cabinet Approved 6/28/10, Rev. 8/26/10 Ref. policy 3150&P 3150P
3/11/11 – Reviewed
04/17/12 – Revised
03/04/13 - Reviewed
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3120P TRANSFER OF CREDIT PROCEDURE

A student must contact all colleges previously attended and request official transcripts be sent to the admissions' office at Northland Community and Technical College. NCTC is able to access student transcripts from other Minnesota State Colleges and Universities through the eTranscript system provided the student does not have financial obligations to the other MnSCU college or university. NCTC will accept passing grades in transfer. Transfer credits will be accepted in to Northland Community and Technical College from official transcripts only. Transcripts received through the eTranscript system are considered official.

Once the transcripts are received by NCTC, the credits from regionally accredited colleges will be: 1) entered in to DARS, 2) uploaded from DARS into the ISRS system and 3) reviewed by a transfer specialist for equivalency.

Courses to be transferred must be comparable in nature, content and level to courses offered by NCTC. In evaluating courses for transfer equivalency, the standard for review should not be less than 75 percent comparability for course content. For courses in sequence, students need sufficient preparation to succeed in the next course in the sequence.

NCTC is required to accept any credits defined within formal articulation agreements it has with a sending institution. NCTC is only required to accept transfer credits according to articulation agreements it has approved.

NCTC shall accept in transfer as electives up to 16 semester credits of occupational and/or professional courses which are not comparable or not equivalent to specific courses taught at NCTC. NCTC may accept occupational and/or professional credits beyond 16 credits if NCTC determines they contribute to the academic requirement of a program offered by NCTC.

Developmental courses shall not be granted college-level credit and they shall not apply to a certificate, diploma, or degree program completion requirements. However, a developmental course appearing on a student’s transcript shall be evaluated to determine the student’s readiness for college-level coursework at NCTC.

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.

Appeals

College level
A student may appeal decisions regarding the Transfer of Credit policy or procedure. The student must complete the Student Appeal Form and submit the form to the campus registrar. The Academic Appeal Committee will notify the student of the outcome in writing and provide rationale for the NCTC transfer appeal decision. The student may appeal the Academic Appeal Committee’s decision to the Chief Academic Officer within ten business days of the committee’s decision.

**System Level**
A student who is not satisfied with NCTC’s transfer appeal decision may appeal the college decision to the Senior Vice Chancellor of Academic and Student Affairs at the system level. Refer to system procedure 3.21.1 for specific system level appeal information.

**Date of Implementation:**
**Date of Adoption:** AASC Approved 5/7/08
**Date & Subject of Revisions:**
12/16/08 – Reviewed
4/11/10 – Revised
Approved AASC 5/5/10 1st Read
Cabinet Approved 6/28/10
12/2/10 Made change to title of form; Student Appeal/Petition to Student Appeal
3/1/11 – Revised
03/05/12 – Reviewed
03/04/13 – Reviewed
04/07/14 – Revised
Cabinet Approval 5/22/14
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3250 UNEXPECTED CALENDAR INTERRUPTION POLICY

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.

Date of Implementation: 6/2/04
Date of Adoption: AASC Approved 5/9/06; Executive Council Approval 5/18/06
Date & Subject of Revisions:
1/27/09 Reviewed
3/26/10 – Reviewed
3/1/11 – Reviewed
03/05/12 – Reviewed
03/19/13 - Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2020 ADMISSIONS POLICY

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 as recognized by the U.S. Department of Education,
- A person who has neither a high school diploma nor a GED certificate may be admitted if that person demonstrates potential for being a successful college student, based on a passing score on an approved Ability to Benefit Test, and
- Admission to NCTC does not guarantee admission to college-level courses, as provided for in Policy 3340 Assessment for Course Placement.

Related Document: MnSCU 3.4 Policy Undergraduate Admissions

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 6/8/05 – language consistency;
5/4/06 - Per MnSCU revisions;
9/27/06 - punctuation and capitalization
3/3/08- heading added
12/16/08 Revised
03/09/10 Reviewed
04/27/11 Revised
02/29/12 Reviewed
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2020P ADMISSIONS PROCEDURE

Application Fee and Form

Northland Community and Technical College (NCTC) charges an admission application fee of $20.00 and may process a prospective student’s application pending payment of the application fee, but shall not communicate an admission decision to the applicant until the fee has been paid or waived.

- NCTC shall not charge an application fee to a student who has previously been admitted to, or has been enrolled at NCTC.
- NCTC also shall not charge an application fee to a student who has attended a Distance Minnesota partner college and is enrolling in an online Northland program.
- 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 currently deployed overseas in the military.

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 or download and print it from the website. The online application may be found at www.northlandcollege.edu

Special Student Status

Applicants who are not seeking a diploma, certificate or degree from Northland may be allowed to enroll in coursework as special students indicated as “undeclared” or “non-degree seeking” students in the student reporting system (ISRS). Non-degree seeking or undeclared students are individuals whose goal is to take a limited number of courses for the purposes of personal or professional enrichment and who have no intent of accumulating credits toward a certificate, diploma, or degree. Undeclared and non-degree seeking students are not eligible for financial aid from NCTC.

Undeclared and non-degree seeking students will be required to pay an application fee. High school transcripts will not be required. College transcripts or assessment scores are necessary if they want to take NCTC courses that have prerequisites that they have satisfied at another college. The out of state reciprocity process must be completed, if applicable. Students registered for more than one on-campus class for a full semester must submit an immunization form indicating immunizations received as per policy 2068 Immunization Record Requirement.

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 Suspended from other Institutions
Students on academic suspension from a 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. The process for demonstrating potential for being successful is the Student Appeal process.

Students who have been suspended or expelled for disciplinary reasons from any postsecondary institution may be denied admission to NCTC.

**Appeals**

Individuals who are denied admission on the basis of the published requirements in policy 2020 Admissions and Procedure 2020P Admissions, may file a Student Appeal Form with the campus registrar’s office. Appeals of denial of enrollment based on financial holds shall not be accepted.

**Financial Holds**

- NCTC may admit a student who has a financial hold at another college or university, but shall not allow the student to enroll in courses until the financial hold has been removed.

**Visiting Student Status**

**Students not admitted to NCTC.** NCTC may allow a student who is not currently admitted as a student to enroll for the maximum number of credits allowed by its enrollment policy in any semester without submitting an application for admission.

**Students admitted to a system college or university.** NCTC shall allow a student who has been admitted at another system college or university to enroll as a visiting student. A visiting student shall not be required to submit an application for admission, and is not a candidate for a degree, diploma or certificate. A visiting student may enroll for the maximum number of credits allowed by NCTC’s enrollment policy; provided, that the student’s total number of enrolled credits at all system colleges and universities shall not exceed 22 in any semester.

**Visiting student provisions.**

- Visiting students shall satisfy NCTC’s course prerequisites.
- NCTC may deny enrollment as a visiting student to any student who has an enrollment hold due to conduct, or satisfactory academic progress reasons at any system college or university.
- NCTC shall deny enrollment as a visiting student to any student who has an enrollment hold due to outstanding financial obligations at any other system college or university.
- NCTC shall establish a registration window for visiting students that provides a reasonable opportunity to register for courses.
- NCTC may limit enrollment of visiting students in courses that historically have enrollment requests exceeding available seats.

**Related Document:** MnSCU Procedure 3.4.1 Undergraduate Admissions, Minnesota Statute 135A.14

**Date of Implementation:** 7/1/05
**Date of Adoption:** 7/1/05; SGC 5/4/06
**Date & Subject of Revisions:**

- 9/27/06 – capitalization corrections;
- 6/6/07 – Added PSEO language, refund to students, waive fee for military currently deployed
- 3/3/08- heading added
- 12/16/08 Reviewed
- 03/09/10 Revised
03/26/10 Revised System amended language
06/21/10 Revised per system procedure
12/02/10 Revised student appeal form name
07/01/11 Revised
02/29/12 Revised
02/12/13 Revised
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3340 ASSESSMENT FOR COURSE PLACEMENT POLICY

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 and reading components, is used to ensure that students have or develop skills necessary to be successful with their college-level curriculum.

Satisfactory completion of required developmental courses must be achieved with a “C” or better in order to meet graduation requirements for diplomas, or degrees, or certain certificates. Students achieving scores below the established minimums should register and successfully complete at least one developmental course each semester until they have completed all required developmental courses.

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-level math 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

Date of Implementation:
6/2/04

Date of Adoption:
AASC Approved 5/9/06; Executive Council Approval 5/18/06; Policy Name Change 5/31/06 from “Assessment for College Readiness”

Date & Subject of Revisions:
1/27/09 Reviewed & Revised
3/26/10 – Reviewed
3/1/11 – Reviewed
5/18/11 – Revised – minor modifications
03/13/12 – Reviewed and AASC approval
03/19/13 - Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3150P CREDIT FOR PRIOR LEARNING PROCEDURE

The procedure defines the requirements for evaluating and granting credit to a student admitted to NCTC for successful college-level learning gained in non-credit or experiential settings.

Methods of assessing credit for prior learning include:

DIRECT TRANSFER OF COURSES (See NCTC Policy 3120)

CREDIT BY EXAMINATION
- Nationally recognized examinations mandated by Minnesota Statute and Board of Trustee policy
  1. CLEP (College Level Examination Program) SEE Part A
  2. AP (Advanced Placement) SEE Part B
  3. IB (International Baccalaureate) SEE Part C
- Other nationally recognized examinations;
  1. NOCTI (National Occupational Competency Testing Institute) SEE Part D
  2. DSST (DANTES Subject Standardized Test) SEE Part E
  3. Thomas Edison College Examination Program (TECEP)
  4. New York University Foreign Language Proficiency (NYUFLP)
  5. EXCEL exams SEE Part F
- ACE endorsed examinations;
- Course Specific Examinations (test out) SEE Part G

AWARDING OF CREDIT FOR MILITARY EXPERIENCES

Students having served in the military may request to have credit awarded for experiences gained while serving in the military, in accordance with Minnesota Statute 197.775, Sub. 2. 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 CRLT 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 to other institutions.

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.

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.

TECH PREP ARTICULATION

Northland Community and Technical College will recognize official agreements with specific high schools for specific course work providing they meet the criteria and conditions of NCTC’s "Program Articulation Agreement for Advanced Standing."

CREDIT BY EXAMINATION

Part A: CLEP

CLEP stands for College Level Examination Program which is offered by the College Board. It offers students the opportunity to obtain recognition for college-level achievement in five general areas as well as numerous subject areas. The General Examinations measure material usually covered in the first two years of college and often referred to as general education requirements. The Subject Examinations measure achievement in specific college courses and are used to grant exemption from and credit for these courses.

A CLEP Subject Examination may not be taken to establish credit for a course in which a student has already earned credit in a higher level sequential course. A Subject Examination may not be used to establish credit in a subject which the student has previously failed.

Subject Examinations, minimum scores, credits, and NCTC course equivalent:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Credits</th>
<th>Equivalent NCTC Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting (Prin)</td>
<td>50</td>
<td>4</td>
<td>BUSN 2221</td>
</tr>
<tr>
<td>Algebra (College)</td>
<td>50</td>
<td>3</td>
<td>MATH 1110</td>
</tr>
<tr>
<td>Algebra-Trigonometry</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>PLSC 1102</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2241 &amp; 2242</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Lit</td>
<td>50</td>
<td>6</td>
<td>Goal Area VI</td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>6</td>
<td>BIOL 1111</td>
</tr>
<tr>
<td>Business Law</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Calculus w/Elem Functions</td>
<td>50</td>
<td>6</td>
<td>MATH 2231</td>
</tr>
<tr>
<td>Chemistry (General)</td>
<td>50</td>
<td>6</td>
<td>CHEM 1121</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>6</td>
<td>ENGL1111 &amp; ENGL1112</td>
</tr>
<tr>
<td>College Composition Modular (without essay)</td>
<td>50</td>
<td>3</td>
<td>ENGL1111</td>
</tr>
<tr>
<td>College Composition Modular (with essay)</td>
<td>n/a</td>
<td>n/a</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>3</td>
<td>Goal Area IV</td>
</tr>
<tr>
<td>Educational Psychology</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2251 &amp; 2252</td>
</tr>
<tr>
<td>French I &amp; II (Beg)</td>
<td>50</td>
<td>6</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>French I &amp; II (Interm)</td>
<td>59</td>
<td>12</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>German I &amp; II (Beg)</td>
<td>50</td>
<td>6</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>German I &amp; II (Interm)</td>
<td>60</td>
<td>12</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>History of the U.S. I</td>
<td>50</td>
<td>3</td>
<td>HIST 2201</td>
</tr>
<tr>
<td>History of the U.S. II</td>
<td>50</td>
<td>3</td>
<td>HIST 2202</td>
</tr>
<tr>
<td>Human Growth &amp; Develop</td>
<td>50</td>
<td>3</td>
<td>PSYC 2201</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>3</td>
<td>HUMN 1101</td>
</tr>
</tbody>
</table>
Info. Syst. & Comp Apps  50  3  No Equivalent
Macroeconomics  50  3  ECON 2202
Management (Prin)  50  3  BUSN 2210
Marketing (Prin)  50  3  MKTG 2200
Microeconomics  50  3  ECON 2201
Natural Science  50  3  Goal Area III
Pre-Calculus  50  3  MATH 1113
Psychology (Intro)  50  3  PSYC 1105
Social Sciences & History  50  3  Goal Area V
Sociology (Intro)  50  3  SOCI 1101
Spanish I & II (Beg)  50  6  SPAN 1101 & 1102
Spanish I & II (Interm)  63  12  SPAN 2101 & 2102
Trigonometry  50  3  MATH 1106
Western Civilization I  50  4  HIST 1101
Western Civilization II  50  4  HIST 1102

NOTE: Acceptable scores may vary among colleges and universities.

Part B: ADVANCED PLACEMENT

Advanced Placement (AP) is a program of the College Entrance Examination Board through which secondary students complete college-level courses in high school that are designated as AP and earn college credits by demonstrating a specified level of performance on AP examinations. The AP examinations, which are scored on a 5-point scale, can be taken by any student who feels prepared by independent study or other preparation as well as by students who complete AP courses.

Northland will grant credit for AP examinations according to the following:

1. A score of 3 is the minimum score required for credit to be awarded.
2. The same amount of credit will be granted for scores of 3, 4, and 5.
3. Credit will be given for a specific college course if a test covers substantially similar material. If the test material does not match an existing course, students will be awarded up to 4 semester elective credits.
4. Students may petition for elective credits to meet certain general education requirements for an Associate Degree.
5. There is no limit to the total number of credits a student can earn through AP courses and tests.

ADVANCED PLACEMENT COURSES, EQUIVALENCIES & CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Equivalent Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART HISTORY</td>
<td>ARTS 2233 &amp; 2234</td>
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</tr>
<tr>
<td>STUDIO DRAWING</td>
<td>ARTS 1111</td>
<td>3</td>
</tr>
<tr>
<td>STUDIO 2-D DESIGN</td>
<td>ARTS 1125</td>
<td>3</td>
</tr>
<tr>
<td>STUDIO 3-D DESIGN</td>
<td>ARTS 1126</td>
<td>3</td>
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<td>BIOLOGY</td>
<td>BIOL 1111</td>
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<td>CALCULUS AB</td>
<td>MATH 2231</td>
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<td>CALCULUS BC</td>
<td>MATH 2231 &amp; 2232</td>
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<td>CHEMISTRY</td>
<td>CHEM 1121</td>
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<td>Course</td>
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<tr>
<td>-------------------------------------------------</td>
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<tr>
<td>COMPUTER SCIENCE A</td>
<td>CPTR 1104</td>
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<tr>
<td>COMPUTER SCIENCE AB</td>
<td>NO EQUIVALENT</td>
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<tr>
<td>MACROECONOMICS</td>
<td>ECON 2202</td>
<td>3</td>
</tr>
<tr>
<td>MICROECONOMICS</td>
<td>ECON 2201</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH LANG &amp; COMP</td>
<td>ENGL 1111</td>
<td>3</td>
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<tr>
<td>ENGLISH LIT &amp; COMPOSITION</td>
<td>ENGL 1112 &amp; 1126</td>
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<td>ENVIRONMENTAL SCIENCE</td>
<td>NSCI 2203</td>
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<tr>
<td>FRENCH LANGUAGE</td>
<td>GOAL AREA VIII</td>
<td>4</td>
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<tr>
<td>GERMAN LANGUAGE</td>
<td>GOAL AREA VIII</td>
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<td>COMPARATIVE GOVT &amp; POLITICS</td>
<td>PLSC 2204</td>
<td>3</td>
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<tr>
<td>U.S. GOVERNMENT &amp; POLITICS</td>
<td>PLSC 1102</td>
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<tr>
<td>EUROPEAN HISTORY</td>
<td>HIST 1101 &amp; 1102</td>
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<td>U.S. HISTORY</td>
<td>HIST 2201 &amp; 2202</td>
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<td>HUMAN GEOGRAPHY</td>
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<td>LATIN VERGIL or LITERATURE</td>
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<td>MUSIC THEORY</td>
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<td>PHYSICS B</td>
<td>PHYS 1010</td>
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<td>PHYSICS C (MECHANICS)</td>
<td>PHYS 1111</td>
<td>4</td>
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<tr>
<td>PHYSICS C (ELEC &amp; MAG)</td>
<td>PHYS 1112</td>
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<tr>
<td>PSYCHOLOGY</td>
<td>PSYC 1105</td>
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<tr>
<td>SPANISH LANGUAGE</td>
<td>SPAN 1101 &amp; 1102</td>
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<tr>
<td>SPANISH LANGUAGE</td>
<td>SPAN 2201 &amp; 2202</td>
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<tr>
<td>STATISTICS</td>
<td>MATH 2203</td>
<td>4</td>
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</table>

OTHER ADVANCED PLACEMENT PROGRAMS & AWARDING OF CREDIT
A MINIMUM SCORE OF 45 OR PASS REQUIRED

ACT/PEP TEST

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Credits</th>
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<tr>
<td>ABNORMAL PSYCHOLOGY</td>
<td>PSYC 2215</td>
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<tr>
<td>ACCOUNTING: LEVEL I</td>
<td>BUSN 2221/2222</td>
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<tr>
<td>ADULT NURSING</td>
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<td>ADVANCED ACCOUNTING</td>
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<td>ANATOMY &amp; PHYSIOLOGY</td>
<td>BIOL 2252/2254</td>
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<tr>
<td>AUDITING</td>
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<tr>
<td>BUSINESS POLICY</td>
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<tr>
<td>COMMONALITIES IN NURSING CARE: AREA A</td>
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<tr>
<td>Course Title</td>
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<td>Credits</td>
</tr>
<tr>
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</tr>
<tr>
<td>COMMONALITIES IN NURSING CARE: AREA B</td>
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<tr>
<td>CORPORATION FINANCE</td>
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<tr>
<td>CORRECTIVE/REMEDIAL INSTRUCTION IN READING</td>
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<tr>
<td>COST ACCOUNTING &amp; ANALYSIS</td>
<td>ACCT 2208</td>
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<td>DIFFERENCES IN NURSING CARE: AREA A</td>
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<td>DIFFERENCES IN NURSING CARE: AREA B</td>
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<td>DIFFERENCES IN NURSING CARE: AREA C</td>
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<td>EDUCATIONAL PSYCHOLOGY</td>
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<td>FEDERAL INCOME TAXATION</td>
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<td>HEALTH RESTORATION: AREA II</td>
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<tr>
<td>HEALTH SUPPORT: AREA II</td>
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<tr>
<td>INTERMEDIATE BUSINESS LAW</td>
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<td>LABOR RELATIONS</td>
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<tr>
<td>MARKETING: LEVEL I</td>
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<td>MATERNAL/CHILD CARE NURSING</td>
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<td>MATERNITY NURSING</td>
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<tr>
<td>MICROBIOLOGY</td>
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<td>ORGANIZATIONAL BEHAVIOR</td>
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<td>3</td>
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<td>PERSONNEL MANAGEMENT</td>
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<tr>
<td>PHYSICAL GEOLOGY</td>
<td>NSCI 1103</td>
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<tr>
<td>PRINCIPLES OF MANAGEMENT</td>
<td>BUSN 2210</td>
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<td>PRODUCTION/OPERATIONS MGMNT</td>
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<td>PROFESSIONAL STRATEGIES, NURSING</td>
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<td>PSYCHIATRIC/MENTAL HEALTH IN NURSING</td>
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<td>READING INSTRUCTION: APPLICATION</td>
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<td>READING INSTRUCTION IN ELEM SCHOOL</td>
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<tr>
<td>STATISTICS</td>
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</table>

**PART C: INTERNATIONAL BACCALAUREATE (IB)**

The IB program is an internationally recognized program through which a secondary student completes a comprehensive curriculum of rigorous study and demonstrates performance on IB examinations. A student may present a full IB diploma or a certificate recognizing specific higher level or standard level examination scores.

Higher level IB examinations assess work for higher level courses which generally involve significant breadth and depth of learning. They represent a recommended 240 teaching hours. Standard level IB examinations assess work completed at a narrower or less rigorous level than the higher level examinations. They represent a recommended 150 teaching hours. The IB diploma covers six subjects and is awarded to students who achieve specified scores on three higher level and three standard level examinations or four higher level and two standard level examinations.

**IB Diploma:**
Students who attain an International Baccalaureate (IB) diploma shall be granted six (6) lower division course credits for scores of 4 or higher on each Higher Level IB examinations and two (2) lower division
course credits for scores of 4 or higher on each Standard Level IB examination.

**Individual IB examinations:**

**Higher level examinations.** A student shall receive three (3) or more course credits for scores of 4 or higher on individual Higher Level IB examinations.

**Standard level examinations.** A student shall receive two (2) or more credits for scores of 4 or higher on individual Standard Level IB examinations.

### PART D: NOCTI (NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE)

NCTC shall grant credit to students who have met or exceeded national average scores on the National Occupational Competency Testing Institute (NOCTI) assessments for specific skill sets in specific program areas. It is the student’s responsibility to provide the documentation to support their request.

### Part E: DANTES SUBJECT STANDARDIZED TESTS (DSST)

DANTES stands for Defense Activity for Non-Traditional Education Support. They offer military personnel an extensive series of examinations in college subjects that are comparable to final or end-of-course examinations in undergraduate courses. **Northland will award three credits for successfully passing each examination:**

#### BUSINESS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Equivalent</th>
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<tbody>
<tr>
<td>Business Ethics and Society</td>
<td>400</td>
<td>PHIL 2240</td>
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<tr>
<td>Business Law II</td>
<td>52 / 44</td>
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<tr>
<td>Business Mathematics</td>
<td>48 / 400</td>
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<td>Human Resource Management</td>
<td>46</td>
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</tr>
<tr>
<td>Intro to Business</td>
<td>46 / 400</td>
<td>BUSN1110</td>
</tr>
<tr>
<td>Intro to Computing</td>
<td>45 / 400</td>
<td>CPTR 1104</td>
</tr>
<tr>
<td>Management Info Systems</td>
<td>46 / 400</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Money &amp; Banking</td>
<td>48</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Organizational Behavior</td>
<td>48</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>46 / 400</td>
<td>BUSN 1115 (econ)</td>
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<tr>
<td>Principles of Finance</td>
<td>46</td>
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<tr>
<td>Prin of Financial Accounting</td>
<td>49 / 47</td>
<td>BUSN2221 (3 credits)</td>
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<tr>
<td>Principles of Supervision</td>
<td>46 / 400</td>
<td>MKTG 2120</td>
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#### HUMANITIES

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<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Ethics in America</td>
<td>46 / 400</td>
<td>PHIL 1102</td>
</tr>
<tr>
<td>Introduction to World Religions</td>
<td>48 / 400</td>
<td>PHIL 1111</td>
</tr>
<tr>
<td>Principles of Public Speaking</td>
<td>47</td>
<td>SPCH 1101</td>
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#### MATH

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>College Algebra</td>
<td>47 / 400</td>
<td>MATH 1110</td>
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<td>Statistics</td>
<td>48 / 400</td>
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#### PHYSICAL SCIENCE

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Astronomy</td>
<td>48</td>
<td>NSCI 1123</td>
</tr>
<tr>
<td>Environment &amp; Humanity</td>
<td>46</td>
<td>NSCI 2203</td>
</tr>
<tr>
<td>Here’s to Your Health</td>
<td>400</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Physical Geology</td>
<td>46</td>
<td>NSCI 1103</td>
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</tbody>
</table>
SOCIAL SCIENCES
A History of the Vietnam War 44  No Equivalent
An Introduction to the Modern Middle East 47  No Equivalent
Arts of the Western World 48  Goal Area VI
Criminal Justice 400  CRJU 2201
Foundations of Education 46  No Equivalent
Fundamentals of Counseling 45  No Equivalent
General Anthropology 47  Goal Area V
Human/Cultural Geography 48  GEOG 2242
Introduction to Law Enforcement 45  SOCI 1106
Lifespan Developmental Psychology 46  PSYC 2201
Rise & Fall of the Soviet Union 45  No Equivalent
Substance Abuse (formerly Drug & Alcohol Abuse) 400  HPER 2240
The Civil War & Reconstruction 47  HIST 2213
Western Europe Since 1945 45  No Equivalent

TECHNOLOGY
Technical Writing 46  ENGL 2207

The scores listed above are current scores. Scores prior to the timeframe this grid was updated may also be valid. See the college transfer specialist for more information.

Part F: Excelsior examinations

<table>
<thead>
<tr>
<th>Test Name</th>
<th>NCTC Equivalent</th>
<th>Credits</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>Abnormal Psychology (459)</td>
<td>PSYC 2215</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
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<tr>
<td>American Dream (460)</td>
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<tr>
<td>Anatomy and Physiology (506)</td>
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<tr>
<td>Bioethics: Philosophical Issues (413)</td>
<td>PHIL 2210</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
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<tr>
<td>Cultural Diversity (545)</td>
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<td>3</td>
<td>&quot;B&quot; or above</td>
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<tr>
<td>Earth Science (415)</td>
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<td>&quot;B&quot; or above</td>
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<tr>
<td>English Composition (434)</td>
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<td>&quot;B&quot; or above</td>
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<tr>
<td>Ethics: Theory &amp; Practice (484)</td>
<td>PHIL 1102</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
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<tr>
<td>Foundations of Gerontology (407)</td>
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<td>&quot;B&quot; or above</td>
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<tr>
<td>Introduction to Philosophy (416)</td>
<td>PHIL 1101</td>
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<td>&quot;B&quot; or above</td>
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<tr>
<td>Introduction to Music (414)</td>
<td>MUSC 1101</td>
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<td>&quot;B&quot; or above</td>
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<tr>
<td>Juvenile Delinquency (411)</td>
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<td>&quot;B&quot; or above</td>
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<tr>
<td>Life Span Developmental Psychology (583)</td>
<td>PSYC 2201</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
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<tr>
<td>Microbiology (558)</td>
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<tr>
<td>Organizational Behavior (435)</td>
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<tr>
<td>Pathophysiology (584)</td>
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<tr>
<td>Psychology of Adulthood &amp; Aging (485)</td>
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<td>Religions of the World (509)</td>
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<td>Research Methods in Psychology (436)</td>
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<td>Social Psychology (412)</td>
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<td>World Population (487)</td>
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<td>Human Resource Management (486)</td>
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<tr>
<td>Labor Relations (538)</td>
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<tr>
<td>Literacy Instruction in the Elementary School (565)</td>
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</table>
Essentials of Nursing Care (490)  No Equivalent  N/A  N/A
Essentials of Nursing Care: Health Differences (489)  No Equivalent  N/A  N/A
Essentials of Nursing Care: Health Safety (488)  No Equivalent  N/A  N/A
Essentials of Nursing Care: Reproductive Health (491)  No Equivalent  N/A  N/A
Health Differences Across the Life Span 1 (492)  No Equivalent  N/A  N/A
Health Differences Across the Life Span 2 (493)  No Equivalent  N/A  N/A
Health Differences Across the Life Span 3 (494)  No Equivalent  N/A  N/A
Transition to the Registered Professional Nurse Role (495)  No Equivalent  N/A  N/A

Note: Science exams taken through Excelsior do not include a lab component and therefore will not be awarded equivalency to Northland science courses.

**Part G: TEST OUT**

A currently enrolled student in good standing may petition to challenge any college level 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. Test out options may not be available for all courses. 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 in the transfer section of the 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. Credits earned through test out may not transfer to other institutions.

A student may not test-out of a course that appears on the student’s record. A student may not repeat a test out (credit by exam).

**Date of Implementation:** 6/2/04
**Date of Adoption:**
**Date & Subject of Revisions:** AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revised 6/6/07
Revised 4/23/09 by SAS subgroup
Approved by AASC 5/5/09
Approved by Cabinet 6/10/09
4/22/10 – Revised
Approved AASC 5/5/10 1st Read
Cabinet Approved 6/28/10
5/5/11 – Group revised
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3150 CREDIT FOR PRIOR LEARNING POLICY

Credit for Prior Learning 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 (see Transfer of Credit Policy 3120 and Procedure 3120P); by examination; for a veteran’s military training or service; through evaluation of credit for experiential learning (portfolio review and/or competence demonstration); or through formal Tech Prep agreements with high schools. Such credit granted will appear on the transcript and is not considered resident credit. There is no limit on the number of courses of which a student may earn credit for prior learning, except that the student must meet the College residency requirements. Credits earned through credit for prior learning may not transfer to other institutions.

The college’s student services and academic personnel will assess applications for credit for prior learning at the student’s request. It is the student’s responsibility to provide documentation to support his or her request. Students may appeal any decision regarding credits awarded for prior learning through the Transfer of Credit Procedure #3120P – Appeals process.

Date of Implementation: 6/2/04
Date of Adoption: AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revised 4/23/09 ASA subgroup
Date & Subject of Revisions: Approved by AASC 5/5/09; Approved by Cabinet 6/10/09
4/07/10 – Revised
Approved AASC 5/5/10 1st Read
Cabinet Approved 6/28/10
5/5/11 – Group Review – minor modifications
04/18/12 – Revised
03/04/13 - Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3150P CREDIT FOR PRIOR LEARNING PROCEDURE

The procedure defines the requirements for evaluating and granting credit to a student admitted to NCTC for successful college-level learning gained in non-credit or experiential settings.

Methods of assessing credit for prior learning include:

DIRECT TRANSFER OF COURSES (See NCTC Policy 3120)

CREDIT BY EXAMINATION

- Nationally recognized examinations mandated by Minnesota Statute and Board of Trustee policy
  1. CLEP (College Level Examination Program) SEE Part A
  2. AP (Advanced Placement) SEE Part B
  3. IB (International Baccalaureate) SEE Part C
- Other nationally recognized examinations;
  1. NOCTI (National Occupational Competency Testing Institute) SEE Part D
  2. DSST (DANTES Subject Standardized Test) SEE Part E
  3. Thomas Edison College Examination Program (TECEP)
  4. New York University Foreign Language Proficiency (NYUFLP)
  5. Excelsior examinations See Part F
- ACE endorsed examinations;
- Course Specific Examinations (test out) SEE Part G

AWARDING OF CREDIT FOR MILITARY EXPERIENCES

Students having served in the military may request to have credit awarded for experiences gained while serving in the military, in accordance with Minnesota Statute 197.775, Sub. 2. 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 CRLT 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 to other institutions.

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.

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.

TECH PREP ARTICULATION

Northland Community and Technical College will recognize official agreements with specific high schools for specific course work providing they meet the criteria and conditions of NCTC’s "Program Articulation Agreement for Advanced Standing."

CREDIT BY EXAMINATION

Part A: CLEP

CLEP stands for College Level Examination Program which is offered by the College Board. It offers students the opportunity to obtain recognition for college-level achievement in five general areas as well as numerous subject areas. The General Examinations measure material usually covered in the first two years of college and often referred to as general education requirements. The Subject Examinations measure achievement in specific college courses and are used to grant exemption from and credit for these courses.

A CLEP Subject Examination may not be taken to establish credit for a course in which a student has already earned credit in a higher level sequential course. A Subject Examination may not be used to establish credit in a subject which the student has previously failed.

Subject Examinations, minimum scores, credits, and NCTC course equivalent:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Score</th>
<th>Credits</th>
<th>NCTC Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting (Prin)</td>
<td>50</td>
<td>4</td>
<td>BUSN 2221</td>
</tr>
<tr>
<td>Algebra (College)</td>
<td>50</td>
<td>3</td>
<td>MATH 1110</td>
</tr>
<tr>
<td>Algebra-Trigonometry</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>PLSC 1102</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2241 &amp; 2242</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Lit</td>
<td>50</td>
<td>6</td>
<td>Goal Area VI</td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>6</td>
<td>BIOL 1111</td>
</tr>
<tr>
<td>Business Law</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Calculus w/Elem Functions</td>
<td>50</td>
<td>6</td>
<td>MATH 2231</td>
</tr>
<tr>
<td>Chemistry (General)</td>
<td>50</td>
<td>6</td>
<td>CHEM 1121</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>6</td>
<td>ENGL1111 &amp; ENGL1112</td>
</tr>
<tr>
<td>College Composition Modular</td>
<td>50</td>
<td>3</td>
<td>ENGL1111</td>
</tr>
<tr>
<td>(without essay)</td>
<td>n/a</td>
<td>n/a</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>College Composition Modular</td>
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<td>n/a</td>
<td></td>
</tr>
<tr>
<td>(with essay)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>3</td>
<td>Goal Area IV</td>
</tr>
<tr>
<td>Educational Psychology</td>
<td>50</td>
<td>3</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>6</td>
<td>ENGL 2251 &amp; 2252</td>
</tr>
<tr>
<td>French I &amp; II (Beg)</td>
<td>50</td>
<td>6</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>French I &amp; II (Interm)</td>
<td>59</td>
<td>12</td>
<td>Goal Area VIII</td>
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<tr>
<td>German I &amp; II (Beg)</td>
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<tr>
<td>German I &amp; II (Interm)</td>
<td>60</td>
<td>12</td>
<td>Goal Area VIII</td>
</tr>
<tr>
<td>History of the U.S. I</td>
<td>50</td>
<td>3</td>
<td>HIST 2201</td>
</tr>
<tr>
<td>History of the U.S. II</td>
<td>50</td>
<td>3</td>
<td>HIST 2202</td>
</tr>
<tr>
<td>Human Growth &amp; Develop</td>
<td>50</td>
<td>3</td>
<td>PSYC 2201</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>3</td>
<td>HUMN1101</td>
</tr>
</tbody>
</table>
Info. Syst. & Comp Apps 50 3 No Equivalent
Macroeconomics 50 3 ECON 2202
Management (Prin) 50 3 BUSN 2210
Marketing (Prin) 50 3 MKTG 2200
Microeconomics 50 3 ECON 2201
Natural Science 50 3 Goal Area III
Pre-Calculus 50 3 MATH 1113
Psychology (Intro) 50 3 PSYC 1105
Social Sciences & History 50 3 Goal Area V
Sociology (Intro) 50 3 SOCI 1101
Spanish I & II (Beg) 50 6 SPAN 1101 & 1102
Spanish I & II (Interm) 63 12 SPAN 2101 & 2102
Trigonometry 50 3 MATH 1106
Western Civilization I 50 4 HIST 1101
Western Civilization II 50 4 HIST 1102

NOTE: Acceptable scores may vary among colleges and universities.

Part B: ADVANCED PLACEMENT

Advanced Placement (AP) is a program of the College Entrance Examination Board through which secondary students complete college-level courses in high school that are designated as AP and earn college credits by demonstrating a specified level of performance on AP examinations. The AP examinations, which are scored on a 5-point scale, can be taken by any student who feels prepared by independent study or other preparation as well as by students who complete AP courses.

Northland will grant credit for AP examinations according to the following:

1. A score of 3 is the minimum score required for credit to be awarded.
2. The same amount of credit will be granted for scores of 3, 4, and 5.
3. Credit will be given for a specific college course if a test covers substantially similar material. If the test material does not match an existing course, students will be awarded up to 4 semester elective credits.
4. Students may petition for elective credits to meet certain general education requirements for an Associate Degree.
5. There is no limit to the total number of credits a student can earn through AP courses and tests.

ADVANCED PLACEMENT COURSES, EQUIVALENCIES & CREDITS

<p>| ART HISTORY | ARTS 2233 &amp; 2234 | 6 |
| STUDIO DRAWING | ARTS 1111 | 3 |
| STUDIO 2-D DESIGN | ARTS 1125 | 3 |
| STUDIO 3-D DESIGN | ARTS 1126 | 3 |
| BIOLOGY | BIOL 1111 | 4 |
| CALCULUS AB | MATH 2231 | 4 |
| CALCULUS BC | MATH 2231 &amp; 2232 | 8 |
| CHEMISTRY | CHEM 1121 | 5 |</p>
<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPUTER SCIENCE A</td>
<td>CPTR 1104</td>
<td>3</td>
</tr>
<tr>
<td>COMPUTER SCIENCE AB</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>MACROECONOMICS</td>
<td>ECON 2202</td>
<td>3</td>
</tr>
<tr>
<td>MICROECONOMICS</td>
<td>ECON 2201</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH LANG &amp; COMP</td>
<td>ENGL 1111</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH LIT &amp; COMPOSITION</td>
<td>ENGL 1112 &amp; 1126</td>
<td>6</td>
</tr>
<tr>
<td>ENVIRONMENTAL SCIENCE</td>
<td>NSCI 2203</td>
<td>4</td>
</tr>
<tr>
<td>FRENCH LANGUAGE</td>
<td>GOAL AREA VIII</td>
<td>4</td>
</tr>
<tr>
<td>GERMAN LANGUAGE</td>
<td>GOAL AREA VIII</td>
<td>4</td>
</tr>
<tr>
<td>COMPARATIVE GOVT &amp; POLITICS</td>
<td>PLSC 2204</td>
<td>3</td>
</tr>
<tr>
<td>U.S. GOVERNMENT &amp; POLITICS</td>
<td>PLSC 1102</td>
<td>3</td>
</tr>
<tr>
<td>EUROPEAN HISTORY</td>
<td>HIST 1101 &amp; 1102</td>
<td>8</td>
</tr>
<tr>
<td>U.S. HISTORY</td>
<td>HIST 2201 &amp; 2202</td>
<td>6</td>
</tr>
<tr>
<td>WORLD HISTORY</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>HUMAN GEOGRAPHY</td>
<td>GEOG 2242</td>
<td>3</td>
</tr>
<tr>
<td>LATIN VERGIL or LITERATURE</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>MUSIC THEORY</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>PHYSICS B</td>
<td>PHYS 1010</td>
<td>3</td>
</tr>
<tr>
<td>PHYSICS C (MECHANICS)</td>
<td>PHYS 1111</td>
<td>4</td>
</tr>
<tr>
<td>PHYSICS C (ELEC &amp; MAG)</td>
<td>PHYS 1112</td>
<td>4</td>
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<tr>
<td>PSYCHOLOGY</td>
<td>PSYC 1105</td>
<td>3</td>
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<tr>
<td>SPANISH LANGUAGE</td>
<td>SPAN 1101 &amp; 1102</td>
<td>8</td>
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<tr>
<td>SPANISH LANGUAGE</td>
<td>SPAN 2201 &amp; 2202</td>
<td>8</td>
</tr>
<tr>
<td>STATISTICS</td>
<td>MATH 2203</td>
<td>4</td>
</tr>
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</table>

**OTHER ADVANCED PLACEMENT PROGRAMS & AWARDING OF CREDIT**

A MINIMUM SCORE OF 45 OR PASS REQUIRED

**ACT/PEP TEST**

<table>
<thead>
<tr>
<th>Course</th>
<th>Equivalent Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABNORMAL PSYCHOLOGY</td>
<td>PSYC 2215</td>
<td>3</td>
</tr>
<tr>
<td>ACCOUNTING: LEVEL I</td>
<td>BUSN 2221/2222</td>
<td>8</td>
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<tr>
<td>ADULT NURSING</td>
<td></td>
<td>8</td>
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<tr>
<td>ADVANCED ACCOUNTING</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ANATOMY &amp; PHYSIOLOGY</td>
<td>BIOL 2252/2254</td>
<td>6</td>
</tr>
<tr>
<td>AUDITING</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BUSINESS POLICY</td>
<td></td>
<td>6</td>
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<tr>
<td>COMMONALITIES IN NURSING CARE: AREA A</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
<td></td>
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<tr>
<td>----------------------------------------------------------------------</td>
<td>---------</td>
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<tr>
<td>COMMONALITIES IN NURSING CARE: AREA B</td>
<td>5</td>
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<tr>
<td>CORPORATION FINANCE</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CORRECTIVE/REMEDIAL INSTRUCTION IN READING</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>COST ACCOUNTING &amp; ANALYSIS</td>
<td>ACCT 2208</td>
<td></td>
</tr>
<tr>
<td>DIFFERENCES IN NURSING CARE: AREA A</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>DIFFERENCES IN NURSING CARE: AREA B</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>DIFFERENCES IN NURSING CARE: AREA C</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>EDUCATIONAL PSYCHOLOGY</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FEDERAL INCOME TAXATION</td>
<td>ACCT 2200</td>
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<tr>
<td>FUND OF GERONTOLOGY</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HEALTH RESTORATION: AREA I</td>
<td>4</td>
<td></td>
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<tr>
<td>HEALTH RESTORATION: AREA II</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>HEALTH SUPPORT: AREA I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>HEALTH SUPPORT: AREA II</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>INTERMEDIATE ACCOUNTING</td>
<td>ACCT 2204/2214</td>
<td></td>
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<tr>
<td>INTERMEDIATE BUSINESS LAW</td>
<td>3</td>
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<tr>
<td>LABOR RELATIONS</td>
<td>3</td>
<td></td>
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<tr>
<td>MARKETING: LEVEL I</td>
<td>MKTG 2200</td>
<td></td>
</tr>
<tr>
<td>MATERNAL/CHILD CARE NURSING</td>
<td>6</td>
<td></td>
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<td>MATERNITY NURSING</td>
<td>3</td>
<td></td>
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<tr>
<td>MICROBIOLOGY</td>
<td>BIOL 2221</td>
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<tr>
<td>OCCUPATIONAL STRATEGIES IN NURSING</td>
<td>5</td>
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<tr>
<td>ORGANIZATIONAL BEHAVIOR</td>
<td>3</td>
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<td>PERSONNEL MANAGEMENT 3</td>
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<tr>
<td>PHYSICAL GEOLOGY</td>
<td>NSCI 1103</td>
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<td>PRINCIPLES OF MANAGEMENT</td>
<td>BUSN 2210</td>
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<tr>
<td>PRODUCTION/OPERATIONS MGMTNT</td>
<td>3</td>
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<td>PROFESSIONAL STRATEGIES, NURSING</td>
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<td>PSYCHIATRIC/MENTAL HEALTH IN NURSING</td>
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<tr>
<td>READING INSTRUCTION: APPLICATION</td>
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<td>READING INSTRUCTION IN ELEM SCHOOL</td>
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<td>STATISTICS</td>
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<td></td>
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</table>

**PART C: INTERNATIONAL BACCALAUREATE (IB)**

The IB program is an internationally recognized program through which a secondary student completes a comprehensive curriculum of rigorous study and demonstrates performance on IB examinations. A student may present a full IB diploma or a certificate recognizing specific higher level or standard level examination scores.

Higher level IB examinations assess work for higher level courses which generally involve significant breadth and depth of learning. They represent a recommended 240 teaching hours. Standard level IB examinations assess work completed at a narrower or less rigorous level than the higher level examinations. They represent a recommended 150 teaching hours. The IB diploma covers six subjects and is awarded to students who achieve specified scores on three higher level and three standard level examinations or four higher level and two standard level examinations.

**IB Diploma:**
Students who attain an International Baccalaureate (IB) diploma shall be granted six (6) lower division course credits for scores of 4 or higher on each Higher Level IB examinations and two (2) lower division
course credits for scores of 4 or higher on each Standard Level IB examination.

**Individual IB examinations:**

**Higher level examinations.** A student shall receive three (3) or more course credits for scores of 4 or higher on individual Higher Level IB examinations.

**Standard level examinations.** A student shall receive two (2) or more credits for scores of 4 or higher on individual Standard Level IB examinations.

**PART D: NOCTI (NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE)**

NCTC shall grant credit to students who have met or exceeded national average scores on the National Occupational Competency Testing Institute (NOCTI) assessments for specific skill sets in specific program areas. It is the student's responsibility to provide the documentation to support their request.

**Part E: DANTES SUBJECT STANDARDIZED TESTS (DSST)**

DANTES stands for Defense Activity for Non-Traditional Education Support. They offer military personnel an extensive series of examinations in college subjects that are comparable to final or end-of-course examinations in undergraduate courses. **Northland will award three credits for successfully passing each examination:**

### BUSINESS

<table>
<thead>
<tr>
<th>Course</th>
<th>Score</th>
<th>Equivalent</th>
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</thead>
<tbody>
<tr>
<td>Business Ethics and Society</td>
<td>400</td>
<td>PHIL 2240</td>
</tr>
<tr>
<td>Business Law II</td>
<td>52 / 44</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>48 / 400</td>
<td>ACCT 1108</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>46</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Intro to Business</td>
<td>46 / 400</td>
<td>BUSN1110</td>
</tr>
<tr>
<td>Intro to Computing</td>
<td>45 / 400</td>
<td>CPTR 1104</td>
</tr>
<tr>
<td>Management Info Systems</td>
<td>46 / 400</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Money &amp; Banking</td>
<td>48</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Organizational Behavior</td>
<td>48</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>46 / 400</td>
<td>BUSN 1115 ? (econ)</td>
</tr>
<tr>
<td>Principles of Finance</td>
<td>46</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Prin of Financial Accounting</td>
<td>49 / 47</td>
<td>BUSN2221(3 credits)</td>
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<tr>
<td>Principles of Supervision</td>
<td>46 / 400</td>
<td>MKTG 2120</td>
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### HUMANITIES

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<tr>
<td>Ethics in America</td>
<td>46 / 400</td>
<td>PHIL 1102</td>
</tr>
<tr>
<td>Introduction to World Religions</td>
<td>48 / 400</td>
<td>PHIL 1111</td>
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<tr>
<td>Principles of Public Speaking</td>
<td>47</td>
<td>SPCH 1101</td>
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### MATH

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</thead>
<tbody>
<tr>
<td>College Algebra</td>
<td>47 / 400</td>
<td>MATH 1110</td>
</tr>
<tr>
<td>Statistics</td>
<td>48 / 400</td>
<td>MATH 2203</td>
</tr>
</tbody>
</table>

### PHYSICAL SCIENCE

<table>
<thead>
<tr>
<th>Course</th>
<th>Score</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astronomy</td>
<td>48</td>
<td>NSCI 1123</td>
</tr>
<tr>
<td>Environment &amp; Humanity</td>
<td>46</td>
<td>NSCI 2203</td>
</tr>
<tr>
<td>Here's to Your Health</td>
<td>400</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Physical Geology</td>
<td>46</td>
<td>NSCI 1103</td>
</tr>
</tbody>
</table>
Physical Science I 47

SOCIAL SCIENCES
A History of the Vietnam War 44
An Introduction to the Modern Middle East 47
Arts of the Western World 48
Criminal Justice 400
Foundations of Education 46
Fundamentals of Counseling 45
General Anthropology 47
Human/Cultural Geography 48
Introduction to Law Enforcement 45
Lifespan Developmental Psychology 46
Rise & Fall of the Soviet Union 45
Substance Abuse (formerly Drug & Alcohol Abuse) 400
The Civil War & Reconstruction 47
Western Europe Since 1945 45

TECHNOLOGY
Technical Writing 46

The scores listed above are current scores. Scores prior to the timeframe this grid was updated may also be valid. See the college transfer specialist for more information.

Part F: Excelsior examinations

<table>
<thead>
<tr>
<th>Test Name</th>
<th>NCTC Equivalent</th>
<th>Credits</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abnormal Psychology (459)</td>
<td>PSYC 2215</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>American Dream (460)</td>
<td></td>
<td>6</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Anatomy and Physiology (506)</td>
<td>No Equivalent, MnTC Goal Area 6</td>
<td>6</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Bioethics: Philosophical Issues (413)</td>
<td>PHIL 2210</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Cultural Diversity (545)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Earth Science (415)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>English Composition (434)</td>
<td>ENGL 1111</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Ethics: Theory &amp; Practice (484)</td>
<td>PHIL 1102</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Foundations of Gerontology (407)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Introduction to Philosophy (416)</td>
<td>PHIL 1101</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Introduction to Music (414)</td>
<td>MUSC 1101</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Juvenile Delinquency (411)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Life Span Developmental Psychology (583)</td>
<td>PSYC 2201</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Microbiology (558)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Organizational Behavior (435)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Pathophysiology (584)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Psychology of Adulthood &amp; Aging (485)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Religions of the World (509)</td>
<td>PHIL 1111</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Research Methods in Psychology (436)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Social Psychology (412)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>World Conflicts Since 1900 (512)</td>
<td>No Equivalent, MnTC Goal Area 5</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>World Population (487)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Human Resource Management (486)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Labor Relations (538)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Literacy Instruction in the Elementary School (565)</td>
<td>No Equivalent, Elective Credit</td>
<td>6</td>
<td>&quot;B&quot; or above</td>
</tr>
</tbody>
</table>
Essentials of Nursing Care (490) No Equivalent N/A N/A
Essentials of Nursing Care: Health Differences (489) No Equivalent N/A N/A
Essentials of Nursing Care: Health Safety (488) No Equivalent N/A N/A
Essentials of Nursing Care: Reproductive Health (491) No Equivalent N/A N/A
Health Differences Across the Life Span 1 (492) No Equivalent N/A N/A
Health Differences Across the Life Span 2 (493) No Equivalent N/A N/A
Health Differences Across the Life Span 3 (494) No Equivalent N/A N/A
Transition to the Registered Professional Nurse Role (495) No Equivalent N/A N/A

Note: Science exams taken through Excelsior do not include a lab component and therefore will not be awarded equivalency to Northland science courses.

**Part G: TEST OUT**
A currently enrolled student in good standing may petition to challenge any college level 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. Test out options may not be available for all courses. 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 in the transfer section of the 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. Credits earned through test out may not transfer to other institutions.

A student may not test-out of a course that appears on the student’s record. A student may not repeat a test out (credit by exam).

**Date of Implementation:**
6/2/04

**Date of Adoption:**
AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revised 6/6/07

**Date & Subject of Revisions:**
Revised 4/23/09 by SAS subgroup
Approved by AASC 5/5/09
Approved by Cabinet 6/10/09
4/22/10 – Revised
Approved AASC 5/5/10 1st Read
Cabinet Approved 6/28/10
5/5/11 – Group revised
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2015 DATA PRIVACY

Minnesota State Colleges and Universities comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, 34 CFR 99; the Minnesota Government Data Practices Act, (MGDPA) Minn. Stat. Ch 13, Minn. Rules Ch 1205; and other applicable laws and regulations concerning the handling of education records. Accordingly, Northland Community and Technical College (NCTC) adopts the following policy:

Definitions
The following definitions apply for the purpose of this policy:

Student means an individual currently or formerly enrolled or registered, applicants for enrollment registration at a public educational agency or institution or individuals who receive shared time educational services from a public agency or institution. All students at a post-secondary school have the same rights regarding their educational data regardless of age.

Educational data or education records means data in any form directly relating to an individual student maintained by a public educational agency or institution or by a person acting for the agency or institution.

Educational records do not include:

(1) financial records of the student's parents or guardian;

(2) confidential letters or statements of recommendation placed in education records before January 1, 1975, or after January 1, 1975, if the student waived right of access;

(3) records of instructional personnel that are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker and are destroyed at the end of the school year;

(4) employment records related exclusively to a student’s employment capacity (not employment related to status as a student, such as work study) and not available for use for any other purpose;

(5) records that only contain information about a student after that individual is no longer a student at the institution (alumni data).

Notice of Policy
Students are informed of their rights under federal and state privacy laws through an annual notice of rights and this policy, which is included in the Official Policy Notice and
online Student Handbook. Additionally, the Data Privacy policy will be available in the posted online NCTC policies and procedures and will be available for inspection through the registrar’s office.

Access to Student Records
Consent for Release Generally Required
NCTC will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party, except as authorized by the MGDPA and FERPA or other applicable law. A copy of an informed consent release form is available through the registrar’s office and available online through student services forms. A written consent is valid if it: 1) specifies the records that may be disclosed; 2) states the purpose of the disclosure; 3) identifies the party or class of parties to whom the disclosure may be made; and 4) is signed and dated by the student. If the release is for disclosure to an insurer or its representative, the release must also include an expiration date no later than one year from the original authorization unless otherwise specified, or two years for a life insurance application. If the student requests, the school shall provide him or her with a copy of the records released pursuant to the informed consent.

Release without Consent
As allowed by the MGDPA and FERPA, Northland will release student records without consent as follows:

(1) to appropriate school officials who require access to educational records in order to perform their legitimate educational duties subject to §99.31(a)(1)(i)(B);

(2) to officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified, if applicable; receives a copy of the record if requested; and has an opportunity for a hearing to amend the record as required by law;

(3) to federal, state, or local officials or agencies authorized by law;

(4) in connection with a student's application for, or receipt of, financial aid;

(5) to accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained;

(6) in compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena;

(7) to appropriate persons in an emergency situation if the information is necessary to protect the health or safety of the students or other persons, subject to §99.36; or
(8) to an alleged victim of a crime of violence (as defined in 18 U.S.C. Sect 16) or non-forcible sex offense, the final results of the alleged student perpetrator's disciplinary proceeding may be released;

(9) to another educational agency or institution, if requested by the agency or institution, where a student is enrolled or receives services while the student is also in attendance at NCTC, provided that the student is notified where applicable; receives a copy of the record, if requested; and has an opportunity for a hearing to amend the record, as required by law.

(10) to the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her.

"School Officials" with a "legitimate educational interest"
NCTC will release information in student education records to appropriate school officials as indicated in (1) above when there is a legitimate educational interest. A school official is a person employed by NCTC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company to whom NCTC has outsourced institutional services or functions (such as an contractors, consultants or other parties); volunteers; a person serving on the Board of Trustees; or a student serving on an official 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.

Record of Requests for Disclosure
Where required by law, a record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by the registrar's office for each student and will also be made available for inspection pursuant to this policy. If the institution discovers that a third party who has received student records from the institution has released or failed to destroy such records in violation of this policy, it will prohibit access to educational records for five (5) years. Records of requests for disclosure no longer subject to audit nor presently under request for access will be maintained according to the school’s applicable records retention schedule.
Directory Information
The following information on students at NCTC is designated as public Directory Information:

Name
College Assigned Email Address
Hometown (city, state, country)
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

Notice to students about Directory Information:
Students may direct that any or all of the above-listed Directory Information be withheld from public disclosure by notifying the registrar’s office in writing by completing a Withhold Directory Information form. The directive will be in place until the student withdraws it in writing including after he or she is no longer enrolled as a student at NCTC.

Access to Educational Records by Student
Upon written request, NCTC shall provide a student with access to his or her educational records. There is no charge for viewing the records even if NCTC is required to make a copy of the data in order to provide access. Responses to requests by students to review their educational records shall be within ten business days.

The written request for access to educational records is to be submitted to the registrar’s office, identifying the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the record(s) are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Upon request, the meaning of educational data shall be explained to the student by NCTC personnel assigned to, and designated by, the appropriate office.

Students have the right to review only their own records. When a record contains private information about other student(s), disclosure cannot include information regarding the other student(s).

Challenge to Record
Students may challenge the accuracy or completeness of their educational records. *Note:* the right to challenge a grade does not apply under this policy unless the grade assigned
was allegedly inaccurately recorded. Other challenges to grades shall be according to the Grade Appeal policy (Policy 3430).

Students who believe that their educational records contain information that is inaccurate, misleading, incomplete, or is otherwise in violation of their privacy rights may challenge the record through the following procedure.

A student who wishes to ask the college to amend a record shall make a written request to the registrar’s office, clearly identifying the part of the record the student wants changed, and specifying why it should be changed. The registrar’s office contact shall forward on to the school official responsible for the record in question for a decision.

If agreement is reached with respect to the student's request, the appropriate records will be amended, and a reasonable attempt will be made to notify past recipients of inaccurate or incomplete data, including recipients named by the student. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the registrar’s office of their right to a formal hearing.

Student requests for a formal hearing must be made in writing to the Minnesota Commissioner of Administration within 60 days of receiving the decision. The request must be directed to: Commissioner of Administration, State of Minnesota, 50 Sherburne Avenue, St. Paul, MN 55155, who, within a reasonable period of time after receiving the request, will inform the student of the date, place and the time of the hearing. The hearing will be conducted by the Office of Administrative Hearings (OAH) and according to the procedures set forth in Minn. Stat. Ch. 14. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense.

Decisions of the hearing officer will be based solely on the evidence presented at the hearing, will consist of the written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned.

The education records will be corrected or amended in accordance with the decision of OAH if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing officer, or both. The statements will be placed in and maintained as part of the student’s educational records, and released whenever the records in question are disclosed.

Copies
Students may have copies of their educational records and this policy. The copies of records will be made at the student's expense at rates stated in the NCTC copy charge policy.
Students may obtain unofficial copies of their transcripts anytime by accessing their academic record in eServices. To request official transcripts, students must follow the college transcript request process. Official transcripts cost $5.00 each.

Official copies of academic records or transcripts will not be released for students who have a delinquent financial obligation or financial "hold" at NCTC, unless otherwise required by law.

**Complaints**

Complaints regarding alleged failures to comply with the provisions of FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605. Complaints about compliance with the MGDPA may be brought to the college's Data Practices Compliance Official, Becky Lindseth, Executive Director of Administrative Services, NCTC, 2022 Central Ave NE, EGF, MN 56721 or to the Minnesota Commissioner of Administration.

Date of Implementation: 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 4/14/05; 5/31/05; 6/9/05 - Directory information changed; 12/1/05 - policy title change; 9/27/06 - separated directory information item; 1/18/07 - position title changes; added College Assigned Email Address; 12/16/08 - Reviewed; 4/8/09 - Revised as per SGC recommendations; 5/7/09 - SGC Review; 7/20/09 - Added MnSCU recommended language; 3/09/10 Reviewed; 3/22/11 Revised; 3/29/12 Reviewed; 2/12/13 Reviewed; 9/24/13 Rewritten by the OGC (Kris Kaplan) to replace existing policy 2015.
10/14/13 - Minor revisions per SGC recommendations.
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Complaints
Complaints regarding alleged failures to comply with the provisions of FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605. Complaints about compliance with the MGDA may be brought to the college’s Data Practices Compliance Official, Becky Lindseth, Executive Director of Administrative Services, NCTC, 2022 Central Ave NE, EGF, MN 56721 or to the Minnesota Commissioner of Administration.

Date of Implementation: 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions:
4/14/05; 5/31/05; 6/9/05 – Directory information changed
12/1/05 – Policy title change; 9/27/06 - Separated directory information item; 1/18/07 – Position title changes; added College Assigned Email Address; 12/16/08 - Reviewed 4/8/09 – Revised as per SGC recommendations; 5/7/09 – SGC Review; 7/20/09 – Added MnSCU recommended language; 03/09/10 Reviewed; 03/22/11 Revised;
02/29/12 Reviewed; 02/12/13 Reviewed
09/24/13 Rewritten by the OGC (Kris Kaplan) to replace existing policy 2015.
10/14/13 – Minor revisions per SGC recommendations.
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2045 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 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, 173 on the computer version, or 61 on the internet version, or
- IELTS (International English Language Testing System) band score of 5.5 or higher, 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 postsecondary 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 system-approved student health insurance, except those students whose sponsoring agency or government certifies that the student is covered under a plan provided by the sponsoring agency or government. NCTC is not responsible for any bills due to illness or injury.

Related Document: MnSCU Procedure 3.4.1 Undergraduate Admissions

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions:
2/9/06 - Added Completion Level 109 of ELS Language Center
9/27/06 - capitalization and punctuation corrections
3/3/08 – heading added
12/16/08 Reviewed
12/31/08 Revised
3/09/10 Reviewed
02/22/11 Reviewed
08/09/11 Revised; added IELTS information
02/29/12 Reviewed
09/10/12 Revised per system direction
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2018 ORIENTATION

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. The online orientation link will be sent out to all employees and students annually.

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 4/3/07 – changed “required” to expected
3/3/08 – heading added
12/16/08 Reviewed
03/09/10 Reviewed
02/22/11 Revised
02/29/12 Reviewed
02/12/13 Reviewed
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3050 POST SECONDARY ENROLLMENT OPTIONS POLICY

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 postsecondary institutions.”

In conjunction with Minnesota State Colleges and Universities System Policy 3.5 and Procedure 3.5.1, 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 sophomores, 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 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.

Date of Implementation: 6/2/04
Date of Adoption: AASC Approved 5/9/06; Executive Council Approval 5/18/06
Date & Subject of Revisions: 12/16/08 – Reviewed
3/26/10 – Revised
Approved 4/6/10 AASC 1st Read
Approved 5/5/10 AASC 2nd Read
Cabinet Approval 5/24/10
3/1/11 – Reviewed
04/16/12 – Reviewed
03/04/13 – Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2060 RECIPROCITY

The State of Minnesota has reciprocity agreements with North Dakota, South Dakota, Wisconsin, Michigan, Missouri, Kansas, Illinois, Indiana, 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 NCTC to charge in-state tuition rates to nonresident students unless there is a reciprocity agreement between the state of Minnesota and the nonresident student’s state of residency. The rates agreed to in the reciprocity agreements will be charged.

Date of Implementation: 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 1/18/07- added second and third lines
   3/3/08 – heading added
   12/16/08 Revised
   3/09/10 Reviewed
   02/22/11 Reviewed
   03/01/12 Revised- added Kansas, Illinois, Indiana
   02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2015 DATA PRIVACY

Minnesota State Colleges and Universities comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, 34 CFR 99; the Minnesota Government Data Practices Act, (MGDPA) Minn. Stat. Ch 13, Minn. Rules Ch 1205; and other applicable laws and regulations concerning the handling of education records. Accordingly, Northland Community and Technical College (NCTC) adopts the following policy:

Definitions
The following definitions apply for the purpose of this policy:

Student means an individual currently or formerly enrolled or registered, applicants for enrollment registration at a public educational agency or institution or individuals who receive shared time educational services from a public agency or institution. All students at a post-secondary school have the same rights regarding their educational data regardless of age.

Educational data or education records means data in any form directly relating to an individual student maintained by a public educational agency or institution or by a person acting for the agency or institution.

Educational records do not include:

(1) financial records of the student's parents or guardian;

(2) confidential letters or statements of recommendation placed in education records before January 1, 1975, or after January 1, 1975, if the student waived right of access;

(3) records of instructional personnel that are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker and are destroyed at the end of the school year;

(4) employment records related exclusively to a student's employment capacity (not employment related to status as a student, such as work study) and not available for use for any other purpose;

(5) records that only contain information about a student after that individual is no longer a student at the institution (alumni data).

Notice of Policy
Students are informed of their rights under federal and state privacy laws through an annual notice of rights and this policy, which is included in the Official Policy Notice and
online Student Handbook. Additionally, the Data Privacy policy will be available in the posted online NCTC policies and procedures and will be available for inspection through the registrar’s office.

Access to Student Records
Consent for Release Generally Required
NCTC will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party, except as authorized by the MGDPA and FERPA or other applicable law. A copy of an informed consent release form is available through the registrar’s office and available online through student services forms. A written consent is valid if it: 1) specifies the records that may be disclosed; 2) states the purpose of the disclosure; 3) identifies the party or class of parties to whom the disclosure may be made; and 4) is signed and dated by the student. If the release is for disclosure to an insurer or its representative, the release must also include an expiration date no later than one year from the original authorization unless otherwise specified, or two years for a life insurance application. If the student requests, the school shall provide him or her with a copy of the records released pursuant to the informed consent.

Release without Consent
As allowed by the MGDPA and FERPA, Northland will release student records without consent as follows:

(1) to appropriate school officials who require access to educational records in order to perform their legitimate educational duties subject to §99.31(a)(1)(i)(B);

(2) to officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified, if applicable; receives a copy of the record if requested; and has an opportunity for a hearing to amend the record as required by law;

(3) to federal, state, or local officials or agencies authorized by law;

(4) in connection with a student's application for, or receipt of, financial aid;

(5) to accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained;

(6) in compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena;

(7) to appropriate persons in an emergency situation if the information is necessary to protect the health or safety of the students or other persons, subject to §99.36; or
(8) to an alleged victim of a crime of violence (as defined in 18 U.S.C. Sect 16) or non-forcible sex offense, the final results of the alleged student perpetrator's disciplinary proceeding may be released;

(9) to another educational agency or institution, if requested by the agency or institution, where a student is enrolled or receives services while the student is also in attendance at NCTC, provided that the student is notified where applicable; receives a copy of the record, if requested; and has an opportunity for a hearing to amend the record, as required by law.

(10) to the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.

“School Officials” with a “legitimate educational interest”
NCTC will release information in student education records to appropriate school officials as indicated in (1) above when there is a legitimate educational interest. A school official is a person employed by NCTC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company to whom NCTC has outsourced institutional services or functions (such as an contractors, consultants or other parties); volunteers; a person serving on the Board of Trustees; or a student serving on an official 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.

Record of Requests for Disclosure
Where required by law, a record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by the registrar’s office for each student and will also be made available for inspection pursuant to this policy. If the institution discovers that a third party who has received student records from the institution has released or failed to destroy such records in violation of this policy, it will prohibit access to educational records for five (5) years. Records of requests for disclosure no longer subject to audit nor presently under request for access will be maintained according to the school’s applicable records retention schedule.
Directory Information

The following information on students at NCTC is designated as public Directory Information:

- Name
- College Assigned Email Address
- Hometown (city, state, country)
- 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

Notice to students about Directory Information:

Students may direct that any or all of the above-listed Directory Information be withheld from public disclosure by notifying the registrar's office in writing by completing a Withhold Directory Information form. The directive will be in place until the student withdraws it in writing including after he or she is no longer enrolled as a student at NCTC.

Access to Educational Records by Student

Upon written request, NCTC shall provide a student with access to his or her educational records. There is no charge for viewing the records even if NCTC is required to make a copy of the data in order to provide access. Responses to requests by students to review their educational records shall be within ten business days.

The written request for access to educational records is to be submitted to the registrar's office, identifying the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the record(s) are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Upon request, the meaning of educational data shall be explained to the student by NCTC personnel assigned to, and designated by, the appropriate office.

Students have the right to review only their own records. When a record contains private information about other student(s), disclosure cannot include information regarding the other student(s).

Challenge to Record

Students may challenge the accuracy or completeness of their educational records. Note: the right to challenge a grade does not apply under this policy unless the grade assigned
was allegedly inaccurately recorded. Other challenges to grades shall be according to the Grade Appeal policy (Policy 3430).

Students who believe that their educational records contain information that is inaccurate, misleading, incomplete, or is otherwise in violation of their privacy rights may challenge the record through the following procedure.

A student who wishes to ask the college to amend a record shall make a written request to the registrar’s office, clearly identifying the part of the record the student wants changed, and specifying why it should be changed. The registrar’s office contact shall forward on to the school official responsible for the record in question for a decision.

If agreement is reached with respect to the student's request, the appropriate records will be amended, and a reasonable attempt will be made to notify past recipients of inaccurate or incomplete data, including recipients named by the student. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the registrar’s office of their right to a formal hearing.

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Date of Implementation: 5/27/04
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Date & Subject of Revisions: 4/14/05; 5/31/05; 6/9/05 – Directory information changed 12/1/05 – policy title change; 9/27/06 - separated directory information item; 1/18/07 – position title changes; added College Assigned Email Address; 12/16/08 - Reviewed 4/8/09 – Revised as per SGC recommendations; 5/7/09 - SGC Review; 7/20/09 – Added MnSCU recommended language; 03/09/10 Reviewed; 03/22/11 Revised; 02/29/12 Reviewed; 02/12/13 Reviewed 09/24/13 Rewritten by the OGC (Kris Kaplan) to replace existing policy 2015. 10/14/13 – Minor revisions per SGC recommendations.
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3150P CREDIT FOR PRIOR LEARNING PROCEDURE

The procedure defines the requirements for evaluating and granting credit to a student admitted to NCTC for successful college-level learning gained in non-credit or experiential settings.

Methods of assessing credit for prior learning include:

DIRECT TRANSFER OF COURSES (See NCTC Policy 3120)

CREDIT BY EXAMINATION

- Nationally recognized examinations mandated by Minnesota Statute and Board of Trustee policy
  1. CLEP (College Level Examination Program) SEE Part A
  2. AP (Advanced Placement) SEE Part B
  3. IB (International Baccalaureate) SEE Part C

- Other nationally recognized examinations;
  1. NOCTI (National Occupational Competency Testing Institute) SEE Part D
  2. DSST (DANTES Subject Standardized Test) SEE Part E
  3. Thomas Edison College Examination Program (TECEP)
  4. New York University Foreign Language Proficiency (NYUFLP)
  5. Excelsior examinations See Part F

- ACE endorsed examinations;

- Course Specific Examinations (test out) SEE Part G

AWARDING OF CREDIT FOR MILITARY EXPERIENCES

Students having served in the military may request to have credit awarded for experiences gained while serving in the military, in accordance with Minnesota Statue 197.775, Sub. 2. Requests will be evaluated based on the program of study at Northland. A copy of the veteran’s DD-214 and any other transcribed 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 CRLT 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 to other institutions.

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.

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.

TECH PREP ARTICULATION

Northland Community and Technical College will recognize official agreements with specific high schools for specific course work providing they meet the criteria and conditions of NCTC's "Program Articulation Agreement for Advanced Standing."

CREDIT BY EXAMINATION

Part A: CLEP

CLEP stands for College Level Examination Program which is offered by the College Board. It offers students the opportunity to obtain recognition for college-level achievement in five general areas as well as numerous subject areas. The General Examinations measure material usually covered in the first two years of college and often referred to as general education requirements. The Subject Examinations measure achievement in specific college courses and are used to grant exemption from and credit for these courses.

A CLEP Subject Examination may not be taken to establish credit for a course in which a student has already earned credit in a higher level sequential course. A Subject Examination may not be used to establish credit in a subject which the student has previously failed.

Subject Examinations, minimum scores, credits, and NCTC course equivalent:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Score</th>
<th>Credits</th>
<th>Equivalent Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting (Prin)</td>
<td>50</td>
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<td>BUSN 2221</td>
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<tr>
<td>Algebra (College)</td>
<td>50</td>
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<td>MATH 1110</td>
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<tr>
<td>Algebra-Trigonometry</td>
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<td>American Literature</td>
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<td>ENGL 2241 &amp; 2242</td>
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<td>Analyzing &amp; Interpreting Lit</td>
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<td>6</td>
<td>Goal Area VI</td>
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<tr>
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<td>6</td>
<td>ENGL 2251 &amp; 2252</td>
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<td>French I &amp; II (Beg)</td>
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<td>Goal Area VIII</td>
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<td>French I &amp; II (Interm)</td>
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<tr>
<td>Pre-Calculus</td>
<td>50</td>
<td>3</td>
<td>MATH 1113</td>
</tr>
<tr>
<td>Psychology (Intro)</td>
<td>50</td>
<td>3</td>
<td>PSYC 1105</td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>50</td>
<td>3</td>
<td>Goal Area V</td>
</tr>
<tr>
<td>Sociology (Intro)</td>
<td>50</td>
<td>3</td>
<td>SOCI 1101</td>
</tr>
<tr>
<td>Spanish I &amp; II (Beg)</td>
<td>50</td>
<td>6</td>
<td>SPAN 1101 &amp; 1102</td>
</tr>
<tr>
<td>Spanish I &amp; II (Interm)</td>
<td>63</td>
<td>12</td>
<td>SPAN 2101 &amp; 2102</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>50</td>
<td>3</td>
<td>MATH 1106</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>4</td>
<td>HIST 1101</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>4</td>
<td>HIST 1102</td>
</tr>
</tbody>
</table>

NOTE: Acceptable scores may vary among colleges and universities.

**Part B: ADVANCED PLACEMENT**

Advanced Placement (AP) is a program of the College Entrance Examination Board through which secondary students complete college-level courses in high school that are designated as AP and earn college credits by demonstrating a specified level of performance on AP examinations. The AP examinations, which are scored on a 5-point scale, can be taken by any student who feels prepared by independent study or other preparation as well as by students who complete AP courses.

Northland will grant credit for AP examinations according to the following:

1. A score of 3 is the minimum score required for credit to be awarded.
2. The same amount of credit will be granted for scores of 3, 4, and 5.
3. Credit will be given for a specific college course if a test covers substantially similar material. If the test material does not match an existing course, students will be awarded up to 4 semester elective credits.
4. Students may petition for elective credits to meet certain general education requirements for an Associate Degree.
5. There is no limit to the total number of credits a student can earn through AP courses and tests.

**ADVANCED PLACEMENT COURSES, EQUIVALENCIES & CREDITS**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Equivalent Course(s)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART HISTORY</td>
<td>ARTS 2233 &amp; 2234</td>
<td>6</td>
</tr>
<tr>
<td>STUDIO DRAWING</td>
<td>ARTS 1111</td>
<td>3</td>
</tr>
<tr>
<td>STUDIO 2-D DESIGN</td>
<td>ARTS 1125</td>
<td>3</td>
</tr>
<tr>
<td>STUDIO 3-D DESIGN</td>
<td>ARTS 1126</td>
<td>3</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>BIOL 1111</td>
<td>4</td>
</tr>
<tr>
<td>CALCULUS AB</td>
<td>MATH 2231</td>
<td>4</td>
</tr>
<tr>
<td>CALCULUS BC</td>
<td>MATH 2231 &amp; 2232</td>
<td>8</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>CHEM 1121</td>
<td>5</td>
</tr>
<tr>
<td>Course</td>
<td>Code</td>
<td>Credits</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>----------</td>
<td>---------</td>
</tr>
<tr>
<td>COMPUTER SCIENCE A</td>
<td>CPTR 1104</td>
<td>3</td>
</tr>
<tr>
<td>COMPUTER SCIENCE AB</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>MACROECONOMICS</td>
<td>ECON 2202</td>
<td>3</td>
</tr>
<tr>
<td>MICROECONOMICS</td>
<td>ECON 2201</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH LANG &amp; COMP</td>
<td>ENGL 1111</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH LIT &amp; COMPOSITION</td>
<td>ENGL 1112 &amp; 1126</td>
<td>6</td>
</tr>
<tr>
<td>ENVIRONMENTAL SCIENCE</td>
<td>NSCI 2203</td>
<td>4</td>
</tr>
<tr>
<td>FRENCH LANGUAGE</td>
<td>GOAL AREA VIII</td>
<td>4</td>
</tr>
<tr>
<td>GERMAN LANGUAGE</td>
<td>GOAL AREA VIII</td>
<td>4</td>
</tr>
<tr>
<td>COMPARATIVE GOVT &amp; POLITICS</td>
<td>PLSC 2204</td>
<td>3</td>
</tr>
<tr>
<td>U.S. GOVERNMENT &amp; POLITICS</td>
<td>PLSC 1102</td>
<td>3</td>
</tr>
<tr>
<td>EUROPEAN HISTORY</td>
<td>HIST 1101 &amp; 1102</td>
<td>8</td>
</tr>
<tr>
<td>U.S. HISTORY</td>
<td>HIST 2201 &amp; 2202</td>
<td>6</td>
</tr>
<tr>
<td>WORLD HISTORY</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>HUMAN GEOGRAPHY</td>
<td>GEOG 2242</td>
<td>3</td>
</tr>
<tr>
<td>LATIN VERGIL or LITERATURE</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>MUSIC THEORY</td>
<td>NO EQUIVALENT</td>
<td>4</td>
</tr>
<tr>
<td>PHYSICS B</td>
<td>PHYS 1010</td>
<td>3</td>
</tr>
<tr>
<td>PHYSICS C (MECHANICS)</td>
<td>PHYS 1111</td>
<td>4</td>
</tr>
<tr>
<td>PHYSICS C (ELEC &amp; MAG)</td>
<td>PHYS 1112</td>
<td>4</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>PSYC 1105</td>
<td>3</td>
</tr>
<tr>
<td>SPANISH LANGUAGE</td>
<td>SPAN 1101 &amp; 1102</td>
<td>8</td>
</tr>
<tr>
<td>SPANISH LANGUAGE</td>
<td>SPAN 2201 &amp; 2202</td>
<td>8</td>
</tr>
<tr>
<td>STATISTICS</td>
<td>MATH 2203</td>
<td>4</td>
</tr>
</tbody>
</table>

**OTHER ADVANCED PLACEMENT PROGRAMS & AWARDING OF CREDIT**
A MINIMUM SCORE OF 45 OR PASS REQUIRED

**ACT/PEP TEST**

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABNORMAL PSYCHOLOGY</td>
<td>PSYC 2215</td>
<td>3</td>
</tr>
<tr>
<td>ACCOUNTING: LEVEL I</td>
<td>BUSN 2221/2222</td>
<td>8</td>
</tr>
<tr>
<td>ADULT NURSING</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>ADVANCED ACCOUNTING</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ANATOMY &amp; PHYSIOLOGY</td>
<td>BIOL 2252/2254</td>
<td>6</td>
</tr>
<tr>
<td>AUDITING</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BUSINESS POLICY</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>COMMONALITIES IN NURSING CARE: AREA A</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>
COMMONALITIES IN NURSING CARE: AREA B
CORPORATION FINANCE
CORRECTIVE/REMEDIAL INSTRUCTION IN READING
COST ACCOUNTING & ANALYSIS ACCT 2208
DIFFERENCES IN NURSING CARE: AREA A
DIFFERENCES IN NURSING CARE: AREA B
DIFFERENCES IN NURSING CARE: AREA C
EDUCATIONAL PSYCHOLOGY
FEDERAL INCOME TAXATION ACCT 2200
FOUND OF GERONTOLOGY
FUND OF NURSING
HEALTH RESTORATION: AREA I
HEALTH RESTORATION: AREA II
HEALTH SUPPORT: AREA I
HEALTH SUPPORT: AREA II
INTERMEDIATE ACCOUNTING ACCT 2204/2214
INTERMEDIATE BUSINESS LAW
LABOR RELATIONS
MARKETING: LEVEL I MKTG 2200
MATERNAL/CHILD CARE NURSING
MATERNITY NURSING
MICROBIOLOGY BIOL 2221
OCCUPATIONAL STRATEGIES IN NURSING
ORGANIZATIONAL BEHAVIOR
PERSONNEL MANAGEMENT 3
PHYSICAL GEOLOGY NSCI 1103
PRINCIPLES OF MANAGEMENT BUSN 2210
PRODUCTION/OPERATIONS MGMNT
PROFESSIONAL STRATEGIES, NURSING
PSYCHIATRIC/MENTAL HEALTH IN NURSING
READING INSTRUCTION: APPLICATION
READING INSTRUCTION IN ELEM SCHOOL
STATISTICS MATH 2203

PART C: INTERNATIONAL BACCALAUREATE (IB)

The IB program is an internationally recognized program through which a secondary student completes a comprehensive curriculum of rigorous study and demonstrates performance on IB examinations. A student may present a full IB diploma or a certificate recognizing specific higher level or standard level examination scores.

Higher level IB examinations assess work for higher level courses which generally involve significant breadth and depth of learning. They represent a recommended 240 teaching hours. Standard level IB examinations assess work completed at a narrower or less rigorous level than the higher level examinations. They represent a recommended 150 teaching hours. The IB diploma covers six subjects and is awarded to students who achieve specified scores on three higher level and three standard level examinations or four higher level and two standard level examinations.

IB Diploma:
Students who attain an International Baccalaureate (IB) diploma shall be granted six (6) lower division course credits for scores of 4 or higher on each Higher Level IB examinations and two (2) lower division
course credits for scores of 4 or higher on each Standard Level IB examination.

**Individual IB examinations:**

**Higher level examinations.** A student shall receive three (3) or more course credits for scores of 4 or higher on individual Higher Level IB examinations.

**Standard level examinations.** A student shall receive two (2) or more credits for scores of 4 or higher on individual Standard Level IB examinations.

**PART D: NOCTI (NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE)**

NCTC shall grant credit to students who have met or exceeded national average scores on the National Occupational Competency Testing Institute (NOCTI) assessments for specific skill sets in specific program areas. It is the student’s responsibility to provide the documentation to support their request.

**Part E: DANTES SUBJECT STANDARDIZED TESTS (DSST)**

DANTES stands for Defense Activity for Non-Traditional Education Support. They offer military personnel an extensive series of examinations in college subjects that are comparable to final or end-of-course examinations in undergraduate courses. **Northland will award three credits for successfully passing each examination:**

**BUSINESS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Score</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Ethics and Society</td>
<td>400</td>
<td>PHIL 2240</td>
</tr>
<tr>
<td>Business Law II</td>
<td>52 / 44</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>48 / 400</td>
<td>ACCT 1108</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>46</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Intro to Business</td>
<td>46 / 400</td>
<td>BUSN1110</td>
</tr>
<tr>
<td>Intro to Computing</td>
<td>45 / 400</td>
<td>CPTR 1104</td>
</tr>
<tr>
<td>Management Info Systems</td>
<td>46 / 400</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Money &amp; Banking</td>
<td>48</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Organizational Behavior</td>
<td>48</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>46 / 400</td>
<td>BUSN 1115 ? (econ)</td>
</tr>
<tr>
<td>Principles of Finance</td>
<td>46</td>
<td>No Equivalent</td>
</tr>
<tr>
<td>Prin of Financial Accounting</td>
<td>49 / 47</td>
<td>BUSN2221(3 credits)</td>
</tr>
<tr>
<td>Principles of Supervision</td>
<td>46 / 400</td>
<td>MKTG 2120</td>
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**HUMANITIES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Score</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethics in America</td>
<td>46 / 400</td>
<td>PHIL 1102</td>
</tr>
<tr>
<td>Introduction to World Religions</td>
<td>48 / 400</td>
<td>PHIL 1111</td>
</tr>
<tr>
<td>Principles of Public Speaking</td>
<td>47</td>
<td>SPCH 1101</td>
</tr>
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</table>

**MATH**

<table>
<thead>
<tr>
<th>Course</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Algebra</td>
<td>47 / 400</td>
</tr>
<tr>
<td>Statistics</td>
<td>48 / 400</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PHYSICAL SCIENCE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>Astronomy</td>
<td>48</td>
</tr>
<tr>
<td>Environment &amp; Humanity</td>
<td>46</td>
</tr>
<tr>
<td>Here’s to Your Health</td>
<td>400</td>
</tr>
<tr>
<td>Physical Geology</td>
<td>46</td>
</tr>
</tbody>
</table>
Physical Science I 47 Goal Area III

SOCIAL SCIENCES

A History of the Vietnam War 44 No Equivalent
An Introduction to the Modern Middle East 47 No Equivalent
Arts of the Western World 48 Goal Area VI
Criminal Justice 400 CRJU 2201
Foundations of Education 46 No Equivalent
Fundamentals of Counseling 45 No Equivalent
General Anthropology 47 Goal Area V
Human/Cultural Geography 48 GEOG 2242
Introduction to Law Enforcement 45 SOCI 1106
Lifespan Developmental Psychology 46 PSYC 2201
Rise & Fall of the Soviet Union 45 No Equivalent
Substance Abuse (formerly Drug & Alcohol Abuse) 400 HPER 2240
The Civil War & Reconstruction 47 HIST 2213
Western Europe Since 1945 45 No Equivalent

TECHNOLOGY

Technical Writing 46 ENGL 2207

The scores listed above are current scores. Scores prior to the timeframe this grid was updated may also be valid. See the college transfer specialist for more information.

Part F: Excelsior examinations

<table>
<thead>
<tr>
<th>Test Name</th>
<th>NCTC Equivalent</th>
<th>Credits</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abnormal Psychology (459)</td>
<td>PSYC 2215</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>American Dream (460)</td>
<td>No Equivalent, MnTC Goal Area 6</td>
<td>6</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Anatomy and Physiology (506)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Bioethics: Philosophical Issues (413)</td>
<td>PHIL 2210</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
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<tr>
<td>Cultural Diversity (545)</td>
<td>No Equivalent, MnTC Goal Area 5</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
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<tr>
<td>Earth Science (415)</td>
<td>No Equivalent, Elective Credit</td>
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<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>English Composition (434)</td>
<td>ENGL 1111</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Ethics: Theory &amp; Practice (484)</td>
<td>PHIL 1102</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Foundations of Gerontology (407)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Introduction to Philosophy (416)</td>
<td>PHIL 1101</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Introduction to Music (414)</td>
<td>MUSC 1101</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Juvenile Delinquency (411)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
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<tr>
<td>Life Span Developmental Psychology (583)</td>
<td>PSYC 2201</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Microbiology (558)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Organizational Behavior (435)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Pathophysiology (584)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Psychology of Adulthood &amp; Aging (485)</td>
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<td>&quot;B&quot; or above</td>
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<tr>
<td>Religions of the World (509)</td>
<td>PHIL 1111</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Research Methods in Psychology (436)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Social Psychology (412)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>World Conflicts Since 1900 (512)</td>
<td>No Equivalent, MnTC Goal Area 5</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>World Population (487)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Human Resource Management (486)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Labor Relations (538)</td>
<td>No Equivalent, Elective Credit</td>
<td>3</td>
<td>&quot;B&quot; or above</td>
</tr>
<tr>
<td>Literacy Instruction in the Elementary School (565)</td>
<td>No Equivalent, Elective Credit</td>
<td>6</td>
<td>&quot;B&quot; or above</td>
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</tbody>
</table>
Essentials of Nursing Care (490)  
Essentials of Nursing Care: Health Differences (489)  
Essentials of Nursing Care: Health Safety (488)  
Essentials of Nursing Care: Reproductive Health (491)  
Health Differences Across the Life Span 1 (492)  
Health Differences Across the Life Span 2 (493)  
Health Differences Across the Life Span 3 (494)  
Transition to the Registered Professional Nurse Role (495)  

No Equivalent  
No Equivalent  
No Equivalent  
No Equivalent  
No Equivalent  
No Equivalent  
No Equivalent  
No Equivalent  

N/A  
N/A  
N/A  
N/A  
N/A  
N/A  
N/A  
N/A

Note: Science exams taken through Excelsior do not include a lab component and therefore will not be awarded equivalency to Northland science courses.

**Part G: TEST OUT**

A currently enrolled student in good standing may petition to challenge any college level 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. Test out options may not be available for all courses. 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 in the transfer section of the 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. Credits earned through test out may not transfer to other institutions.

A student may not test-out of a course that appears on the student’s record. A student may not repeat a test out (credit by exam).

**Date of Implementation:**

6/2/04

**Date of Adoption:**

AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revised 6/6/07

**Date & Subject of Revisions:**

Revised 4/23/09 by SAS subgroup  
Approved by AASC 5/5/09  
Approved by Cabinet 6/10/09  
4/22/10 — Revised  
Approved AASC 5/5/10 1st Read  
Cabinet Approved 6/28/10  
5/5/11 — Group revised
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

5010 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. Procedure #5010P and 5010.1P establish responsibilities for acceptable use of Northland Community and Technical College information technology resources and Cellular and Other Mobile Computing Devices.

Date of Implementation: 1/11/05
Date of Adoption: 1/11/05
Date & Subject of Revisions: 2/13/05
3/1/06 - changed Policy # and inserted college name where appropriate.
2/15/07 – deleted purpose, definitions and scope portions (included in procedure);
SGC – 3/8/07, 4/12/07
4/21/10 – added reference to Cellular and other mobile devices procedure
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

5010P Acceptable Use of Computers and Information Technology Resources Procedure

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 college 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 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 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 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 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 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 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.

Date of Adoption: 3/9/06
Date of Implementation: 3/9/06
Date & Subject of Revisions: 4/12/07 – recommendations from Attorney General’s office; split policy & procedures
Welcome to the Bookstore!

What to do...
Find all sorts of book information here... Textbooks
Go to the resources page and get loads of info... Resources
Do you have financial aid? Make sure everything is ready to go... Financial Aid Status
Set up direct deposit to receive your excess funds quicker and more securely... Direct Deposit
Check your student account to pay your tuition... Tuition
Sign up for instant alerts that may affect you... WENS
Check important dates and deadline online... Academic calendar

For Fun...
Like us on Facebook for updates and easy communication... Northland Bookstore
Read Northland's magazine, 'north', online now... north
Listen to Pioneer 90.1 radio at home, in the car or online anytime... Pioneer 90.1
Involve yourself in Northland... Student Life

Consider...
Building a better future through Northland... Think Northland
Customized learning... COI
Set up a payment plan if you have no financial aid... Payment plan
Become a Pioneer or support them at games... Pioneers
Check out the NCTC Foundation's activities... Foundation

Northland Links
Student Central
About Northland
Academics
Admissions
Student Life

Want more...
Get discounted software through the eAcademy store
Request your transcript or another diploma
Contact the Bookstore

http://bookstore.northlandcollege.edu/thiefriverfalls/home.aspx
East Grand Forks Bookstore
2022 Central Avenue NE
East Grand Forks, MN 56721
Phone: 218.793.2417

Thief River Falls Bookstore
1101 Highway One East
Thief River Falls, MN 56701
Phone: 218.683.8574

Distance MN Bookstore
1500 Birchmont Drive NE
Bemidji, MN 56601
Phone: 218.444.4274
Business Services

The business office is responsible for fiscal operation of the college. This includes working with budgets, student account receivables, accounts payable, purchasing, and fixed assets.

- Business Services Home
- Tuition Payment Plan
- Contact Us

Related Links

- Campus Bookstores
- eServices
- Financial Aid
- Tuition Rates & Other Fees

Financial Aid Disbursement

To receive your financial aid funds for grants, loans, scholarships and work-study you must sign up for direct deposit. This will require you to have a bank account, checking or savings, to receive your funds.

Direct Deposit Setup Instructions

Tuition Payment Plan

Having a solid plan for covering the cost of college is an important step toward graduation. Northland is pleased to enlist the services of FACTS to make that process easier.

Learn More »

Pay Your Tuition & Fees Online

Sign-in to eServices to pay your tuition & fees online.

Sign-In Now »

Pay Tuition & Fees

Sign-in to eServices to pay your tuition & fees online.
Net Price Calculator

The Net Price Calculator is a tool that you can use to estimate your "net price" to attend Northland.
Business Services

The business office is responsible for fiscal operation of the college. This includes working with budgets, student account receivables, accounts payable, purchasing, and fixed assets.

- Business Services Home
- Tuition Payment Plan
- Contact Us

Related Links

- Campus Bookstores
- eServices
- Financial Aid
- Tuition Rates & Other Fees

Sign-In

Make your payment online. Login into your Tuition Payment Plan account using your user ID and password. If you have forgotten or misplaced your ID or password, please contact FACTS.

Enroll Today

Enrolling online is simple, secure, and easy. The Tuition Payment Plan can accommodate down payments and monthly payments. Connect to the e-Cashier web site to enroll and make payments.

Tuition Payment Plan

We Know Money Doesn't Grow On Trees.
But a tuition payment plan makes college more affordable.

Having a solid plan for covering the cost of college is an important step toward graduation. Northland is pleased to enlist the services of FACTS to make that process easier.

Paying for the rising costs of a college education is a concern for nearly every student and family. The fact is, few of us have the resources to simply write a check for the full cost of tuition each semester. So how are you meeting your costs? What's your plan? Do you have one?
This site outlines payment solutions brought to you by FACTS Management Company, the leading tuition payment plan provider in the industry. Working together, Northland and FACTS will provide you with sensible strategies for covering the rising costs of college.

How Tuition Payment Plan Works

After you have registered for classes at Northland you may enroll in to a Tuition Payment Plan by visiting the e-Cashier website. e-Cashier will lead you through the process of creating a Tuition Payment Plan agreement.

You will need to have the following information available:

- Eight-digit Student ID number
- The name, address, and e-mail address of the person responsible for making the payments
- Information to create your FACTS Access Code
- Account information for the person responsible for payment
  - If paying by automatic bank payments you will need: bank name, bank telephone number, account number, and bank routing number (most information is located on your check)
  - If paying by credit card you will need: credit card number and expiration date.

Note: Down or full payments are deducted immediately from the account provided on the agreement. If the payment fails for any reason, the agreement is terminated and notification is sent to the persons responsible for payment.

Budget Your Tuition & Fees Through a Tuition Payment Plan

Automatic Bank Payment (ACH)

ACH payments are those payments you have authorized FACTS to process directly with your financial institution. It is simply a bank-to-bank transfer of funds that you have preapproved for our expenses at Northland Community and Technical College. Payments may be made from either your checking or savings account. Payments are processed on the 5th or 20th of each month and will continue until the balance is paid in full.

Credit Card Option

Paying with your credit card gives you the option of taking advantage of any bonus programs that may be offered by your credit card company. Your monthly payment will be automatically charged to the credit card you designate. Payments will be charged on the 5th or 20th of each month until the balance is paid in full.

Frequently Asked Questions

When and what time will the funds be withdrawn from my bank account?

FACTS specifies the date each payment will occur, but it is your financial institution that determines the time of day the payment is debited. FACTS recommends you check with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be attempted the following business day.
How will I be notified of my payment information?

Once your agreement is posted to the FACTS system, you will receive a confirmation notification of your payment amount by e-mail or letter. Payments will be processed until the total balance is paid in full. The notification has important information you must have to log on to your My FACTS Account. The notification also serves as a reminder that a $25 per semester nonrefundable enrollment fee will be processed from the account indicated on the agreement.

Can I pay by phone with FACTS?

In accordance with the Terms & Conditions of your FACTS agreement, payments are processed electronically. FACTS does not accept payments by phone.

What is the FACTS Access Code?

To help protect your privacy, FACTS asks the person responsible for the payments to create an access code. If you should call into FACTS inquiring about your FACTS agreement or inquire online through My FACTS Account, you will be required to verify your FACTS Access Code. If you do not create an access code on your FACTS agreement, one will be randomly assigned to you. Your FACTS Access Code will be identified on your FACTS Confirmation Notification. Please remember to keep a copy of your confirmation notification.

Contact FACTS

To make changes to your address, phone, banking information, or if you have questions regarding your FACTS agreement, contact FACTS directly at (800) 609-8056.

Reset Your myFACTS User ID or Password

If you have forgotten or misplaced yours, contact FACTS at 800-863-2287 or account@factsmgt.com.
Business Services

The business office is responsible for fiscal operation of the college. This includes working with budgets, student account receivables, accounts payable, purchasing, and fixed assets.

- Business Services Home
- Tuition Payment Plan
- Contact Us

Related Links

- Campus Bookstores
- eServices
- Financial Aid
- Tuition Rates & Other Fees

Contact Us

East Grand Forks Campus

- Sandra Bratvold
  - Account Clerk Senior: Third Party Billing
  - East Grand Forks - Office #
  - (218) 793-2422
  - Contact Sandra

- Yvette Schneider
  - Account Clerk, Sr.
  - East Grand Forks - Office #
  - (218) 793-2423
  - Contact Yvette

Thief River Falls Campus
• **Michelle Bakken**  
  Business Manager  
  Thief River Falls - Office #547 A  
  (218) 683-8572  
  Contact Michelle

• **George Bass**  
  Grant Accountant  
  Thief River Falls - Office #547 E  
  (218) 683-8575  
  Contact George

• **Kari Conner**  
  Accounts Payable Clerk  
  Thief River Falls - Office #547  
  (218) 683-8636  
  Contact Kari

• **Shannon Jesme**  
  Director of Finance  
  Thief River Falls - Office #  
  (218) 683-8577  
  Contact Shannon

• **DeeDee Johnson**
Other Specific Contacts

Agency Funded Students

Agency funded students please contact Sandy Bratvold at 218-793-2422.

Purchasing Vendor

If you are a purchasing vendor and have a question about a payment, please contact accounts payable at 218-683-8576.

Accounts Receivable and/or Check Disbursement

If you are a student and have an accounts receivable and/or check disbursement question, please contact any of the above Business Services contacts.
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

1075 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 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.

Date of Implementation: 5/27/04
Date of Adoption: 5/27/04
Date & Subject of Revisions: 1/6/06 – Combined Policy #2210 & #4030 & moved to 1000 Series.
9/28/06 – punctuation changes
Complaint and Grievance Annual Notice

Northland Community and Technical College (NCTC) is part of the Minnesota State Colleges and Universities (MnSCU) of public two and four year institutions of higher education designated by Minnesota Statutes Chapter 136F and governed by the Board of Trustees of the Minnesota State Colleges and Universities. NCTC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC). If you wish to file a complaint about the college with the HLC, you may do so by contacting:

Higher Learning Commission
230 S. LaSalle St., Suite 7-500
Chicago, IL 60604-1413

Northland Community and Technical College (NCTC) takes student complaints and grievances seriously. If you have a complaint about NCTC we encourage you to utilize NCTC’s Student Complaint and Grievance Process per Board Policy 3.8 and System Procedure 3.8.1. If your grievance involves a Board Policy, the actions of NCTC’s President, an issue of institutional or program quality such as an institution’s compliance with the standards of an accrediting or licensing agency or a claim of consumer fraud or deceptive trade practices you may appeal to the Office of the Chancellor pursuant to the Board Policy 3.8 and System Procedure 3.8.1. The contact information for the office of the Chancellor is:

Academic and Student Affairs
Office of the Chancellor
Wells Fargo Place
30 7th St. E., Suite 350
St. Paul, MN 55101-7804

This process does not apply to other complaints and grievances subject to different procedures specified in board, college, or university policies or procedures, or other regulations, including:

a. Academic grade disputes. Grade appeals must be handled under NCTC’s academic policy 3430.

b. Student complaints regarding discrimination or harassment are subject to Board Policy 1B.1 and System Procedure 1B.1.1, and filed with the institution’s designated officer as identified in NCTC’s procedure 1020P.
Notice to Students and Employees
Regarding Copyright Infringement Policies and Sanctions

Downloading or distributing copyrighted material, including through peer-to-peer file sharing, without the permission of the copyright owner is against the law. Illegal downloading or distribution of copyrighted materials can result in you being prosecuted in criminal court and/or be sued for damages in civil court. Criminal penalties for first-time offenders can be as high as five years in prison and $250,000 in fines. If sued in civil court, you may be responsible for monetary damages, attorney’s fees and civil penalties up to $150,000 per work distributed. Use of Northland Community and Technical College’s resources unauthorized distribution of copyrighted materials is forbidden.

Northland prohibits illegal copyright infringement through its acceptable use policy, in its student code of conduct, and in its employee code of conduct (MnSCU procedure 1C.0.1). Disciplinary action, including loss of use of the College information technology systems up to and including expulsion from the College or employee disciplinary action pursuant to their collective bargaining agreement could result from violations of this policy.
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

5010 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. Procedure #5010P and 5010.1P establish responsibilities for acceptable use of Northland Community and Technical College information technology resources and Cellular and Other Mobile Computing Devices.

Date of Implementation: 1/11/05
Date of Adoption: 1/11/05
Date & Subject of Revisions: 2/13/05
3/1/06 - changed Policy # and inserted college name where appropriate.
2/15/07 – deleted purpose, definitions and scope portions (included in procedure);
SGC – 3/8/07, 4/12/07
4/21/10 – added reference to Cellular and other mobile devices procedure
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2167 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 make available 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.

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 3/10/08 —minor revision
3/09/10 Revised
02/22/11 Reviewed
02/29/12 Reviewed
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2070 COUNSELING REFERRALS

Students who are experiencing difficulties or concerns in the areas of academic, personal or career planning may be referred to a counselor for additional assistance and support.

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 09/27/06 language revisions;
1/18/07 – minor change
3/3/08 – heading added
12/16/08 Revised
3/18/10 Revised Kate and Kelsy
02/22/11 Reviewed
02/29/12 Reviewed
02/12/13 Reviewed
Human Resources

- Human Resources Home
- Campus Safety & Security
- Employment Opportunities
  - Faculty & Administrative Positions (Unclassified)
  - Staff Positions
  - All MnSCU Positions
- Employee Benefits
  - Family Medical Leave Act
- First Aid Kits
- New Employee Resources
- Retirement
- Workers' Compensation
- Contact Us

Related Links

- Affirmative Action Plan
- Code Ready Emergency Preparedness
- Employee Guidebook
- Employee Safety Training
- eTimesheet
- Military/Veteran Services
- Pandemic Plan
- Payroll Information (Employee Self-Service)
- Professional Development
- Storm Water
- Strategic Plan 2014

Campus Safety & Security

Northland Community and Technical College campuses of East Grand Forks (EGF) and Thief River Falls (TRF) encourages all students and College community members to be fully aware of the safety issues on the campuses and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

The list is to assist you in locating suitable housing while attending Northland. Please be aware, however, that the College does not enter into any housing agreements or arrangements between students and landlords, nor will we become involved in any negotiations regarding housing problems other than to assist you, the student, to bring about good communications between yourself and the landlord. The College provides this list to all students without recommendations, endorsements, or other encouragement as to any facet of the condition of the facility, terms of renting, etc.
Pursuant to the Student Right to Know and Campus Security Act, Northland monitors criminal activity and publishes this report, maintains a three year statistical history on-campus and at recognized NCTC activities off-campus. The College posts a copy of this report to the web for students and employees. To ensure accessibility to prospective students and employees, NCTC posts information on the future students web site and the job openings web site. NCTC will provide a copy of the report upon request.

Northland currently has a variety of policies and procedures relating to campus security, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

**Emergencies**

DIAL 9-911 to report crimes in progress or police, fire, or medical emergencies on campus. Dial 0 for assistance for campus operator.

**Safety Resources**

- NCTC Campus Security Report
- NCTC Emergency Procedures Manual
- Behavior Intervention Team
- Elements of an OSHA Inspection
- Personal Protective Equipment (PPE) Hazard Assessment
- Written Safety Programs
- Material Safety Data Sheet (MSDS) On-Line System Training Video
Northland Community and Technical College Diversity statement: It is an integral part of Northland Community and Technical College's mission to acknowledge, understand, value, and celebrate the diverse heritage, cultures, and individuals within our learning environment and communities. The college views diversity as an essential component of the educational experience of our students. Diversity is an indicator of our success in adapting to the dramatic demographic shifts that will occur in the decades ahead.

**International Students**
Hello ~ Chao ~ Buenos dias ~ Hola ~ Bonjour ~ Sidae Tahay ~ Sabydee ~ Derd ~ Ahoy ~ Tam biet ~ Zdravo
Northland continues to value international exchange. Our doors are open and we welcome students from all corners of the world. Learn more about our international student admission process.

INTERNATIONAL STUDENTS ADMISSION »
ADMISSIONS PROCESS (PDF)

**Diversity Services**
Promoting an Appreciation of Cultural Diversity & Ethnicity.
Our goal is to provide services for students from diverse backgrounds in areas of recruitment and retention within our campus.

OFFICE OF DIVERSITY SERVICES »
MINSCU RESOURCE CENTER »

**Become a Student**
Use the tools & resources below to help you get started.
- You Can Do It
- Why College?
- What is College Like?
- Can I Do It?
- Which College is Right for Me?
- Can I Afford College?
- How Do I Get Started?
- NAFA Scholarships
- Request More Information

**Diversity Events**

**Tools & Resources**
- Print Admissions Process
- US Citizenship & Immigration Services
- Hmong Today

**Academic Calendar**
Know important academic dates for both current and future academic years. The academic calendar is

**Language Translator**
Use the dropdown menu below to automatically translate the language of this page.

http://www.northlandcollege.edu/diversity/ 7/22/2014
<table>
<thead>
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<th>Or fill out our information request form below:</th>
<th>Nepal Today</th>
<th>Somalian News Today</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUEST MORE INFORMATION »</td>
<td>divided into fall and spring semesters and summer sessions.</td>
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<td></td>
<td>VIEW THE ACADEMIC CALENDAR »</td>
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</tbody>
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http://www.northlandcollege.edu/diversity/
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2205 USE OF E-MAIL FOR OFFICIAL CORRESPONDENCE WITH STUDENTS

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 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 official/office, employee, 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 college assigned 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.

Date of Adoption: 11/10/05
Date of Implementation: 11/10/05
Date & Subject of Revisions: 11/17/05 — Exec. Council, additional policies added to #5.
7/13/07 — Changes in references to other policies
3/10/08 — heading added
12/16/08 Revised
3/09/10 Revised
02/22/11 Reviewed
02/29/12 Reviewed
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

4010 EMERGENCY CLOSING POLICY

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 adopted Emergency Closing Procedure.

Date of Implementation: 1/11/05
Date of Adoption: 1/11/05
Date & Subject of Revisions: 10/2/06 - Minor grammar, punctuation changes
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

4010P EMERGENCY CLOSING OR CANCELLATIONS PROCEDURE

I. PURPOSE:
In accordance with MnSCU Policy 4.4, the following procedure is followed when it becomes necessary to close the college campuses or cancel academic or non-academic activities, or delay the opening of the college due to inclement weather or other emergency conditions. This procedure will also describe working conditions and the compensation status of employees during the time the college is closed.

II. DEFINITIONS:

A. Closing the College: This means to close all operations other than those operations deemed essential to the protection of life and property. Closing the college results in the cancellation of classes, student, faculty and staff activities, and meetings. All general offices are closed.

B. Delayed Opening: Delayed opening refers to closing of all operations for a designated period of time other than those operations deemed essential to the protection of life and property.

C. Cancellation of Classes and/or Activities:

Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes, in the absence of officially closing the entire college campus.

Cancellation of non-academic activities refers to cancellation of an event such as athletic events, theatrical productions, concerts, or workshops.

PROCEDURES

Assessment: If a weather emergency situation develops, college officials will contact local authorities, including the Minnesota State Highway Patrol and other law enforcement offices to assess the severity of the storm. Once the information has been collected, the president or president’s designee will make the determination on whether to cancel classes or to close the college.

Cancellation of Classes Due to Weather or Other Emergency:

The authority to cancel classes due to weather conditions or other emergencies resides with the college president or the president’s designee.
Support Staff: If a staff member chooses to be absent from work, they must take vacation leave or use earned compensatory time when classes are canceled.

Faculty: Faculty members are expected to make appropriate curricular adjustments or duty adjustments, per MSCF contract.

Campus Closing due to Weather or Other Emergency:

The authority to close the college campus when a weather or other emergency exists resides with the president or the president's designee. The closure of state agencies by the Commissioner of the Department of Employee Relations does not apply to MnSCU institutions.

When a college closing is declared, all employees except weather essential employees are excused from work with pay. A college closure applies to all employees, without regard to labor contracts. However, the essential emergency employees who are not excused from work will be paid at their regular rate of pay. A declaration of a college closure will clearly identify the time frame when employees are excused from work. Employees are instructed to listen to radio and television stations when storms or emergency situations might carry over from one day into two or more days.

Weather Essential Employees: The following positions are identified as weather essential employees who will not be excused from work duty during campus closings: Physical Plant Supervisor, Steam Boiler Attendant, General Maintenance Worker, General Repair Worker, Electrician, Electrician Master Record, and Grounds and Road Maintenance Coordinator.

Notification of Cancellations or Closings:
The president or designee will notify radio and television stations identified in this procedure. The message given to these stations will indicate whether it is a cancellation or closure. Employees then must follow the state policies regarding cancellation or closure.

Whenever possible, decisions to cancel day classes will be made by approximately 6:00 a.m., and decisions to cancel night classes or activities will be made by 3 p.m. In certain emergencies, an effort will be made to announce closures or cancellations prior to the 10 p.m. television newscasts.

The college recognizes the special needs of people with hearing impairments during the notification process of all employees and students due to closing or cancellation. It is the intent of the college to establish an individualized method of notification for each person with a hearing impairment. Each means of communication will be established after conferring with the involved employee and/or student and ascertaining the unique situation and needs. That process will be provided to the employee and/or student and their supervisor in writing.
In the event of campus closure or class cancellation for any emergency situation, the president or designee will notify the MnSCU Public Affairs office.

The list of local and regional radio and television stations that will be contacted are:

<table>
<thead>
<tr>
<th>Radio Call Letters</th>
<th>Location</th>
<th>Station Dial</th>
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<tbody>
<tr>
<td>KKBJ</td>
<td>Bemidji</td>
<td>103.7 FM</td>
</tr>
<tr>
<td>KROX</td>
<td>Crookston</td>
<td>1260 AM</td>
</tr>
<tr>
<td>KKCQ</td>
<td>Fosston</td>
<td>1480 AM/ 107.1 FM</td>
</tr>
<tr>
<td>KJKJ</td>
<td>Grand Forks</td>
<td>107.5 FM</td>
</tr>
<tr>
<td>KNOX</td>
<td>Grand Forks</td>
<td>1310 AM &amp; 94.7 FM</td>
</tr>
<tr>
<td>KSNR</td>
<td>Grand Forks</td>
<td>100.3 FM</td>
</tr>
<tr>
<td>KYCK</td>
<td>Grand Forks</td>
<td>97.1 FM</td>
</tr>
<tr>
<td>KCNN</td>
<td>Grand Forks</td>
<td>1590 AM</td>
</tr>
<tr>
<td>KQHT</td>
<td>Grand Forks</td>
<td>96.1 FM</td>
</tr>
<tr>
<td>KKXL</td>
<td>Grand Forks</td>
<td>1440 AM or 93 FM</td>
</tr>
<tr>
<td>KZLT</td>
<td>Grand Forks</td>
<td>104.3 FM</td>
</tr>
<tr>
<td>KMAV</td>
<td>Mayville</td>
<td>105 FM or 1520 AM</td>
</tr>
<tr>
<td>KSRQ</td>
<td>NCTC</td>
<td>90.1 FM</td>
</tr>
<tr>
<td>KRWB</td>
<td>Roseau</td>
<td>1410 AM</td>
</tr>
<tr>
<td>KCAJ</td>
<td>Roseau</td>
<td>102 FM</td>
</tr>
<tr>
<td>KTRF</td>
<td>Thief River Falls</td>
<td>1230 AM</td>
</tr>
<tr>
<td>KKAQ</td>
<td>Thief River Falls</td>
<td>1460 AM</td>
</tr>
<tr>
<td>KKDQ</td>
<td>Thief River Falls</td>
<td>99.3 FM</td>
</tr>
<tr>
<td>KKWQ</td>
<td>Warroad/Roseau</td>
<td>92.5 FM</td>
</tr>
</tbody>
</table>

**TV Stations**
- KVLY: Fargo Channel 11
- WDAZ: Gr. Fks/Devils Lake Channel 8
- KXJB: Grand Forks/Fargo Channel 4
- Local Cable: Thief River Falls Channel 3 & 13

**Other Emergency Conditions**

Other emergencies covered by this procedure would include such things as: fire, tornado, bomb threats, other serious problems related to mechanical or electrical systems, or any other extremely hazardous situation in or around an NCTC campus.

**Date of Implementation:** 1/11/05
**Date of Adoption:** 1/11/05
**Date & Subject of Revisions:**
- 11/20/06 - Added 103.7 FM Bemidji to list
- 3/10/08 – Revised list of Weather Essential positions
- 4/20/10 – Revised list of Weather Essential positions
- 10/19/10 – Revised media list
Northland Community and Technical College

6025 Facility Use by External Organizations Policy

NCTC allows the use of its facilities by external organizations to conduct public activities or meetings during regular hours of operations, when they are not used for college purposes. All non-college sponsored organizations will be charged appropriate rental and fees according to the Facility Use Rental Rates and Fees Chart. The President has the authority to waive or reduce fees. Activities are scheduled on a first-come, first-served basis, and NCTC activities shall always have first priority.

Date of Implementation: 3/8/05
Date of Adoption: 3/8/05
Date & Subject of Revisions SGC 8/22/07; 9/13/07; 10/11/07
Notification of Rights under FERPA and the MGDPA for Northland Community and Technical College

The Family Educational Rights and Privacy Act (FERPA) and Minnesota Government Data Practices Act (MGDPA) afford eligible students certain rights with respect to their education records. (An "eligible student" is a student or applicant at a system college or university.) These rights include:

1. The right to inspect and review the student's education records within 10 days after the day Northland receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, incomplete, misleading, or otherwise in violation of the student’s privacy rights under FERPA or the MGDPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student’s 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 or to file a complaint with the Minnesota Commissioner of Administration.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The college discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Northland in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Northland who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 responsibilities for Northland.

Upon request, the college also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northland to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information Public Notice, as required by §99.37 of the regulations:

Northland has designated the following information as directory or public data on students:

- Name
- College Assigned Email Address
- Hometown (city, state, country)
- 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

If you do not wish the Northland to release this information about you without your written consent, you must notify the registrar’s office in writing by completing and submitting the Withhold Directory Information form. This directive will be in place until you withdraw it in writing, including after you are no longer enrolled as a student at Northland.

See the list below for the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Northland whom the college has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General,
the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PHI to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
The Fresh Stop Café

Welcome to the Fresh Stop Café, open Monday through Friday during fall and spring semesters. Enjoy a variety of menu selections for a great lunch, dinner or pick up a tasty snack or beverage for a study break.

The Fresh Stop Café has all-time favorites including burgers and pizza, fresh Sabino's deli subs, salads, daily specials, house made soups and fresh baked cookies. There is also a great selection of hot and cold beverages and grab n' go items for your convenience. Stop in or check out our menus and weekly specials.

The new menus at the Fresh Stop Café include a greater selection of healthy Create-A-Balance options and nutritional information is available for students and staff looking to make choices that best suit their lifestyle and dietary goals.

Vending machines with a selection of snacks and beverages are conveniently located throughout the campus.

Stop In!

Fresh Stop Café
East Grand Forks
218-793-2463
Open Monday - Thursday: 7:30 a.m. - 4:00 p.m.
Friday: 7:30 a.m. - 1:30 p.m.

Thief River Falls
218-683-8603
Open Monday - Thursday: 7:45 a.m. - 3:30 p.m.
Friday: 7:45 a.m. - 2:00 p.m.

Aviation Campus
218-683-8617
Open Monday - Friday: 7:45 a.m. - 1:30 p.m.
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

8030 Fund Raising

Organizations whose primary activity is to solicit funds publicly on behalf of NCTC shall obtain the approval of the college president before using the college’s name or facilities to solicit funds. An annual contract is required for the NCTC Foundation to solicit funds on behalf of NCTC.

Fund raising efforts for intercollegiate athletic teams shall be in strict compliance with applicable rules and regulations of any intercollegiate association or conference of which NCTC is a member.

Any fund raising activity sponsored by a student club, organization, intercollegiate athletic team, or association requires written approval by a Dean of Students prior to the event. A Fund Raising Request Form must be on file with that Dean. 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 by this policy, if:

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 raffle ticket is sold to an individual under the age of 18.

Bake Sales:

Bake sales are permitted and must comply with the following guidelines:

1. No food items requiring refrigeration may be sold
2. Items that have frosting or other toppings applied after the baking process must be made utilizing frosting or toppings that are commercially prepared.
3. Items must be wrapped at the original point of preparation.
4. Items that are homemade must be identified with a printed label “homemade.”
5. Whenever possible, ingredients should be identified on a label.

Accountability/Reporting:
An annual accounting will be provided to the Board of Trustees of the receipt and disposition of funds, or gifts-in-kind contributed to NCTC as provided for in Board Policy 7.7, Gifts and Grants Acceptance.
Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions:
6/8/05 – Position title changes & punctuation.
SGC 2/9/06 - Prohibit student life fees, added #4 & 5.
4/2/07 – change of position title for approval
12/3/08 – Added language throughout policy, moved to 5000 Series
3/19/09-SGC
5/20/10 – Moved to 8000 Series & renumbered

Related documents: MnSCU Procedure 7.7.1 Gifts and Grants Acceptance Reporting.
To view any of the following related statutes, go to the Revisor’s Web site:
(http://www.revisor.leg.state.mn.us/). You can conduct a search from this site by typing in the statute number:
M.S. 309, Social and Charitable Organization
M.S. 349.12 and 349.166 Lawful Gambling Devices
M.S. 609.75 – M.S. 609.76, Gambling
How Are You Feeling?

A Student’s Guide

Swine flu is a respiratory disease of pigs that doesn’t normally impact humans. However, it is contagious and is currently spreading from human to human. This typically occurs the same way as seasonal flu: by coming in contact with infected people who are coughing or sneezing.

Signs & Symptoms

The symptoms of swine flu in people are similar to the symptoms of regular human flu and include:

- Fever
- Cough
- Sore throat
- Body aches
- Headache
- Chills
- Fatigue

Some people have reported diarrhea and vomiting associated with swine flu. In the past, severe illness (pneumonia and respiratory failure) and deaths have been reported with swine flu infection in people. Like seasonal flu, swine flu may cause a worsening of underlying chronic medical conditions.

Take this condition seriously, as swine flu varies from mild to severe. If you feel sick, see a doctor. You may need to limit your contact with others so you don’t infect them. And avoid spreading germs by:

- Not touching your eyes, nose or mouth

- Covering your nose and mouth with a tissue when you cough or sneeze (and then throwing that tissue out!)
- Washing your hands often with soap and water, especially after coughing or sneezing, or using alcohol-based hand cleaners

Source: www.cdc.gov/swineflu/swineflu_you.htm

Emergency Warning Signs

Seek emergency medical care if you become ill and experience any of the following warning signs:

In children emergency warning signs that need urgent medical attention include:

- Fast breathing or trouble breathing
- Bluish skin color
- Not drinking enough fluids
- Not waking up or not interacting
- Being so irritable that the child does not want to be held
- Flu-like symptoms improve but then return with fever and worse cough
- Fever with a rash

In adults, emergency warning signs that need urgent medical attention include:

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3310 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 and CPR requirements 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’s health screening record will be maintained as outlined in the records retention schedule.

Date of Implementation:  
Date of Adoption: 6/2/04  
Date & Subject of Revisions:  AASC Approved 5/9/06; Executive Council Approval 5/18/06  
2/13/09 Reviewed  
03/05/12 – Reviewed  
04/23/13 – Reviewed  
04/07/14 – Revised  
Cabinet Approval 5/22/14
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3310P HEALTH AND HUMAN SERVICES PROGRAMS PROCEDURE ON STUDENT HEALTH SCREENING RECORDS

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 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 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 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

1. All persons born after 1956 who did not graduate from a Minnesota high school in 1997 or later, and who are registering for more than one class during a full academic term must provide proof of immunization for measles, mumps and rubella, and diphtheria and tetanus in writing to include the month and year of each immunization.

2. This law requires students who were born after 1956 who did not graduate from a Minnesota high school in 1997 or later to provide proof of immunization for measles, mumps and rubella, and diphtheria and tetanus within ten years of first attending a post secondary school. There are some exceptions to these requirements, and under this statute, only students who are enrolled in at least one class during an academic term (not extension or correspondence classes) or housed on campus need comply.
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.
- Influenza (annually)

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.

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.

**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.

**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.

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3 Required only for persons defined as “students” under Minn. Stat. Sect. 135A.14, Sub. 1(c), i.e., born after 1956 who did not graduate from a Minnesota High School in 1997 or later and registered for more than one class during a full academic term are required to provide proof of immunization against measles, rubella, mumps, diphtheria and tetanus, unless an exception applies.
If the student has given his/her informed consent, 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.

Date of Implementation: 6/2/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06
03/05/12 – Reviewed
04/23/13 – Reviewed
04/07/14 – Revised
Cabinet Approval 5/22/2014
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, use latex condoms correctly and every time. There is no vaccine to prevent Hepatitis C!
How Do I ...?

How do I know what my NCTC e-mail address is?
1. Go to www.northlandcollege.edu
2. Hover over "MyNCTC"
3. Click on "My NCTC Home" and scroll all the way down
4. Select "Username Lookup" icon
5. Enter your 8 digit Tech ID number
6. Enter your Birthdate (yyyymmdd) or last 4-digits of SSN
7. This tells you your user name and e-mail address

How do I check my NCTC e-mail?
1. Go to www.northlandcollege.edu
2. Click on EMAIL
3. Select "Student Webmail Sign-In"
4. Your username is nctc/first name_last name
5. Your password is your 8 digit student ID number

Your e-mail account is created once you are fully admitted to Northland. NCTC e-mail is the official means of communication for the college. Yahoo, Hotmail, etc. should not be used to e-mail instructors or staff. NCTC spam filters may block these e-mails.

How do I use NCTC eServices?
Your tuition bill, grades, etc. will not be mailed to you. All of these services are available to you online, 24 hours a day. To access Northland eServices:
1. Go to www.northlandcollege.edu
2. Select "eServices"
3. Choose which eService you would like to use
4. Your username is your 8 digit student ID number
5. Your password (whatever you changed it to after initial registration)

Use eServices to ...
Pay your tuition and fees online
Apply for financial aid
Check your financial aid
Set up direct deposit
View course schedules and availability
Access FACTS tuition payment plan
Register for classes online
View your grades online
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2068 IMMUNIZATION RECORD REQUIREMENT

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.

Related Document: Minnesota Statute 135A.14

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 4/2/07 - Minor change to exempt paragraph
12/16/08 Reviewed
3/09/10 Reviewed
Level III Sex Offender

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

or by contacting the local police departments:

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

Thief River Falls Police Headquarters
102 First St West
Thief River Falls, MN 56701
Phone: (218)681-6161
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2095 LAPTOP COMPUTER POLICY

Computer and information technology resources are essential tools in accomplishing the mission of Northland Community and Technical College. Specific programs require all full or part-time students to possess a laptop computer.

The College identifies minimum hardware specifications and general software requirements to accommodate specific program computing activities. Minimum specifications are posted on academic program web pages or available from Information Technology (IT) services. Upon request for Information Technology services, students may be required to provide proof of licensure for software installed on the laptop computer. The College does not endorse or provide technical support for alternate specifications that do not meet minimum requirements.

Students are subject to rights and responsibilities as identified in the 2110 Student Code of Conduct policy and the 5010 Acceptable Use of Computers and Information Technology Resources.

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 3/11/09 – re-written/condensed
Previous Policies #2095 & 2195 were combined, condensed and revised into one policy.
4/16/09 SGC– revised per MnSCU counsel
3/09/10 Reviewed
02/22/11 Reviewed
02/29/12 Reviewed
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2135 LAW ENFORCEMENT OFFICIAL VISITATION

Law Enforcement officials needing to conduct business on campus shall check in with a College Administrator, Campus Registrar’s office, or student affairs supervisor 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 which will be done to protect the student’s privacy. 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.

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 3/10/08
12/16/08 Reviewed
3/09/10 Revised
02/22/11 Reviewed
02/29/12 Reviewed
02/12/13 Reviewed
Learning & Disability Services

Learning Services are available to every student on campus. This may include students Requesting Tutors or those with Disabilities needing services. Learning Services also accommodates testing by arrangement with instructors. All services are provided free to students.

Tutoring Services

Tutoring services are available to all current Northland students free of charge. The Learning Center serves as a resource for students who want to improve their academic performance. Instructional services are provided to students who may potentially have, or are currently having, academic problems due to learning or physical disabilities, lack of academic preparation or other factors which may affect student progress.

These services are available from specially trained staff in areas of study skills, writing, communication, math as well as some content areas. Individual tutoring is also available to students who need help with content areas within their program from student tutors.

Walk-ins are welcomed, although appointments are encouraged to make sure students get help when they need it.

Tutor Schedules

East Grand Forks

- Math Study Lab Schedule
- Writing & General Studies Schedule

Thief River Falls

JENNIFER BORSVOLD
Reading, Writing, Communications Skills, Basic Computer Skills, Study Skills -- test preparation, text book reading, note taking, time management.

Monday, Wednesday, Thursday
8 - 9 am and 12:30 - 4:30 p.m.
Tuesday and Friday
8 am - 4:30 p.m.

Tel: (218) 683-8541
Office 205C
Email: jennifer.borsvold@northlandcollege.edu

LYNELL WAYNE
Math, Algebra, Nursing Math, Chemistry
Monday - Friday

http://www.northlandcollege.edu/support-services/learning-center/ 7/22/2014
Disability Services

Northland Community and Technical College shall provide access to programs, services and activities to qualified individuals with known disabilities as required by law. An individual requesting an accommodation must have supporting documentation of eligibility for the accommodation.

Services may include:

- Scanning Textbooks
- Assistive Technology
- Extending Time for Testing
- Reading Tests
- Providing Note Takers
- Modifying the Environment

For more information, please contact Ellen Brehmer (EGF campus) or Dean Dalen (TRF campus).

Limited English Proficiency (LEP) Support Services

Adult Basic Education (A.B.E) is located on each campus. They will assess your basic English language skills to determine college readiness. Lack of English skills will not be a barrier to admission or participation at Northland.

Tools & Resources

Test Taking & Studying

- Learning Services Application for Services Form
- Test Taking Attitude Questionnaire
- General Practices for Distance Education Academic Assistance
- Test Taking Strategies: Multiple Choice Questions
- Studying Tips
- Taking the Sting Out of True & False Questions

Writing Tutor Resources

- Ginger Software - Free Proof Reading Software
- Writer's Workbench
• Style Writer

Math Tutor Resources

• BrightStorm
• Free Math Help
• Khan Academy
• Order of Operations
• Purplemath
• WolframAlpha

Contact Learning Services

East Grand Forks Campus

• Ellen Brehmer
• Learning Services Coordinator
• East Grand Forks - Office #580D
• (218) 793-2382
• Contact Ellen

Thief River Falls Campus

• Dean Dalen
• Director of Learning Center / Disability Services
• Thief River Falls - Office #205
• (218) 683-8560
• Contact Dean

Office Hours

East Grand Forks Campus

Monday - Thursday 8am - 6pm
Friday 8am - 4pm
Thief River Falls Campus

Monday - Friday 7:30am - 5pm

Smarthinking

Distance Education students must log into Desire2Learn to access SMARTHINKING. Use the SMARTHINKING Online Tutoring Services to connect with an e-structor and interact with a live tutor available 24/7.

TutorND

TutorND offers FREE online tutoring and academic resources from Tutor.com for North Dakota residents.
Library

Research

Make the most of your research time with our quick access research tools.

OneSearch

- Search All Resources at Once

Find Books & Media

- NCTC Library Catalog

Find Articles

- Database Menu
- A to Z List of Publication Titles

Related Links

- Library Policies
- Interlibrary Loan
- New Materials

Test Proctoring

Visit the NCTC Test Proctoring page for testing hours and contact info.

About

The NCTC libraries offer print, media and electronic database collections to fulfill your research and information needs. Library staff are here to answer your questions and help you figure out where to look for the best sources ... whatever you might be working on. Maybe you just need a place to relax? Settle into a nice comfy chair or browse our fiction? There are no stupid questions. Come visit us!

Information for:

- Current Students
- Online Students
- Faculty & Staff

Your Library Account

http://www.northlandcollege.edu/library/
Your NCTC ID card also serves as your library card (get your ID at Student Services when you get to campus). Please bring your ID to the library circulation desk to activate your account. You must present your ID card to check out materials (including the in-library use to reserve items).

Contact

Ask-A-Librarian

Need help? Send us your questions. Answers generally provided within one working day.

- Email EGF Library
- Email TRF Library

Phone

EGF Campus: 218-793-2435

TRF Campus: 218-683-8757

Summer 2014 Hours

EGF Library (May 27 - August 22)

Monday - Thursday:
10:00 a.m. – 4:00 p.m.

EGF Library Closed:
Monday, May 26
June 30 - July 4

TRF Library (May 28 - July 30)

Wednesday:
9:00 a.m. – 3:00 p.m.

TRF Library Closed:
May 19 - May 27
June 30 - July 4
July 31 - August 22

http://www.northlandcollege.edu/library/
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2040 LIMITED ENGLISH PROFICIENCY

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. NCTC provides academic support to all students including those with limited English proficiency.

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 6/8/05 – Added location of plans
4/20/07 – changed support services plan to Personal Education Plan
3/3/08 – clarified language
12/16/08 Reviewed
3/09/10 Revised
02/22/11 Reviewed
03/08/12 Revised
07/26/12 Revised
02/12/13 Revised
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.
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3130 PLACEMENT POLICY

It is the policy of Northland Community and Technical College to provide resources and career information that will assist students in selecting and preparing for a career. Our goal is to connect students with employment agencies, job seeking skills, and online resources through the Virtual Career Center located on the College’s website. Students who desire more in-depth training in developing their job search skills can register for CRLT 2103 Job Seeking/Keeping.

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.

Date of Implementation: 6/2/04
Date of Adoption: AASC Approved 5/9/06; Executive Council Approval 5/18/06
Date & Subject of Revisions: 12/16/08 – Reviewed
Approved AASC 4/6/10 1st Read
3/26/10 - Revised
Approved AASC 5/5/10 2nd Read
Cabinet Approval 5/24/10
3/1/11 – Reviewed
03/05/12 – Reviewed
03/04/13 - Reviewed
Possible Impact of Criminal Records
If an individual has been arrested, charged or convicted of any criminal offense, the individual should investigate the impact that the arrest, charge or conviction may have on their chances of employment in the field that he or she intends to study or on their chances to obtain federal, state, and other higher education financial aid.

The Council on Crime and Justice identifies the following resources of information where individuals may find information about the effect of criminal records on future employment opportunities:

Minn. Stat. Ch. 609B COLLATERAL SANCTIONS
https://www.revisor.leg.state.mn.us/statutes/?id=609B

Minnesota Legislature’s Overview of Background Check Statutes
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3070 SATISFACTORY ACADEMIC PROGRESS POLICY

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, FW, 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 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 (Warning and Suspension)

Warning Status: If at the end of the semester, a student has not met either the required cumulative GPA standard or required cumulative completion percentage standard, the student shall be allowed to enroll and retain their financial aid eligibility under warning status for one semester. Students on warning
status are encouraged to meet with an advisor or counselor and complete an Academic Improvement Plan at the beginning of the warning term of enrollment. This document will be placed in the student’s file.

Reinstatement of Students on Warning Status: If at the end of the warning period a student who has been on warning status has met both the institution’s cumulative GPA and cumulative completion percentage status, NCTC shall end the student’s warning status.

Suspension for Students on Warning Status: A student on warning status who fails to meet the required cumulative GPA and/or cumulative completion percentage, shall be placed on suspension immediately upon completion of the evaluation. 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 will be for five calendar years. Students returning after a period of suspension are eligible to be readmitted and will be placed on probation. 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.

Financial Aid Suspension of Students
Maximum Time-Frame Failure: If at the end of the evaluation period 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.

Suspension 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.

Suspension for Inability to Meet Program Requirements within the Maximum Time Frame: If at the end of any evaluation period NCTC determines that it is not possible for a student to raise her or his GPA or course completion percentage to meet NCTC’s standards before the student would reach the end of the program for which he or she is receiving financial aid, NCTC shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

Appeals and Probation
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 based on documented unusual or extenuating circumstances which may include but is not limited to death of a relative, illness, hospitalization, or injury of the student by using the college Academic Appeal Procedure. The student must complete the Appeal Form accurately and submit the form to the campus registrar. The student shall submit, as part of the appeal, information regarding why the student failed to make satisfactory academic progress, and what has changed in the student’s situation that would allow the student to demonstrate satisfactory academic progress at the end of the next semester. 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.

An appeal may be approved only if NCTC:
1. Has determined that the student has documented unusual or extenuating circumstances and should be able to meet SAP standards at the end of the next evaluation period; or
2. Develops an academic plan with the student that, if followed, shall ensure that the student is able to meet SAP standards by a specific point in time. If the academic plan includes term standards of GPA and percent of completion, they shall be higher than the institution’s cumulative standards.

The academic plan may include but is not limited to the following:

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

The Academic Appeal committee will notify the student of the outcome in writing. Notification of approved appeals shall include the standards that the student is expected to meet or the academic plan that the student is expected to complete. Notification of denied appeals shall describe the reason(s) for the denial and the institution’s process for appealing that denial according to NCTC Student Complaints and Grievances procedure 3240P. A separate process exists to appeal for reinstatement of financial aid. This process is explained below.

Probationary Status:
A student who has successfully appealed shall be placed on probation for one semester. If at the end of the next semester, a student on probation status

1. Has met the institution’s cumulative GPA and cumulative completion percentage standards, the student shall return to good standing.
2. Has not met the institution’s cumulative GPA and cumulative completion percentage standards but has met the conditions specified in his/her academic plan, the student shall retain probationary status for a subsequent evaluation period.
3. Has not met the institution’s cumulative GPA and cumulative completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be resuspended immediately upon completion of the evaluation.

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 accurately complete and submit the form with supporting documentation and an Academic Improvement Plan, if necessary, to the campus registrar’s office. The registrar’s office will log the appeal and submit to the financial aid director for review. The financial aid director will notify the student of the outcome in writing. Neither paying for his or her own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student’s financial aid eligibility. Students whose financial aid eligibility has been suspended may regain their eligibility only through this appeal process or when they are again meeting the institution’s financial aid satisfactory academic progress GPA and completion percentage standards.

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 form.

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

An appeal may be approved only if the financial aid director:

1. Has determined that the student should be able to meet SAP standards at the end of the next evaluation period; or
2. Reviews the Academic Improvement Plan that was developed with an advisor or counselor, and if followed, ensures that the student is able to meet SAP standards by a specific point in time. If the academic plan includes term standards of GPA and percent of completion, they shall be higher than the institution’s cumulative standards.

Notification of approved appeals shall include the standards that the student is expected to meet or the academic plan that the student is expected to complete in order to retain financial aid eligibility at the end of the next evaluation period. Notification of denied appeals shall describe the reason(s) for the denial and the institution’s process for appealing that denial.

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 Appeal/Petition for Reinstatement of Financial Aid Form within ten days of receiving the financial aid director’s decision. The student must complete the Appeal/Petition for Reinstatement of Financial Aid Form accurately and submit the form and any additional required documentation 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 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.

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

**Appeal/Petition for Maximum Timeframe**

Students who have reached the maximum timeframe for financial aid and who have only a few courses left to complete his/her degree, diploma, or certificate may petition to have the suspension lifted for ONLY the courses needed to finish. To file an appeal for maximum timeframe suspension, a student must meet with a NCTC advisor to discuss an academic plan for completion. The academic plan outlines the courses needed for completion and a completion date. Students must submit a copy of the academic plan along with the Appeal/Petition for Reinstatement of Financial Aid form and any other supporting documentation to the financial aid office for review. If approved, the student’s financial aid will cover only the courses related to completion of the degree, diploma, or certificate. Financial aid appeals submitted without required documentation will be denied.

**Notification of Status**

NCTC shall notify a student in writing any time the student is placed in a warning, suspension or probation status.

1. Notification of warning – NCTC shall notify a student in writing any time the student is placed in a warning status, and shall inform the student of the conditions of that warning status.

2. Notification of suspension – NCTC shall notify a student in writing any time a student is placed in a suspension status, and shall inform the student of their right to appeal the suspension.

3. Notification of probation – NCTC shall notify a student in writing any time a student is placed in a probationary status, and shall include the standards the student is expected to meet or the academic plan the student is expected to complete at the end of the next evaluation period.
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, FW (unofficial withdraw), and P. They do not include FN (failure for non-attendance), I (incomplete), W (withdraw), AU (audit), NC (no credit), Z (grade not yet entered), 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, W, FN, FW, F, and Z shall be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted as credits attempted.

**Incompletes:** Students must 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.

**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, FW, and F carry grade point value and shall be included in the GPA calculation.

**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) shall 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.

**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 NCTC for the purposes of processing financial aid are to be included for purposes of calculating satisfactory academic progress (cumulative GPA, completion percentage, and maximum time-frame calculations).

**Remedial/Developmental Courses:** Credits awarded for remedial or developmental course work (below 100 level) shall be included in the qualitative and quantitative percentage measurement of satisfactory academic progress. Students may receive financial aid for these credits up to a maximum of 30 semester
credit hours. 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. A student shall not be permitted to receive financial aid for more than one repetition of a previously passed course. 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:** Transfer credits are credits earned at another college which are accepted by NCTC. Transfer credits accepted by NCTC and applied to the student’s program requirements shall be counted as credits attempted and completed for calculation of cumulative completion percentage. Grades associated with these credits shall not be used in calculating cumulative GPA. Transfer credits will be counted when calculating the 150% timeframe if the credits apply towards the student’s current degree, diploma, or certificate.

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

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**Date of Implementation:**
6/2/04

**Date of Adoption:**
AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revision based on MuSCU Changes, First Read AASC 11/15/06; Rev.5/23/07 requested by Financial Aid; Rev. 2/1/08; Rev. 2/29/08; AASC Approval 4/7/08; Rev. Position Titles 6/9/08

**Date & Subject of Revisions:**
12/16/08 – Revised
3/26/10 – Revised (same language as Fresh Start Policy for third suspension)
4/6/10 AASC 1st Read
4/22/10 – Revised with recommendations
Approved AASC 2nd Read
Cabinet Approval 5/24/10
12/2/10 Made change to title of form; Student Appeal/Petition to Student Appeal
04/29/11 Updated
05/20/11 Revised
Cabinet Approved 6/9/11
11/9/11 System Change
03/19/12 – Revised (FN and FW additional revisions)
04/17/13 – Revised
03/25/14 – Revised
Cabinet Approval 5/22/14
STUDENT HEALTH INSURANCE
Students no longer covered by an insurance plan are encouraged to purchase health insurance. All eligible students may 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.

Student Athlete Health Insurance
Students participating in intercollegiate athletics are required to maintain health insurance through a plan or rider that includes coverage for participation in intercollegiate athletics. NCTC may make arrangements with a selected health plan to provide coverage for intercollegiate athletes.

International Students
Unless they can provide documentation that their government or sponsoring agency is covering them under a plan, 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)
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2065 STUDENT IDENTIFICATION

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 chart on the college website for current replacement fee).

Date of Adoption: 12/14/06
Date of Implementation: 12/14/06
Date & Subject of Revisions:
- 4/2/07 – Combined policies #2065 & 2220
- 5/31/07 – added reference to fee chart
- 3/3/08 – heading added
- 12/16/08 Reviewed
- 3/09/10 Revised
- 02/29/12 Reviewed
- 02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2100 STUDENT LIFE

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 Senators may review and amend the membership structure of the campus Student Life Committees for the next academic year. The campus Student Senators shall appoint the student members of the campus committee. The campus Student Senators 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 Senators 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.

Related Documents: MnSCU Policy 2.8 and MnSCU Procedure 2.8.1

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: Student Services Committee Review 3-3-08
12/16/08 Reviewed
3/09/10 Reviewed
02/22/11 Reviewed
02/29/12 Reviewed
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2100P STUDENT LIFE PROCEDURE

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 discretion of NCTC.

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.

**Related Documents:** MnSCU Policy 2.8, Procedure 2.8.1, Minnesota Statute 136F.01, Subd. 5.

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: Student Services Committee Review 3-3-08
12/16/08 Reviewed
3/09/10 Reviewed
02/22/11 Reviewed
02/29/12 Reviewed
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2225 STUDENT PARKING

Student parking 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.

Date of Adoption: 3/8/05
Date of Implementation: 3/8/05
Date & Subject of Revisions: 11/3/06 – Split out student policy from employee policy
5/10/07 – added roadways
7/16/07 – reorganized to follow employee policy
3/10/08 – heading added only
12/16/08 Reviewed
3/09/10 Reviewed
02/22/11 Reviewed
02/29/12 Reviewed
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2225P STUDENT PARKING PROCEDURE

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
- Parking fees are charged to generate revenue for parking lot construction, improvements and maintenance, and parking enforcement, pursuant to Minnesota Statute § 136F.67

- Student parking fees are charged for credit courses, based on the current Tuition and Fee Schedule. Refunds of parking fees will be made if a student withdraws from college according to the tuition and fees refund policy.

Date of Implementation: 3/8/05
Date of Adoption: 3/8/05
Date & Subject of Revisions: 4/27/06 – Policy name changed from Parking to Access;
11/03/06 – Split out student policy from employee policy and rename policy
5/10/07 Rate increase
3/10/08
7/16/07 – reorganized procedure to follow employee procedure language
12/16/08 – Revised
5/10/07 Rate increase
6/3/09 – Removed actual fee rate, referred to Tuition and Fees Schedule
3/09/10 Reviewed
02/22/11 Reviewed
02/29/12 Reviewed
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2185 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 is available through appropriate publications, mailings and the College website.

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 12/16/08 Reviewed
                          3/09/10 Revised
                          02/22/11 Reviewed
                          02/29/12 Reviewed
                          02/12/13 Reviewed
Student Right-To-Know

Student Right-To-Know is a federal law that requires all colleges and universities to disclose certain information to students. This page provides the information that a college must provide to students on graduation rates and transfer-out rates for full-time students seeking degrees at Northland.

What are graduation and transfer-out rates?

Federal regulations specify how to calculate the graduation and transfer rates. The rates come from a study of Northland students who started at the college in the fall of 2010. The study includes all first-time students who enrolled full-time that fall and were seeking to earn a degree, diploma or certificate at the college. The graduation rate is the percentage of these students who graduated from Northland within three years. The transfer-out rate is the percentage of these students who did not graduate from Northland, but instead transferred to another college or university within three years.

What do I need to know about these rates?

These rates do not report on all students at Northland. The 456 first-time, full-time students in the study were about 11 percent of all students enrolled in fall of 2010.

What are the graduation and transfer-out rates for Northland students? How do they compare to rates for other colleges?

- The graduation rate for Northland was 28 percent.
- The transfer-out rate for Northland was 21 percent.
- The combination of the graduation rate and the transfer-out rate for Northland was 50 percent. The national average combined rate for similar colleges was 36 percent.

Why don't more Northland students graduate or transfer in 3 years?

- Since Northland has an “open door” mission, many new students need to take “developmental” courses to improve their reading, writing or math skills before taking other college courses;
- Students who switch from full-time to part-time enrollment or “stop out” for one or more semesters are more likely to take more than three years to graduate;
- Some students take jobs before they graduate;
- Other students delay their education for personal, family or financial reasons

Graduation & Transfer-Out Rates Data Results

- Disaggregated Graduation & Transfer-Out Rates 2012
- Fall 1998 to Fall 2006 First-time, Full-time, Degree-seeking Students
- Fall 1998 to Fall 2006 First-time, Full-time, Degree-seeking Students

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NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2012 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 reasonable 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.

**Related Document:** MnSCU Policy 3.1 Student Rights & Responsibilities

- Date of Adoption: 1/3/06
- Date of Implementation: 1/3/06
- Date & Subject of Revisions: 3/3/08 – heading added
  12/16/08 Reviewed
  03/09/10 Reviewed
  02/22/11 Revised
  02/29/12 Reviewed
  02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2035 STUDENTS WITH DISABILITIES

General Access Policy
Northland Community and Technical College (NCTC) shall provide access to programs, services and activities to qualified individuals with known disabilities as required by law. An individual requesting an accommodation must have supporting documentation of eligibility for the accommodation.

Definitions:

An individual with a disability:
- Any person who has a physical or mental impairment which materially limits one or more of the person’s major life activities.
- Any person who has a record of such impairment which means that a person has a history of or has been classified as having a mental or physical impairment that materially limits one or more major life activities.

Qualified individual with a disability. An individual who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a system office, college, or university program or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an education program or activity.

Reasonable Accommodations
Northland shall make reasonable accommodations to ensure access to programs, services, and activities as required by law. Access means that a qualified individual with a disability will not be excluded from participation in or be denied the benefits of the programs, services, or activities, nor will the individual be subjected to discrimination. Reasonable accommodations may include modifications to: rules, policies, or practices; the removal of architectural, communication, or transportation barriers; provision of auxiliary aids or the provision of equally effective programs, services, or activities. In accordance with the Americans with Disabilities Act, accommodations will not be provided

1) for personal devices or services even though the individual may be a qualified individual with a disability,

Personal devices and services may include
- wheelchairs;
- individually prescribed devices, such as prescription eyeglasses or hearing aids;
- readers or aides for personal use or study; or
- services of a personal nature including assistance in eating, toileting, or dressing (personal attendant services)

or

2) that result in a fundamental alteration in the nature of a service, program, or activity or in undue financial or administrative burdens.

Offered and/or Sponsored Services or Activities for Qualified Students with Disabilities
NCTC has a responsibility to provide a qualified student with a disability access to services and activities that are operated or sponsored by the institution or that receive significant assistance from the institution. Such access shall be provided in a reasonable manner as required by law. At a minimum, the following must be available to qualified students with disabilities:
1) support, counseling, and information services that may include support groups, individual
counseling, career counseling and assessment, and referral services;
2) academic assistance services that may include assistive devices, early registration services, early
syllabus availability, course selection, program advising, course work assistance, testing
assistance, and modification, and tutoring; and
3) coordination services that may include personnel acting on the student’s behalf and serving as the
primary contact and coordinator for students needing services, assistance in working individually
with faculty and administrators, intervention procedures, and grievance procedures.

The name of the college contact person and the designated location for obtaining information on campus
services available to students with disabilities shall be published in the NCTC student handbook and the
NCTC website.

Related Documents: MnSCU Policy 1B.4 Access for Individuals with Disabilities, Minnesota
State Laws Chapter 135A.16, Minnesota State Laws Chapter 363A.03

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 4/10/07 – revised item #2
3/10/08 – revised item #3
12/16/08 Reviewed
03/09/10 Reviewed
06/21/11
08/4/11-punctuation changes only
03/08/12 Revised
02/12/13 Reviewed
Veterans Services

Veterans

The Veterans Resource Center at Northland is your one-stop-shop for all military benefits. If you are a Veteran, you may be eligible for the GI Bill or other military education benefits. You may also be eligible for disability services, personal counseling, tutorial assistance, financial aid or VA Funded work-study.

Welcome Veterans

The Veterans Certifying Official or the Higher Education Veterans Programs Regional Coordinator are available to guide you as you apply for your military education benefits. You may also be eligible for disability services, counseling, tutorial assistance, financial aid or VA funded work-study. We want to make sure you get all the benefits for which you are entitled. The Veterans Resource Center provides a place for study and to socialize with fellow veterans.

The application process involves two main steps: 1- Apply to Northland College and 2-Apply for your military education benefits. The process for both is outlined below.

Apply to Northland

Here are the steps a Veteran needs to accomplish to apply to Northland. Schedule an appointment to meet with the Higher Education Veterans Programs Regional Coordinator, or staff at the on campus veteran’s center to discuss specific veterans/higher education questions.

1. Apply for admission through the College Admissions Office or online.
2. Request OFFICIAL high school or GED transcripts be sent directly to the campus.
3. Request all OFFICIAL college/military transcripts be sent to the college to be evaluated for transfer credit.
4. If you took the ACT test or have college credits in reading, English, or math, you MAY be waived from the assessment test. If so, please call to make an appointment to attend one of the scheduled Registration Days.
5. All students NOT waived, will need to schedule an assessment test. You will register for classes following your assessment test.
6. Apply for Financial Aid
7. If applicable, apply for Federal Tuition Assistance or State Tuition Reimbursement
8. Complete the Northland online orientation.
9. Meet with the Veterans Certifying Official and share a copy of your class schedule, DD-214, and VONAPP if you applied for benefits on line.

Financial Aid

Fill out the FREE application on the FAFSA website for federal student aid.

Apply for Military Education Benefits

http://www.northlandcollege.edu/admissions/veterans/
Transfer Credit Information

Recent legislation in Minnesota requires Minnesota State Colleges and Universities to review military academic transcripts and give appropriate credit based on the American Council on Education (ACE) recommendations. To get your official military transcripts go to:

- Army and National Guard
- Navy and Marine Corps
- Air Force
- Coast Guard

Chapter 33 GI Bill Program

Chapter 33 - The Post 9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days.

Below are descriptions of each of the military education benefits:

Chapter 30

Chapter 31

Chapter 32

Chapter 35

Chapter 160

Chapter 1607

State Tuition Reimbursement (STR)

Federal Tuition Assistance (FTA)
Get Started!

The GI Bill provides financial support for education and housing to individuals.

**How do I apply for the FTA program if I am a Minnesota National Guard member?**

- 1To apply for FTA, visit the [National Guard Virtual Armory](https://virtualarmory.army.mil) website.
- 2On the left side of the screen, click on "Register", then "ARNG member".
- 3It will ask you for your Date of Birth and SSN. Click next.
- 4Towards the top of the screen, click on the "Education" tab.
- 5On the left side of the screen, click on "Online Applications", then "Application for Federal tuition".
- 6The next screen will bring up the STATEMENT OF UNDERSTANDING. You must read and understand this statement. If you agree, click on "AGREE", then click on "CONTINUE".
- 7Complete your CONTACT INFORMATION and make changes as necessary to the information already filled in, then click on "CONTINUE".
- 8Complete the SCHOOL INFORMATION screen. Ensure the course dates are accurate. All courses entered on this application must have the same Course Begin and Course End Dates. For courses with different dates you must submit separate applications for ARNG FTA. Click on "CONTINUE".
- 9Complete the SCHOOL INFORMATION screen. The "# OF HOURS" column means # of credits. When figuring the COST/HOUR, divide ONLY the tuition charged by the number of credits you are taking. Unless class specific, fees are normally charged the number of credits. In the "AUTHORIZED FEES" column, add the authorized fees charged and divide by the number of credits you are taking. Multiply this amount by the # of credits for each of your courses and enter the total in the AUTHORIZED FEES column. Click on "REVIEW".
- 10On the "REVIEW" screen, the program will list any required information. Click on the section to enter any missing information.
- 11Read the ARNG-FTA RECOUPLMENT POLICY and click on "AGREE".
- 12Click on "PRINT APPLICATION" to print a copy of the application for personal records.
- 13Click on "SUBMIT" to submit the application to the Education Services Office.

**How do I apply for the FTA program if I am a reservist?**

- 1Obtain and follow the Tuition Assistance Checklist
- 2Print, Read, and sign the Statement of Understanding - USAR Tuition Assistance. You must submit a signed copy with your first TA request each FY. (Subsequent TA requests during the FY do not require a copy be attached.)
- 3Complete a DA Form 2171-E, Request for Tuition Assistance. Print and sign form.
- 4Complete and 88th RRC Tracking Form for Tuition Assistance Request
- 5Submit the following forms to the 88th RRC Education Office for your TA authorization - (request must be received before the first day of class.)
  - Statement of understanding USAR - Tuition Assistance
  - Tracking Form for Tuition Assistance Request
  - Request for Tuition Assistance, DA Form 2171-E

http://www.northlandcollege.edu/admissions/veterans/ 7/22/2014
What are the federal tuition assistance policies for Army Reservists?

FY06 Tuition Assistance (TA) Policies for TPU soldiers

- The soldier must be a drilling reservist in good standing.
- The soldier must have completed Phase 1 of basic training.
- The soldier may use Montgomery GI Bill benefits simultaneously if taking 6 or more credit hours.
- The soldier must declare an educational goal leading to a certificate or credential higher than current degree level, capping at master's leave.
- Enlisted soldiers must have sufficient time remaining on their term of service to complete the course before separation.
- Commissioned and warrant officers must have at least 4 years of Selected Reserve service remaining from the completion date of the course for which TA is provided.
- The soldier must turn in to the school a DA Form 2171-E signed by the 88th RRC ESS, along with his/her portion of the tuition/fees.
- The school will bill the 88th RRC Arm Education Office for the government's portion of the tuition.

The USAR's FY06 TA policy

- 100% of tuition costs, not to exceed $250.00 per semester hour or $166.67 per quarter hour and
- TA is limited to $4,500 per fiscal year.
- Soldiers must apply for TA through the Army Reserve website.

For help on tuition assistance policies please contact:

Army Education Center
HQ 88th RRC
506 Roeder Circle
Fort Snelling, MN
55111-4009
Toll Free: 1.800.THE ARMY, ext 3081
Fax: 612.713.3365

Minnesotans' Military Appreciation Fund

The Minnesota Military Appreciation Fund is a fund established by private residents of Minnesota to thank Minnesota service members for their service. The MMAF will provide $250 -- $500 to all Minnesota military
personnel who have served in a combat zone since September 11, 2001. They will increase the amount of the award to Purple Heart recipients and to the families of those killed in action. See eligibility criteria below.

- Minnesota taxing residents on active military duty
- Minnesota taxing residents assigned to Reserve or Guard units located outside of Minnesota
- Non-Minnesota taxpayers assigned to a Minnesota Reserve or Guard Unit Member of one of the above mentioned groups who served after September 11, 2001 and was honorably discharged

**Minnesota War Orphan Tuition Grant**

The State of Minnesota will provide free tuition at any state college or university to Minnesota war orphans until a bachelor's degree or equivalent has been obtained. Eligibility determined by the U.S. Department of Veterans Affairs. Please see eligibility criteria below.

- The applicant (War Orphan) shall be a resident of the State of Minnesota for at least two years immediately prior to application.
- The deceased veteran (parent) must have been a Minnesota resident at the time of entry on active military duty and for the six months immediately preceding entry on active duty.
- The veteran must have died while on active duty, or as a result of a service connected condition. This determination is made by the U.S. Department of Veterans Affairs (US DVA), or other instrumentality of the United States.
- The definition of "veteran's child" includes birth or adoption, but does not include stepchildren or foster children.

For more information visit the [Minnesota Department of Veterans Affairs website](http://www.mndva.gov). See your County Veterans Service Officer to apply.

**Minnesota GI Bill**

The Minnesota G.I. Bill program is a new program in 2007 established to provide postsecondary educational assistance to eligible Minnesota veterans who served on or after September 11, 2001. Full-time undergraduate or graduate students may be eligible receive up to $1,000 per semester and part-time students can receive up to $500 per semester.

**Eligibility Requirements**

You must be a Minnesota resident enrolled at Minnesota institutions who is a:

- Veteran who is serving or has served honorably in any branch of the United States armed forces at any time on or after September 11, 2001, or;
- Non-veteran who has served honorably for a total of five years or more cumulatively as a member of the Minnesota National Guard or any other active or reserve component of the United States armed forces, and any part of that service occurred on or after September 11, 2001, or;
- Surviving spouse or children of a person who has served in the military at any time on or after September 11, 2001, and who has died or has a total and permanent disability as a direct result of that military service.
• Apply Now
• Request Info
• Schedule a Visit

Tools & Resources

• Post 9/11 GI Bill
• Higher Education Veterans Programs
• Military Credit Transfer
• Minnesota State Resources for Veterans & Service Members
• U.S. Department of Veterans Affairs
• Veterans Upward Bound

MyMilitaryEducation.org Higher Education Veterans Program Regional Coordinators are ready to assist Veterans and eligible family members with accessing the right benefits, school and programs.
Student Handbook

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- Welcome

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- Academic Advising
- Academic Calendar
- Academic Dishonesty
- Auditing Courses
- Background Study
- Classroom Instruction
- Credit by Exam
- Credit for Prior Learning
- Credit for Prior Learning Procedure
- Credit Life
- Degrees, Diplomas & Certificates
- Distance Education Proctor
- Field Trips
- Fresh Start
- Grade Appeal
- Grade Point Average
- Grading
- Graduation Requirements
- Incomplete Grades
- Military Service and Disabled Veterans
- Pass/No Credit (P/NC)
- Post Secondary Enrollment Options
- President's & Dean's Lists
- Program Interruption
- Repeating Courses
- Safety Glasses/Equipment
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- Substitution of Required Courses
- Supervised Occupational Experiences (SOE)/Internships
- Syllabus & Common Course Outline
- Test Out (Credit by Exam)
- Transfer of Credit
- Transfer of Credit Procedure
- Unexpected Calendar Interruption

Admissions

- Admissions

Nondiscrimination
- Equal Opportunity and Nondiscrimination in Employment and Education
- Equal Opportunity and Nondiscrimination in Employment and Education Procedure
- Sexual Violence
- Sexual Violence Procedure

Financial Information
- Financial Aid
- Financial Aid Procedure
- No Show/Late Date of Attendance (LDA) Reporting
- Payment Plan
- Registration Cancellation
- Request for College Work Study Students
- Residency
- Tuition & Fees
- Tuition & Fees Schedule
- Tuition & Fees Payment
- Tuition Waiver

Student Services
- Acceptable Use of Computers & Information Technology Resources
- Acceptable Use of Computers & IT Resources Procedure
- Bookstore
- Business Office
- Children on Campus
- Complaint and Grievance Annual Notice
- Copyright Infringement Policies & Sanctions
- Computer Use
- Consumer Information
- Counseling Referrals
- Crime Awareness & Campus Security
- Diversity Services
- E-mail
- Emergency Closing
- Emergency Closing Procedure
- Events Calendar
- Facility Use
- FERPA & MGOPA Annual Notifications
- Food Service
- Fund Raising
- H1N1 (Swine Flu)
- Health & Human Services Programs Policy on Student Health Screening Records
- Health & Human Services Programs Policy on Student Health Screening Records Procedure
- Hepatitis Information
- How do I?
- Immunization Record Requirement
- Information on Level Three Sex Offenders
- Laptop
- Law Enforcement Official Visitation
- Learning Center
- Library
- Limited English Proficiency
- Lost & Found
- Placement
- Possible Impact of Criminal Records
- Satisfactory Academic Progress
- Student Health Insurance
- Student Identification
- Student Life
- Student Life Procedure
- Student Parking
- Student Parking Procedure
- Student Right-to-Know
- Student Right-to-Know Graduation & Transfer Out Rates
- Student Rights and Responsibilities
- Students with Disabilities
- Veterans Services

Registration

- Drop/Add, Withdrawal & Refund
- Graduation
- No Show/Last Date of Attendance (LOA) Reporting
- Registration
- Registration Cancellation
- Student Credit Load
- Student Records

Student Conduct

- Activity Travel Regulations
- Alcoholic Beverages and Controlled Substances on Campus
- Drug Free College Information
- Possession or Carry of Firearms
- Sportmanship
- Student Code of Conduct
- Student Complaints and Grievances
- Student Complaints and Grievances Procedure
- Tobacco
- Violence Free Workplace

Student Services Directories

- East Grand Forks
- Thief River Falls
LETTER FROM THE PRESIDENT

Welcome to Northland Community and Technical College! This is an exciting college – full of opportunities for you to acquire the skills, knowledge, and abilities you will need for your future. I am very proud of our faculty members and employees. They are here for you! Whether you need help with academics, life planning, or just getting around, our staff is looking out for you.

Our strategic plan simply says that we will:
- Inspire Student Success
- Cultivate High Quality Programs, Services, and Employees
- Revolutionize Growth Strategies to Sustain Vibrant Learning Communities

We are living in very challenging times. How you prepare for the future makes a difference.

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, they are ready to take on the world. Some go directly into technical careers like welding, physical therapist assistant, computer and network technology, or sales, marketing, and management. 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. Tente, 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
... 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, gender identity, gender expression, 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, gender identity, gender expression, 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 shall work to eliminate violence in all its forms. Physical contact by designated college staff members may be appropriate if necessary to avoid physical harm to persons or property.

...reserves the right to cancel, postpone, and reschedule course offerings.

...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 at the East Grand Forks campus or Dean Dalen at (218)683-8560 or 1-800-959-6282 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's 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 handbook accurately reflects information at the time of publication. However, NCTC reserves the right to make changes at any time deemed necessary.
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

1020 Nondiscrimination in Employment and Education Opportunity Policy

Northland Community and Technical College hereby adopts MnSCU 1B.1 Board Policy in full, as NCTC Policy:


Subpart A. Equal opportunity for students and employees. Minnesota State Colleges and Universities has an enduring commitment to enhancing Minnesota’s quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, Minnesota State Colleges and Universities is committed to a policy of equal opportunity and nondiscrimination in employment and education.

Subpart B. Nondiscrimination. 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, gender identity, or gender expression. 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, sexual orientation, gender identity, or gender expression 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 equal opportunity and nondiscrimination policies.

Part 2. Definitions.

Subpart A. Consensual Relationship. Consensual relationship means 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 Policy 4.10, of Trustees Nepotism policy 4.10.

Subpart B. Discrimination. Discrimination means 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 means 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 further defines sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment includes 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.
Subpart D. Employee. Employee means any individual employed by Minnesota State Colleges and Universities, including all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

Subpart E. Protected class. For purposes of this policy:

1. Protected class includes race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, membership or activity in a local human rights commission is a protected class in employment.
2. This policy prohibits use of protected class status as a factor in decisions affecting education and employment where prohibited by federal of state law.

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:

a. made a complaint under this policy;
b. 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;
c. associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation, gender identity, gender expression, or national origin; or
d. Made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or stated nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.

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 any college or university or the system office from taking immediate action to protect victims of alleged sexual abuse. Board Policy 1B.3 Sexual Violence addresses sexual violence.

Subpart H. Student. For purposes of this policy, the term “student” includes all persons who:
1. Are enrolled in one or more courses, either credit or non-credit, through a college or university;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university;
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are living in a college or university residence hall although not enrolled in, or employed by, the institution.

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.

Part 5. Policies and procedures. The chancellor shall establish procedures to implement this policy. The equal opportunity and nondiscrimination in employment and education policy and procedures of colleges and universities shall comply with Board Policy 1B.1 and Procedure 1B.1.1.

Date of Adoption: 1/11/05 (Adopted by MnSCU 9/20/94)
Date of Implementation: 1/11/05
Date & Subject of Revisions:
6/21/06 – MnSCU amended policy to streamline and clarify language. Part 3 was amended to prohibit relations between employees and students or employees over whom the employee exercises direct or significant authority of influence. Amendments effective 11/1/06.
11/14/12-MnSCU revised policy to change the title, expand language on equal opportunity, add gender expression and gender identity as protected classes, prohibit retaliation on the basis of participation in a discrimination complaint under state or federal law, modify the definition of student, and streamline or clarify language.
4/9/14 – MnSCU revised policy (5/15/13) to amend a technical error in 1B.1., Part 2, Subpart C3, changing “purpose and effect” to “purpose or effect” to be consistent with the requirement of state and federal law and with Board Policy 1B.1, in the first section of Part 2.
Northland Community and Technical College

1020P  Report/Complaint of Discrimination/Harassment Investigation and Resolution

Northland Community and Technical College hereby adopts MnSCU 1B1.1 Procedure in full, as 1020P, with additions noted in Part 6, Subpart C, Processing the Complaint and Part 6, Subpart E, Decision Process:

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 Equal Opportunity and Nondiscrimination in Employment and Education 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, gender identity, gender expression, 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 system office.

Subpart B. Decision maker. Decisionmaker 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 system office.

Subpart C. Retaliation. Retaliation is as defined in Board Policy 1B.1 Equal Opportunity in Employment and Education policy.


Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education 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 system office, 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 system office. 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 system office employees or Board of Trustees.** For reports/complaints that 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 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 system office, 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 system office, 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 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.** 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 system office, 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 (within 20 days of a report/complaint being made) 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 (within 45 days of a report/complaint being made):
   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.

9. **Timely Completion.** Colleges, universities and the system office must provide resources sufficient to complete the investigative process and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. The designated officer shall notify the complainant and respondent if the written response is not expected to be issued within the 60 day period. The college, university or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.
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 system office, 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 system office, 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 (within 50 days of a report/complaint being made) and forward it to the decisionmaker for review and decision which shall include:
      • Name of the alleged victim and, if different, the name of the person reporting the allegation;
      • A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
      • The date that the complaint or other report was made;
      • The date the respondent was interviewed;
      • The names of all persons alleged to have committed the alleged act of discrimination;
      • The names of all known witnesses to the alleged incident(s);
      • The dates that any relevant documentary evidence was obtained;
      • Any written statements of the complainant (or victim, if different from the complainant);
      • The outcome of the investigation and, if any, disciplinary process;
      • The response of college personnel and, if applicable, college-level officials, including any interim and permanent steps taken with respect to the complainant and the respondent; and
      • A narrative of all action taken to prevent recurrence of any discriminatory incident(s), including any written documentation
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:
      • a request that the designated officer conduct further investigative measures;
      • 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
      • 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.
   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. 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 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 system office, college or university. In accordance with state law, the system office, 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.


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.


The system office, 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 system office 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 system office 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.

**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 system office, 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.

**Date of Adoption:** 1/11/05 (MnSCU adopted 9/20/95)  
**Date of Implementation:** 1/11/05

**Date & Subject of Revisions:**  
6/21/06 – Amended to reflect changes in policy, effective 11/1/06
1/07 – per MnSCU changes
6/19/08 – Updated designated officer contact information
9/4/08 – Changed Designated Officers to four administrators
11/20/08 – Changed Designated Officer to Becky Lindseth
9/22/10 – Changed Becky Lindseth’s contact information
9/29/11 – Added language to Designated Officer section, page 9
10/11/12 – Amended per Office of Civil Rights: Part 6, Subpart C  
#3, 5, 6; Subpart E. #1a.e.

4/9/14 – MnSCU revised procedure (5/31/13) to support the policy changes in the 1B.1 policy concerning gender identity and gender expression and an amendment to the following Part 6, Subpart C, 9 – Clarified and moved language that had been stated included in Part 6, Subpart E. 2.e. Technical changes throughout for consistency.
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

Northland Community and Technical College hereby adopts MnSCU 1B.3 Sexual Violence Policy in full as NCTC Policy 1080:

1080 Sexual Violence Policy


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, an investigative and disciplinary process, 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 incidents of sexual violence on system property have been reported. Reports of sexual violence committed by a student at a location other than on system property are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Reports of sexual violence committed by a system employee at a location other than system property are covered by this policy.

Reports of sexual violence committed on system property by individuals 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, non-forcible sex acts, dating and relationship violence, stalking, 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 a 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. Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a 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. Dating and relationship violence. Dating and relationship violence includes physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota state law.

Subpart D. Stalking. Stalking is conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for her or his safety or the safety of others or to suffer substantial emotional distress.

Subpart E. 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, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Subpart F. 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 G. 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, system office, colleges and universities.
Subpart H. Employee. "Employee" means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and system office, including student workers.

Subpart I. Student. The term "student" includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not college or university employees and are not enrolled in the institution but live in a college or university residence hall.

Date of Adoption: 2/9/06
Date of Implementation: SGC 3/9/06
Date & Subject of Revisions: 9/11 MnSCU revisions
11/21/13 – Added definitions of dating and relationship violence and stalking to Part 2. This change was required under reauthorization of the Violence Against Women Reauthorization Act.
Northland Community and Technical College hereby adopts MnSCU IB.3.1 Procedure in full, as NCTC Procedure #1080P.

1080P – Sexual Violence Procedure

Part 1. Procedure objective. This procedure is designed to further implement Minnesota State Colleges and Universities Board Policy IB.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 IB.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, campus Title IX coordinators or 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, campus Title IX coordinators or 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, as requested, 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. A college or university may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.


Subpart A. Confidential reports. Because of laws concerning government data contained in Minnesota Statutes §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 system office 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 §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 system office 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.

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. Colleges, universities and the system office shall use system procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigations and Resolution when investigating complaints of sexual violence. 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.
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. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
7. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy or code has been violated.

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. 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 I. 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 system office must:

1. 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.
2. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided this training.
3. Education shall emphasize the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

Subpart B. Other training and education. 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 C. Training for individuals charged with decision making authority. Prior to serving as either an investigator or a decision maker for complaints under this procedure, administrators must complete investigator or decisionmaker training provided by the system office. Investigators/decisionmakers and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Part 8. Maintenance of report/complaint procedure documentation. 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 §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.

Date of Adoption: 2/9/06 (Missed going through SGC previously)
Date of Implementation: SGC 3/9/06
Date & Subject of Revisions: 2/13/14 Procedure was amended to better comport with recent legislative changes regarding sexual violence.
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2075 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. Financial aid is a resource for funding, only after the student’s and/or parents’ ability to pay has been determined.

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 09/27/2006 – capitalization corrections
01/05/09 Reviewed
3/09/10 Revised
02/22/11 Reviewed
02/29/12 Revised
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2075P FINANCIAL AID PROCEDURE

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. MN GI Bill
6. MN Indian Scholarship

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

Loans
1. Federal Direct Subsidized & Unsubsidized Loans
2. Federal Direct Parent Loans for Undergraduate Students (P.L.U.S.)
3. Private educational loans
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. Division of Rehabilitation Services (DRS)
3. Workforce Centers
4. Job Service Centers
5. Veterans’ Administration

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.

Grants and loans which exceed institutional charges will be made available to students beginning on the 15th day of the semester for those students with COMPLETE financial aid files.

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.
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 Handbook. 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 Handbook for current policy guidelines.

Eligibility for Summer Pell
Summer Pell Grant awards will be based on the amount of Pell Grant awarded to the student in the prior fall and spring semester. It may be that the student has been awarded the entire amount during that award year, therefore there would be not eligibility remaining. If the student attended only part time, there would be some eligibility remaining.

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 issued. 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 those costs out of pocket.

Deferment of tuition and fees will then be dependent upon whether the College has received results of the financial aid application by the end of the fifth day of the term. If a student has a balance remaining by the 25th day of the semester, the student will be entered into the college’s payment plan and be assessed the applicable fee.

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. NCTC will use the Federal Return of Funds calculation to determine the amounts to be returned to the appropriate programs. NCTC will also return any state funds per Minnesota Higher Education Office guidelines.

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 academic suspension appeal being approved or the suspension period has expired, he/she must contact the Financial Aid office to determine if he/she is eligible to have financial aid reinstated.

Date of Adoption: 06/09/2004
Date & Subject of Revisions:
6/8/05 — language consistency & punctuation
3/1/06; SGC 5/4/06
9/27/06 — punctuation & grammar corrections
7/13/07 — minor corrections
6/2/08 — minor spacing corrections
01/05/09 Revised
3/09/10 Revised
4/29/10 Changed disbursement from 11th to 13th day
02/22/11 Revised
05/03/11 Revised
02/29/12 Revised
02/12/13 Revised
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2092 NO SHOW/LAST DATE OF ATTENDANCE (LDA) REPORTING

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.

Date of Implementation: 1/19/06
Date of Adoption: 1/19/06
Date & Subject of Revisions: 4/2/07 – changed semester to term
3/3/08 – heading added
01/05/09 Reviewed
3/09/10 Reviewed
02/22/11 Reviewed
03/19/12 Revised Name
03/04/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

7052 REGISTRATION CANCELLATION

Tuition and Fee Due Date

Northland Community and Technical College shall cancel student registrations for all credit courses unless one of the following conditions has been met:

- students who have filed for financial aid and an Institutional Student Information Record (ISIR) has been received by Northland
- 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 who have ISIRs on file at those institutions
- students who have set up a payment plan with FACTS/NeiNet Management Company (available through the online registration website), which requires an initial payment equal to $300 or 15% of the total due for tuition and fees
- students who have paid at least $300 or 15% of the tuition and fees due
- students who have received an approved waiver at least equal to the amount of tuition and fees due

The financial commitment day is fifteen (15) business days prior to the start of the start of the term. Student registrations will be cancelled for nonpayment on:

- the fifteenth (15th) business day prior to the start of the term
- the last business day prior to that start of the term
- the end of the fifth (5th) business day of the term

unless one of the payment conditions based on the standards outlined above are in place.

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 and processed and maintained by the Business Office.

Payment Plans

Students will have the opportunity to set up a payment plan with FACTS Management Company, which must be in place prior to the fifth business day of the semester. Students will be obligated for classes in which they are enrolled as of the fifth (5th) 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.

For students who have not paid in full, or have not established a payment plan by the twenty-fifth (25th) business day of the term, shall be placed on a mandatory payment plan through Northland and be assessed the approved payment plan fee in order to not be administratively withdrawn from the college.
Registrations After the Fifth Day
Late registrants (those registering after the fifth (5th) business day of the semester) shall be required to pay at least $300 or 15% of the tuition and fees due at the time of registration.

Related Documents: Procedure 5.12.3 Common Framework of Key Payment Related Dates and 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers

Date of Adoption: Exec. Council 3/14/06; SGC 4/13/06
Date of Implementation: Fall Semester 2006
Date & Subject of Revisions:
4/19/06
9/27/2006 – punctuation corrections
5/10/07 – change in due date, moved to Finance Series
4/14/2010 – added paragraphs 2 & 3 in due date section
06/08/11 Revised
07/07/11 Revised
03/12/12 Revised System date addition (-15 day cancellation date)
05/11/12 Revised
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

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Date & Subject of Revisions:
4/19/06
9/27/2006 – punctuation corrections
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4/14/2010 – added paragraphs 2 & 3 in due date section
06/08/11 Revised
07/07/11 Revised
03/12/12 Revised System date addition (-15 day cancellation date)
05/11/12 Revised
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2080 REQUEST FOR COLLEGE WORKSTUDY STUDENTS

Requests for workstudy are 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.

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 01/05/09 Reviewed
3/09/10 Reviewed
02/22/11 Reviewed
02/29/12 Revised
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2062 RESIDENCY

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 postsecondary 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 submitting to the campus Dean of Students. 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.

Related Documents: MnSCU Policy 2.2 Residency, MnSCU Procedure 2.2.1

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 6/8/05 – Punctuation revisions
4/2/07 – Deleted language regarding approval from MnSCU
3/3/08 - Student Services Committee Review
6/6/08 - Revised per System Policy Revision
12/16/08 Reviewed
3/09/10 Reviewed
02/22/11 Revised
02/29/12 Reviewed
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

5072 TUITION AND FEES

Payments or payment arrangements are the responsibility of the student. Students receiving financial aid from the College will have their payment deferred until financial aid is disbursed on the 13th day of the semester. Students receiving financial assistance from a third-party will need to provide evidence of funding to the Business Office to avoid having a late fee added to their bills.

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 NCTC to charge in-state tuition rates to nonresident students unless there is a reciprocity agreement between the state of Minnesota and the nonresident student’s state of residency. The rates agreed to in the reciprocity agreements will be charged. 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.

Fees
Fees to be charged to students.

Parking 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 or a person receiving a railroad retirement annuity who has reached 60 years of age). This fee is charged to Senior Citizens in lieu of tuition. The following conditions apply:

- Senior Citizens must have reached the applicable age before the beginning of the term to be eligible for Senior Citizen fee.
- All other fees are assessed except for the student life/activity and athletic fees.
- Senior Citizens may register on a “space available” basis – during the drop/add period the day after the first day of class.
- Eligible Senior Citizens are not charged the Senior Citizen fee when auditing a credit course or taking a noncredit course.
- There shall be no limit to the number of terms a Senior Citizen may attend courses, nor income limitation imposed in determining eligibility.
- The Senior Citizen fee does not apply to noncredit courses designed and offered specifically and exclusively to senior citizens.
- The Senior Citizen fee does not apply to courses designed and offered as closed enrollment.
Application Fee. An application fee is charged to all students applying for admission to Northland, with the following exceptions:

- Students who have previously been admitted to or have been enrolled at NCTC;
- Students who have attended a Distance Minnesota partner college and are enrolling in an online Northland program;
- Students who are enrolling as Post-Secondary Enrollment Option (PSEO) students.
- PSEO students will be charged the fee at the time they apply for admission as a regular student;
- Active military service members deployed overseas.

Students who do not have the resources to pay the application fee may request an application fee waiver. An Application Fee Waiver form and one signed statement on official letterhead from a professional source indicating the student’s inability to pay the fee must be received. Examples of sources could be high school counselors, clergy members, social services case workers, doctors, lawyers, or agency professionals who are cognizant of the applicant’s financial status and ability to pay.

Student Life Fee. The Student Life Fee is set by each campus’ Student Life Committee and 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.

Late Fee. A late fee will be charged to all accounts of $30 or more that are outstanding. Late fees will be applied on November 1 for fall semester and April 1 for spring semester, or the first business day following the identified semester date, unless evidence has been provided that funding is being provided by another agency.

Payment Plan Fee. For students who have not paid in full, or have not established a payment plan by the 25th business day of the term, shall be placed on a mandatory payment plan through Northland and be assessed the approved payment plan fee in order to not be administratively withdrawn from the college.

Personal Property & Service Charges include items and services that become the personal property of the student and have an educational or personal value beyond the classroom or for services for or on behalf of the students. Charges are determined by the College President and include the following:

A. Private music lessons.
B. “Testing-out” of a class (credit by examination).
C. Replacement charge for Student Identification Card or Badge.
D. Overdue library books/materials.
E. Tools, books, materials, and supplies needed in the classroom.
F. Replacement diploma cost.
G. Official transcript.
H. Test of Essential Academic Skills (TEAS).
I. Practical Nursing Clinical Make up.
J. Aviation Maintenance Make up.
K. NSF (non-sufficient funds) check fee

Related Documents: MN Statute 136F.06 Powers and Duties and MN Statute 136F.70 Tuition, Fees, Activities Funds

Date of Adoption: 06/02/04
Date of Implementation: 06/02/04
Date & Subject of Revisions: Fee Updates – 06/08/05; 02/16/06; SGC 05/04/06
SGC 09/27/06 – punctuation, language and fee changes
SGC 05/10/07 – fee increases, added FACTS service charge
05/31/07 – per SGC recommendation; 06/06/07 – grammar change
06/06/08 – Removed specific charge; 12/08/08 – Residency language, Moved to 5000 series
12/16/08 – Revised; 03/31/09 – Senior Citizen language updated as per information from MN Statute and Laura King letter
04/16/09 – SGC Review; 05/01/09 – Transcript Fee language added
06/10/09 – Background Study service charge language added
06/26/09 – Military deployed overseas language added; changed access fee to parking fee
04/05/10 – Revised; 06/21/10 – Revised senior citizen age
06/22/10 – Revised; 09/20/10 – Revised late fee language
01/06/11 – Added L. & M. to fee list
07/07/11 – Revised senior citizen age to 62 per legislation; other minor revisions
11/29/11 – Revised application deferment to waiver, per MnSCU policy change
4/24/12 Revised, Removed student laptop rental, professional student liability, and background study service charges.
10/31/12 – added NSF check fee to personal property and service charges
Tuition & Fees

The cost to attend Northland is based upon the tuition rates in effect at the time a student takes a desired course, plus any associated fees.

- Tuition Rates
- Student Fees, Personal Property & Service Charges
- Distance Education Tuition & Fees
- Farm Business Management Tuition & Fees
- Contact Us

Pay My Tuition & Fees Online

Sign-in to Northland eServices to pay your tuition & fees online today.

Direct Deposit Setup

Sign-in to Northland eServices to setup a direct deposit account to pay your bills online.

Other Helpful Links

- Bookstores
- Business Services
- Direct Deposit Setup
- eServices
- FACTS Tuition Management
- Financial Aid
- NetPrice Calculator
- Scholarships
- Student Employment

Tuition Rates

The Board of Trustees of the Minnesota State Colleges and Universities system approves the tuition rate.

- 2013-2014 Tuition Rates New
- Estimated Annual Tuition & Fee Costs

Resident Location Tuition Rates

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost / Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minnesota residents</td>
<td>$165.00</td>
</tr>
<tr>
<td>North Dakota residents</td>
<td>$165.00</td>
</tr>
<tr>
<td>South Dakota residents</td>
<td>$165.00</td>
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</tbody>
</table>

(Technical program)

http://www.northlandcollege.edu/admissions/tuition/
<table>
<thead>
<tr>
<th>Type</th>
<th>Cost / Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wisconsin residents</td>
<td>$165.00</td>
</tr>
<tr>
<td>All Other States</td>
<td>$165.00</td>
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<tr>
<td>Manitoba, Canada residents</td>
<td>$165.00</td>
</tr>
<tr>
<td>International Students</td>
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<tr>
<td>Distance Education Classes</td>
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**Program Specific Tuition Rates**

<table>
<thead>
<tr>
<th>Type</th>
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<tbody>
<tr>
<td>Aviation Maintenance Technology Program</td>
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<tr>
<td>Commercial Vehicle Operations Program</td>
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<tr>
<td>Imagery Analysis Program</td>
<td>$300.00</td>
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<tr>
<td>Unmanned Aerial System Maintenance Program</td>
<td>$300.00</td>
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</tbody>
</table>

**Other Program Specific Tuition**

Applies to students in the following programs: Cardiovascular Technology-Invasive, EMT Basic, Firefighter-Paramedic, Fire Technology, Intensive Care Paramedic, Nursing, Nursing Assistant, Occupational Therapy Assistant, Pharmacy Technology, Phlebotomy, Physical Therapist Assistant, Practical Nursing, Radiologic Technology, Respiratory Therapist, and Surgical Technology.

**Course Specific Differential Tuition Rates**

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost / Credit</th>
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<tbody>
<tr>
<td>CRJU 2220</td>
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<td>SURT 2212</td>
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<td>PNSG 1200</td>
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<td>NURS 2110</td>
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**Estimated Annual Tuition & Fee Costs**

(Based on 15 credits for each semester)

<table>
<thead>
<tr>
<th>Type</th>
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<td>Student Life Fee</td>
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http://www.northlandcollege.edu/admissions/tuition/
<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
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<tr>
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<td>Parking Fee</td>
<td>$90.00</td>
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<td>Student Association Fee</td>
<td>$9.30</td>
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</table>

ESTIMATED TOTAL $5,517.30

**Need to Know**

In order to qualify for a Minnesota residency rate, some states require submission of reciprocity forms. All non-Minnesota resident students should check with student services.

Payments or payment arrangements are the responsibility of the student.
Tuition & Fees

The cost to attend Northland is based upon the tuition rates in effect at the time a student takes a desired course, plus any associated fees.

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Tuition Rates

The Board of Trustees of the Minnesota State Colleges and Universities system approves the tuition rate.

- 2013-2014 Tuition Rates New
- Estimated Annual Tuition & Fee Costs

Estimated Annual Tuition & Fee Costs

(Based on 15 credits for each semester)

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$4,950.00</td>
</tr>
<tr>
<td>Student Life Fee</td>
<td>$198.00</td>
</tr>
</tbody>
</table>

http://www.northlandcollege.edu/admissions/tuition/
### Tuition & Fees - Northland Community & Technical College

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Fee</td>
<td>$270.00</td>
</tr>
<tr>
<td>Parking Fee</td>
<td>$90.00</td>
</tr>
<tr>
<td>Student Association Fee</td>
<td>$9.30</td>
</tr>
<tr>
<td><strong>ESTIMATED TOTAL</strong></td>
<td>$5,517.30</td>
</tr>
</tbody>
</table>

### Need to Know

In order to qualify for a Minnesota residency rate, some states require submission of reciprocity forms. All non-Minnesota resident students should check with student services.

Payments or payment arrangements are the responsibility of the student.
Tuition & Fees

The cost to attend Northland is based upon the tuition rates in effect at the time a student takes a desired course, plus any associated fees.

- Tuition Rates
- Student Fees, Personal Property & Service Charges
- Distance Education Tuition & Fees
- Farm Business Management Tuition & Fees
- Contact Us

Pay My Tuition & Fees Online

Sign-in to Northland eServices to pay your tuition & fees online today.

Direct Deposit Setup

Sign-in to Northland eServices to setup a direct deposit account to pay your bills online.

Other Helpful Links

- Bookstores
- Business Services
- Direct Deposit Setup
- eServices
- FACTS Tuition Management
- Financial Aid
- NetPrice Calculator
- Scholarships
- Student Employment

Student Fees, Personal Property & Service Charges

- Student Fees
- Personal Property & Service Charges

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>This is a one-time, non-refundable application fee. This fee must be paid for a student's application to be processed.</td>
<td></td>
</tr>
<tr>
<td>Student Life Fee</td>
<td>$6.60 / credit - MAX of $112.50</td>
</tr>
<tr>
<td>Set by the Campus Student Life Committee to fund student activities, clubs, organizations and athletics.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.31 / credit</td>
</tr>
</tbody>
</table>

http://www.northlandcollege.edu/admissions/tuition/student-fees/  7/22/2014
State Student Association Fee
This fee is determined by the statewide Minnesota State Colleges Student Association (MSCSA) and is used to fund activities of the Association.

Technology Fee
For the acquisition, upgrading and/or maintenance of technology for academic and student support activities that provide or enhance student access to technology.

Parking Fee
The revenue from this fee is used for parking lot construction, maintenance and improvements. The current charge is $3.00 per credit with a maximum charge of $45.00 per semester (up to a max. of $30.00 for summer session.)

Senior Citizen Fee
Fee charged to Minnesota residents 62 years of age or older or a person receiving a railroad retirement annuity who has reached 60 years of age in lieu of tuition.

Payment Plan Fee
For students who have not paid in full, or have not established a payment plan by the 25th business day of the term, shall be placed on a mandatory payment plan through Northland and be assessed the approved payment plan fee in order to not be administratively withdrawn from the college.

Late Fee
A late fee will be charged to all accounts of $30 or more that are outstanding. Late fees will be applied on November 1 for fall semester and April 1 for spring semester, or the first business day following the identified semester date, unless evidence has been provided that funding is being provided by another agency.

Official Transcript Fee
$5.00 / transcript

FACTS Payment Plan Enrollment Fee (Third Party)
$25.00 / semester

Need to Know

Distance Students - Student Life Fee
Distance Education students will pay a Student Life fee of $6.60/credit and WILL NOT be charged the Parking Fee.

Personal property and service charges shall be for items that become the personal property of a student and have an educational or personal value beyond the classroom or for services for or on behalf of the students.

Distance Education students will pay a Student Life fee of $6.60/credit and WILL NOT be charged the Parking Fee.

Type

Commercial Vehicle Operations - DOT Physical & Prehire Drug Screen

Cost

$123.40

$200.00 / credit
<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Music</strong></td>
<td></td>
</tr>
<tr>
<td>Cost of private music lessons (in addition to tuition and fees). This charge covers the cost of a half-hour lesson over 16 weeks.</td>
<td>$25.00 / lecture credit</td>
</tr>
<tr>
<td></td>
<td>$50.00 / lab credit</td>
</tr>
<tr>
<td><strong>Test-Out (Credit by Exam)</strong></td>
<td></td>
</tr>
<tr>
<td>Charged to students who wish to test-out of a class.</td>
<td></td>
</tr>
<tr>
<td><strong>Replacement ID Card or Badge</strong></td>
<td></td>
</tr>
<tr>
<td>Cost for replacement of student identification card or badge.</td>
<td>$20.00 / card or badge</td>
</tr>
<tr>
<td><strong>Replacement Diploma</strong></td>
<td>$20.00 / diploma</td>
</tr>
<tr>
<td><strong>TEAS Test</strong></td>
<td>$50.00 / administration</td>
</tr>
<tr>
<td><strong>Books &amp; Supplies</strong></td>
<td>$1,000.00 estimate</td>
</tr>
<tr>
<td>The estimated cost of books and supplies is $1,000 for the year. The cost may vary depending upon the student's area of study.</td>
<td></td>
</tr>
<tr>
<td><strong>Room &amp; Board</strong></td>
<td>$500.00 / month estimate</td>
</tr>
<tr>
<td>When building the Financial Aid budget, college officials estimated cost of room and board to be $500 per month.</td>
<td></td>
</tr>
</tbody>
</table>

**Need to Know**

This list is not intended to be an all-inclusive list. Per MnSCU Board Procedure 5.11.1, other charges may apply for equipment, special testing, other instructional and non-instructional services, assessment to discourage behaviors, and actual course-related travel costs.
Tuition & Fees

The cost to attend Northland is based upon the tuition rates in effect at the time a student takes a desired course, plus any associated fees.

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- Student Fees, Personal Property & Service Charges
- Distance Education Tuition & Fees
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Pay My Tuition & Fees Online

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Direct Deposit Setup

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Personal property and service charges shall be for items that become the personal property of a student and have an educational or personal value beyond the classroom or for services for or on behalf of the students.

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<tr>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Vehicle Operations - DOT Physical &amp; Prehire Drug Screen</td>
<td>$123.40</td>
</tr>
<tr>
<td>Music</td>
<td>$200.00 / credit</td>
</tr>
</tbody>
</table>

Cost of private music lessons (in addition to tuition and fees). This charge covers the cost of a half-hour lesson over 16 weeks.

http://www.northlandcollege.edu/admissions/tuition/student-fees/
<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$25.00 / lecture credit</td>
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</tr>
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</tr>
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- Contact Us

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- Business Services
- Direct Deposit Setup
- eServices
- FACTS Tuition Management
- Financial Aid
- NetPrice Calculator
- Scholarships
- Student Employment

Distance Education Tuition & Fees

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$199.00</td>
</tr>
<tr>
<td>Student Life Fee</td>
<td>$6.60 / Max - $112.50</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$9.00</td>
</tr>
<tr>
<td>Student Association Fee</td>
<td>$0.31</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$214.91</strong></td>
</tr>
</tbody>
</table>
Tuition & Fees

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- Student Fees, Personal Property & Service Charges
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- Bookstores
- Business Services
- Direct Deposit Setup
- eServices
- FACTS Tuition Management
- Financial Aid
- NetPrice Calculator
- Scholarships
- Student Employment

Farm Business Management Tuition & Fees

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$167.30</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$9.00</td>
</tr>
<tr>
<td>Student Association Fee</td>
<td>$0.31</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$176.81</strong></td>
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</tbody>
</table>

http://www.northlandcollege.edu/admissions/tuition/farm-management-tuition/
Tuition & Fees

The cost to attend Northland is based upon the tuition rates in effect at the time a student takes a desired course, plus any associated fees.

- Tuition Rates
- Student Fees, Personal Property & Service Charges
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- Farm Business Management Tuition & Fees
- Contact Us

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- Bookstores
- Business Services
- Direct Deposit Setup
- eServices
- FACTS Tuition Management
- Financial Aid
- NetPrice Calculator
- Scholarships
- Student Employment

Contact Us

East Grand Forks Campus

- Sandra Bratvold
- Account Clerk Senior: Third Party Billing
- East Grand Forks - Office #
- (218) 793-2422
- Contact Sandra
• Yvette Schneider
  • Account Clerk, Sr.
  • East Grand Forks - Office #
  • (218) 793-2423
  • Contact Yvette

Thief River Falls Campus

• Michelle Bakken
  • Business Manager
  • Thief River Falls - Office #547 A
  • (218) 683-8572
  • Contact Michelle

• Shannon Jesme
  • Director of Finance
  • Thief River Falls - Office #
  • (218) 683-8577
  • Contact Shannon
Pay My Tuition & Fees

Select your campus below to sign-in to Student eServices to pay your tuition and fees online. Use your Student User Name and Password to sign in to your Student eServices account.

Select Your Campus:

Notice: Please use only Internet Explorer or Firefox.

•
•
•

Need Help?

If you have questions regarding your tuition & fees, you may contact:

• Michelle Bakken
• Business Manager
• (218) 683-8572
• Contact Michelle

http://www.northlandcollege.edu/eservices/tuition/

7/22/2014
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2087  TUITION WAIVER FOR PERSONS UNDER THE GUARDIANSHIP OF THE COMMISSIONER OF HUMAN SERVICES

Northland Community and Technical College’s (NCTC) 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.

Reference Documents: MnSCU Procedure 5.12.2 Tuition Waiver for Persons Under the Guardianship of the Commissioner of Human Services; M.S. 136F.70, Subd. 1

Date of Adoption: 5/10/05
Date of Implementation: 5/10/05
Date & Subject of Revisions: 3/3/08 – heading added
# EAST GRAND FORKS CAMPUS
## STUDENT SERVICES DIRECTORY
218-793-2800 ● 1-800-451-3441  
Fax: (218) 793-2832 ● TTY: (218) 793-2801

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE #</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Dishonesty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brian Huschle</td>
<td>(218) 793-2592</td>
<td>119</td>
</tr>
<tr>
<td>Jodi Stassen</td>
<td>(218) 793-2539</td>
<td>405J</td>
</tr>
<tr>
<td>James Retka</td>
<td>(218) 683-8643</td>
<td>665</td>
</tr>
<tr>
<td><strong>Academic Advising</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maureen O'Connell</td>
<td>(218) 793-2308</td>
<td>105</td>
</tr>
<tr>
<td>Nic Thompson</td>
<td>(218) 793-2307</td>
<td>104</td>
</tr>
<tr>
<td>Pam Schorsch</td>
<td>(218) 793-2402</td>
<td>107</td>
</tr>
<tr>
<td>Kate Schmalenber</td>
<td>(218) 793-2401</td>
<td>110</td>
</tr>
<tr>
<td>Marna Klug (TRIO Counselor)</td>
<td>(218) 793-2394</td>
<td>109</td>
</tr>
<tr>
<td>Bobbie Taylor</td>
<td>(218) 793-2400</td>
<td>111</td>
</tr>
<tr>
<td>Muneka Townes</td>
<td>(218) 793-2381</td>
<td>108</td>
</tr>
<tr>
<td><strong>Admissions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Susan Harris</td>
<td>(218) 793-2389</td>
<td>106</td>
</tr>
<tr>
<td><strong>Advisor/Admissions Representatives</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nic Thompson</td>
<td>(218) 793-2307</td>
<td>104</td>
</tr>
<tr>
<td>Pam Schorsch</td>
<td>(218) 793-2402</td>
<td>107</td>
</tr>
<tr>
<td><strong>Assessment Testing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sue Ridley</td>
<td>(218) 793-2399</td>
<td>270F</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pat Amund</td>
<td>(218) 793-2418</td>
<td>201</td>
</tr>
<tr>
<td>Jon Simonson, Jr.</td>
<td>(218) 793-2417</td>
<td>201</td>
</tr>
<tr>
<td><strong>Business Office</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(218) 793-2422</td>
<td>130,132,133</td>
</tr>
<tr>
<td><strong>Class Cancellation Hotline</strong></td>
<td>(218) 793-2403</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Also go to <a href="http://www.northerncollege.edu">www.northerncollege.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Counselor</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kate Schmalenberg</td>
<td>(218) 793-2401</td>
<td>110</td>
</tr>
<tr>
<td>Marna Klug (TRIO Counselor)</td>
<td>(218) 793-2394</td>
<td>109</td>
</tr>
<tr>
<td><strong>Campus Dean</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brian Huschle</td>
<td>(218) 793-2592</td>
<td>119</td>
</tr>
<tr>
<td><strong>Dean of Student Affairs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Fontes</td>
<td>(218) 793-2460</td>
<td>114</td>
</tr>
<tr>
<td><strong>Disability Coordinator (Students)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ellen Brehmer</td>
<td>(218) 793-2382</td>
<td>580D</td>
</tr>
<tr>
<td><strong>Discrimination Complaints</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Becky Lindsoth</td>
<td>(218) 793-2476</td>
<td>144</td>
</tr>
<tr>
<td>Mary Fontes</td>
<td>(218) 793-2460</td>
<td>114</td>
</tr>
<tr>
<td><strong>Distance Education</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-800-657-3930</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Also go to <a href="http://www.distance.minnesota.edu">www.distance.minnesota.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Diversity</strong></td>
<td>(218) 793-2381</td>
<td>108</td>
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<tr>
<td>-----------------------</td>
<td>----------------</td>
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</tr>
<tr>
<td>Munefka Townes</td>
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<table>
<thead>
<tr>
<th><strong>Financial Aid</strong></th>
<th>(218) 793-2392</th>
<th>117</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gail Johnson</td>
<td>(218) 883-8557</td>
<td></td>
</tr>
<tr>
<td>Gerald Schulte</td>
<td>(218) 793-2391</td>
<td>116</td>
</tr>
<tr>
<td>Clidell Nelson</td>
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<td></td>
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<table>
<thead>
<tr>
<th><strong>GED Testing</strong></th>
<th>(218) 793-2402</th>
<th>107</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pam Schorsch</td>
<td>(218) 793-2399</td>
<td>270F</td>
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<td>Sue Ridley</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th><strong>Graduate Employment</strong></th>
<th>(218) 883-8560</th>
<th>205A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean Dalen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steve Crittenden</td>
<td>(218) 883-8565</td>
<td>545E</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Information Technology Services</strong></th>
<th>(218) 793-2427</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Help Desk</td>
<td>(218) 793-2433</td>
<td>205</td>
</tr>
<tr>
<td>Shad Gangl</td>
<td>(218) 793-2435</td>
<td>270</td>
</tr>
<tr>
<td>Scott Foss</td>
<td>(218) 793-2431</td>
<td>205C</td>
</tr>
<tr>
<td>Stacey Ilon</td>
<td>(218) 793-2432</td>
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<table>
<thead>
<tr>
<th><strong>International Students</strong></th>
<th>(218) 793-2460</th>
<th>114</th>
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<tbody>
<tr>
<td>Mary Fontes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Learning Services</strong></th>
<th>(218) 793-2382</th>
<th>500D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellen Brehmer</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Library</strong></th>
<th>(218) 793-2435</th>
<th>270</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Johnson</td>
<td>(218) 793-2434</td>
<td>270B</td>
</tr>
<tr>
<td>Cynthia Jorstad</td>
<td></td>
<td></td>
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</tbody>
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<th><strong>Marketing</strong></th>
<th>(218) 793-2437</th>
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<tr>
<td>Jason Trainer</td>
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<td>(218) 793-2600</td>
<td>102/Reception Desk</td>
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<td>Karen Meine</td>
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<tr>
<th><strong>President</strong></th>
<th>(218) 793-2466</th>
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<tr>
<td>Dr. Anne K. Temte</td>
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<tr>
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<td>TRF/525</td>
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<td><strong>Transfer Specialists</strong></td>
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<tr>
<td>Lisa Bolton</td>
<td>(218) 883-8544</td>
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<td><strong>Transcripts</strong></td>
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<tr>
<td>Char Abrahamson</td>
<td>(218) 883-8800</td>
<td>TRF Reception</td>
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<td>Andrea Moses (back-up)</td>
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<tr>
<td>Transcript Request Hotline</td>
<td>(218) 793-2404</td>
<td>* Also go to <a href="http://www.northlandcollege.edu">www.northlandcollege.edu</a></td>
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<td><strong>Veterans Center</strong></td>
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<tr>
<td>Tony Schnellbach</td>
<td>(218) 793-2386</td>
<td>540</td>
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<td><strong>Veterans Services</strong></td>
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<tr>
<td>Pam Schorsch</td>
<td>(218) 793-2402</td>
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<tr>
<td>Chad Sporling</td>
<td>(218) 793-2436</td>
<td>512C</td>
</tr>
<tr>
<td>Karleen Delorme</td>
<td>(218) 793-2429</td>
<td>205E</td>
</tr>
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</table>
## THIEF RIVER FALLS CAMPUS
### STUDENT SERVICES DIRECTORY
218-683-8800 • 1-800-859-6292
Fax: (218) 683-8980 • TTY: (218) 683-8801

<table>
<thead>
<tr>
<th>NAME</th>
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<td><strong>Academic Dishonesty</strong></td>
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<tr>
<td>Steve Collindren</td>
<td>(218) 683-8565</td>
<td>546E</td>
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<tr>
<td>James Reika</td>
<td>(218) 683-8643</td>
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<tr>
<td>Curtis Zoller</td>
<td>(218) 683-8829</td>
<td>AC37</td>
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<tr>
<td><strong>Academic Advising</strong></td>
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<tr>
<td>Lisa Bolten</td>
<td>(218) 683-8544</td>
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<td>Rocky Ammenman</td>
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<td>Nicki Carlson</td>
<td>(218) 683-8546</td>
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<td>Jason Pangiarella</td>
<td>(218) 683-8548</td>
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<tr>
<td>Kelsey Blowers</td>
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<td><strong>Admissions</strong></td>
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<td>Susie Hanle</td>
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<tr>
<td>Dean Dalen</td>
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<tr>
<td><strong>Athletic Coordinator and Support</strong></td>
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<tr>
<td>Paul Peterson</td>
<td>(218) 683-8556</td>
<td>425A</td>
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<td>Abdul Chamma</td>
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<td><strong>Bookstore</strong></td>
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<td>Bonnie Klassen</td>
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<td><strong>Business Office</strong></td>
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<tr>
<td>Michelle Bakken</td>
<td>(218) 683-8572</td>
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<tr>
<td>Colleen Kukowski</td>
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<tr>
<td><strong>Counselor</strong></td>
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<tr>
<td>Kelsey Blowers</td>
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<tr>
<td><strong>Dean of Academic Affairs</strong></td>
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<tr>
<td>Steve Crittenden</td>
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<td>James Reika</td>
<td>(218) 683-8643</td>
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<td><strong>Dean of Students</strong></td>
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<tr>
<td>Steve Crittenden</td>
<td>(218) 683-8565</td>
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<td><strong>Disability Coordinator (Students)</strong></td>
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<td>Dean Dalen</td>
<td>(218) 683-8560</td>
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<td><strong>Discrimination Complaints</strong></td>
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<tr>
<td>Steve Crittenden</td>
<td>(218) 683-8565</td>
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<td>(218) 683-8643</td>
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<tr>
<td>Becky Lindseth</td>
<td>(218) 681-8630</td>
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<tr>
<td><strong>Distance Education</strong></td>
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<tr>
<td>1-800-657-3930</td>
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<td><strong>Diversity</strong></td>
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<tr>
<td>Muneka Townes</td>
<td>(218) 793-2381</td>
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<td><strong>Financial Aid</strong></td>
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<tr>
<td>Gerald Schulte</td>
<td>(218) 683-8557</td>
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Mya Zutz (218) 683-8559 525H

GED Testing
Dean Dalen (218) 683-8560 205A

Graduate Employment
Dean Dalen (218) 683-8560 205A
Steve Crittenden (218) 683-8565 545E

Information Technology Services
Stacey Horn (218) 683-8584 461D
David Olsen (218) 683-8585 613
Holly Deschene (218) 683-8583 451C
Don Smith (218) 683-8591 451

International Students
Nicki Carlson (218) 683-8546 525H
Lisa Bottem (218) 683-8544 525B

Learning Center
Dean Dalen (218) 683-8560 205A
Lynell Wayne (218) 683-8582 205C

Library
Cynthia Jorstad (218) 683-8757 253
Robin Langewin (218) 683-8756 252

Marketing
Jason Trainer (218) 793-2437 461B
(218) 683-8536 TRF/541C

Post Secondary Enrollment Options
Jodi Halsa (218) 683-8551 525C
Rocky Ammerman (218) 683-8540 525A

President
Dr. Anne K. Temte (218) 683-8610 461B
(218) 793-2466 141

President's Office
Cindy Cedergren (218) 683-8611 461A

Receptionist
Char Abrahamson (218) 683-8800 525

Registration
Rocky Ammerman (218) 683-8540 525A
Lisa Bottem (218) 683-8544 525B
Nicki Carlson (218) 683-8546 525F
Jodi Halsa (218) 683-8561 525C
Lynn McGlynn (active) (218) 683-8802 Airport
Rosie Gustafson (FM) (218) 683-8748 645W

Student Conduct Issues
Steve Crittenden (218) 683-8565 545E

Student Life Coordinator
Jason Pangiarella (218) 683-8548 451

Student Senate Advisor
Jason Pangiarella (218) 683-8548 451
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<th><strong>Student Success Coordinator</strong></th>
<th>Jason Pangiarella</th>
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<td><strong>Tours &amp; Visits</strong></td>
<td>Tommy Greelis</td>
<td>(218) 683-8552</td>
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NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2090 DROP/ADD, WITHDRAWAL & REFUND

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. Students attending under the Postsecondary Enrollment Options (PSEO) program will be allowed fourteen calendar days to drop courses.

Adding a course after the close of the drop/add period
After the drop/add period for the term has closed, students wishing to add a course must get approval from the instructor of the course. After more than twenty-five percent of the term has past, the student must get approval from the faculty member and the Dean of Academic Affairs. Additionally, the student will be required to provide an academically compelling reason to the Dean of Academic Affairs for consideration to be added to a course that has met for more than twenty-five percent of the term. Refer to the RCFN policy (7052) for required payment information after the close of the drop/add period for a course.

Administrative drops
Administrative drop refers to a process whereby a student’s enrollment in a course is terminated by action of an academic department. Departments may administratively drop students who register before classes start but do not attend class during the first week. Students are responsible for confirming their status in courses by attending courses for which they are enrolled before the drop/add deadline.

Departments who choose to initiate administrative drops may do so by completing the Drop/Add/Override form, write the statement “administrative drop” at the top of the form, and acquire the signature of the campus Academic Dean.

Administrative drops from courses where students do not meet the requirements or other college or class requirements may be dropped by the registrar’s office.

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 prior to the second class meeting to avoid being charged.

Distance education course drop/add dates are set by the Distance Education Consortium. Call 1-800-657-3930 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 determine if their eligibility will be affected. It is the responsibility of the student to initiate drops/adds and withdrawals. In some cases administrative drops are warranted.

Withdrawal From a Class
After the fifth day of a term, a student may withdraw from a class. When a student withdraws from a class, he/she may have the withdrawal processed through eServices 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 final date for official course withdrawal is the last day on which students may officially terminate their enrollment in a course, and shall be the date on which eighty percent (80%) of the days in the academic semester have elapsed. For courses not on a standard academic semester schedule, the final date for official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed. The 80% withdraw date for a specific course is found on the student’s class schedule in eServices. There is no refund for withdrawing from a class.

Distance education course withdrawal dates are set by the Distance Education Consortium. Call 1-800-657-3930 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). For purposes of this policy, business days are defined as Monday through Friday (excluding posted holidays). When calculating refunds according to the following schedules, total withdrawal dates are determined to begin at the start of each term (first day of fall term, first day of spring term, and first day of summer term). When totally withdrawing from college during a semester a student may be entitled to a refund based on the following tables:

For fall and spring terms:

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<th>Total Withdrawal Period</th>
<th>Refund %</th>
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<tr>
<td>1st through 5th business day of term</td>
<td>100</td>
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<tr>
<td>6th through 10th business day of the term</td>
<td>75</td>
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<tr>
<td>11th through 15th business day of the term</td>
<td>50</td>
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<tr>
<td>16th through 20th business day of the term</td>
<td>25</td>
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<tr>
<td>After 20th business day</td>
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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>
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</thead>
<tbody>
<tr>
<td>1st through 5th business day of the term</td>
<td>100</td>
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<tr>
<td>6th through 10th business day of the term</td>
<td>50</td>
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<tr>
<td>After the 10th business day of the term</td>
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Class terms less than three weeks in length:

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

Waivers:
Requests for waivers must be submitted to the Registrar’s office by completing the Student Appeal 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.

**Reference Documents:** MnSCU Procedure 3.34.1 Official Academic Semester Start Dates, MnSCU Policy 3.5 Post-Secondary Enrollment Options Program, MnSCU Procedure 3.5.1 Post-Secondary Enrollment Options Program, and Minnesota Statute 124D.09 Postsecondary Enrollment Options Act

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 6/8/05 – punctuation corrections.
Revised 2/3/06, 3/1/06
Revised: 9/27/06 – punctuation and grammar
Revised: 06/06/07 removed reference to university student association (MSUSA)
Revised: 07/13/07 – slight revisions
Revised: 1/16/0, 2/08/08, 2/26/08, 3/7/08, 12/16/08
Revised: 3/09/10 – added phone numbers
Revised 10/19/10 – minor grammar changes
Revised: 12/02/10 - appeal form, capitalization
Reviewed: 02/22/11
Revised: 03/08/11; 03/22/11; 07/07/11
Revised: 04/19/12 System “W” date changes, Administrative Drop
Language added per AASC recommendation
Revised: 03/04/13
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3110 GRADUATION POLICY

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

- Students must maintain a minimum cumulative GPA of 2.00.
- To earn an Associate of Arts degree a student must maintain a cumulative 2.0 GPA in Minnesota Transfer Curriculum (MnTC) credits.
- 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 must be completed and submitted by established deadlines.
- Certificate, Diploma, and AAS programs must be completed within seven years of the final semester of continuous enrollment unless the academic program requirements specifically designate a shorter time for completion.
- Programs may have additional program graduation requirements. These requirements are found in the College catalog, program policy manual, and College web site.
- Certificates, diplomas, and degrees cannot be conferred for programs that have been closed or suspended beyond the completion timeline established through the suspension process.

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 an associate’s degree, a student must earn 15 of the required 60 credits (or ¼ of the credits for degrees exceeding 60 credits) at the granting institution, through arrangements with other accredited institutions, or through contractual relationships approved by the Higher Learning Commission (HLC). In addition, individual programs may require that specific courses be completed in residence.

At least 1/3 of credits required for completion of a diploma or certificate must be completed at the granting institution.

Northland limits academic residency to no more than twenty-five percent of the degree requirements for all undergraduate degrees for active-duty service members. Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active duty are covered in the same manner.

Courses completed through Distance Minnesota and other colleges that appear in the body of the NCTC transcript are considered resident credits.

COMMENCEMENT CEREMONY

Each campus will host one commencement ceremony per year. Commencement dates will be designated on the academic calendar. Students graduating in fall, spring, and summer will be invited to the
commencement ceremony.

HONORS
Based on the cumulative GPA after the fall term, honor calculations will be indicated according to the following scales:
Highest Honors = 3.75 or higher
Academic Excellence = 3.5 – 3.74

Final academic honors will be posted to final transcripts.

Date of Implementation: 6/2/04
Date of Adoption:
Date & Subject of Revisions:
AASC Approved 5/9/06; Executive Council Approval 5/18/06
12/16/08 – Revised
3/26/10 – Revised
Approved AASC 4/6/10 1st Read
Approved AASC 5/5/10 2nd Read
Cabinet Approval 5/24/10
3/25/11 – Revised
04/18/12 – Revised per recommendation by SOC Commission and clarification of consortium credits
04/17/13 – Transfer Advisory Group (TAG) Update
03/25/14 – Revised
Cabinet Approval 5/22/14
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2092 NO SHOW/LAST DATE OF ATTENDANCE (LDA) REPORTING

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.

Date of Implementation: 1/19/06
Date of Adoption: 1/19/06
Date & Subject of Revisions: 4/2/07 – changed semester to term
3/3/08 – heading added
01/05/09 Reviewed
3/09/10 Reviewed
02/22/11 Reviewed
03/19/12 Revised Name
03/04/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2050 REGISTRATION

Students having completed admissions requirements as per the Admissions Policy and Procedure (#2020/2020P), will be provided information regarding assessment, orientation, and registration. The following items must be completed prior to registration for all students who are seeking a diploma, degree or certificate:

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.

4. If attended other higher education institutions, official post-secondary transcript/s must be on file.

5. Completed immunization form.

6. Out of state reciprocity process must be completed, if applicable.

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 3/3/08 – heading added
12/16/08 Revised
3/09/10 Reviewed
03/25/11 Revised
07/07/11 Revised
02/29/12 Reviewed
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

7052 REGISTRATION CANCELLATION

Tuition and Fee Due Date

Northland Community and Technical College shall cancel student registrations for all credit courses unless one of the following conditions has been met:

- students who have filed for financial aid and an Institutional Student Information Record (ISIR) has been received by Northland
- 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 who have ISIRs on file at those institutions
- students who have set up a payment plan with FACTS/NeIFNet Management Company (available through the online registration website), which requires an initial payment equal to $300 or 15% of the total due for tuition and fees
- students who have paid at least $300 or 15% of the tuition and fees due
- students who have received an approved waiver at least equal to the amount of tuition and fees due

The financial commitment day is fifteen (15) business days prior to the start of the start of the term. Student registrations will be cancelled for nonpayment on:

- the fifteenth (15th) business day prior to the start of the term
- the last business day prior to the start of the term
- the end of the fifth (5th) business day of the term

unless one of the payment conditions based on the standards outlined above are in place.

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 and processed and maintained by the Business Office.

Payment Plans

Students will have the opportunity to set up a payment plan with FACTS Management Company, which must be in place prior to the fifth business day of the semester. Students will be obligated for classes in which they are enrolled as of the fifth (5th) 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.

For students who have not paid in full, or have not established a payment plan by the twenty-fifth (25th) business day of the term, shall be placed on a mandatory payment plan through Northland and be assessed the approved payment plan fee in order to not be administratively withdrawn from the college.
Registrations After the Fifth Day
Late registrants (those registering after the fifth (5th) business day of the semester) shall be required to pay at least $300 or 15% of the tuition and fees due at the time of registration.

Related Documents: Procedure 5.12.3 Common Framework of Key Payment Related Dates and 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers

Date of Adoption: Exce. Council 3/14/06; SGC 4/13/06
Date of Implementation: Fall Semester 2006
Date & Subject of Revisions:
4/19/06
9/27/2006 – punctuation corrections
5/10/07 – change in due date, moved to Finance Series
4/14/2010 – added paragraphs 2 & 3 in due date section
06/08/11 Revised
07/07/11 Revised
03/12/12 Revised System date addition (-15 day cancellation date)
05/11/12 Revised
NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3270 MAXIMUM CREDIT LOAD POLICY

The maximum number of credits that a student is allowed to take in any one semester is twenty two (22). Students wishing to take more than 22 credits must obtain approval from an academic advisor.

Date of Implementation: 6/2/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06
1/27/09 Review
3/26/10 – Reviewed
3/1/11 – Reviewed
03/05/12 – Revised
03/19/13 - Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2011 STUDENT RECORDS

Student educational data or records are maintained with Student Services. 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
8. Immunization records

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.

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 6/8/05 — punctuation revisions
3/3/08 — heading added
12/16/08 Reviewed
03/09/10 Reviewed
02/22/11 Revised
02/29/12 Revised grammar
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2175 ACTIVITY TRAVEL REGULATIONS

College sponsored or sanctioned student activities are necessary for a well-rounded college experience. In order to assist with well-planned and -executed student activity travel, the following is a list of important guidelines to follow when travelling with students.

- All travel arrangements required for college sponsored and sanctioned activities must be approved by the Dean of Students prior to leaving for the scheduled activity.

- It is the responsibility of the activity advisor or coach to ensure that adequate funds are available to cover all costs associated with the 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 reconcile necessary expenditures including receipts and submit to the Business Office.

- Students are required to sign “Waiver of Liability Assumption of Risk, and Indemnity Agreement - On/Off Campus Activities” forms prior to the activity.

- Itineraries for trips are recommended to be filed with the Dean of Students 24 hours prior to any travel. The itinerary must include the following: date, hour of departure, list of students going, and time of return.

- If traveling out-of-state (including border cities), prior approval must be obtained from the college president. At least two weeks prior to the event, requests for out-of-state travel must first be submitted to the campus Dean of Students for approval. If approved, the campus Dean of Students will forward the request to the college president for approval. A leave request form (Request to be Absent from Regular Duty) must accompany the out-of-state travel request paperwork.

- Out-of-state travel for student activities may require the presence of a college employee at the discretion of 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. The use of private vehicles for college-related activities is prohibited, unless approved by college administration.

- Policies in the Student Handbook are applicable during the trip.

Date of Implementation: SGC 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 6/8/05 – Position title changes
4/2/07 – Position title changes
3/10/08 – clarification only
12/16/08 – Revised
3/09/10 Revised
04/27/11 Revised
05/19/11 Revised
02/29/12 Revised
04/19/13 Reviewed
1070  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 85), 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.

Date of Implementation: 2/8/05
Date of Adoption: 2/8/05
Date & Subject of Revisions: 3/28/06 – College name inserted and last sentence added;
8/12/08 error corrected.
DRUG-FREE COLLEGE INFORMATION

FEDERAL AND STATE LEGAL SANCTIONS REGARDING CONTROLLED SUBSTANCES

Minnesota Alcohol Violation Sanctions

- It is illegal to drive, operate, or be in physical control of a motor vehicle while under the influence of alcohol and/or a controlled or hazardous substance, or with a “blood-alcohol concentration” of 0.08 or more. Motor vehicles include cars, boats, snowmobiles, ATVs, planes, etc. “Operate” or “in physical control” includes starting the motor, steering, or being in position to control a vehicle, including simply sitting or sleeping in a parked vehicle.

PENALTY:
First offense (including juvenile convictions): misdemeanor-fine up to $700, jail up to 90 days, driver’s license revocation of at least 30 days.

Second offense within 5 years or 2 or more convictions within 10 years: gross misdemeanor-fine up to $3,000, jail up to one year, driver’s license revocation of at least 30-90 days and possible chemical dependency treatment.

Third or more offenses: longer periods of revocation.

- Minors in possession or consumption:
Persons under 21 years of age consuming or possessing alcoholic beverages with intent to consume, unless the person is in a parent or guardian’s home and drinks with their permission. Possession anywhere other than a parent or guardian’s home is prima facie evidence of intent to consume.

PENALTY: Misdemeanor

- Selling, bartering, furnishing, or giving alcoholic beverages to a person, under 21 years old (except parents in their home).

PENALTY: Gross misdemeanor. Possible civil liability for damages caused by the person under 21 while under the influence.

- Anyone under 21 years of age who purchases or attempts to purchase an alcoholic beverage, or claiming to be 21 or older for the purpose of purchasing alcoholic beverages.

PENALTY: Misdemeanor. Driver’s license suspension of 90 days if a driver’s license, permit, or MN identification is used in making or attempting the purchase.

- Including a person under 21 years to purchase or procure, alcoholic beverages or lending to or permitting use of identification by a person under the age of 21 for the purpose of purchasing or attempting to purchase alcoholic beverages.

PENALTY: Gross misdemeanor. Driver’s license suspension of 90 days if a driver’s license is lent.

NOTE: Penalties can change with each legislative session. Municipalities and counties may also have ordinances that regulate gatherings and have specific penalties for violation.
Minnesota Drug Sanctions Schedule Drugs (I-V)
I. Heroin, LSD, mescaline and peyote, amphetamine variants, marijuana, other hallucinogens.
II. Opium, morphine, codeine, methadone, cocaine, barbiturates.
III. Anabolic steroids, opium, codeine, methadone, cocaine, barbiturates.
IV. Barbiturates, benzodiazepines, chloral hydrates, other narcotics, stimulants and depressants.
V. Opium, codeine, other narcotics and depressants.

First Degree
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.
Possession: 25+ grams cocaine, 500+ grams of other narcotic drug, 500+ doses hallucinogen, 100+ kilos marijuana.
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
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.
Possession: 6+ grams cocaine, 50+ grams of other narcotic drug, 100+ doses hallucinogen, 50+ kilos marijuana.
PENALTY: 0 to 40 years, 3 year mandatory minimum if prior drug felony; up to $500,000 fine.

Third Degree
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.
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.
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
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.
Possession: 10 doses hallucinogen, any amount of a Schedule I, II, or III drug (except marijuana) with intent to sell it.
PENALTY: 0 to 30 years, 1 year mandatory minimum if prior drug felony; up to $100,000 fine.

Fifth Degree
Sale: Marijuana, or any Schedule IV drug.
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.
PENALTY: 0 to 5 years, 6 months mandatory minimum if prior drug felony; up to $10,000 fine.
Small Amounts of Marijuana

- For the Possession of up to 1.4 grams of marijuana the person is guilty of a petty misdemeanor including a fine of $200 and required attendance at an approved drug education program.
- Second conviction of possession of a small amount of marijuana results in a misdemeanor and possible drug treatment. Possession of 1.4 grams or less of marijuana in an automobile is a misdemeanor.

Federal Controlled Substance Sanctions

**Schedule I Drugs** (Penalty for possession): First Offense: 0 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: 0 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: 0 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.

Miscellaneous Penalties

- **21 U.S.C. 853(a)(2) and 881(a)(7):** Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment.
- **21 U.S.C. 881(a)(4):** Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.
- **21 U.S.C. 844(a):** Civil fine of up to $10,000(pending adoption of final regulations).
- **21 U.S.C. 853(a):** Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses up to one year for first offense, up to five years for second and subsequent offenses.
- **18 U.S.C. 922(g):** Ineligible to receive or purchase a firearm.

**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, impotence, 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.

**Alcohol:** Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

**Cannabis (Marijuana, Hashish):** The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

**Hallucinogens:** Lysergic acid (LSD), mescaline and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

**Cocaine/Crack:** Cocaine users often have stuffy, runny noses and may have perforated nasal septums. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

**Methamphetamine:** Methamphetamines are addictive and users can develop a tolerance quickly, so will need more and more to get the same effect. There are many health risks from taking this type of drug. While on the drug the user may become tense and anxious and it can leave them feeling depressed, paranoid and tired for days after. Methamphetamine can also cause violent mood swings and users can become very aggressive. Long-term use can cause paranoia, hallucinations, mental illness, respiratory problems and will put a strain on the heart, due to increased blood pressure.

**Amphetamines:** Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

**Heroin:** Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.
EDUCATION AND 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) 681-1469

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.
Northland Community and Technical College

5020 Possession 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 (see related documents below).

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 (see related documents below).

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) (see related documents below), 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) (see related documents below).

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) (see related documents below).

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 (see related documents below).

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.

Part 8. College and University Policies. Colleges, universities, and the Office 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.
to view any of the following related statutes, go to the Revisor's Web site (http://www.revisor.leg.state.mn.us/). You can conduct a search from this site by typing in the statute number:

- Minnesota Statute 624.714, Minnesota Citizens' Personal Protection Act of 2003
- Minnesota Statute 624.712, subd. 2, definitions
- Minnesota Statute 626.84, subd.1(c) licensed peace officers

Accepted SGC 5/4/06
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2140 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 students or others 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.

Expected Behaviors:
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.

Date of Implementation: SGC 5/7/04
Date of Adoption: 6/9/04
Date & Subject of Revisions: 5/18/06 – minor change
3/10/08 – heading added
12/16/08 Reviewed
3/09/10 Reviewed
02/22/11 Reviewed
02/29/12 Revised
02/12/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2110 STUDENT CODE OF CONDUCT

Preamble:
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. The code of conduct exists to guide the behavior of all NCTC students.

ARTICLE I: DEFINITIONS

1. “College” means Northland Community and Technical College

2. “Administrator” means that person designated by the college president to be responsible for the administration of the Student Code.

3. “Cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

4. “Expulsion” means permanent denial of the privilege of enrollment at the college.

5. “Hazing” means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.

6. "Policy" means the written regulations of the college and Minnesota State Colleges and Universities ("MnSCU") as found in, but not limited to, the Student Code of Conduct, the college and MnSCU Web pages, Board Policy and System Procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus, Board Policy and System Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources, and the college catalog.

7. “Preponderance of evidence” means a standard of responsibility that it is more likely than not that the code has been violated.

8. "Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

9. “Student” includes all persons who:
   a. Are enrolled in one or more courses, either credit or non-credit, through the college;
   b. Withdraw, transfer or graduate, after an alleged violation of the student code of conduct;
c. Are not officially enrolled for a particular term but who have a continuing relationship with the college; and/or

d. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.

10. "Student organization" means any number of persons who have complied with the formal requirements for college recognition.

11. "Summary suspension" means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the college community.

12. "Suspension" means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.

ARTICLE II: PROSCRIBED CONDUCT

A. Jurisdiction of the college Student Code of Conduct

The college Student Code of Conduct shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus conduct in the following circumstances:

1. Hazing is involved;
2. The violation is committed while participating in a college sanctioned or sponsored activity;
3. The victim of the violation is a member the college community;
4. The violation constitutes a felony under state or federal law; or
5. The violation adversely affects the educational, research, or service functions of the college.

The respective campus Dean of Students shall decide whether the Student Code of Conduct shall be applied to conduct occurring off-campus, on a case by case basis, in his/her sole discretion.

Allegations of discrimination, harassment, and sexual violence shall be resolved pursuant to Board Policy 1B.1, Nondiscrimination in Employment and Education Opportunity, System Procedure 1B.1.1, Report/Complaint of Discrimination/Harassment Investigation and Resolution, Board Policy 1B.3, Sexual Violence Policy, System Procedure 1B.3.1, Sexual Violence Procedure. Allegations of fraud or dishonest acts shall be resolved pursuant to Board Policy 1C.2, Fraudulent or Other Dishonest Acts.

B. Conduct - Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct in circumstances falling under the jurisdiction of this code may be subject to the disciplinary sanctions outlined in Article III:

1. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty;
   b. Furnishing false information to any college official, faculty member, or office;
   c. Forgery, alteration, or misuse of any college document, record, or instrument of identification.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.

5. Hazing.

6. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.

8. Violation of any college or board policy, rule, or regulation published in hard copy or available electronically on the college or MnSCU Web site.

9. Violation of any federal, state or local law.

10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.

11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by college or MnSCU regulations), public intoxication, or violation of Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

14. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.

15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

16. Any violation of the NCTC Policy 5010 and Procedure 5010P or Board Policy 5.22 and System
Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources.

17. Abuse of the student conduct system, including but not limited to:
   a. Failure to obey the notice from a student conduct panel or college official to appear for a
      meeting or hearing as part of the student conduct system;
   b. Falsification, distortion, or misrepresentation of information before a student conduct
      panel;
   c. Disruption or interference with the orderly conduct of a student conduct panel
      proceeding;
   d. Institution of a student code of conduct proceeding in bad faith;
   e. Attempting to discourage an individual's proper participation in, or use of, the student
      conduct system;
   f. Attempting to influence the impartiality of a member of a student conduct panel prior to,
      and/or during the course of the student conduct panel proceeding;
   g. Harassment (verbal or physical) and/or intimidation of a member of a student conduct
      panel prior to, during, and/or after a student conduct code proceeding;
   h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
   i. Influencing or attempting to influence another person to commit an abuse of the student
      code of conduct system.

C. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the respective campus. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

ARTICLE III: STUDENT CONDUCT CODE PROCEDURES

A. Investigation and Informal Process
   1. Any member of the college community may file a written complaint alleging that a student or
      student organization has violated student conduct prosections. Any complaint should be
      submitted as soon as possible after the event takes place. Persons filing complaints shall be
      informed of their rights under the Minnesota Statute 13.04, subdivision 2 and shall be provided
      with information about the process and the anticipated timeline of the investigation. Following
      the filing of a complaint against a student or student organization, the respective campus Dean of
      Students shall conduct an investigation of the allegations.

   2. If the complaint seems unwarranted, the Dean of Students may discontinue proceedings.

   3. If there is sufficient evidence to support the complaint, the Dean of Students shall offer the
      accused student an opportunity to resolve the alleged violation at an informal meeting. Prior to
      this meeting, the student shall be given a written notice of the specific complaint against him/her
      and the nature of the evidence available to support the complaint and provided with a copy of the
      code of conduct. During the meetings the Dean of Students shall review the complaint and the
      evidence with the student and allow the student to present a defense against the complaint. Within
      a reasonable time period following the meeting, the Dean of Students shall inform the accused
      student in writing of his/her decision whether a violation of the code was established by a
preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing. The complainant shall receive notification consistent with state and federal privacy laws.

4. A student who is subject to a sanction of expulsion or suspension, except summary suspension, for more than nine (9) calendar days may agree to accept the sanction, or may request a formal hearing prior to the implementation of the sanction. Other sanctions shall be accepted or may be appealed in accordance with the college’s appeal procedures listed below in Part E and F.

5. If the accused student fails to appear for the informal meeting, the Dean of Students may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.

6. A sanction shall not become effective during the time in which a student seeks an appeal or formal hearing, unless, in the discretion of the Dean of Students, it is necessary to implement an immediate sanction for the safety and welfare of the college community.

B. Formal Hearing.

1. The composition of the student conduct panel 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. Students serving on the student conduct panel shall be elected by the student body or appointed by the campus student association. Student conduct panel hearings shall be conducted by a student conduct panel according to the following guidelines:

a. Student conduct panel hearings normally shall be conducted in private.

b. Students referred for a formal hearing shall be given adequate advance notice in writing of the time, place, and date of the hearing. Failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.

c. Within a reasonable time prior to the hearing, the student must be informed in writing of: a) the complaint; b) the evidence to be presented against him/her; c) a list of witnesses; and d) the nature of their testimony.

d. The student shall be given the opportunity to speak in his/her own defense, to present witnesses and to question any witnesses and to have an advocate present. The advocate may provide advice to the student, but may not participate in any questioning. When there is a likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advocate.

e. A written notice of findings and conclusions shall be provided to the accused student within a reasonable time after the hearing. The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding the applicable appeal process listed below in Part E and F. The complainant shall receive notification consistent with state and federal privacy laws.

f. The hearing may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing for the presence of law enforcement and/or security, separate facilities, by using a
visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Students to be appropriate.

C. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
   a. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
   b. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The college may impose specific written conditions for the probation.
   c. Loss of Privileges - Denial of specified privileges for a designated period of time.
   d. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
   e. Discretionary Sanctions - Work assignments, essays, service to the college, or other related discretionary assignments.
   f. Suspension - Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.
   g. Expulsion - Permanent denial of the privilege of enrollment at the college.
   h. Revocation of Admission and/or Degree - Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
   i. Withholding Degree - The college may withhold awarding a degree otherwise earned until the completion of the process set forth in this student code of conduct, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation. Notations of suspensions and expulsions shall be posted on transcripts in accordance with System Procedure 3.29.1.

2. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above;
   b. Loss of selected rights and privileges for a specified period of time;
   c. Deactivation. Loss of all privileges, including college recognition, for a specified period of time.

D. Summary Suspension.

In certain circumstances, the Dean of Students may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the Dean of Students, the accused student’s presence on the college campus would constitute a threat to the safety and well-being of members of the campus community. To the greatest extent possible before implementing the summary suspension, the accused student shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of the summary suspension shall be provided in writing to the student. After the student has been
summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine (9) calendar days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the Dean of Students.

E. Appeals

1. A decision reached by the student conduct panel or a sanction imposed by the Dean of Students may be appealed by the accused student(s) or complainant(s) to the Vice President of Academic and Student Affairs within five (5) business days of the notification of the decision. Such appeals shall be in writing and shall be delivered to the Vice President of Academic and Student Affairs or his or her designee.

2. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
   a. To determine whether the informal or formal hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
   b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the investigator, were sufficient to establish that a violation of the Student Code of Conduct occurred.
   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct which the student was found to have committed.
   d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original informal or formal hearing.

3. If an appeal is upheld by the Vice President of Academic and Student Affairs, the Vice President of Academic and Student Affairs may take any appropriate action. If an appeal is not upheld, the matter shall be considered final and binding upon all involved except that in cases involving sanctions of suspension for more than nine (9) calendar days, students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

F. Contested Case Hearings

If a suspension for more than nine (9) calendar days or an expulsion is determined, 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 within five (5) business days of receiving notice of the 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.

Date of Implementation: 5/27/04
Date of Adoption: 6/2/04
Date & Subject of Revisions: 8/1/05 – Minor changes made
12/22/05 as per suggestions by Attorney General’s Office
3/3/06 Revised NCTC policy names/numbers
3/28/06 Revised NCTC policy names/numbers
03/02/07 Revised titles and added language as requested
03/08/07 Modifications as per SGC - 4/12/07
7/13/07 – Minor grammatical revisions
Student Services Committee Review 3/10/08
06/02/08 – Revised as per recommendations from M. Lopez, System Office
12/16/08 Revised
03/18/09 - Revisions as per Office of General Counsel
03/21/09 - Revisions after discussion with Mike Lopez
4/16/09 – SGC Review – changed title of Dear throughout policy
5/7/09 SGC
3/09/10 Reviewed
05/18/11 Changes from System office 3.6 and 3.6.1
06/30/11 Revised
02/29/12 Reviewed
04/19/13 Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3240 STUDENT COMPLAINTS AND GRIEVANCES POLICY

A student has the right to seek a remedy for a dispute or disagreement, including issues of institutional or program quality such as an institution's compliance with the standards of an accrediting agency, or a claim of consumer fraud or deceptive trade practices, 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. Students are encouraged to use available informal resolution procedures before filing a complaint or grievance.

Date of Implementation:
Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06; Revised 6/6/07
1/27/09 Reviewed
3/26/10 – Reviewed
3/1/11 – Reviewed
06/20/11 – Revised
03/05/12 – Reviewed
03/04/13 - Reviewed
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3240P STUDENT COMPLAINTS AND GRIEVANCES PROCEDURE

Definitions:


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 Handbook 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 form to submit formal appeals, complaints or grievances – they are located in Student Services and on the web. 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:

NCTC has established standing committees to review appeals, complaints and grievances: campus Academic Appeal Committees 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 review committee.

Academic Appeal Committees:
These campus committees consider the validity of all student academic appeals. Topics appropriate for review by these committees include, but are not limited to: curriculum and instruction issues, suspension, credit transfer, graduation requirements, withdrawal date deadline adjustments and unresolved academic issues.

Suspension appeals are dealt with in accordance with the guidelines outlined in the Satisfactory Academic Progress policy 3070.

Membership consists of a Registrar’s Office representative, a Student Services representative, an Academic Dean, a 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 Committees.

The committee chairs will be elected by majority vote of each 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’s designee. Topics appropriate for review by this committee include, but are not limited to: appeals of nonacademic 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 Student Appeal form (available from Student Services and on the web) 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 committee or administrator.

3. If the appeal is directed to a committee, the committee appoints a member to gather information pertinent to the appeal and reports his or her findings to the committee.

4. Students have the right to present their case in person at the committee meeting. Students must notify the appropriate designee of their decision to present their case in person 24 hours prior to the date of the committee meeting. Students intending to bring another person who
can provide information regarding the appeal to the meeting must notify the appropriate designee 24 hours prior to the date of the committee meeting.

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 within 20 business days.

7. The Student Services Appeal committee makes recommendations to the college Dean of Student Affairs, who will inform the student of the outcome in writing within ten business days of the committee meeting.
   • The student may appeal the Student Services appeal decision of the college Dean of Student Affairs to the College President within ten business days of the Dean of Student Affairs’ decision.

8. The Academic Appeal committee informs the student of the outcome in writing within ten business days of the committee meeting.
   • The student may appeal the Academic Appeal Committee’s decision to the Chief Academic Officer within ten business days of the committee’s decision. The decision of the Chief Academic Officer is final. The decision of the Academic Appeal Committee or the CAO does not determine financial aid eligibility. Financial aid eligibility is determined through the reinstatement process as defined in Policy 3070.

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 committee decision should be reversed based on information previously considered.
   • Completed Academic Improvement Plan, if necessary
   • Copy of Academic Progress Conditions form, 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:**

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, the actions of NCTC’s President or Chief Academic Officer, an issue of institutional or program quality such as an institution’s compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the College decision to the Chancellor. The decision of the Chancellor is final and binding.

*Date of Implementation:*
Date of Adoption: 6/2/04
Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06; AASC Approved 2/12/08; Rev. Position Titles 6/9/08
1/27/09 Reviewed
3/26/10 – Reviewed
12/2/10 Made change to title of form; Student Appeal/Petition to Student Appeal
06/20/11 – Revised
03/05/12 – Revised
06/06/13 – Revised due to administrative structure reorganization
04/07/14 – Revised
Cabinet Approval 5/22/14
Use of tobacco product and e-cigarettes at NCTC is prohibited within 50 feet of the building, except in designated outdoor areas. Use of tobacco products and e-cigarettes in college facilities and/or state vehicles is prohibited.

"Smoking" is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or other product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette which creates a vapor, in any manner or any form, or the use of any oral device for the purpose of circumventing the prohibition of smoking in this Policy.

"E-cigarette" means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances for inhalation. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor, but does not include any product specifically approved by the U.S. Food and Drug Administration for use in medical treatment, such as an asthma inhaler.

Date of Implementation: 1/11/05
Date of Adoption: 1/11/05

Date & Subject of Revisions: 10/27/09; added distance from building

May 2014 — Include definitions and expand to e-cigarettes
1040  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.

Date of Implementation: 1/11/05
Date of Adoption: 1/11/05
Date & Subject of Revisions: