2023-2024
STUDENT HANDBOOK

ST. CLOUD
TECHNICAL & COMMUNITY COLLEGE

A member of Minnesota State

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ACADEMIC CALENDAR

Fall Semester 2023	
July 31	Fall Tuition Due
August 17	Faculty/Staff In-Service
August 21	First day of class
August 23	Last day to add classes (full semester course)
August 25	Last day to drop & receive full refund (full semester course)
September 4	Labor Day—No Classes—College Closed
October 18	First half of semester ends
October 19-20	Break – No Classes
October 23	Second half of semester begins
October 25	Advising Day – No Classes before 4 p.m.
October 26	Spring Registration—Current students
November 10	Veterans Day – College Open
November 23-25	Thanksgiving Holiday—No Classes—College Closed
December 14	Spring Tuition Due
December 15-21	Final Exams
December 21	Last day of semester—Grading Day
Dec. 25 – Jan 5	Winter Break—No Classes
December 25	College Closed
Spring Semester 2024	
December 14	Spring Tuition Due
December 25- January 5	Winter Break—No Classes
January 1	New Year's Day Observed—No Classes—College Closed
January 4	Faculty/Staff In-Service
January 8	First day of class
January 10	Last day to add classes (full semester course)
January 12	Last day to drop classes & receive full refund (full semester course)
January 15	Martin Luther King Day—No Classes—College Closed
February 9	All College Day – No Classes/College Closed
February 19	President's Day—No Classes—College Closed
March 1	First half of semester ends
March 4-8	Spring Break
March 6	Staff In-Service—College Closed
March 11	Second half of semester begins
March 19	Advising/Student Success Day – No Classes before 4 p.m.
March 20	Fall Registration Begins
March 27	Career Fair
April 29	Summer tuition due
May 6-10	Final Exams
May 13	Last day of semester—Grading Day—Commencement
Summer Semester 2024	
April 29	Summer Tuition Due
May 20	First day of Summer Session I
May 27	Memorial Day – No Classes/College Closed
Varies	Last day to add classes
Varies	Last day to drop classes & receive full refund
June 28	Last day of Summer Session I
July 1	First day of Summer Session II
July 4	Independence Day Observed – No Classes/College Closed
August 11	Last day of Summer Session II

GENERAL INFORMATION

Mission Statement

We provide the education, training, and support necessary for equitable participation in our society, economy, and democracy.

A **mission statement** is a succinct, memorable statement of an organization's reason for being. The statement starts with "We" to reflect our collective and individual ownership and shared commitment to our mission.

Vision

We are a community of learners rooted in meaningful relationships where everyone belongs and thrives.

An organization's **vision statement** defines the long-term goals of the organization and provides a clear and specific aspiration. A vision statement should be ambitious, drive action, and serve as a filter for all other decisions. The statement starts with "We" to reflect our collective and individual ownership and shared commitment to our vision.

Shared Beliefs

The heart of any organization is its people and the most effective organizations are built on a shared sense of purpose and common beliefs. These **shared beliefs** help to set expectations and establish norms for how to work together to advance our mission and achieve our vision.

- Education empowers individuals and transforms generations.
- Every individual has intrinsic value and every voice deserves to be heard.
- Our differences enrich our community.
- An antiracist and antidiscrimination ethos is necessary for advancing social justice and equity.
- It is our responsibility to ensure equitable outcomes for our students. Each student can succeed.
- Innovation, flexibility, and life-long learning are critical for our community to thrive.
- Mutually accountable relationships built on trust are essential for our success.
- Community partnerships strengthen and sustain us.

Desired Student Experience

SCTCC is committed to student success, equity in outcomes, and providing an empowering and transformational student experience of:

- Educational programs that prepare students for the future of work and life through innovative, flexible, and relevant learning experiences;
- Personalized and supportive services that help learners achieve their academic and career goals and meet their non-academic needs;
- A welcoming and engaging environment that fosters a sense of belonging through meaningful connections with employees and other students; and
- Clear pathways to completion, transfer, and a fulfilling career.

SCTCC will promote this experience by providing:

- A caring, inclusive, and culturally responsive community that ensures equitable outcomes for all students;
- Streamlined processes that ensure timely communications and delivery of resources and services when students need them;
- Proactive, effective, and ongoing supports that guide students in selecting and progressing through their program of study; and
- A quality and affordable education in a student-ready environment that meets students where they are and serves the whole person.

Equal Opportunity
St. Cloud Technical and Community College is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation/affectional preference, national origin, mental or physical disability, status with regard to public assistance or any other group or class against which discrimination is prohibited by State or Federal law. Further, the college will not tolerate acts of sexual harassment/assault within its area of jurisdiction.

St. Cloud Technical and Community College will fully comply with: Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the 1992 Crime Bill. Inquiries, complaints or grievances may be directed to

Harassment/Discrimination	Sexual Misconduct	Accessibility Services
Debra Leigh VP for Cultural Fluency, Equity & Inclusion debra.leigh@sctcc.edu phone: 320-308-5998	**Carol Brewer** Director of Safety & Security Title IX Deputy Coordinator carol.brewer@sctcc.edu phone: 320-308-6158 office suite 2-407	**Avery Cook** Accessibility Services Coordinator acc@sctcc.edu phone: 320-308-5064 office: 1-454 TTY: 320-308-5988

This publication is available in accessible formats upon request by calling Accessibility Services at (320) 308-5089 or 1 (800) 222-1009. TTY users please call MN Relay Service at 711 to contact the college.

Accreditation
St. Cloud Technical and Community College is accredited by The Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602.

ADMISSIONS

Admissions Policy
St. Cloud Technical and Community College (SCTCC) grants admission to all persons 16 years of age or older regardless of race, creed, color, veterans status, religion, gender, physical ability, age, national

origin, marital status, sexual orientation, or public assistance status. Admission to courses is based on meeting validated course prerequisites.

Lack of English skills should not be a barrier to admission or participation. In order to eliminate barriers, each student's ability to participate and benefit is assessed through placement testing and academic advising. Based on assessment and academic advising results, students are either connected to campus resources to complete admission to the college or provided a referral to community resources for participation in college preparation programs. Students with completed college-level courses, ACT, SAT, or MCA scores may be exempt from portions of the placement testing requirement.

Applications are taken beginning the third Tuesday in September, one year prior to the start of fall semester. The college has a rolling admission policy. Students are notified of an admission decision generally within 14 days of the receipt of all application materials.

Once admitted to SCTCC, students may enroll in any course or program as long as individual course pre-requisites are met and space for effective instruction is available. The college will guide a student's enrollment based on academic skills assessments, interviews, previous achievement, and other criteria as explained in this section.

Admission to the college does not guarantee admission to college-level courses or a desired major. Students applying for programs with selective admissions criteria may be required to complete pre-requisite courses and/or take additional tests prior to admission. Students who do not meet the standards for admission into a certain program may enroll in college readiness courses designed to help them meet program qualifications.

Unpaid Balance at Previous Institution
Minnesota State Policy 3.4
Students who have an unpaid balance at another system college or university will not be allowed to register for courses at SCTCC.

Students Suspended from Other Institutions
Minnesota State Policy 3.4
Students on academic suspension from a Minnesota State College or University shall not be admitted to SCTCC during the term of that suspension unless they demonstrate potential for being successful in the particular program to which they apply. Any student who left their previous college on academic suspension must complete the SCTCC admissions appeal process to be considered for admission.

Students who left their previous college on academic suspension and are subsequently accepted to SCTCC will be accepted on academic warning (whether or not their suspension period has ended or an appeal has been approved). If suspension date and reinstatement dates are posted, those are the dates that will be used. For Minnesota State colleges, it will be assumed that academic suspensions will be posted. If a suspension is posted, but reinstatement date is not noted, eligibility for reinstatement will be considered to be one year.

Students who have been suspended or expelled for disciplinary reasons from any postsecondary institutional may be denied admission to a Minnesota State college or university.

Impact of Criminal Records
Students will not be denied admission based on criminal records. Those who have been arrested, charged, or convicted of any criminal offense, should investigate the on employment in the intended field of study or access to federal, state, and other higher education financial aid.

Background Check for Health Programs
State law requires that any person who intends to provide services that involve direct contact with patients and residents at a health care facility have a background check provided by the state of Minnesota.

An individual who is disqualified as a result of a background check has the right to request reconsideration of the disqualification. It is the responsibility of the student to request reconsideration by the Commissioner of Health. Students with restrictions will not be sent to a clinical site. Please see individual program handbooks for special procedures.

International Student Admission Procedures

International student applicants are welcome and supported at SCTCC. International students participate in a unique admissions process with expanded criteria. Visit https://www.sctcc.edu/international-students for more information.

Visiting and Non-Degree Seeking Student Admission

Persons who are interested in registering for courses, but are not interested in pursuing a certificate, diploma or degree at SCTCC, are designated by the college as visiting and non-degree seeking students. These students are not required to complete the usual application or to submit high school transcripts, but must meet course placement or pre-requisite requirements. Students should consider declaring a major once they have completed 16 credits. Visiting students are responsible for knowing and adhering to all college policies and deadlines. Contact Records and Registration for additional information at (320) 308-5075. More information for visiting students can be found at https://www.sctcc.edu/visiting-students

Declaration of a Major
To assist with educational planning, it is recommended that non-admitted or visiting students declare a major upon completion of 16 semester credits of coursework as a resident student. Forms to declare a major may be obtained from the Admissions Office. Upon declaring a major, students will be assigned an academic advisor from their program.

Program Open Enrollment
Programs and courses that have seats available are open for enrollment before the start of each semester. Students must meet course placement or pre-requisite requirements. Some programs require courses to be taken in sequence, and starting a program out of sequence may extend the time required to complete the degree/diploma. Not all courses are offered every semester.

High School Options

Articulated College Credit

SCTCC works with area high school teachers to align select high school courses with college courses. This alignment is evidenced by a signed articulation agreement between the institutions. Students who achieve a grade of B or higher in the course and are approved by the high school teacher will be able to print out a Record of Articulated College Credit and are required to present it to the SCTCC Registration Office for review. Students and teachers can access articulated college credit information at http://ctecreditmn.com/.

Acceptance of Articulation Agreements

Non-Member Districts

SCTCC will consider accepting articulated college credit from other Minnesota articulated college credit consortia. The student must submit a Record of Articulated College Credit. The Registrar will review the record to determine if the content is applicable to an SCTCC course and will then forward it to the appropriate faculty member for approval. Records and Registration will contact the student with the results of the review.

DISCOVERY ACADEMY

Discovery Academy, SCTCC's concurrent enrollment program, is an opportunity for high school students to take college courses. The courses are taught in various cooperating high schools throughout the region. The courses are posted in the high school course catalog, and interested students should work with their high school guidance counselor. Occasionally, a course is offered in a neighboring school district and students will need to travel to the site to participate. Most courses are taught by a high school teacher—a few courses are taught by college faculty. More information is available at www.sctcc.edu/discovery-academy.

POST SECONDARY ENROLLMENT OPTION (PSEO)

See SCTCC Policy S3.30

Students pursuing enrollment in the PSEO program must submit a completed SCTCC PSEO application for enrollment, a Notice of Student Registration (NOSR) form, and a high school transcript. Application deadlines:

Fall Semester – June 1
Spring Semester- November 1

Students are required to complete the Accuplacer testing (unless exempt) and meet with the PSEO coordinator at SCTCC at (320) 308-6022 to discuss procedures and expectations of the program and register for courses.

Who is Eligible for PSEO?

The PSEO program is available to sophomores, juniors, and seniors who are enrolled in a Minnesota public or private high school, home school, or alternative learning center. Students must demonstrate evidence of ability to complete college level work.

Students who wish to enroll in courses at SCTCC through the PSEO program must meet the minimum score requirements indicating college readiness on Accuplacer assessment or meet the exemption qualifications found in SCTCC's Assessment for Course Placement Policy.

Sophomore Eligibility

Sophomores may enroll in one career or technical education (CTE) course at a Minnesota State college or university if they have attained a passing score on the 8th grade Minnesota Comprehensive Assessment (MCA) in reading and meet other course prerequisites or course enrollment standards established by the college. These standards include but are not limited to assessment test scores, program admission, or other requirements. Sophomore students may take more CTE or liberal arts and science courses the next semester upon successful completion (grade C or higher) of their first CTE course.

PSEO Books

The costs of books and tuition will be covered by the PSEO program. Books will be available to PSEO students a few weeks prior to the start of the semester. PSEO students will need a book authorization form from the Admissions office to obtain their books. These books are the property of the college and must be returned to the college bookstore by the last day of finals week each semester. PSEO students withdrawing from the college should return their books immediately. Students will be charged for the cost of unreturned textbooks.

PSEO Parking

PSEO students are responsible to pay a $3.25 per credit fee each semester to park on campus. The parking fee can be paid at the Financial Services Office, and must be paid prior to obtaining books. PSEO students not driving or parking on campus may have the parking fee waived by stopping at the Financial Services Office. Completely online students do not need to obtain a parking permit or fill out a parking waiver.

PSEO Academic Requirements

PSEO students must maintain a cumulative GPA of 2.0 or better (C average) and cumulative completion of 67% to continue enrollment in the program.

A copy of PSEO students' class schedules and grades for those classes are sent to the students' high school each semester.

Students requesting supplemental support services may access 2.5 hours a week of supportive instruction. If additional accommodations are required, the school district and the college will negotiate for the provision of services. Contact the PSEO Coordinator for specific information.

For PSEO state statute, refer to *MN Statute 124D.09*

Immunization Policy

Minnesota Law (*MS 135A.14*) requires that all students born after 1956 and enrolled in a public or private postsecondary school in Minnesota must provide evidence of immunization for measles, rubella, mumps, diphtheria, and tetanus. Students graduating from a Minnesota high school after 1997 are not required to provide documentation.

Forms for this purpose and additional information are available from the Admissions Office. Students may also submit immunization records maintained by their high school or health care provider. Proof of immunization must be received no later than the 45th day of the term, or the student will not be allowed to register for subsequent terms.

Minnesota State Residency

See Minnesota State Policy 2.2 and M.S. 135A.031, sbd2.

Students may establish eligibility for in-state tuition by demonstrating domicile in Minnesota before the beginning of any term. Students must have resided in Minnesota for at least one calendar year immediately prior to applying for in-state tuition. Residence in Minnesota must not be for educational purposes. Students must provide sufficient evidence of domicile. Resident Tuition Classification Request forms are available in the Admissions Office. Requests submitted without documentation will be returned to the student unprocessed. Students will receive a written response by mail within 30 days of their request.

EDUCATIONAL POLICIES

For a full listing of St. Cloud Technical and Community College (SCTCC) Policies and Procedures, visit www.sctcc.edu/policies.

Ability to Benefit Policy (ATB)

See Minnesota State Policy 3.4

Students who do not possess a high school diploma or GED certificate will not be eligible to receive financial aid. The ATB is a standardized, federally approved test. Students who do not have a high school diploma or GED may take the Accuplacer test at SCTCC to determine their ability to benefit from instruction. This policy does not restrict a student from enrolling in programs at SCTCC, but does apply to receiving financial aid. For more information, please contact the Admissions Office at (320) 308-5089.

College Readiness Assessment

See Minnesota State Policy 3.3 & See SCTCC Policy S3.27

SCTCC requires all applicants, unless exempted, to complete a Minnesota State approved academic assessment test before registering for classes. SCTCC uses the Accuplacer test. Students who have taken the ACT test within three years may be exempt from taking the Accuplacer test. This assessment must be completed within 30 days of acceptance. Failure to take the assessment within this time frame may result in application cancellation. A letter and brochure about the test will be mailed at the time the student is accepted to the College. College readiness courses will be required of students earning scores below the minimum standards in Reading Comprehension and Math. Students may retest one or all parts of the test. A fee will be assessed for each retest.

Accuplacer

Generally, students must achieve the following minimum scores on the Accuplacer test sections to take general education or general studies classes.

Gen. Education   Gen. Studies
Reading Comprehension   250 or 78   237 or 62
Arithmetic scores set by major
Quantitative Applied Reasoning and Statistics (QAS) Varies by Course

Students applying for programs with selective admissions criteria may be required to take additional tests. College readiness courses and program prerequisites must be completed before acceptance into programs with selective criteria.

Placement Test Exemptions
Students wishing to be exempted from Accuplacer testing must meet the following conditions:

• ACT reading subject area test scores of 21 or higher and ACT mathematics subject area scores of 22 or higher will exempt students from taking related Accuplacer sections if taken within five years, inclusive of the current calendar year, for reading and mathematics. An official ACT assessment College Report is required.

• MCA reading subject area test scores of 1047 or higher and MCA mathematics subject area scores of 1150 or higher will exempt students from taking related Accuplacer sections if taken within five years, inclusive of the current calendar year. An official high school transcript with MCA assessment scores or an official MCA assessment score report is required.

• SAT reading subject area test scores of 480 or higher and SAT mathematics subject area scores of 530 or higher will exempt students from taking related Accuplacer sections if taken within five years. An official SAT assessment College Report is required.

• Students who provide college or university transcripts showing completion of six or more semester credits in reading and writing intensive courses with a grade of C or better may be exempt from taking the Reading portion of the test. Students who have earned these credits more than ten years ago are encouraged to take the placement test.

• Students who provide college or university transcripts showing completion of three or more semester credits of Intermediate Algebra or higher may be exempt from taking all or part of the Math portion of the test. Students who have earned these credits more than ten years ago are encouraged to take the placement test.

• Students who have earned 30 or more college-level technical semester credits from a regionally accredited institution with a cumulative GPA of 2.0 or better, within the last five years, are exempt from the Reading portion of the placement test.

Students with college credits as stated above should send a letter requesting to be exempted and include a copy of the student's college transcript(s), full name, student identification number, current mailing address, phone number, and signature to:

Assessment Center, SCTCC
1540 Northway Drive
St. Cloud, MN 56303-1240

Students will be notified in writing only if they are exempted.

The College and programs may require additional tests.

Assessment Tests from other Colleges. Send an official copy of the test results to the Assessment Center at the address listed above at least five weeks prior to registration.

Testing Accommodations. Students who need accommodations to take the Accuplacer because of a qualifying disability should contact Accessibility Services at (320) 308-5064 or acc@sctcc.edu. Documentation of disability will be required. Please request accommodations prior to scheduling the test.

Appeal Procedure. Students who feel their test scores do not accurately represent their readiness for college may appeal the requirement of a college readiness course. To appeal a college readiness course requirement, a student must fill out the appeal form, available in the Admissions Office, and provide any supporting documentation (i.e., transcripts, letters, test scores, etc.)

The form and the documentation must be returned to the Admissions Office. The college readiness appeals will be reviewed regularly by an appeal committee. The student will be notified in writing of the committee's decision.

Credit for Prior Learning

See SCTCC Policy S3.12
SCTCC recognizes that some students will have had life, occupational or vocational experiences which have given them knowledge in subject field areas sufficient to warrant college credit. Credit for prior learning shall be granted according to the standards and equivalencies of the American Council on Education (ACE) or equivalent.

Core Criteria
The following govern credit for prior learning at SCTCC:
• Credit for prior learning may only be awarded to students who are admitted and seeking a degree at SCTCC.
• External assessments, military courses, and military occupations credits do not apply towards SCTCC's graduation residency requirement.
• Internal assessment credits apply towards SCTCC's graduation residency requirement.
• Students may not repeat examinations, enroll, or receive credit in a lower sequential course.
• The grade of P shall be used for credits awarded via credit for prior learning where applicable.
• Financial Aid will not be available for prior learning credits.

SCTCC permits students to receive credit for prior learning by means of external or internal assessments. Credit awarded for prior learning may fulfill general, technical, Minnesota Transfer Curriculum (MnTC), program, and/or elective courses.

External Assessments
• Advanced Placement (AP) – A student who has scored 3, 4, or 5 on an Advanced Placement Program examination will receive credit for an equivalent or elective SCTCC course or for MnTC Goal Areas.

• International Baccalaureate (IB) – 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 exam level for credit at SCTCC. Accepted scores for credit follow Minnesota State procedure.

• College Level Examination Program (CLEP) – A student may take a college-level examination in a specific subject area and receive credit for the equivalent or elective courses or for MnTC Goal Areas. Accepted scores for credit follow Minnesota State procedure and are based on ACE recommendations.

• DANTES Subject Standardized Tests (DSST/DANTES) – A student may take a college-level examination in a specific subject area and receive credit for the equivalent or elective course or for MnTC Goal Areas. Accepted scores for credit follow Minnesota State guidelines and are based on ACE recommendations.

• World Language Seals and Certifications – Are assessments of foreign language proficiency levels and awards granted by high schools. A student may present their seal or certification on their official high school transcript for credit equivalencies for credit at SCTCC. Course equivalencies follow Minnesota State procedure and are based on the American Council on the Teaching of Foreign Languages.

• Industry Recognized Credentials, Licenses and Certifications, and Registered Apprenticeship Programs - Credit may be given for industry recognized credentials, licenses and certifications, and registered apprenticeship programs that demonstrate college-level learning.

• Customized Training – Credit requested for the successful completion of non-credit coursework through continuing education and/or customized training programs that demonstrate college-level learning.

• Other American Council on Education (ACE) Training– Credit may be given for ACE approved training based on ACE recommendations and faculty approval.

Internal Assessments
• Credit by Exam (Course Test Outs) - Students may request to challenge a course via a test out. Credit by exam is awarded through assessment based on an examination developed by college faculty for course-specific learning equivalency.

• Life/Work Experience Evaluation (Portfolio) – Students may request to use prior experiential learning to earn credits. The student assembles materials demonstrating evidence of learning outcomes into a portfolio. College faculty assess the portfolio materials as evidence of learning to determine course-specific learning equivalency. The learning may result from a variety of experiences: college classroom, work experience, internships, library, and life experience.

Military Experience Credit
Credit shall be granted for veterans' military courses and occupations in compliance with Subd. 2 of Minnesota Statute 197.775 – "Higher Education Fairness" according to the standards and equivalencies of the American Council on Education. These credits awarded for prior learning may fulfill general, technical, MnTC, or elective courses.

Procedure
Students wishing to utilize the credit for prior learning options should review the full procedure found at www.sctcc.edu/policies. Forms for internal assessments can be found at

https://www.sctcc.edu/records. Questions about credit for prior learning can be referred to the Office of Records and Registration registration@sctcc.edu (320) 308-0575.

Grading System

See SCTCC Policy S3.21

Student achievement is recorded using the grades listed here:

A =	Superior
B =	Very Good
C =	Average
D =	Passing (except specified majors)
F =	Failing
FN =	Failure due to non-attendance
FW =	Failure due to unofficial withdrawal
I =	Incomplete
IP =	In Progress
NC =	No Credit
P =	Passing
W =	Withdraw
AU =	Audit
P =	Indicates a "C" or better indicating satisfactory progress

Grade Changes

Grade changes on all courses must be signed by the instructor and approved by the academic dean.

Grade Point Average (GPA)

See SCTCC Policy S3.21

GPA is determined by adding all grade points earned and dividing them by the sum of all credits attempted in courses where letter grades of A, B, C, D, or F were received. GPA is computed on a semester and cumulative basis. A semester example is shown below.

Grade	Grade Points	Credits	Points
A =	4.00 x	3 =	12.00
B =	3.00 x	3 =	9.00
C =	2.00 x	4 =	8.00
D =	1.00 x	3 =	3.00
F =	0.00 x	1 =	0.00
TOTAL		14 =	32.00
GPA =		32/14 =	2.28

Graduation Requirements

See SCTCC Policy S3.2

The College Graduation Requirements Policy governs the awarding of certificates, diplomas and degrees. Students seeking to graduate from SCTCC must:

- Satisfactorily complete the required curriculum.

- Earn at least 15 or 1/3 of the technical credits (whichever is less) at SCTCC for a diploma or certificate.
- Earn 15+ technical credits at SCTCC for an AAS degree.
- Earn 15+ credits at SCTCC for an AA, AS, or AFA degree.
- Maintain a minimum cumulative grade point average of 2.0.
- Satisfy all general and specific requirements of the College including fulfillment of all financial obligations.
- Submit an Application for Graduation Form at least one (1) term prior to the anticipated date of graduation.   https://webapps.sctcc.edu/online_grad/
- Petition any exceptions to program graduation requirements by requesting course substitution using a Student Petition form. Forms are available at Financial Services and online under Printable forms at https://www.sctcc.edu/records
- Participate in exit counseling if a student loan recipient.

Incomplete

See SCTCC Policy S3.21

Students who are doing satisfactory work in a course, but cannot complete all requirements, may receive an incomplete "I." An incomplete is given for reasons such as serious personal or family illness. Documentation may be required. Incomplete grades are assigned at the discretion of the course instructor only after the midpoint of the course. The course instructor and the student will develop a contract outlining the remaining work to be done. A signed copy of this contract will be kept on file in the academic division. Students must complete the course requirements within one semester. Incomplete spring semester coursework must be completed by the end of the following fall semester. Incomplete grades that are not changed by the end of the following semester will be changed to "F" for failure.

Military Leave

See Minnesota State Policy 5.12.1

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

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

Repetition of Courses

See SCTCC Policy S3.4

A student may repeat courses in an effort to improve their grades. The highest grade earned will be used in calculating the student's grade point average (GPA). Repeating a course more than once will result in the removal of only one previous grade from the GPA calculation. Regardless of the grade earned, students may only repeat a course two times.

All course attempts will remain on the student's permanent academic record and may affect satisfactory academic progress.

NOTE: Some majors may have more restrictive policies for repetition of courses. Students may repeat courses at their own discretion. However, financial aid or veteran's assistance funding may not be available if the repeated course has already been completed satisfactorily.

Prerequisites

Students who fail the first course of a sequence cannot take the following courses in that sequence until a passing grade is obtained. Prerequisites for a course must be met before the course is taken unless permission to omit the prerequisite is obtained from the instructor and academic dean. Prerequisites may be met by completing the required course, achieving satisfactory scores on the Accuplacer test, passing an appropriate challenge examination, or obtaining Credit for Prior Learning. Check with the Office of Records and Registration or with an advisor for information about testing-out (see *Credit by Exam* or *Advanced Standing or Credit for Prior Learning*).

Academic Forgiveness

See SCTCC Policy S3.5

Academic forgiveness may be granted once and is limited to SCTCC coursework. Students who have earned a cumulative grade point average of less than 2.0, or a completion rate less than 66.66%, may have the grades and completion rate earned during that period of attendance forgiven. A student seeking academic forgiveness:

- May not be enrolled at SCTCC for at least three years prior to re-enrollment.
- Must complete one term of full-time enrollment, or equivalent, with a grade point average of 2.0 after re-enrollment.
- Must submit a form for academic forgiveness to Records and Registration with an academic advisor's signature.

If a student meets the criteria listed above, Records and Registration will make the following changes to the student's academic transcript: All D, FW, and F grades earned in courses taken prior to the date of forgiveness will remain on the transcript but will no longer calculate in the GPA. Additionally, all unearned credits will no longer calculate in the completion rate.

Academic forgiveness does not extend to financial aid. All credits and all grades attempted will be included when determining satisfactory academic progress.

Academic advising is required for students who qualify for forgiveness. The Application for Forgiveness can be found online under Printable forms at https://www.sctcc.edu/records

Academic Integrity

See SCTCC Policy 3.28

Academic integrity is highly valued at SCTCC and throughout higher education. Maintaining academic integrity is the responsibility of every member of the college community: faculty, staff, administrators and students. The objective of this policy and procedure is to ensure that the highest level of respect for intellectual achievement is maintained at every level of college life and across all modes of learning, whether in class, online, at home, or during collaboration with other students, faculty or staff. Respect for intellectual achievement is upheld through the principles of honesty, fairness and due process established in this policy and procedure.

Definition of Academic Integrity: The production and submission of work as the honest representation of the individual's own intellectual effort.

The following actions are considered academic integrity violations:

- Cheating: The use of unauthorized assistance when taking course quizzes or exams.
- Plagiarism: The use of another person's work through summary, paraphrase or direct quote without proper acknowledgement. The purchase or solicitation of academic work. The use of a paper you have/had written for another class without permission from your current instructor(s).
- Fabrication: Creating fake results in an experiment, paper or clinical report. Otherwise, "making up" something that is presented as true, factual, or real.
- Collusion: A formal or informal agreement by two or more individuals to commit an act of academic dishonesty.

Academic Standing: Satisfactory Academic Progress (SAP)

See Minnesota State Policy 2.9 and Procedure 2.9.1 & SCTCC Policy S3.3

In accordance with federal and state regulations and Minnesota State Policy 2.9, SCTCC monitors all credits for all students and applies the following minimum cumulative standards of progress beginning with the student's first attempted credit. All students must:

- Meet or exceed a cumulative earned grade point average (GPA) of 2.00 (C average), **and**
- Meet or exceed a cumulative earned percentage of 66.66% of all attempted credits.

A student who does not meet this standard will, at the end of the term, be placed on academic and financial aid warning. A Success Plan must be completed by students on warning status, and a meeting with an academic advisor is required. Students on warning who do not achieve a cumulative 2.0 GPA and 66.66% completion rate during their next term of enrollment will be suspended at the end of the term.

A student on suspension is not eligible to enroll in classes or receive financial aid. An initial academic suspension is for a period of one regular semester (excluding summer). Any subsequent academic suspension(s) will be for one full academic year.

Notification: Students failing to maintain the academic progress standards listed above are notified in writing of warning or suspension and the process to appeal suspension status.

Maximum time frame for financial aid recipients: Students may continue to receive financial aid through 150% of the published credit length of their declared program. Example: 150% of a 60-credit AA degree equals 90 credits. Changing a major will not extend a student's maximum time frame.

Appeals: A student may appeal suspension or maximum time frame based on unusual or extenuating circumstances, including but not limited to the death of a family member or student injury or illness. Documentation must be provided to support an appeal. The student is notified of the appeal results by letter.

Students with an approved suspension appeal are placed on probation and must meet the cumulative satisfactory academic progress standards (cumulative GPA of 2.00 and 66.66% credit completion) or meet or exceed the term GPA of 2.5 and the term completion rate of 100%. Probationary students failing to meet that standard will, at the end of the term, be suspended. Probation students must complete a Success Plan.

Reinstatement: A student on warning status is reinstated with academic good standing upon meeting or exceeding the minimum cumulative standards of academic progress. A suspended student may have eligibility to enroll and financial aid reinstated only after an appeal has been approved. Neither paying for one's own classes nor sitting out a period of time is sufficient in and of itself to reestablish eligibility for enrollment or financial aid.

Health Major Satisfactory Progress
All health majors must earn a grade of "C" or better in all required courses. Carefully review the program handbook's specific requirements.

Degree Audit Reporting System (DARS)

DARS is a computer-based system that lists the college requirements for your program of study and helps you plan and monitor your progress by:
- Identifying all the requirements needed to complete your specific program;
- Indicating courses you have already completed, both at St. Cloud Technical and Community College and transfer courses, and how they pertain to your requirements; and,
- Specifying what you still need to complete in your program and the courses you may select to satisfy each requirement. The DARS report is designed to help you identify and understand your current academic requirements for degree or program completion. The DARS report is simple to read and understand once you familiarize yourself with its contents. You can access your degree audit through e-services. Click on Academic Records; select interactive degree audit. You will need to log into the system.
  - For instructions on how to find your DARS see the How-to-Videos found at https://www.sctcc.edu/advising-videos

- Students can also run a "What-If" Audit to find out how their courses would apply to a different major. Instructions can be found at https://www.sctcc.edu/uachieve

STARFISH

Starfish provides students with one central online location to schedule appointments with their success network such as faculty, the Academic Advising Center, and the Center for Academic Success. Starfish is also used as a tool to notify students of a job well done or of academic concerns. To access Starfish, login to Desire to Learn (D2L Brightspace) and click the Starfish link.

Student Petitions

Students may file a Student Petition if they feel they have extenuating circumstances that may have affected their ability to follow college policy or procedure in any of the following areas:
- Dropping courses during the defined drop period
- Withdrawing from the college during the defined withdrawal period
- Grading
- Graduation Requirement Adjustment
- Required Course Substitution
- Pre-requisite Equivalency
- Transfer of Credit Appeal
- Tuition Payment

Students must complete the Student Petition Form available in Financial Services or online at http://www.sctcc.edu/records and attach any additional documentation that supports their request. The completed form should be returned to Financial Services. The form will be forwarded to the appropriate academic dean or the appeals committee for review. Students will be informed in writing of the decision regarding the appeal.

FINANCIAL SERVICES

Financial Aid

The student's family has the primary responsibility to pay for an education. Financial Aid is intended to supplement the difference between the cost of education and expected family contributions. Several financial aid programs are available to help students meet their educational expenses. The Financial Services Office can help determine the financial aid programs for which students are eligible. The Financial Services Office is located in the Northway Building just inside door 1.

The Financial Services Office determines a student's eligibility by applying federal and state guidelines. To be eligible for financial aid, students must meet the requirements detailed on the Free Application for Federal Student Aid (FAFSA), enroll as a student working toward a degree or certificate in an eligible program, and maintain satisfactory academic progress. The Academic Standing and Financial Aid Satisfactory Academic Progress Policy can be found at www.sctcc.edu/academic-standing.

Steps To Receive Financial Aid

Financial aid is awarded by award year. The award year for SCTCC starts with the Fall Semester, followed by the Spring Semester and Summer terms. Summer is awarded separately from the Fall and Spring semesters.

Apply for admission to an eligible program at St. Cloud Technical and Community College. Only students accepted into an eligible program are eligible for financial aid.

- Students will need a FSAID number to electronically sign their federal financial aid application. To apply for a FSAID, go to https://fsaid.ed.gov/npas. Parents may also apply for a FSAID.
- Complete the Free Application for Federal Student Aid (FAFSA). Students can complete the FAFSA on-line at https://studentaid.ed.gov/fafsa. A paper form is also available at SCTCC. The college code for SCTCC is 005534. It takes approximately two weeks for SCTCC to receive FAFSA date when the online application is used and four weeks if the paper version is used.
- After all documentation is received by SCTCC, students will be sent an award notification. A student's notification will include the grants and federal student loan eligibility for which they qualify.
- Separate applications are required for student loans, work study, and the child care grant program. A student's award notification will direct them when and where to apply for these funds.

In order to qualify for a MN State Grant, the student's Free Application for Federal Student Aid (FAFSA) must be received by the Federal Processor no later than 30 days after the start of the term. Students whose FAFSA data is received by the Federal Processor after that date will be ineligible for MN State Grants for the term.

Disbursement

Financial aid, including scholarships, grants, and loans, disburse 2 weeks after the start of each semester. At that point, financial aid first pays off all tuition and fees the student owes the college; then, if there are funds left over, an overage is available for the student. Excess aid is paid to the student via direct deposit or check. Most financial aid awards are split evenly between Fall and Spring semester, except work-study earnings, which are paid to the student worker **every two weeks**. The amount of financial aid is based on Enrollment Status.

Financial Aid is paid for courses a student actually attended. If a student registers for a course, then drops the course during the college add/drop period or before the course obligation date, financial aid must be returned for that dropped course.

Enrollment Status for Federal Aid

Full-Time	12 or more credits
¾-Time	9–11 credits
½-Time	6–8 credits
Less than ½-Time	1–5 credits

The Minnesota State Grant requires 15 credits to be a full-time student; 12 credits is full-time for all other types of aid. Enrollment is determined at the end of the add/drop period.

Types of Financial Aid

GRANTS

Grants are gift aid which students typically do not have to pay back.

Federal Pell Grant

Undergraduate students may apply for the Federal Pell grant by completing the Free Application for Federal Student Aid (FAFSA). These funds may be received for no more than six fulltime years.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This federal program is designed for students who have exceptional financial need. Students must be Pell eligible.

Minnesota Grant

This is a grant for Minnesota residents who are attending an accredited post-secondary institution.

Post-Secondary Child Care Grant

This is a grant for Minnesota residents to help offset the cost of daycare to attend college.

Miscellaneous Scholarships

A scholarship is money that does not need to be repaid. Scholarships are made possible through the generosity of private parties. A list of various scholarship resources can be found at www.sctcc.edu/scholarships.

LOANS

Loans are financial aid that must be paid back with interest. There are both annual and cumulative limits to the amount a student can borrow.

William D. Ford Federal Direct Loan Programs: Subsidized

A federally subsidized, low-interest student loan, funded by the federal government and awarded on the basis of financial need. The federal government pays the interest on subsidized loans, while borrowers are enrolled at an eligible school at least half-time, during the six-month grace period, or during authorized periods of deferment.

William D. Ford Federal Direct Loan Programs: Unsubsidized

A low-interest loan for students who do not meet the financial-need criteria for a subsidized loan. The borrower is responsible for all interest charges on the loan, which is funded by the federal government. Interest charges begin when the first loan distribution is processed.

William D. Ford Federal Direct Loan Programs: PLUS

An education loan which parents can borrow on behalf of their dependent children.

Work Study

Work study is employment for students either on or off campus. Pay is determined in accordance with the minimum wage laws. These programs provide for up to 20 hours of employment per week. Total work-study earnings are limited and based on need as determined by the FAFSA application.

To secure a work-study position, a student must:

- Visit the Financial Aid Office near the main entrance to review available jobs.
- Identify a job they are interested in and verify they have the required qualifications for the job.
- In most cases, students will apply for the position and interview with the sponsoring department supervisor.

Once awarded the position, the student and the supervisor will create an agreed-upon work schedule.

Veterans Assistance

Funding may be available if a student is a member of the National Guard or Reserves, if a student is a veteran of the U.S. Armed services, or a dependent or spouse of a disabled or deceased veteran. Students will need to provide a copy of their schedule to the Financial Services Office each semester to receive funding. Please see the staff in the Veteran's Resource Center for questions related to eligibility.

For additional information, contact the Financial Services Office by phone at (320) 308-5961 or by email at financialaid@sctcc.edu. Information is also available at https://www.sctcc.edu/financial-aid.

Policy for Complete Withdrawal

Students who withdraw from ALL classes during a semester or term are subject to the federal regulations requiring repayment of federal aid based on a pro-ration of days of attendance. The regulations will financially impact any aid recipient if the student withdraws from college prior to the 60% point in a semester. A student who withdraws during the first 60% of a semester will owe tuition and fees according to the institutional policy for the days attended, and the student may have to repay a portion of the federal aid he/she received. The following chart outlines the effect of these regulations:

Calendar days in a semester	Day 5	Day 14	Day 21	Day 28	Day 35	Day 42	Day 49	Day 56	Day 63	Day 70	Day 74
% of tuition & fees charged	0%	25%	50%	75%	100%	100%	100%	100%	100%	100%	100%
% of aid to be kept	6%	11%	17%	23%	29%	34%	40%	46%	52%	57%	100%
% of aid to be returned	94%	89%	83%	77%	71%	66%	60%	54%	48%	43%	0%

St. Cloud Technical and Community College will automatically return both the institutional and student un-earned portion of grant funds, then bill the student.

If, according to the refund policy of the school, the student is due a refund of tuition and fees because of an enrollment status change or the student withdraws, all or a portion of that student's refund may be due to one of the state financial aid programs. The refund remaining after the institution's share of any required refunds to Title IV programs has been fully refunded is distributed on a proportional basis to non-Title IV aid programs requiring refunds, not to exceed the actual amount the student received from each program.

TUITION, FEES, AND PAYMENTS

Tuition and Fee Policy
Tuition rates per credit and fees are subject to change according to Minnesota State and/or college policies. Current tuition and fee rates are posted at https://www.sctcc.edu/tuition.

Health Service Fee
All students must pay a per credit health service fee. The fee is determined annually and posted at https://www.sctcc.edu/tuition. These funds purchase an accident insurance policy, $5,000 limit, no deductible, which covers students on campus and at all off campus college-sponsored events, including internships and supervised occupational experiences. Since it is a secondary policy, students covered by another policy will pay for the deductible on their primary policy. Claim forms and a reference copy of the policy are available in the Business Office.

LeadMN Feed
LeadMN is the recognized student association for all Minnesota technical and community college students. A per credit fee is charged to each student and credited to the association for state-wide representation. The fee is determined annually and posted at https://www.sctcc.edu/tuition.

Student Activity Fee

All students (except senior citizens) must pay a per credit student activity fee. The Student Senate uses these funds to sponsor special events for students. A complete budget may be requested from your Student Senate representative. The fee is determined annually and posted at https://www.sctcc.edu/tuition.

Technology Fee

The purpose of the technology fee is to increase service, quality, and/or access to high-end technology. The technology fee will be charged to all students. The fee is determined annually and posted at https://www.sctcc.edu/tuition.

Transcript Fee

Students may obtain an official transcript of their grades by completing a request for transcripts and paying $10 for each transcript requested.

Parking Fee

Students must pay a per credit parking access fee. The parking access fee is determined annually and is subject to change. Information is posted at https://www.sctcc.edu/tuition. Students must register vehicles online before obtaining a permit. Go to www.sctcc.edu/parkingpermit to register. Permits are available at Financial Services.

Parking access fees will be charged to SCTCC students. The purpose of such fees is for the development and upkeep of the college's parking lots, access road, parking security, associated lighting and sidewalks to the campus, administrative costs associated to access/parking and is used solely for that purpose. All students, regardless of whether their education includes actually parking in the lots, benefit from the establishment and maintenance of the lots. It is an embedded service that allows service providers, students, faculty, staff and administration, security, delivery vehicles, etc., access to our buildings necessary to complete the mission of the college. Students electing not to park on campus may request a parking waiver by completing the Parking Waiver Form available at Financial Services.

Students fully enrolled in online courses will not be charged.

A parking permit refund may be obtained from the Business Office on the same prorated basis used to refund tuition upon withdrawal from the College.
For an additional fee:
Daily parking permits - $2
Replacement of lost or stolen permits - $10
Additional permits - $10
Motorcycle permits will be issued at no extra charge provided a vehicle permit is purchased.

Everyone using SCTCC parking lots between 7:00 am and 10:00 pm is required to display a current parking permit. No overnight parking is permitted unless approval has been obtained from the Director of Public Safety when the student is attending College functions that require College transportation. Vehicles without a properly displayed permit may receive a ticket.

The purchase of a permit does not guarantee the availability of a parking space. Parking is not available in Lot B. Any vehicle parked on the campus is parked at the risk of the owner. The college assumes no responsibility for care or protection of any vehicle or its contents. Unpaid parking tickets will be recorded and may prohibit a student from registering for classes and obtaining transcripts.

PSEO Student Parking
PSEO students are personally responsible to pay the per credit fee to park on campus. The parking fee is due by the beginning of each semester and can be paid at Financial Services. A parking permit will be issued at the time of payment. PSEO students electing not to park on campus may request a parking waiver by completing the Parking Waiver Form. The form is available at Financial Services. Failure to pay the parking fee by the beginning of the semester may result in the assessment of a late fee.

PARKING VIOLATIONS
A complete list of parking violations that will result in a parking citation can be found at https://www.sctcc.edu/parking-violations. Students are responsible for paying their tickets upon receipt.
- Parking in prohibited area fine $15.
- Parking in grass area fine $15.
- Blocking of Fire Lane fine $15.
- Altered/forged permit fine $60.
- Misuse of parking spots designated as Handicapped Parking Only fines are levied under state statute by the City of St. Cloud. $200.
- Motorcycles are parked in areas designated as "Motorcycle Parking." (located by Door 10)
- Visitor parking is designated for guests only. Visitor permits are available at the Admissions desk inside Door 1

Circumstances under which vehicles will be ticketed and may be auto clamped are:

- A vehicle displays a permit that has been reported as being lost or stolen or has been altered or forged.
- A vehicle has been issued three or more unpaid parking citations in the current academic year.
- Charge for removal of auto clamp is $60.

Circumstances under which vehicles will be ticketed and may be towed include (but are not limited to) the following:

- Security and parking operations receives a complaint that a vehicle is illegally parked, obstructing traffic, impeding emergency responses and/or college operations, blocking pedestrian traffic, etc.
- Vehicles parked in such a way to constitute a hazard, impede vehicular and pedestrian traffic, emergency responses and repair, or grounds operations.
- Vehicles that have been auto clamped for 24 hours may be towed.
- A vehicle that has been issued three or more citations (paid or unpaid) in the current academic year.
- Vehicles that have been left in the lot for ten consecutive days with no prior authorization.

Appeals Procedure for an SCTCC Parking Ticket
- Ticket must be appealed within five (5) business days from the ticket's date of issuance. Access to the form is located at: https://www.sctcc.edu/parking-appeals.
- The parking appeals committee will meet every other Tuesday from 2:00 pm to 3:00 pm during the academic year to hear appeals.
- Individuals may exercise the option to be present for their appeal by indicating this option on the appeal form.

Senior Citizen Fee

Residents 62 years or older may register tuition-free for any hour-based courses except for courses designed and offered specifically and exclusively for senior citizens (prerequisites must be met). Senior citizens registering for credit-based courses are required to pay $20 per credit. If the course is audited, tuition is free. Exceptions may apply. State law states that a senior citizen may take a course "when space is available after all tuition-paying students have been accommodated." This means senior citizens may have to wait until the first class meeting to register. Senior citizens are responsible for all materials, personal property, or service charges for the course, including the technology fee, parking fee, LeadMN fee, and health service fee.

Tuition Payment

Per *Minnesota State Policy 5.12,* payment of tuition and fees will be due on the established due date posted on the www.sctcc.edu homepage. Students whose tuition is unpaid or who do not have other approved financial arrangements in place by this deadline will have their registration cancelled and be denied entrance to class. To avoid registration cancellation, one of the following approved financial arrangements must be in place:

- Tuition/fees paid in full
- Down Payment of 15% of tuition/fees or $300 through the NBS tuition payment plan
- Financial Aid, meaning the FAFSA is complete and the College has an ISIR on file
- Scholarship or other agency/third party support in place of at least 15% of tuition/fees or $300 through the NBS tuition payment plan
- A completed PSEO student enrollment agreement on file
- Active I-20 or DS2019 in place for an international student

Students are financially obligated for every class in which they are registered. Students who register for, but do not attend classes at SCTCC and fail to formally withdraw or drop classes within the free drop/add deadline will still be responsible for the full tuition amount due. After the free drop/add deadline, students must withdraw from ALL courses to receive a pro-rated refund based on the date of total withdrawal. It is the student's responsibility to check their balance due online.

No invoices or tuition statements are mailed. Accounts may be reviewed and payments made online at www.sctcc.edu.
- Click on e-services (under Quick Links)
- Log in with StarID and password
- Click on Bills & Payments

Follow the directions provided to pay with e-checks, Visa, Mastercard, or Discover credit cards. International students not meeting the payment criteria outlined above will have their registration

cancelled after the fifth day of the term.

Students are responsible to ensure that financial aid documents (ISIR with the Financial Services Office) and agency awards (documents with the Business Office) are complete and on file prior to the deadline. Students will be allowed to add courses to their schedules through the drop period. Courses added or dropped may affect the balance that a student owes. Students are encouraged to check their account online after any course changes. Course changes may also affect the amount of financial aid that a student is eligible for. Changes may cause payment plans to change.

If a student's account is not paid in full, a hold will be placed on the student's account and a $50 late fee may be applied. The student will be unable to register for future classes or receive an official transcript until full payment is made. If a student's account remains unpaid, the account will be turned over to the Minnesota Department of Revenue to collect. Individuals that submit Non-Sufficient Fund (NSF) checks will be subject to a $25 charge and asked to make restitution by cash, money order, or cashier's check. A registration hold will be placed on the student's account. The policy on NSF checks and the fine are subject to change without notice.

Tuition Deferment

SCTCC offers a service for those students who must defer tuition and other college costs and who do not qualify or are not eligible for agency funding, loans, or grants. The College contracts with Nelnet Business Solutions (NBS), a tuition management company that provides a low cost option for budgeting students' college costs. SCTCC/NBS has established several payment schedules requiring various down payment amounts and number of payment dates. Students register online with NBS via the SCTCC web site, www.sctcc.edu.

- Click e-services (under Quick Links)
- Log in with StarID and password
- Click on Bills & Payments
- Enroll in New Payment Plan

Students will not be allowed to register for a new term if deferred payments from a previous term are not current. Payments may be deferred only for the current semester, and the entire balance must be paid in full by the end of that semester. A $30 processing fee will be charged for each deferment agreement. Deferred payment plans cannot be established or extended for past debt or for students not currently enrolled. Additional information on NBS payment options is available from the Business Office at (320) 308-5572 or (320) 308-5512.

Refunds, Drops, Withdrawals, and Waivers

See Minnesota State Policy 5.12
Students are financially obligated for every class in which they have registered. Students who register for, but do not attend classes at SCTCC and fail to formally withdraw or drop classes within the free drop deadline will still be responsible for the full tuition amount due. After the free drop deadline, students must withdraw from ALL courses to receive a pro-rated refund based on the date of total withdrawal. It is the student's responsibility to check their balance due online.

DROP/WITHDRAW

Students may drop courses by using the WEB registration system through the fifth day of the semester or the first business day after the course begins, whichever is later. Students who withdraw from courses after the drop period will receive a grade of "W." Students can initiate a course withdrawal through 80% of the instructional days for the course.

> *No tuition refunds will be processed by the Business Office for courses withdrawn from after the drop period. (Students withdrawing from the college, see below.)*

Students wishing to completely withdraw from the college should obtain a "Withdrawal Worksheet" from the Admissions Office. Students should complete and sign the top portion of the form and return it immediately to the Admissions Office. The date of the withdrawal will be the date the completed form is received by the Admissions Office. Student-initiated withdrawals are allowed until 80% of the instructional days in the academic semester have elapsed. The Business Office will determine if a refund is appropriate and to whom the refund should be distributed. Questions about refunds should be directed to the Business Office.

Withdrawing from a Course

Students withdrawing from a single course (after the drop period listed above) are not eligible for a refund and will receive a grade of "W." Students can initiate a course withdrawal through 80% of the instructional days for a course. Students may withdraw online or a course withdrawal form can be completed in Records and Registration.

Refunds for Total Withdrawal from College

Students who officially and totally withdraw from the College may be eligible for a refund as defined below. Withdrawal forms are available in the Admissions Office. A student who withdraws simply by non-attendance will not be eligible for a refund. When students do not officially withdraw, they will receive the earned grade in each course for which they are registered and will be liable for all tuition and fees for those courses.

Total Withdrawal from College Refund Period

Fall and Spring Terms:
1st through 5th class day of term…………………………100%
6th through 10th class day of term……………………. 75%
11th through 15th class day of t term……………….. 50%
16th through 20th class day of term…………………. 25%
after 20th class day of the term……………………….. 0%

Summer:
1st through 5th class day of term…………………………100%
6th through 10th class day of term……………………. 50%
after 11th class day of term……………………………….. 0%

Waivers
The College President may waive amounts due to SCTCC for the following reasons:
- Employee Benefit Provided by a Bargaining Agreement

- Death of a Student
- Medical Reasons
- College Error or Unsatisfactory Service
- Employment-Related Conditions
- Significant Personal Circumstances
- Student Leader Stipends
- Course Conditions

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. Students will be required to provide documentation with their request.

Instructor-Initiated Class Drops
An instructor will submit names of students who fail to attend during the first five days of the semester. The academic dean's office will drop the names of students submitted by that instructor. At any time, instructors may withdraw a student after two weeks of non-attendance.

RECORDS AND REGISTRATION

The Office of Records and Registration is responsible for maintaining the student record system and for publication of the course schedule. This office is additionally responsible for the release of transcripts, the awarding of degrees, diplomas and certificates, and transfer of credit. Any questions regarding adding and dropping classes, transfer of credit and graduation should be directed to Records and Registration.

Registration Sessions

All accepted students are required to attend an Advising and Registration session where they will be advised on course selection before enrolling in college courses. To register for courses, students must have completed a course placement test, or writing sample, or been informed they are exempt from testing. Any student who has not attended classes for one year or longer will be required to re-activate their file with the Admissions Office and attend an Advising and Registration Session. SCTCC will provide directions and deadlines for completing the Advising and Registration session.

Registration Process for Continuing Students
Degree seeking students who are currently enrolled at the College will be eligible for priority registration for the following semester.

Students are encouraged to review course information at www.sctcc.edu prior to the meeting with their advisor. The advisor will review the program planner with the student to ensure registration for appropriate courses and that prerequisites and other educational requirements have been met.

Students should also be sure that there are no registration holds on their account that would prevent registration.

Returning Students
Students who have voluntarily "stopped out" (not attended classes) for one semester must meet with their academic advisor prior to registration.

Auditing Classes

Students who wish to attend the class sessions of a course, but do not wish to receive credit, must register for an audit. The same registration procedure is followed and the same tuition and fees are charged. Students are expected to attend classes, but the taking of tests is optional. Audited courses do not affect grade point average. Financial aid and veteran's benefits will not pay for audited courses

"Course Audit Application Forms" can be obtained from Records and Registration and must be returned prior to the course's drop deadline. Students are responsible for obtaining the required signatures. Students will not receive credit for a course which was audited unless the course is retaken for credit.

Course by Arrangement

In extreme cases of schedule conflict or unusual course demands, students with the approval of the academic deans may take courses by arrangement. Students may not take a course by arrangement if they have previously taken the course for credit.

Credit Load

Students registered for at least 12 credits are considered full-time students. Students registered for 9–11 credits are considered three-quarter time students. Students registered for 6–8 credits are considered half-time students. The maximum allowable load without special permission is 20 credits during fall and spring semesters and 13 credits during summer semesters.

Students who wish to enroll for more than the established maximum must secure permission from their academic advisor. Students wishing to enroll in more than 25 credits must get a dean's permission.

Students are classified according to course credits earned: freshman = 0 to 30, sophomore = 31 and more earned credits.

Internships, Practicums, and Clinicals

Many majors include the opportunity for students to participate in off-campus practical work experiences. In some cases, these work experiences are required. The College may assist the student in finding an initial placement site. The College is not responsible for finding alternative off-campus work experience placement following a student's termination from the initial placement site.

Work experience includes the following:
- Internships
- Practicums
- Supervised occupational experience, clinicals, training associations, and other off-site work experiences.

Change of Address

Students are required to report any change of address or telephone number to any student services office in person. The process may also be completed using e-services. It is important that the college has correct information regarding both local and permanent addresses in the event of an emergency and for billing purposes, schedules, and grades. A picture ID will be required to process the request.

Transfer of Credit Policy

See SCTCC Policy S3.8

Credits for transfer from Minnesota State institutions shall follow the Minnesota State Undergraduate Transfer policy 3.21 and Minnesota Transfer Curriculum policy 3.37. Transfer evaluations are completed in the Office of Records and Registration once the student has been accepted into a major. Students must provide an official transcript from all previously attended colleges. Students may also be asked to provide additional documentation of courses taken (course descriptions, course outlines, or syllabi). Students will receive a list of courses transferred once the transfer evaluation is complete. Students may appeal the decision of the transfer credit evaluation as outlined in the Minnesota State Undergraduate Transfer Policy beginning with the appeal process listed below.

Transfer Appeal Process

If a student is not satisfied with the outcome of the above Transfer of Credit process, the appeal process is as follows:

- Meet with the Registrar to provide clarification of the transfer. The clarification process involves faculty input and evaluation of the course description. The Registrar may require the student to produce a copy of course outlines of syllabi and may do additional research on the course in question. The Registrar may or may not transfer additional classes after this meeting. If the student is not satisfied with the end result of this meeting, they may proceed to the next step.
- Complete a written appeal to the Vice President of Academic and Student Affairs regarding the result of the transfer. The Vice President of Academic and Student Affairs will examine what courses have been completed and determine if any further action is necessary.
- If a student is not satisfied with the college transfer appeal decision, the student may submit a request to the Minnesota State Senior Vice Chancellor of Academic and Student Affairs for a system level appeal of the college transfer appeal decision.

Accreditation: SCTCC will consider for transfer those courses taken from colleges and universities that are accredited by regional or national accrediting agencies.

Age of Credits: Transfer of technical courses shall be allowed for courses that have been completed within the last 5 years (may be extended if an academic award was received and the student is working in the field). Specific or required math and science courses have a 10-year time limit. General studies and general education courses in the liberal arts have no time limit.

Course Content: Courses approved for transfer must match at least 75% of the content and goals of the course syllabus for which the student is seeking transfer. Content and goals from several courses can be combined to reach the 75% match.

Grade Point Average: Grades earned at other institutions shall not be used in computing the GPA at SCTCC.

Grade Requirements: Courses for which students receive a grade of "C" or higher shall be considered for transfer. Courses with a grade of "D" that are assigned to a goal area of the Minnesota Transfer Curriculum will also transfer but may not satisfy major or program requirements.

Number of Credits: The number of credits granted shall not exceed the number of credits awarded by the sending institution.

Semester Conversion: The following formula is used to calculate the conversion: 3 quarter hours become 2 semester hours and 4 quarter hours become 2.67 semester hours (4 x .667 = 2.668).

Residency Requirements: See SCTCC Graduation Requirements policy S3.2

Data Practices Policy
See SCTCC Policy S3.7

Minnesota State complies with the Family Education 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, the College adopts the following policy:

Student means an individual currently or formerly enrolled or registered, applicants for enrollment registration at a public education agency or institution or individuals who receive shared time education 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 education agency or institution or by a person acting for the agency or institution.

Educational records <u>do not</u> 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) Records of law enforcement units (if law enforcement unit is a separate entity and the records are maintained exclusively by and for law enforcement purposes);
   (5) 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;
   (6) Medical and psychological *treatment* records that are maintained solely by the treating professional for treatment purposes;
   (7) Records that only contain information about a student after that individual is no longer a student at the institution (alumni data).

Consent for Release Generally Required
The College will not permit access to or the release of personally identifiable information contained in student education records without the written consent of the student to any third party, except as authorized by the MGDPA and FERPA or other applicable law.

Release without Consent
As allowed by the MGDPA and FERPA, the College 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 (see explanation below);
   (2) To federal, state, or local officials or agencies authorized by law;
   (3) In connection with a student's application for, or receipt of, financial aid;
   (4) 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;
   (5) 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;
   (6) To appropriate persons in an emergency situation if the information is necessary to protect the health or safety of the students or other persons; or
   (7) 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;
   (8) 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 the college or university, 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.

"School Officials" with a "legitimate educational interest"
The College 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 the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff): a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Public Directory Information The following information on students at College is designated as public Directory Information:
   (1) Student's name
   (2) Hometown
   (3) Participation in officially recognized activities and sports
   (4) Dates of attendance (semester beginning and end dates)
   (5) Classification (freshmen, sophomore)
   (6) Degrees, honors and awards received
   (7) Date of graduation
   (8) Physical factors (height and weight) of athletes
   (9) Enrollment status (e.g., undergraduate, graduate, full-time, or part-time)

Limited Directory Information The College defines the following Data as Limited Directory Data. Limited Directory Data shall only be disclosed to the following persons for the following reasons:
a. Student's college email addresses and Star ID numbers are defined as Limited Directory Data for enterprise technology related purposes internal to the Minnesota State Colleges and Universities system

that are approved by System Office IT, including, but not limited to, inclusion of email addresses and Star ID numbers in a directory accessible to Minnesota State students and employees.
b. The following information is defined as Limited Directory Data for purposes of sharing with current, official Minnesota State College student association so the association can communicate with their members: Student name, college e-mail address, and Student Change Code (NEW/RTN/DROP).

Notice to students about Directory Information
Students may direct that all of the above-listed Directory Information be withheld from public disclosure by notifying the Records and Registration Office in writing.

Access to Educational Records by Student
Upon (written) request, the College shall provide a student with access to his or her educational records. There is no charge for viewing the records even if the College 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.
Upon request, the meaning of education data shall be explained to the student by college 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.

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 College copy charge policy.
The official transcript fee is $10.00.
Official copies of academic records or transcripts will not be released for students who have a delinquent financial obligation or financial "hold" at the College, unless otherwise required by law.

STUDENT SERVICES
Academic Advising
Academic advising is an integral part of a student's educational experience. It is an ongoing and collaborative process between the student and advisor each semester to assist in the development of an educational plan that is compatible with the student's interests, abilities, and career goals.

Some students will be assigned to a faculty advisor from their major and other students will be assigned an advisor from the Academic Advising Center. The Academic Advising Center can work in partnership with faculty advisors to provide information to all students.

Faculty advisors provide students with program-specific course selection, industry and career information, course content information, and internship and clinical guidance.

The Academic Advising Center is available to assist students with information regarding liberal arts courses, transfer planning, initial advising questions, and major exploration. The Academic Advising Center provides professional academic advising services for students in the Associate of Arts Degree, Minnesota Transfer Curriculum, Transfer Pathway Programs, and Pre-Health Programs.

Call (320) 308-5741 or stop by Northway Building room 1-401 to schedule an appointment with the Academic Advising Center. Additional information is available at www.sctcc.edu/advising.

Students may expect that their advisors:
- Have knowledge of the college curriculum requirements and are able to provide accurate information;
- Are informed about college policies, procedures, support services, and resources;
- Are reasonably available for consultation by having posted office hours and/or appointment times;
- Have knowledge of career opportunities and appropriate advanced educational programs in the field;
- Will refer students to specialized institutional and community resources when necessary;
- Will support them with Academic and Career planning.

Advisors may expect that the student:
- Will make and keep appointments;
  - Will be prepared for advisor appointments by giving thoughtful consideration to life/career goals, field of study, and personal interests;
  - Will keep his or her advisor informed when there are changes in objectives, course selection, academic plans, or progress;
  - Will maintain up-to-date personal records of academic progress and will resolve discrepancies on official grade reports and/or other college documents;
  - Will recognize that they bear the ultimate responsibility for the development and implementation of his or her academic plan of study, including meeting graduation requirements;
  - Will contact their advisor on the following occasions: Class Selection/Registration; Adding/Withdrawing from a Class; Change of Major; Satisfactory Academic Progress (Warning, Suspension or Probation); Applying for Graduation.

Academic planning services include:
- Program/Major decision-making and selection and advising for course scheduling;
- Creating an academic plan with the student.
- Advising to assist in the completion of selected program and/or advising to assist in a seamless transfer.
- Planning for academic success;
- Referral to academic support services;
- Guidance and planning for students on academic warning and probation.

Career exploration and planning services include:
- Assessment to determine careers for further exploration;
- Guidance with career exploration and through the career decision-making process;
- Planning of career education.

Advisor Assignment and Changes

Students may remain assigned to the same advisor as long as they are enrolled in the same major. Either the student or the advisor may request to be reassigned by contacting the Admissions Office.

Accessibility Services

See Minnesota State Policy 1B.4

Accessibility Services, in collaboration with the college community, is committed to ensuring equal access and opportunity to all qualified students. Access means that a qualified individual with a disability will not be excluded from participation in, or be denied the benefits of the services, programs, or activities, nor will the individual be subjected to discrimination.

SCTCC will provide reasonable and appropriate accommodations to qualified students with disabilities, assist students with disabilities in self-advocacy, educate the college community about disabilities, and ensure legal compliance with state and federal disability law as well as Minnesota State policy 1B.4.

Appropriate and reasonable academic accommodations are determined on an individual basis. Accommodations must be specific to the disability-relate barrier(s) encountered. A reasonable amount of advance notice is required by qualified students when requesting accommodations. Some accommodations may require a 6-week notice to arrange. In accordance with the Americans with Disabilities Act and the Amendments Act of 2008 (ADAAA), accommodations will not be provided 1) for personal daily living devices or services even though the individual may be a qualified individual with a disability, or 2) that result in a fundamental alternation in a service, program or activity - or - undue financial or administrative burdens. Denial of requested accommodations or services can be appealed by contacting the Office of the Vice President of Academic and Student Affairs at SCTCC.

Staff contact information, forms, and other information for Accessibility Services is located at: https://www.sctcc.edu/accessibility-services .

Career Services

SCTCC provides free career advising and placement assistance to all students and graduates. While the primary responsibility of employment rests with the individual, the Career Center provides active support in helping both students and graduates initiate their careers. The Career Center, located in Northway Building room 1-448, provides a variety of reference materials, career and employer information, career exploration tools, computers with internet access, for students and graduates to use.

The professionally staffed office provides student support by:

- Assisting students with work study part-time, full-time, and internship employment opportunities.
- Assisting with personal, career-related needs including job seeking skills, mock interviews, labor market information, relocation assistance, job development, and cover letter/resume development.
- Employer development to maximize employment opportunities for students.
- One-to-one career exploration assistance in choosing a career field.
- Planning and facilitating events that enhance career opportunities for students, such as on-campus interviews, employer visits, and hosting an annual job fair for SCTCC students and graduates.
- Following up with graduates to obtain placement data to meet state reporting requirements and provide consumer information to prospective students, legislators, high school counselors, and other interested people.

For additional information and/or to review placement data summaries by major and listings of SCTCC graduates' past employers, call (320) 308-5926 or go to: https://www.sctcc.edu/career-services.

SCTCC Career Fair
St. Cloud Technical and Community College has one of the largest and longest-running job fairs in the Minnesota State Colleges and Universities system. Each year, approximately 200 employers attend the job fair. The Job Fair runs from 9:00 a.m. to 12 p.m. at the St. Cloud River's Edge Convention Center. A shuttle service will be provided between the college and convention center. Students have the opportunity to meet the employers in attendance and obtain valuable job and career information. Students can prepare for the Job Fair by attending the Job Fair Preparation Seminar Series, which takes place in the weeks leading up to the Job Fair. For more information, www.sctcc.edu/job-fair .

The Mary Stangler Center for Academic Success (CAS)

The Mary Stangler Center for Academic Success (CAS) offers learner-centered tutoring services to all students enrolled at SCTCC. The CAS is located in Northway Building room 1-112 and is open from 7:30 am–5:00 pm Monday–Thursday and from 7:30 am–3:00 pm Fridays during the academic year (summer hours vary).

The CAS's goal is to provide academic assistance in a supportive setting so students may make their studies more efficient and successful. Professional staff and peer tutors support students in both technical and general courses through one-on-one and small group contact. Students may drop in, schedule an appointment for both face to face and online tutoring, or be referred by faculty and student service staff.

Services provided are free to all students enrolled at SCTCC. Tutors help by clarifying textbook assignments, discussing ideas, and reviewing practice problems. Tutors explain and model but do not complete assignments or proofread/edit papers. Tutors for math, writing, and science are always on staff, while schedules for the following additional subjects are posted inside the CAS:
- accounting
- logic

- computer programming
- basic computer courses
- physics
- ethics
- critical thinking
- Spanish
- energy and electronics

Along with these core courses, students may request assistance in nearly any other course in which they are enrolled. For students' convenience, the tutoring services of the CAS are delivered mainly on a drop-in basis; however, individual tutorials may be scheduled for certain courses. Synchronous and asynchronous online tutoring is also available for math, science, and writing assignments.

Students also have access to additional online tutoring through Tutor.com. Each SCTCC student gets 15 hours of online assistance each year. These services are available at a variety of hours to help fit student's needs when they may be studying at home or later at night. Some of the most popular subject areas include writing and math. To access Tutor.com, students will log into D2L, go to their course shell, click on the "Resources" tab, and then click on Tutor.com. Once logged into D2L there is direct access to Tutor.com.

The CAS also offers individual coaching on common academic skills that students may need to develop. Students work one-on-one with an academic coach to help them sharpen their skills for success. Examples of areas that are included are:
- motivation toward academic goals
- performance on exams/test anxiety
- time management/organization
- general academic performance
- note taking skills
- reduction in anxiety
- reading comprehension
- memory techniques

Please visit the CAS website at https://www.sctcc.edu/cas for more information about our services and recommended tutoring and learning resources.

Child Care

On-campus childcare is available for students. Parents must enroll their children before they are allowed to attend the childcare center. Enrollment and fee structure information may be obtained by calling the Campus Playhouse at (320) 534-0174. The center operates from 6:00 am to 6:00 pm. The center has a 4-star Parent Aware rating—the highest rating possible. Childcare grants to help cover the cost of services may be available through Financial Services. The Campus Playhouse is located across the parking lot from the Northway Building.

Cyclones Cupboard

Cyclones Cupboard provides FREE nutritious, non-perishable food options and personal hygiene products to students to help supports their health, learning, and success. All SCTCC students are welcome and have access to the Cyclones Cupboard.

The Cyclones Cupboard is available through both pre-packaged orders for students as a contactless pickup, or by drop-in services in our Cyclones Cupboard space: Room 1-450 in the Northway Building near Career Services and Door 4. Contact information is foodpantry@sctcc.edu. The meal request form and additional information cand be found here: www.sctcc.edu/cyclones-cupboard-food-pantry.

Diversity Services/MOSAIC

Mosaic is a state-funded program that offers support services to students of color, first generation college students, and low-income students. The following is a list of some of Mosaic's offerings:
- Mosaic Fast Track summer program for ESOL students
- Book loans
- Advising
- Financial Aid Services
- Career Advising
- Scholarships

ESOL Services

In additional to offering ESOL courses, SCTCC employs advisors to offer advising and registration support to ESOL students. Our staff support ESOL students by offering extended advising sessions and assistance through the admissions and registration process. Students also have access to tutoring in the Center for Academic Success while enrolled in their courses. More information on ESOL services is available by contacting (320) 308-5741.

Housing

St. Cloud State University and SCTCC have a cooperative agreement to provide residence hall space for SCTCC students. Upon acceptance to the College, the Admissions Office will provide further information in the college acceptance packet.

Library

The Library is the college's center for reference and research services. It is located on the main level of the Heartland Building and provides an inviting environment for research, quiet or group study, and leisurely reading, with comfortable seating throughout. The classroom is multi-purpose and used for library instruction, classes, training, and large meetings. The individual and group study rooms are equipped with whiteboards and computer projection connections. The library has printers/copiers, desktop computers, and charging cords available for use in the library.

Print and non-print collections are accessible through ExLibris Primo, an integrated library system that allows users to discover many types of library resources in a single search interface called OneSearch.   Interlibrary loan services are available for borrowing materials located at other libraries. Access and delivery of materials is provided free to library users.

Academic Year:

        Monday – Thursday: 8:00 am to 6:00 pm

        Friday: 8:00 am to 4:30 pm

Summer:

        Monday – Thursday: 8:00 am to 4:00 pm

        Friday: Closed

Closed Saturday, Sunday, and Holidays

Library tours, classroom presentations, and individual research assistance are available upon request. Contact the Librarian to set up any of these, or other, individual services. To access the library website go to https://www.sctcc.edu/library

Multicultural Center

SCTCC is a diverse, multicultural, multilingual, multi-abled, multigendered, multigenerational and global community. We embrace diverse perspectives and experiences of race, class, gender, and where they meet. We provide the education, training, and support necessary for equitable participation in our society, economy, and democracy. We embrace diverse perspectives and experiences of race, class, gender, and their intersections. The Multicultural Center is a place where the SCTCC community can meet, study, engage in critical conversations, and participate in various activities and community events.

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The Multicultural Center is open Monday - Friday 8:30 am - 4:30 pm. The office is located in the Northway Building, room 1-313. Contact multiculturalcenter@sctcc.edu or call (320) 308-5121 for inquiries. Additional information is available at www.sctcc.edu/multicultural-center

Security and Crime Reporting

Campus security and safety is a high priority at SCTCC. Providing students with a safe environment in which to learn and keeping students, parents, and employees well informed about campus security is important to the College. SCTCC complies with the collection and reporting of all campus crime as per the requirements of the *Crime Awareness and Campus Security Act of 1990 (Clery Act)*. Copies of this report are available through the Safety and Security Office or via the College's website at https://www.sctcc.edu/safety. The Safety and Security Office is located in the Northway Building inside door 1.

Student Identification Card

The SCTCC Cyclone Card Office dispenses student IDs/Cyclone Card. The card comes with a stored-value account (Cyclone Cash) that students may use to make purchases through the campus. The card can be used as a debit card if it is associated with US Bank. As the official student ID, it also provides access to Learning Resources Center (Library) material, using printers at the college, riding MTC buses (for students only), off-campus recreational facilities, and a variety of other products and services that offer student discounts.

Wellness Resource Services

Wellness Resource Services is here to provide non-academic support and short-term mental health services to help improve personal wellness and academic success.

Through direct services, referral and coordination with on-campus and off-campus resources, we can help you to gain access, information, and support to address specific needs while promoting autonomy and empowerment.

Please visit the Wellness Resource Services website at www.sctcc.edu/wellness or email us at wellness@sctcc.edu for more information about our services.

Non-academic Student Support Services

SCTCC understands life happens and that sometimes students need a helping hand to work through challenges that would otherwise interfere with their ability to be successful at college. SCTCC wants to connect students to supportive community networks, resources, and opportunities to ease the burden and/or remove those challenges.

Examples of areas we can help:

- Food Resources & SNAP Support
- Housing
- Transportation
- Pregnancy, Parenting & Childcare
- Financial Resources
- Personal safety, legal, or advocacy needs
- General Well-being & Success Support

SCTCC is SNAP Employment and Training Service Provider. Our program is called SNAP+

SCTCC SNAP Benefit Eligibility Screening 2023-2024

Make an Appointment

To schedule an appointment with the Student Support Manager, please visit office suite 1-401 in the Northway Building. Students may also schedule an appointment by phone at (320) 308-5096 or email wellness@sctcc.edu.

Please visit the Non-academic Student Support Services website at www.sctcc.edu/student-resource-referral-services for more information about our services.

Mental Health Services
Students can access mental health counseling services to help with a variety of life issues. There is no additional out-of-pocket cost for students to meet with our mental health professional and services are voluntary. Services include:

- Short-term Counseling
- Consultation
- Referrals for Community Services
- Crisis Intervention

Make an Appointment
Students can request an appointment by completing a Mental Health Services Appointment Request at www.sctcc.edu/counseling-appt. Students may also call (320) 308-5090 or email wellness@sctcc.edu to request an appointment.

Same day appointments for consultation about services may be available as time and scheduling allows. Please see administrative staff in 1-401 for same day appointments. Students may also request same day appointments by phone at (320) 308-5090 or email wellness@sctcc.edu.

Mental Health Crisis Resources
If you have an immediate concern for yourself or others, call 911.
National Suicide Prevention Lifeline 988 or 1-800-273-TALK (8255)
24-hour Local Crisis Hotline (Central Minnesota Mental Health Center) 1-800-635-8008
24-hour Crisis Text Line Text HOME to 741741

Please visit the Mental Health Services website at www.sctcc.edu/mental-health-services for additional resources and more information about our services.

Technology Services
Our open computer labs have helpful assistants who have been trained to answer basic questions about logging into the campus network, using your campus email, and showing you how to save files. We have one open computer labs in the Northway building located in room 1-405. We also have a computer lab in the Health Sciences Building, HSB-117, and in the library of the Heartland Building.

Student Open Computer Lab
The Student Open Computer Lab Room 1-405 hours are:
 Monday–Friday: 7:30 am – 7:30 pm
Summer Hours: Monday – Friday 7:30 am – 6:00 pm

Email accounts are provided to all SCTCC students taking at least one credit. Wireless access is provided throughout the campus.

Printers are available in the student open computer labs, the library, and some classrooms.
http://www.sctcc.edu/technology-student-help-printing

Who do students call for technical help? The Helpdesk in the Open Lab, Room 1-405, or call

(320) 308-6445 in the Northway building.

D2L Brightspace (Learning Management System)
The web address for D2L Brightspace at SCTCC is http://sctcc.learn.minnstate.edu/. The D2L student Helpdesk Location is Room 1-405. Email: OnlineHelp@sctcc.edu Phone: (320) 308-6445.

The BookStore

The BOOKStore is a full service bookstore located between the cafeteria and Common Grounds Coffee Shop. Our affordable textbook options include: new, used, rental, digital e-books and custom course materials. The BOOKStore also offers, SCTCC Cyclones gear, school supplies, snacks & drinks, greeting cards, and electronics. In addition, The BOOKStore sells postage stamps and discounted movie tickets. The Book Store hours are 8:00 am to 4:30 pm Monday–Friday. Extended hours are offered at the beginning of each term.

Textbooks
The Bookstore offers new, used, rental, digital e-books and custom course materials. Course materials will be available for purchase in store and online at http://www.sctcc.edu/bookstore

Pickup options:

1. Pay online, UPS shipped (shipping fees apply)
2. Pay online, pick up in store

To avoid lines and to get the best selections of used textbooks, we encourage students to buy early and buy online. To avoid delays in order processing, please provide a valid street address with all orders, for shipping purposes.

Textbooks and supplies can be charged to your excess (after tuition and fees are paid) Financial Aid starting four weeks before the start of the semester through the 3rd day of the first week of the semester.

Textbook Rentals
The BookStore offers a rental option on select textbooks. All rentals must be secured with a major debit/credit card and must be returned in saleable condition by the end of the semester. Student ID is required.

Textbook Buyback
Textbook Buyback is held at the end of each term (dates will be posted). Students receive cash for books that are reused on campus. No receipt is required, but you need to present your student ID card.

Refunds
TextBooks can be returned to The BookStore in saleable condition within 10 days of the start of a term with a **dated sales receipt** (summer semester—5 days). Books for late start classes are returnable for one week after the start of the course. Must have a course schedule and receipt.

Commencement Regalia

Students purchase their cap and gown for graduation at The BookStore. Cap and gown are required attire for those participating in the commencement ceremony. To ensure that a student's name is included in the graduation program, the student should apply for graduation with the Office of Records and Registration by the posted deadline.

TRIO - Student Support Services

TRIO-SSS is a federally funded student support program that offers a variety of free academic services for:

- Income-eligible students,
- Students with documented disabilities,
- First generation college students whose parents do not have a baccalaureate degree.

Programs and Services Offered
A dedicated team of professionals' work with students to plan their academic program and monitor their academic progress.

- **Summer Institute**
  Selected new students attend a Summer Institute to improve skills in reading, writing, math, and study skills before they take classes. These courses are tuition-free for qualified students. A number of workshops, visits, and team-building activities are also offered as part of the Institute.

- **Academic Assistance and Counseling**
  For students enrolled in the TRIO Program, academic advisors will be assigned to work with them and develop their education plan designed to enhance educational success. An advisor will closely monitor academic progress in each course.
- **Tutoring and Group Study**
  Tutors can be arranged for students who need help in their courses free of cost and offer group study opportunities to students enrolled in TRIO.
- **Financial Literacy**
  Student Support Services offers one-on-one assistance and educational workshops on FAFSA, scholarships, budgeting, and other forms of financial aid.
- **Peer Mentoring**
  Students will work with peer mentors who introduce them to a wide variety of resources, faculty, and staff at the College.
- **Transfer to Four-Year Colleges**
  Students will be provided necessary contacts and information if they are planning to transfer to any four-year college or university after completing their academic program at St. Cloud Technical and Community College.
- **Career Planning and Mentoring**
  The Career Services Director will work with students in developing their career plans. Students will work with professional mentors who will guide them in developing their professional skills.
- **Workshops and field trips/events**
  Student Support Services also offers several workshops and fieldtrips throughout the year on career planning, financial aid, study skills, communications, and transfer to four-year colleges. Cultural events are also organized.

To check out your eligibility for TRIO Student Support Services, stop by the Northway Building room 1-131A .

Veterans Resource Services

The Veterans Resource Center is a place where students can come with questions about a variety of subjects pertaining to benefits as a veteran or dependent of a veteran. It is located in Northway Building room 1-328. The Veterans Resource Center is typically staffed by the MDVA Central Regional Coordinator two days a week. There are also several student employees in the Veterans Resource Center. In order to respond to our veterans and military personnel needs, appointments are available to meet with the MDVA Central Regional Coordinator.

The staff in this office can help students understand their education benefits, including:
- Federal Tuition Assistance
- GI Bill Kicker
- MN GI Bill
- Montgomery GI Bill
- Chapter 33, Post 9
- Scholarships and Grants
- State Tuition Reimbursement
- Student Loan Repayment Program
- Survivor Education Benefits
- VA Education Programs

Students may also receive help with other VA programs, Tri-Care Insurance, military and retirement pay, family assistance, personal finance and budgeting, and veteran employment. Many resources are available. These resources are not directly available at the college, but the Regional Coordinator can help students locate these resources.

The Veterans Resource Center is partnered with many agencies, including:
- The Department of Defense
- The Veterans Administration
- MN Family Programs
- The American Legion/S.A.L./Veterans of Foreign Wars, D.A.V.
- Minnesota National Guard Education Branch
- Stearns County Veterans Services
- Student Veterans of America

Additional information is available at https://www.sctcc.edu/veterans-services.

STUDENT RIGHTS AND RESPONSIBILITIES

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.

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 disrupt the regular and essential operation of the institution. In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

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.

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 and 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 or threat of physical harm to persons or property. Prior to any such prohibition, the president shall make their best effort to consult with a designated member of the student association.

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, MINNESOTA STATE, or the student body.

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

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

Student Academic Standing Information

Students shall have access to accurate information about general requirements for establishing and maintaining acceptable academic standing, information that will enable students to determine their individual academic standing, and information regarding graduation requirements.

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 students' academic performance.

Property Rights

Term papers, essays, projects, works of art, and similar property 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.

Student Review and Consultation

Students shall have the right to appropriate levels of participation in college and university decision-making pursuant to Minnesota State Policy 2.3 and Procedure 2.3.1, Student Involvement in Decision-Making.

Equal Opportunity

St. Cloud Technical & Community College is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation, national origin, disability status, with regard to public assistance or any other group or class against which discrimination is prohibited by State or Federal law. Further, the college will not tolerate acts of sexual harassment/ assault within its area of jurisdiction.

St. Cloud Technical & Community College will continue to remain in full compliance with: Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Acts (ADAAA) of 2008, the Americans with Disabilities Act of 1990 and the 1992 Crime Bill.

Inquiries, complaints or grievances concerning the application of affirmative action or equal opportunity at SCTCC should be referred to the affirmative action officer, Kari Matson, located in office 1-403, Northway Building or by telephone at (320) 308-3227; or Debra Leigh, student affirmative action officer at debra.leigh@sctcc.edu (320) 308- 5998 located in office 1-404D, Northway Building.

Faculty and Staff inquiries or complaints concerning Title IX should be referred to Deb Holstad. Student inquiries or complaints concerning Title IX should be referred to Carol Brewer, Title IX Coordinator, located in office 2-407, Northway Building or by telephone at (320) 308-6158.

Inquiries for students and public guests about services provided to maintain compliance with Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 should be referred to Accessibility Services. Inquiries can be made in person, in room 1-454 of the Northway Building, by telephone at (320) 308-5064 or acc@sctcc.edu. TTY users please call MN Relay Service at 711 to contact the college. Employee requests for such considerations can be directed to Human Resources, in office 1-402, Northway Building or by telephone at (320) 308-3227.

This publication is available in accessible formats upon request by calling Accessibility Services at (320) 308-5064 or acc@sctcc.edu. TTY users please call MN Relay Service at 711 to contact the college.

Cultural Diversity
St. Cloud Technical and Community College students are members of a college community that is committed to creating a positive, supportive environment that welcomes a diversity of opinions and ideas for students, faculty, and staff of all cultures. The college does not tolerate racism, harassment, or any derogatory remarks about a student's race, sexual orientation, class, age, gender, or physical limitations. The best and most effective learning environment for tomorrow's leaders is a multi-cultural setting.

Student Code of Conduct

See Minnesota State Policy 3.24; Procedure 3.26.1
St. Cloud Technical and Community College is committed to the creation and maintenance of an academic community that fosters the intellectual, personal, social, and ethical development of its students. This Student Code of Conduct, in tandem with the College's Expect Respect behaviors, help ensure a learning community that is vibrant and respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests.

In addition to students understanding their rights and responsibilities, St. Cloud Technical and Community College expects that each student will obey the laws enacted by federal, state, and local governments. In addition, there are certain rules and regulations governing student conduct that have been established by St. Cloud Technical and Community College and the Minnesota State Colleges and Universities Board of Trustees (Minnesota State). Persons who fail to act accordingly may be subject to disciplinary actions as set forth in the Student Code of Conduct.

Off-campus Conduct
St. Cloud Technical and Community College and the Minnesota State Colleges and Universities reserve the right to review student behavior that occurs off campus if the behavior violates college policy; local, state or federal laws; or adversely affects the educational or service interests of the college.

In addition to maintaining the confidentially of each case, the College also ensures that alleged violators will be afforded due process in investigating their conduct.

To access a complete copy of the Code of Conduct listing disciplinary offenses, sanctions for conduct violations, disciplinary procedures, appeal process, and record retention, please go to https://www.sctcc.edu/policies.

Alcohol/Drug Free Environment

See Minnesota State Policy 5.18

Saint Cloud Technical and Community College is concerned about students' health, ability to learn, and ability to gain skills that will lead to successful lives. Therefore, it is our goal to ensure that students can study, learn, and relax in an environment free from illegal drugs and the illegal use of alcohol. However, we also understand that some students may need help with drugs or alcohol. To that end, we ensure access to SCTCC employees, local agencies, and other resources for direct services and/or referral.

SCTCC drug and alcohol use policies conform to Public Law 101-226, the *Drug Free Schools and Community Act* of 1989, and Minnesota State Policy 5.18. In short, this policy prohibits students from illegally possessing, using, and/or distributing drugs and alcohol on campus, in school vehicles, or at college-sponsored activities that occur off campus. The college also reserves the right to review student behavior that occurs off-campus if the behavior violates college policy, including the illegal use, possession, or distribution of alcohol and/or other controlled substances. The policy further describes prosecution and penalties.

The policy also outlines the scope of counseling, support, and referral sources available to students who are experiencing chemical abuse problems.

To access the complete policy and SCTCC's Drug-Free schools Biennial Review, go to
http://www.sctcc.edu/drug-alcohol-tobacco

Tobacco Use

See SCTCC Policy 55.4 Procedure 55.4.1

Effective August 23, 2010, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, and other tobacco products) by students, faculty, staff, and visitors is prohibited on all St. Cloud Technical and Community College properties at all times:

- In all interior spaces on St. Cloud Technical and Community College campus;
- On all outside property or grounds controlled, managed, or maintained by St. Cloud Technical and Community College campus—including all satellite locations and all partially enclosed campus areas such as walkways, breezeways, and bus shelters;
- In St. Cloud Technical and Community College vehicles, including buses, vans, and all other college vehicles.

The college prohibits the campus-controlled advertising, sale, or free sampling of tobacco products on campus. Littering the campus with remains of tobacco products or any other disposable product is prohibited.

Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using St. Cloud Technical and Community College facilities will be required to abide by the tobacco-free policy and procedure. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

Computer and Technology Use

See Minnesota State Policy 5.22.1

The college has computers available for students' use at a number of campus locations, including three Open Computer Labs. The college has established policies specific to programs using laptop

computers. Before students are allowed to use the computers and access the college network, they are required to read and sign the *Computer and Technology Use Policy*. This policy is available in the Student Open Computer Labs and http://www.sctcc.edu/policies, Chapter S5.2.

Animals on Campus

To maintain the security and well-being of campus constituents, St. Cloud Technical and Community College regulates animals on college property. There are four basic types of animals that may be found on campus grounds, but not all are permitted within college facilities: service, emotional support, work, and companion.

Service Animals: Service animals are defined by the Americans with Disabilities Act (ADA) as any dog, or in rare cases, a miniature horse, that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animals are permitted to accompany a person with a disability in all areas where members of the public are permitted, including, but not limited to, offices, classrooms, dining halls, and conference rooms.

It is not always apparent whether a dog is a service dog, but the ADA regulates what types of inquiries can be made regarding service animals. The ADA permits individuals to ask if the dog is a service animal because of a disability and what work or task the dog has been trained to perform. It is not permissible to inquire about the person's disability or medical documentation, nor is it acceptable to require proof of the dog's certification or ask that the dog execute the trained task.

Emotional Support Animals: Emotional Support Animals (ESAs) are also referred to as assistance animals, comfort animals, or therapy animals. They are not considered service animals because they are not required to have special training or perform a specific task. ESAs are often used to provide therapeutic benefit to those dealing with depression, anxiety, phobias, or other conditions in which contact with an animal may improve physical, social, emotional, or cognitive functioning.

ESAs are not protected under the ADA, and are not permitted in indoor public areas such as classrooms, dining halls, computer labs, offices, or other campus facilities.

Work Animals: Work animals are those brought onto college property for educational or research purposes or to perform a service, such as animals brought in for therapeutic stress relief during finals week. Work animals might also include animals brought onto college property by a third party to perform a task such as an animal used in pest control or a police dog used in law enforcement efforts. Animals used for education or research are governed by the Research Involving Animal Subjects policy. Animals brought to campus for therapeutic purposes may be arranged by various SCTCC departments, but will only utilize animals that are trained as therapy animals and registered with a reputable animal therapy organization such as Pet Partners.

Companion Animals: Companion animals are those animals that are generally referred to as pets and are kept for companionship or leisure time activities. They may not be trained to perform any specific kind of task and they are not owned specifically to assist with a mental or physical impairment or disability. Pets or companion animals are prohibited from indoor public areas including, but not limited to, classrooms, offices, dining halls, and meeting areas.

Denying Access or Animal Removal
Per ADA regulations, SCTCC reserves the right to deny access to campus properties or require an owner or handler to remove their animal from campus properties if the animal behaves in an unacceptable way. Unacceptable behavior may include, but is not limited to:

- Uncontrolled barking, whining, growling, or making other distracting noises
- Uncontrolled jumping on, nudging, lunging at, sniffing, or licking other people
- Regularly escaping from handler or overpowering the handler
- Regularly begging for or taking food not freely offered by others
- Destroying college property or the property of others on campus
- Urinating or defecating indoors or in inappropriate areas
- Behaviors that pose a direct threat to the health or safety of others

SCTCC may also deny access or require an owner or handler to remove their animal if the owner or handler has failed to care properly for their animal and the lack of care becomes a distraction to the point of interfering with normal business or academic activities. For example, if an owner allows their animal to become unclean and the odor prevents the professor or other students from being able to focus on the lesson, the owner will be asked to remove the animal.

When a service animal is denied access or removed pursuant to this policy, SCTCC will make efforts to reasonably accommodate the owner or handler so that they may continue to participate in the program or activity without the service animal present.

Emergency Situations
In emergency or evacuation situations, SCTCC and/or emergency responders will make every effort to keep the service or therapy animal with its owner or handler. However, priority will be given to the safety of the owner and may necessitate leaving the animal behind in certain emergency situations.

Complaint/Grievance Policy
See Minnesota State Policy 3.8; SCTCC Policy S3.24

General Statement of Policy
St. Cloud Technical and Community College, in order to provide quality instruction and service, encourages student access to college faculty, staff, and administration to resolve questions, concerns, or complaints regarding SCTCC policies, procedures, or other actions or inactions of the College.

Students are encouraged to use available informal means to have decisions reconsidered before submitting a complaint or filing a grievance. The ultimate objective of this policy and procedures is to reach a mutually agreed upon resolution to the issue as quickly and efficiently as possible. No retaliation of any kind shall be taken against a student for participating in the complaint or grievance process. These procedures shall also protect data privacy rights. The college maintains a record of all complaints and grievances filed, and they are collected and archived in the Administrative Affairs Division.

This policy does not apply to academic grade disputes. Grade appeals are handled under a separate policy/procedure. Student complaints regarding discrimination or harassment are subject to SCTCC and Minnesota State Board Policy 1.B1, Procedure 1B.1.1.

Complaint Procedure

The goal of the complaint procedure is to quickly address a student's question/concern about a college decision, action or inaction and come to a resolution agreeable to the student and the college as soon as possible.

Submitted verbally or in writing, the student may bring the complaint directly to a faculty member, administrator, manager, department chairperson, college supervisor, or other SCTCC staff. Complaints may also be brought to the manager, supervisor, or dean of the department/division closest to the disputed action.

Grievance Procedure

Student(s) not satisfied with the outcome of a complaint—and/or if the complaint involves the application of a college policy—may file a written grievance with the supervisor (director, dean, or vice-president) of the employee or department whose action gave rise to the grievance.

To file a written grievance, the grievant must provide the following information:
- name of the student(s) filing the grievance,
- name of the faculty or staff member whose action(s) is being grieved,
- statement of facts and nature of the grievance, including specific policy violation, if known,
- any documentation or evidence,
- date(s) of the incident(s),
- resolution being sought by the grievant, and
- grievant' s signature and date.

The written materials must be submitted to the Assistant of the Vice-President of Administration (office 1-327). The Administrative Assistant will forward the grievance to the appropriate academic or administrative officer.

Appeals

A student may appeal a grievance decision based on the application of a specific college rule, regulation, policy, or procedure. The same written material submitted in the original decision will be presented for appeal to the appropriate divisional Vice-President.

If the grievance involves a board policy, the actions of a college or university 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 practice, a student may further appeal the college or university decision to the Office of the Chancellor. The decision of the chancellor is final and binding. To contact the Chancellor's Office: Academic and Student Affairs, Office of the Chancellor, Wells Fargo Place, 30 7th Street E., Suite 350, St. Paul, MN 55101-7804.

St. Cloud Technical and Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC). In cases that involve SCTCC's compliance with the standards of the College's accrediting agency, questions or concerns may be directed to: Higher Learning Commission, 230 South LaSalle St., Suite 7-500, Chicago, IL 60604-1411.

Time Limits

If a complaint or grievance is not submitted within the established time limits, it shall not be considered. If the college staff or administrator does not address the complaint or grievance within the established time frame, the student may appeal the complaint or grievance to the next step.

Grievance-Appeal Information for Accommodations
The following is the grievance procedures as it pertains to reasonable accommodations. It is the policy of SCTCC to comply with the provisions of the following (this is not an exhaustive list): The Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Minnesota State Board Policy 1B.4. Discrimination of qualified individuals with disabilities on the basis of their disability is strictly prohibited. SCTCC 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 services, programs, or activities, nor will the individual be subjected to discrimination.

SCTCC encourages students to follow the processes outlined below prior to involving resources outside of the college. However, students do have a right to file a complaint directly with the United States Department of Education, Office for Civil Rights.

Grievance procedures must be filed/started within twenty (20) days of the incident. After twenty (20) days, it is the student's responsibility to provide information/documentation that supports reasoning/consideration for the delay.

Grievance Procedures—Accessibility Services
Grievance procedures listed below apply to situations in which a student followed established processes/procedures to request reasonable accommodations for a documented disability and the request was denied or not provided. Grievance procedures may also be applicable to situations in which the implementation of approved accommodations did not meet his/her specific needs.

1. Students with a grievance/complaint are encouraged to first discuss the concern with involved parties directly, if possible, and to mutually agree upon a resolution.

2. If resolving the concern informally with the involved person is not possible, or a resolution cannot be made, a complaint may be brought forward to Accessibility Services. (If the concern involves a member of the Accessibility Services staff, skip to Step 3.)
<div align="center">
Avery Cook
Accessibility Services
Office: 1-454
(320) 308-5064 or 1 (800) 222-1009
TTY – users dial MN Relay at 711
Fax: (320) 308-5981, Attn: Accessibility Services
</div>

   Accessibility Services will render a response to the complainant personally and/or in writing within ten (10) working days.

3. If a student still feels he/she has been unduly denied a requested accommodation, the student may file a written appeal to the Vice President for Student Affairs. To file a written appeal, a student should complete the Student Grievance Form and submit the form to:

Vice President for Student Affairs
1540 Northway Dr.
St. Cloud, MN 56303
Office 1-401
(320) 308-5580 or 1 (800) 222-1009
TTY – users dial MN Relay at 711
Fax: (320) 308-5981

Academic Integrity

Academic integrity is highly valued at St. Cloud Technical & Community College and throughout higher education. Maintaining academic integrity is the responsibility of every member of the college community: faculty, staff, administrators and students. Academic integrity requires students to refrain from engaging in or tolerating acts including, but not limited to, submitting false academic records, cheating, plagiarizing, altering, forging, or misusing a college academic record; acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, or awards. Any violation of the St. Cloud Technical & Community

College's Academic Integrity Policy S3.28 is considered a disciplinary offense and will be subject to the policies of the course's instructor, entrance into the Academic Integrity Database, and possible disciplinary action as outlined in the Academic Integrity Procedure S3.28.1. Students accused of academic dishonesty may appeal the decision. Students may review the Academic Integrity process and access the Academic Integrity Appeal Form at https://www.sctcc.edu/academic-integrity .

Attendance

In order to be successful, regular attendance is expected of all St. Cloud Technical and Community College students. Active participation and being present is an important indicator of student success. Students should notify the instructor when an absence is necessary, if possible, before missing class. It is the student's responsibility to contact the instructor for possible assignment completion. Each faculty member determines class attendance guidelines consistent with the course objectives, and this is communicated to students in the course syllabus.

Nondiscrimination Policy

See Minnesota State Policy 1B.1
Policy Statement
St. Cloud Technical and Community College and Minnesota State Colleges and Universities are committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at or

visiting the educational or working environment. Harassment may include, but is not limited to, verbal harassment or abuse, implied or overt threats, physical acts of aggression, etc., which have the effect of substantially or unreasonably interfering with an individual's employment, education, use of college services, or participation in college events or activities.

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, SCTCC 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, 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.

Investigation and Resolution
This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, discrimination, or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

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 SCTCC 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.

SCTCC's Designated Officers (To report discrimination/harassment):
Student Complaints – Carol Brewer, Director of Safety and Security office 2-407,
carol.brewer@sctcc.edu, office 2-407 phone: (320) 308-6158.
Employee Complaints – Kari Matson, Human Resources Director, office 1-403
Kari.matson@sctcc.edu office phone: (320) 308-3227.

HIV/AIDS POLICY
St. Cloud Technical and Community College recognizes that infection with the Human Immunodeficiency Virus (HIV) and the subsequent diagnosis of Acquired Immunodeficiency Syndrome (AIDS) has the potential to interfere with the educational process. St. Cloud Technical and Community College

recognizes AIDS to include a diagnosis of the end-stage disease AIDS along with symptomatic or asymptomatic conditions within the spectrum of HIV infection. While it is recognized that there is no evidence that the virus is transmitted in casual contact settings such as schools, there are students in given programs at high risk due to exposure to body fluids. Therefore, the role of the educational system is to respect the rights of individuals with HIV infection regarding education, privacy, and freedom from discrimination; to respect the rights of others in the system to be educated in a safe environment; and to educate administrators, staff, and students about preventing the risk of HIV transmission.

Handicap/Disability
Infection with HIV and a subsequent diagnosis of AIDS is viewed as a potentially disabling condition through the Americans with Disabilities Act. An individualized plan for education and career/personal development will be developed for each student with a handicapping condition in order to reduce barriers to learning and to maximize the health of the student.

Discrimination
The exclusion of people with HIV/AIDS for any reason constitutes unwarranted discrimination. Therefore, St. Cloud Technical and Community College does not consider the existence of any form of the HIV infection in the initial admissions decision.

Safety Precautions
The environmental precautions for handling all body fluids potentially infected with a bloodborne pathogen such as HIV will comply with the Federal Occupational Safety and Health Administration's Bloodborne Pathogen Standards (codified under 29 CFR 1910.1030). Students enrolled in programs where blood and other body fluids may be part of the educational program are encouraged to discuss their HIV status with program faculty.

Data Practices/Confidentiality
The privacy rights of staff and students will be protected. No person, group, agency, insurer, employer, or institution will be provided medical information of any kind without the prior specific written consent of the person with HIV/AIDS. The knowledge that staff or students have a chronic infectious disease, such as HIV, will be confined to those persons with written permission as stated above.

Screening/Testing for the Presence of the AIDS Virus
Mandatory screening for the presence of HIV as a condition of employment or enrollment is not warranted. St. Cloud Technical and Community College, however, strongly encourages voluntary HIV screening for students, specifically, but not limited to, those in health programs. Information regarding test results will not be made available to anyone without the specific written consent of the individual.

Enrollment and Attendance of Students with HIV/AIDS
Students with HIV/AIDS may continue their education until such time that their health deteriorates sufficiently to interfere with performance. Determinations for specific precautions and need will be made on a case-by-case basis. The principles cited in the CDC Workplace Guidelines (1989) and Foster Care and Education Guidelines (1985) will be followed.

Campus Security and Crime Awareness
St. Cloud Technical and Community College encourages all students and college community members to be fully aware of the safety issues on the campus 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. Information covering campus security is presented as part of the student orientation process and at staff and faculty in-service sessions. The College is continually providing information on crime prevention and encourages students, staff, and faculty to be responsible for their own security, as well as the safety and security of others.

Campus Security is the office to which all criminal reports should be made. Everyone on campus (including students, faculty, staff, and visitors) are encouraged to report immediately any and all potential criminal activity to the Campus Security Office, Carol Brewer (room 2-407), and/or the St. Cloud Police Department. In cases of emergency, dial 911 or Campus Security at (320) 308-6158

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, SCTCC monitors criminal activity for the campus, off-campus sites owned or maintained by the College, and public properties immediately adjacent. These statistics are collected, documented, and provided for the past three years. Crimes are reported in the following seven major categories: 1) Criminal Homicide; 2) Sex Offenses; 3) Robbery; 4) Aggravated Assault; 5) Burglary; 6) Motor Vehicle Theft; and 7) Arson. The College also reports the following three types of incidents if they result in either an arrest or disciplinary referral: 1) Liquor Law Violations; 2) Drug Law Violations; and 3) Illegal Weapons Possession. In accordance with the Campus Sexual Violence Elimination (SAVE) Act, SCTCC discloses all incidents of domestic violence, dating violence, sexual assault, and stalking in the annual campus security report.

The entire report can be viewed at the Department of Education Security website at https://www2.ed.gov/admins/lead/safety/campus.html, or the SCTCC website at https://www.sctcc.edu/crime-log. If you have any questions or would like a printed version of the SCTCC Annual Security Report, call campus security at (320) 308-6158.

Trespassing
Security personnel will issue trespass notices when necessary. Questions or concerns should be directed to the Director of Safety and Security in room 2-407.

Firearms
See SCTCC Policy S5.11 – Possession or Carry of Firearms
No person is permitted to carry or possess a firearm on system property except as provided by SCTCC policy.

Star Alert
Star Alert is a free SCTCC emergency notification system that makes it possible for students and employees to receive notices of campus-related emergencies via text, email, and voice alerts. All students and employees will automatically receive notifications to their SCTCC email account. If you would like to receive messages in other ways such as on your mobile phone, personal email, or home phone, please visit http://www.sctcc.edu/star-alert to sign up.

EMERGENCY RESPONSE PLANS
Emergency response plans for each building have been posted inside each classroom, conference room, and office suite. These RED flip charts provide guidance to faculty, staff, and students in case of emergency. Please read these charts and become familiar with procedures in your area.

Active Threats (Active Shooter)
St. Cloud Technical and Community College has adopted the run, hide, fight procedure when responding to an active threat. In the unlikely event that an active threat is present in one of the buildings at SCTCC, administration strongly suggests that you take the following actions:

RUN: If you are in an area where you feel safe to do so, flee from the building immediately.
HIDE: If you are unable to run away from the threat, find a nearby lockable room and take shelter.
FIGHT: As a last resort, if an active threat is in your immediate vicinity, defend yourself.

Use the above option that best fits the situation that you are in based upon the details that you are aware of regarding the known threat. Also, realize that options are fluid and will change as the threat changes. This practice is designed to allow students to use their best judgement to help keep themselves as safe as possible.

The Department of Safety and Security is available to answer questions or provide additional resources. Please contact Carol Brewer, Director of Safety and Security, at (320) 308-6158 or carol.brewerWsctcc.edu.

Fire Alarms
Students should know the fire alarm procedures for their location in the building.
1. Leave immediately and proceed outdoors with the last person closing the door.
2. Walk fast but do not run.
3. The first person out props the door open or holds it open.
4. Stay outside until the fire department signals the "all clear."
5. Obey the fire alarm even if there is reason to believe the alarm was set off accidentally.
6. Keep all roadways clear for possible fire trucks or ambulances.

Inclement Weather Policy/School Closings
In the event it is necessary to close the college due to extreme weather conditions or any other emergency situations, the following procedures will be followed:
1. In all cases, students are urged to use good judgment on whether to report to the College based on their individual situations.
2. Inclement weather announcements relative to St. Cloud Technical and Community College will be made on the following stations:
   WJON/WWJO #1240 Radio AM (St. Cloud)
   KNSI/KCLD #1450 Radio AM (St. Cloud)
   WCCO Radio #830 AM (Minneapolis)
   WVAL/WHMH
   KASM, Albany
   KLTF, Little Falls
   KWLM
   KSTP TV
   KARE 11 TV
   WCCO Channel 4

3. Star Alert
4. SCTCC Website
5. The absence of an announcement concerning the College means that it is in session. The College never announces that it is open.

Tornado/Severe Weather Procedure

The safest areas are:
1. Hallways away from large glass areas
2. Classrooms and offices away from outside walls and windows
3. Bathrooms
4. In the event of a tornado warning or drill, the second floor must be completely evacuated. Students and staff will proceed to the first-floor hallway. Things to do:
   - Close hallway door.
   - Do not stop to open or close windows.
   - Sit down in designated area. Leave a passage open in the center of the hallway. The tornado warning will be announced over the intercom system instructing the staff to proceed with a tornado emergency. Do not leave the building until all clear has been announced.

Medical Emergencies/Ambulance Dial 911

1. Identify nature of emergency.
2. Give the dispatcher the building address.
3. Direct emergency personnel to nearest building entrance (all outside doors are numbered) and room number. Provide escort at entrance to avoid confusion.
4. Assist as possible. Use common sense.
5. Notify Campus Security as soon as possible at (320) 308-6158.
6. Injury/accident reports need to be filed immediately for any accident involving personal injury. Director of Safety and Security will take the report. Please call (320) 308-6158 to report all injuries.

Non-Medical Emergencies

Threatening, irrational behavior, assault, etc.: Call **911...police**
1. Identify nature of emergency.
2. Give the dispatcher the building address.
3. Direct police to nearest building entrance (all outside doors are numbered) and room number nearest the incident. Provide escort at entrance to avoid confusion.
4. Attempt to keep others from becoming involved.
5. Notify Carol Brewer at (320) 308-6158.

Non-Emergency Situations of Concern

Suspicious or intoxicated individuals
1. Notify Carol Brewer at (320) 308-6158

For further details, please see the Campus Security Report at https://www.sctcc.edu/crime-log

Solicitation

All solicitation activities on campus grounds must receive approval from the Director of Campus Life.

No solicitation is allowed within 30 feet from any entrance to the building.

Publicity Guidelines

A posting policy has been developed to give students, faculty, and recognized campus organizations guidelines for distribution and display of literature on campus. The source of any publicity information and the name of the organization must be stated on all posters or other printed material. Questions regarding postings and/or advertising should be brought to the Director of Campus Life.

STUDENT LIFE & ATHLETICS

Student Center

The Student Center is in the Heartland Building. Students are encouraged to use the Center as a place to recreate, relax, and study. The Student Center's mission is to build a sense of community by providing a social atmosphere for the college campus, updated equipment, comfortable surroundings, and recreational and leisure activities. When classes are in session, the Student Center hours are
 9 am–8 pm Monday–Thursday, 8 am–4 pm on Friday. Break hours are subject to change.

Student Senate

The Student Senate of St. Cloud Technical and Community College is the student leadership of the campus. Student Senate members meet on a regular basis throughout the year and serve on several standing campus-wide committees.

The Student Senate consists of one representative from each of the recognized student clubs on campus, six executive cabinet members, and at-large members as approved by the executive cabinet. The executive cabinet consists of six officers: President, Vice President, Legislative Liaison, Public Relations Coordinator, Treasurer, and Secretary. The President and Vice President are elected at the end of the semester prior to serving in their roles. All other executive cabinet members are elected at the beginning of their semester(s) of service.

Student Clubs
St. Cloud Technical and Community College students have the opportunity to participate in one or more of the 18 recognized student clubs on campus. Detailed information on each club may be obtained by contacting the club's advisor.

LeadMN
Every student of St. Cloud Technical and Community College is a fee-paying member of the Minnesota State College Student Association (LeadMN). LeadMN has often been referred to as the "State Student Senate." LeadMN works on behalf of all students with Minnesota State, the Legislature, and the Executive Branch of state government. The LeadMN Executive Board meets once a month and is made up of an Executive Cabinet consisting of President, Vice President, Legislative Liaison, and Treasurer, as well as a representative from each of the state's nine regions. St. Cloud is a member of the Central Region, along with Ridgewater College—Willmar and Hutchinson campuses--and Alexandria Technical and Community College.

LeadMN holds two working conferences each year. Members of the SCTCC Student Senate Executive Cabinet will attend both conferences to represent and vote on behalf of St. Cloud students.

LeadMN recognizes the importance of Student Government on each campus. They define the purpose of Student Government as follows:

> *"Student Government is an important element in the life of a college community and is also important as an educational experience for students on a campus. It is essential that campus student senates be maintained as strong, effective organizations that provide leadership in representing the needs and viewpoints of the students. Involvement in campus governance provides student participants opportunities to develop individual leadership skills, gain experience in policy development and legislative relations, and to develop an understanding of the decision-making process."*

Student Recognition Programs/Commencement
The Student Senate sponsors the Student Recognition and Awards Program as well as the commencement ceremony for students who have completed, or will be completing, their degree/diploma over the course of the year. Prior to the commencement ceremony, the Student Senate sponsors the Recognition and Awards Program. During the program, students will be recognized for their involvement in extracurricular activities and service contributions that enhanced the quality of student life at St. Cloud Technical and Community College.

Leisure Activities

YMCA
The St. Cloud Technical and Community College and the St. Cloud Area Family YMCA have an agreement that gives students taking six or more credits each semester a free single membership to the YMCA with a "Joiner Fee." This "joiner fee" is $135 for the full academic year, or $85 for a single semester. Students must present their valid Cyclone Card on each visit for YMCA facility access.

The YMCA is located one block west of St. Cloud Technical and Community College. Adult memberships include use of two pools, whirlpool, sauna, locker rooms, gymnasium, water exercise classes, aerobics classes, Nautilus equipment, free weights, racquetball courts, and cardiovascular equipment. School year facility hours are Monday–Friday 5:00 am–9:00 pm, Saturday 6:00 am–8:00 pm and Sunday 10:00 am–7:00 pm (hours are subject to change). Call for holiday and summer hours. Single parent and two-parent family and couple memberships are available. Benefits include drop-in daycare, reduced fees, and other family programs. Financial assistance is available based on school lunch program guidelines. YMCA tours are available and equipment orientations are recommended. YMCA pool and gym schedules and program information are available at the YMCA and by calling (320) 253-2664.

Whitney Recreation Center
St. Cloud Technical and Community College students may purchase individual memberships to the Whitney Recreation Center. Located across Northway Drive from St. Cloud Technical and Community College, the Whitney Recreation Center features three official-sized basketball and volleyball courts and an elevated walking/running track. Students will need their Cyclone Cards to obtain a membership for

the courts and track. One membership per identification card will be honored. Schedules of open hours at the Whitney Recreation Center are available in the Student Center or at Whitney. Many tournaments and events are scheduled at Whitney, so please check the schedule for availability prior to using the facility.

Cinema Entertainment Movie Passes
A limited number of Parkwood Cinema movie passes are available for purchase in the BookStore. The passes are subsidized by the Student Activity Fee and are available at a rate of $12.00 for two passes. In order to serve as many students as possible, purchases are limited to two passes per student per 45 days apart. Students must show their student identification card for purchase.
The cost is subject to change without notice.

Varsity Athletics
St. Cloud Technical and Community College offers varsity competition in women's volleyball, women's basketball, women's softball, men's basketball, and baseball. Teams compete against other colleges and technical colleges in league and tournament competition. Interested students may sign up or receive further information from the Athletics Office located in the Heartland Building or by calling 320-308-5992.

The Commons
The Commons is open from 7:30 am to 4:00 pm, Monday–Thursday and Friday 7:30 am–2:00 pm. Daily breakfast and lunch specials are available. A variety of sandwiches, snack items, fruits and vegetables are available on the line. Pop, milk, juice, and other beverages are sold. The Cyclone Cash Card is accepted for payment.

Common Grounds
Common Grounds is open from 7:30 am–2:00 pm Monday–Thursday and 7:30 am–1:00 pm on Friday. Starbucks coffee along with smoothies and grab-and-go food items are available for sale. There is also a featured weekly breakfast special and lunch offerings. The Cyclone Cash Card is accepted for purchases.

Public Transportation

St. Cloud Metro Transit Commission (MTC) provides FREE Metro Bus transportation for all currently enrolled St. Cloud Technical and Community College students. The St. Cloud MTC and the SCTCC student activity fee supplement the program. Participation in the program requires a Cyclone ID. Your pass is valid at any time, on any fixed Metro Bus routes for unlimited rides. The MTC's Metro Plus Para transit service is not included in this program. Please visit the St. Cloud MTC web site for route and schedule information.

Lockers

Students may rent a locker for a non-refundable processing fee per academic year (Fall and Spring semesters or any portion thereof). The fees will be posted annually at www.sctcc.edu/tuition. Students must be actively enrolled in a college major to maintain a locker. Withdrawal from college or classes will terminate the student's ability to use the locker. This privilege is extended to students on the basis that the locker is to be kept in good condition. The College reserves the right to inspect lockers for articles threatening the health and safety of the college community as well as to obtain the return of college property.

Students are asked to keep the locker combination number confidential. Locker assignments are available through the Admissions Office. The College is not responsible for lost items. All lockers must be emptied at the end of the academic year. Any items left in the locker at the end of the academic year will be disposed of by the College. The College is not responsible for articles left in lockers.