

Campus Handbook 2011 - 2012

Northwest Technical College Bemidji

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www.ntcmn.edu

If you use a TTY, you can call us using the Minnesota Relay Service at (651) 297-5353 or 1-800-627-3529 and ask them to place a call to the College. Upon request this information will be made available in alternate formats.

Northwest Technical College is a member of the Minnesota State Colleges and Universities, an agency which serves technical college, community college, and state university campuses across Minnesota. Northwest Technical College reserves the right to change any of the contents published in this handbook without notice. Information herein shall not be regarded as contractual. The most recent policies are posted on the College's web site.



An Equal Opportunity Employer/Educator

Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Further, the Minnesota State Colleges and Universities shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

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Academic Year 2011 – 2012	Fall 2011	Spring 2012	Summer 2012
Semester Begins	August 22	January 9	TBA
Last day for Full Refund	August 26	January 13	TBA
Last day to add classes	August 26	January 13	TBA
Last day to exercise P / NP option	August 26	January 13	TBA
Last day to drop classes without a grade	August 26	January 13	TBA
Last day to clear grades of incompletes from previous semester	December 20	May 5	TBA
Last day to Withdraw from classes with a "W" grade	November 29	April 5	TBA
Semester Ends	December 20	May 5	TBA
No Classes	Fall 2011	Spring 2012	Summer 2012
Memorial Day			May 28
Independence Day			July 4
Labor Day	September 5		
MSCF Meetings	October 20-21		
Faculty Inservice Day	November 17	TBA	
Veteran's Day	November 11		
Thanksgiving Break	November 24-25		
December Holiday	December 21 – January 6		
Martin Luther King, Jr. Day		January 16	
President's Day		February 20	
Spring Break		March 6-10	

NOTE: When making registration changes to BSU and/or online courses that are delivered by NCTC, MSCTC, or Alexandria Tech, see that college's schedule. Their dates for making registration changes may not be the same as NTC'S.

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Welcome to Norwest Technical College

This is a very exciting time at Northwest Technical College. In our fifth decade, our enrollments remain strong, new program possibilities continue to be explored, course delivery options are reaching more learners, and more flexible customized training opportunities have been developed.

The College's annual enrollment now exceeds 2,300 learners and has been among the state two-year college leaders in growth. This increase reflects both the College's commitment to providing increasingly accessible learning opportunities, as well as a sensitivity to the educational employment needs of the community and region. We are also pleased by the on-going additions to new learning environments, increased access to updated learning technologies and a faculty that is focused on the success of each individual. Recently, the College received gold status by the Minnesota State Colleges and Universities system for enrollment, learning facilities and full-time learner retention.

Have a wonderful year! I encourage you to take advantage of all the available opportunities at both NTC and Bemidji State University, as well as in the Bemidji area.

Warmest wishes for a successful year,

Dr. Richard Hanson, President

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DATA DISCLAIMER

Data contained in this publication accurately reflects organization and courses of study at the time of publication (Summer 2006). However, the College reserves the right to make changes in curricula, course content goals, procedures, policies, and costs at any time deemed necessary. **To view the most current information and policies, go to <http://www.ntcmn.edu/about/policies/>.**

POLICY STATEMENT

This handbook contains policies and procedures necessary to the operation of academic and co-curricular services. The policies and procedures have been reviewed and approved by the College. It is the intent of the College that these policies and procedures respect individual student identity, while being applied in a consistent and uniform manner within the College.

These policies and procedures were developed according to the most recent rules, regulations, information, and data available at the time of publication. However, the College policies and procedures are subject to revision by state and federal agencies, which are beyond the jurisdiction of the College. Changes in rules, regulations, policies, and procedures made by higher levels and agencies of government supersede College policy.

All policies will be reviewed for possible revision on an annual basis.

The policies and procedures outlined within this handbook affect all learners regardless of delivery mode. Learners enrolled in the Distance Education program who desire additional information and / or clarification of its contents may call the Distance Education office at: 1-800-456-8519.

This Campus Handbook is intended to assist learners while attending the College. The contents should not be considered contractual in nature.

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Access to Information

OFFICIAL COMMUNICATION - EMAIL AND WEB PAGE

Northwest Technical College believes that all learners and employees must be proficient in using electronic communication tools; therefore, each enrolled learner and employee will be assigned a college email address, which will be used for official communications from and within the college. Individuals are responsible for accessing their email and are responsible for the contents of the messages. The College web site will also be a source of information, including handbook, catalog, and calendar. Learners are responsible for accessing the calendar to get this information. The College website is <http://www.ntcmn.edu>.

Learners are encouraged to check their College email account regularly and frequently to ensure that they receive all notices and announcements. Computers are available in various locations on the campus, including in the Learning Enrichment Center/library and in the Computer Kiosk.

The College will make available the following information to all learners:

RIGHT TO KNOW

The College will make available to all enrolled and prospective learners statistics on completion or graduation rates, transfer-out rates, and employment, pursuant to the Student Right To Know Act of 1990. These reports are available on the college's website under "About NTC" (Graduation/Transfer Rates and Placement Rates).

CONSUMER INFORMATION

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

DIRECTORY INFORMATION

Public Data:

Northwest Technical College handles its directory information in accordance with applicable privacy laws, including the [Family Educational Rights and Privacy Act \(FERPA\)](#) regulations and has designated the following information in education records as directory information. Directory information is considered public data.

- Learner name
- Learner enrollment status
 - enrolled
 - graduated
 - withdrawn
 - part-time
 - full-time

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- Program major
- Dates of attendance
- Learner honors and awards.

Directory information is public data unless the learner requests any of this data to be treated as private via 2130-4-01 Do Not Release form.

Private Data:

In accordance with applicable privacy laws, education records that are not directory data are classified as private relating to the following:

- A learner who is currently enrolled / registered.
- A former learner who is no longer enrolled / registered.
- An individual who is an applicant for enrollment / registration.
- An individual who is receiving shared time educational services.

NTC does not release Private Data to any individual or organization, including credit card issuers, unless permitted by law or authorized in writing by the subject learner. In accordance with applicable law, Northwest Technical College has the right to release learner records without consent in some circumstances. Examples of release without consent include, but are not limited to, the following:

- To school officials with a legitimate educational interest.
- To specified officials for audit, accrediting or evaluation purposes.
- To appropriate parties in connection with providing financial aid to a learner.
- To others as necessary to deal with health and safety emergencies.
- To state and local authorities, within a juvenile justice system, pursuant to specific state law.
- To comply with a judicial order or lawfully issued subpoena.
- To military recruiting personnel, under the Solomon Amendment of the National Defense Authorization Act. In addition to directory information, NTC must disclose address, telephone number, previous school of enrollment, and date of birth.
- To another educational agency or institution, where a learner has or intends to enroll and/or receive services.
- To other educational agencies or institutions to which learners have transferred if requested by the transfer school.
- To other MnSCU institutions where the learner is enrolled or has applied for admission, official transcripts are automatically forwarded.

Upon signing and submitting an official Authorization to Release Information Form, learners can authorize the college to release specified information to specifically identified individuals. The signed form must be in the learner's permanent electronic file for an information request to be fulfilled.

CAMPUS SECURITY REPORT

On or before September 30 each year, Northwest Technical College publishes and distributes, via notification of online posting, a Campus Security Report as required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990. The purpose of this report is to inform the learners about campus crime prevention programs, crime reporting procedures, emergency response, and a three-year statistical history of criminal activity on the College campus. A copy of the Campus

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Security Report is posted on the College's web site and notice of the posting is electronically distributed to learners and employees. It is available in print form from the counselor or from Enrollment Services. Prospective learners and employees can obtain this information from the College web site or by calling 1-800-942-8324.

COST OF ATTENDANCE

Information on tuition, fees, estimate of book and supplies costs, and any additional known costs associated with a particular program can be obtained from Enrollment Services or the Co-curricular/Counseling office on the campus. Contact the campus Help Desk for laptop requirements. These are also located on the College web site.

Pursuant to MnSCU policy 5.12, by the **fifth** day of classes each registered learner must have made a down-payment of \$300 or 15% of tuition and fees OR have their FAFSA (financial aid) application results on file in the Financial Aid Office OR have submitted a Third Party Billing authorization to the Business Office in order to remain registered. Registration will be canceled for those learners who have not met one of these conditions. Please see the complete policy on the NTC website ([1100-1-02](#)).

TUITION REFUND

Information concerning Tuition Refund Policy for the return of Title IV grants or loans is located in the Financial Aid section of the Campus Handbook, in the College Catalog, and on the College web site.

REGISTRATION CHANGES (DROP / ADD / WITHDRAWAL)

Registration changes are subject to a policy that includes when such changes can be made and the parameters under which these changes may take place. Refer to the Registration Change--Drop / Add / Withdrawal Policy located in the Campus Handbook and the College Catalog.

ACADEMIC PROGRAM INFORMATION

A listing of faculty associated with a program or other instructional personnel is available on the College web site: www.ntcmn.edu. Academic program information is also available on the website and in the College catalog.

ACCREDITATION

The College is accredited by the Higher Learning Commission, North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400; Chicago, IL 60602-0504; phone: (800) 621-7440. Additional program specific accreditation information can be found in the College Catalog and on the web site.

FINANCIAL AID

Information on the availability of financial aid (types of aid available), eligibility, selection criteria, criteria for amount determination, satisfactory progress standards, re-establishing satisfactory progress status, disbursement methods, learner work conditions and conditions for repayment of loans is included in the Campus Handbook, College Catalog, on the College's web site, or information may be obtained directly from the Financial Aid Office.

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Learner Rights and Responsibilities

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The purpose of the [Family Education Rights and Privacy Act](#) is to afford certain rights to learners concerning their education records. The primary rights afforded are the right to inspect and review their education records, the right to seek to have the records corrected, and the right to have some control over the disclosure of information from the records. The [College FERPA Policy \(1060-1-01\)](#) is located in the Learner Records section of the Campus Handbook. The College conforms to the fair information practices required by the Family Educational Rights and Privacy Act of 1974 as amended (the "Buckley Amendment") and the Minnesota Government Data Practices Act.

LEARNER RIGHTS AND RESPONSIBILITIES

Learners are expected to be familiar with the policies and procedures as described in this handbook. The handbook is available on the College's web site (About NTC, Campus Handbook) and printed copies may be obtained upon request from the Counseling Office.

Learners are expected to be familiar with the Learner Code of Conduct as presented in this handbook and as posted on the College's web site (About NTC, Policies). The rights and responsibilities of learners and the expectations of the College are described in this handbook, along with appeals and grievance and other procedures.

Learners are expected to exhibit and are held responsible for behavior that demonstrates respect for self and others and that does not interfere with other learners' right to receive an education and that does not impede the College's ability to deliver education and services to all enrolled learners. Learners will be held accountable for actions that result in or contribute to any impingement on the safety and wellbeing of others. Behavior that is threatening to the safety or welfare of one's self or others, or that is harassing or discriminatory in nature, will be reviewed promptly by the College, and appropriate action will be taken. The Learner Code of Conduct does not replace or reduce the requirements of civil or criminal laws.

Rights and Responsibilities of learners enrolled in institutions of the Minnesota State Colleges and Universities System (MnSCU) are addressed in MnSCU Board Policy 3.1. For more information see <http://www.mnscu.edu/board/policy/301.html>.

SEXUAL VIOLENCE AND HARASSMENT

NTC endorses the ethic of zero tolerance of sexual violence and sexual harassment. All members of the NTC college community are expected to comply with the letter of protective laws and to take the spirit of such laws to heart. Minnesota State Colleges and Universities Board policy and procedures related to sexual violence and harassment apply to all learners, faculty and staff of NTC (see <http://www.mnscu.edu/board/policy/1b03.html>). An NTC publication regarding sexual violence is available at the Counseling/Co-Curricular Services Office.

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Registration Information

ENROLLMENT SERVICES

Northwest Technical College is committed to providing efficient and effective enrollment services to its learners. To this end, the College will implement processes and procedures for communicating with prospective learners and clear procedures by which admitted learners can enroll in programs and courses, apply for and receive financial aid for which they are eligible, make registration changes, and graduate.

This handbook includes information on policies and procedures that learners will need to know during their enrollment at NTC. The most current policies are posted on the college web site at <http://www.ntcmn.edu>. As responsible adults and citizens, learners will be expected to learn and follow the most current policies.

REGISTRATION

All new learners who have completed the requirements for admission and initial registration are eligible to register for courses. Returning learners in good standing are eligible to register. Registration is conducted online, and registration priority is based on cumulative credits completed. The College may impose registration holds when necessary, for reasons such as:

- Overdue account with the College
- Academic suspension
- Non-compliance with College Readiness policy
- Required information has not been submitted (e.g., college transcripts for financial aid verification, immunization documentation)
- Lack of fulfillment of prerequisites (course hold)

ORIENTATION

All new learners seeking a degree, diploma, or certificate will be required to attend an orientation session prior to attending their first NTC courses. The purpose of the Orientation Policy is to provide a means to familiarize the learners with college policies and procedures and to make them aware of their responsibilities as a learner.

CREDIT LOAD

A full-time learner is defined as one who has enrolled for a minimum of 12 credits per semester. (Note: Some agencies require more than 12 credits to be considered full time.) The maximum number of credits that a learner is allowed to take in one semester is 19 if no College Readiness courses are needed. If a learner needs College Readiness courses, the maximum is 16, including the College Readiness course credits, until the College Readiness course requirement is met. A learner may petition to take more than this amount if he/she meets the criteria related to academic progress and has an overall GPA of at least 2.5 and the recommendation of his or her advisor.

ADVANCED STANDING

Advanced standing refers to credit granted and transcribed by the College for previously gained knowledge and skills that are equivalent to coursework at the College. Such credit may be granted through various means: direct transfer of courses

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of equivalent nature that were completed at other regionally accredited institutions of higher education; by examination; by College Board programs--i.e., Advanced Placement (AP), College-Level Examination Program (CLEP), and International Baccalaureate (IB); experiential learning, military or other course work that is transcribed and can substitute for program credit; and/or through formal Technical Preparation (Tech Prep) agreements with high schools.

Credit Transfer:

Northwest Technical College grants transfer credit for individuals enrolled in a college major based on the following criteria:

- Applicable credits from regionally accredited institutions will generally be accepted for transfer. Transfer of applicable credits from institutions accredited by other national accrediting agencies may be reviewed on a case-by-case basis for those institutions listed by the U. S. Dept of Education (http://www.ed.gov/admins/finaid/accrred/accrreditation_pg6.html). Transfer of applicable international credits will be reviewed on a case-by-case basis.
- Transfer decisions are not made solely on the source of accreditation of a sending program or institution.
- Minnesota Transfer Curriculum (MnTC) courses that have been taken at other MnSCU institutions that apply to the learner's major are automatically transferred.
 - The course work to be transferred must be comparable in nature, content, and level to NTC courses and must be appropriate and applicable to the learning experiences required of the declared major.
 - Non-MnTC (technical and applied general education) courses accepted in transfer must have a grade of at least "C." MnTC courses must have a grade of at least "D" unless program major policy requires a grade of at least "C."
 - Pass (P) credits cannot be used to transfer to a technical area.
 - Technical credits that have been completed within five years are eligible for transfer. MnTC and applied general education courses have no time limit.
 - Official transcripts must be on file for transfer credits to be recorded.
 - Credits that are part of a signed articulation agreement will be accepted for transfer.
 - If a learner changes majors from the one initially declared, transfer courses must be re-evaluated for applicability to the new major to ensure that all appropriate credits are applied.

Appeal of Credit Transfer Decisions: The results of credit transfer evaluations may be appealed using the college's normal [Appeals and Grievance Process](#). If the learner is not satisfied with the college transfer appeal decision, the learner may submit a request to the MnSCU Senior Vice Chancellor of Academic and Student Affairs for a system level appeal of the college transfer appeal decision (see <http://www.mnscu.edu/board/procedure/321p1.html>).

Minnesota Transfer Curriculum: Northwest Technical College will implement the Minnesota Transfer Curriculum as appropriate to the general education requirements of Associate of Applied Science and Associate in Science degrees. Northwest Technical College will inform individuals about transferring the Minnesota Transfer Curriculum

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and provide for appeals of transfer decisions. (See the NTC's General Education policy later in this handbook or on the College's [web site](#) for more information.)

Transfer of the AAS Degree or Courses within the Degree:

1. Associate in Applied Science Degree:

The following components, as a minimum, shall be accepted for transfer to MnSCU institutions:

- (a) General Education courses selected from the Minnesota Transfer Curriculum or other general education courses comparable or equivalent to specific courses offered at Northwest Technical College
- (b) Any occupational course comparable or equivalent to a specific course offered at Northwest Technical College
- (c) Elective credits up to 16 semester credits selected from occupational courses; and
- (d) Additional elective credits if they contribute to an educationally coherent program

2. The Articulated Associate in Applied Science Degree:

The AAS degree may be articulated to link to a specific baccalaureate degree program. To be designated as an articulated degree program, a formal written agreement must exist between the collaborating institutions. Learners who complete an articulated AAS degree have completed a minimum of two years of an articulated program and, therefore, all credits earned within the articulated program, transfer in full to the collaborating MnSCU state university, in partial fulfillment of requirements for a baccalaureate degree. If a student wishes to transfer courses completed in an AAS degree to a MnSCU university where a program articulation agreement does not exist or to any other MnSCU Institution, courses shall be reviewed on a course-by-course basis under conditions of MnSCU Board Policy 3.21.

3. The Associate in Science Degree:

The Associate in Science (AS) degree is an articulated degree program designed to link to a specific baccalaureate degree program. To be designated as an articulated degree program, a formal, written agreement must exist between the collaborating institutions. Learners who complete an AS degree have completed the first two years of an articulated program and, therefore, all credits earned within the articulated program transfer in full to the collaborating MnSCU university, in partial fulfillment of requirements for a specific baccalaureate degree. If a learner wishes to transfer courses completed in an AS degree to a MnSCU university where a program articulation agreement does not exist or to any other MnSCU institution, courses shall be reviewed on a course-by-course basis under the conditions of Part 3 subparts 1, 2, 3 and 5 of this policy.

Credit via College Board Programs: Advanced Placement (AP), Credit by Examination Program (CLEP), International Baccalaureate (IB)

Entering learners who have taken College Board examinations may receive credit at Northwest Technical College. Credit may be granted for specific courses or electives. Scores must be submitted to the Admissions Office.

To be recognized for credit, AP scores must be 3 or above; CLEP scores must be 50 or above. IB credit will be individually analyzed by the transfer specialist. Credits will be awarded pursuant to MnSCU policies 3.15, 3.16, and 3.33, and Minnesota Statue 120B.131, Section 16, Subd 3.

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Credit by Examination:

An enrolled learner with a declared major may challenge a course through an examination for credit. Learners challenging a course will be charged an examination processing fee which must be paid prior to taking the examination. This fee is published in the college's list of fees (see Campus Handbook).

Transcripted credits will count toward academic awards, however, no grade will be assigned and the credits will not count in grade point average calculations. Credits earned through challenge examination do not apply toward full-time status for financial aid. Learners cannot repeat an unsuccessful challenge and cannot challenge a course which already appears on the learner's transcript. Credit by examination tests (i.e. test outs) for classes in which learners are currently registered must be completed within the first four academic days of the start of the semester. Test-out exams must effectively test on at least 75% of the course content. The list of courses which are eligible for credit by examination is available in the Registrar's Office.

Credit for Experiential Learning:

The college recognizes that individuals acquire substantial learning from experiences other than formal education. As a result, the college will award Credit for Experiential Learning under the following circumstances:

- The petitioner provides evidence of the mastery of a minimum of 75% of the learning outcomes of a particular course at an equivalent level of achievement as documented in a specified portfolio format. This evidence will include all required elements. For assistance with preparing the portfolio, the learner can enroll in a planning course offered by the college.
- An experienced instructor of the course in question analyzes the portfolio and verifies equivalency. The decision of the instructor is final.
- A maximum of 25% of the total program credits may be awarded for experiential learning.
- The list of courses which are eligible for Credit for Experiential Learning is available in the Registrar's Office.

The College will provide assistance to the petitioner in how to prepare the portfolio and in selecting the kinds of documentation that would be acceptable. All petitioners must pay a processing fee before the portfolio will be evaluated. Transcripted credits will count toward academic awards; however, no grade will be assigned and the credits will not count in grade point average calculations. Credits earned for experiential learning do not apply toward full-time status for financial aid.

Technical Preparation (Tech Prep) Agreements:

Northwest Technical College will work in partnership with affiliated technical preparation (Tech Prep) consortium(s) and the consortium member high schools to explore and develop ways to help prepare high school learners to transition into postsecondary technological education.

Credits earned through advanced standing agreements made with the member high schools will be transcripted when the following requirements have been met:

- A certificate of advanced standing or other official notification by the high school is received by the NTC Registrar indicating that the learner earned an A or B in the

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eligible course and received the recommendation of the instructor (both are required to receive the certificate), AND

- The learner has enrolled at Northwest Technical College.

CURRENCY OF CREDITS

Due to the rate of change of technological skill requirements, a learner may be required to validate coursework that was completed more than five (5) years prior to expected graduation date. Such validation requires the approval of both the advisor and the division chair. Only courses with grades of C or better may be validated. The division may require that learners repeat such courses or take additional coursework.

AUDITING COURSES

Learners intending to audit a course (earn no credit) are required to register for the course on a space available basis. Learners must indicate their intention to audit at the time of registration. Auditing learners may not need to meet regular course requirements but should confer with the instructor as to their privileges and responsibilities in the course. A learner who first enrolls for audit status may change to credit status during the first six (6) days of the semester. Courses audited are not included in determining the total credits earned toward a major or the cumulative grade point average. Upon completion of the course, the course entry made on the learner's permanent record is indicated with "AU" (audit).

PASS/NO PASS CREDIT

Learners may enroll in certain courses on a Pass/No Pass basis. Credits recorded as P/NP are not included in the computation of the learner's grade point average, but a limited number of pass credits count toward graduation.

The option to register on a Pass/No Pass basis may be exercised through the drop/add deadline of the semester. The Pass/No Pass registrant is obligated to complete all course requirements and to take all examinations. A Pass grade is awarded for performance equivalent to a C or above. The following restrictions apply to Pass/No Pass registration.

1. Learners may accumulate no more than 9 semester credits for graduation under the P/NP grading option.
2. Learner may take no more than 1 class per semester on a P/NP basis.
3. Learners who are on Academic Probation will not be allowed to register for any courses on a P/NP basis.
4. Prerequisite courses may not be taken on P/NP basis.
5. No class taken initially for a letter grade maybe repeated on a P/NP basis.

It is the learner's responsibility to consult with his/her instructor and/or advisor prior to choosing the P/NP option for a given course to discuss possible ramifications of taking a class on a P/NP basis, such as the impact on potential for transfer and licensure/certification requirements.

REGISTRATION CHANGES (ADD, DROP, WITHDRAW)

The College allows enrolled learners to make changes to their registered courses within certain time limits. Learners are encouraged to consult with their advisor before

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making registration changes. Learners are responsible for knowing the actual deadline dates for making registration changes.

Add/Drop Courses. The Add/Drop period is the first five instructional days of the semester. Last Day to Add/Drop dates are determined by the Registrar. (NOTE: "Instructional days" refers to class days listed on the college's academic calendar, not class sessions of individual courses.)

Add courses: Learners may **add** courses until registration closes at midnight of the Last Day to Add/Drop. Alternative registration options may be applied by the Registrar.

Drop courses: Learners may **drop** courses until midnight of the Last Day to Add/Drop without incurring liability for the course tuition and without impacting their GPA. It is important for learners to note a learner may not drop a course simply by non-attendance. Learners can drop a course through the e-services web registration page. Courses dropped by the learner within the "Add/Drop" period do not appear on the learner's transcript. Financial aid awards will be recalculated minus the credits from the dropped course(s), and the learner will not be financially liable for the dropped course. For courses whose first class session is after the Add/Drop date, learners must drop the course by the end of the next business day after the first class session to cancel their liability for the course.

Withdrawal. Once the Add/Drop period has ended, learners who decide to discontinue attending a class must complete a course withdrawal. Withdrawing from a course does not reduce the tuition obligation. The Last Day to Withdraw date is established by the Registrar. For fall and spring semesters, this date is set at the 100th calendar day of fall semester and the 110th calendar day of spring semester. If the target date falls on a weekend, the date may be moved up to the Friday before the 100th or 110th day. The summer semester Last Day to Withdraw date is pro-rated to 68% of semester. No course can be withdrawn from after the Last Day to Withdraw has passed.

Withdraw from a course: Learners may officially **withdraw from** a course until midnight of the official Last Day to Withdraw (see above). It is important for learners to note a learner may not withdraw simply by non-attendance. Learners can withdraw from a course through the e-services web registration page. If a learner withdraws from a course after midnight of the fifth instructional day and prior to midnight of the official withdraw date of the semester, a grade of **W** (*Withdraw*) will appear on the learner's academic record. When a learner stops attending a course for which he/she is registered without officially withdrawing from that course, the learner will receive the earned grade for the course and remains liable for tuition and fees for that course.

Withdraw from all courses. Learners who withdraw from all courses (entirely withdraw from the college) after the Drop/Add date are entitled to a partial refund of tuition in accordance with the schedule specified in the [2090-1-01 Tuition Refund](#) policy.

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Courses of Shorter Duration: Proportional time limits for withdrawing from all courses (68% of course length) are applied to courses of shorter duration than one semester.

Learner Responsibilities: It is the responsibility of the learners to know all registration deadline dates, to manage and monitor their own course registrations, and to determine what impact registration changes will have, if any, on their progress toward program completion and on their tuition obligation and their financial aid. Repayment of financial aid received is usually required as the result of course withdrawals.

CANCELLATION OF REGISTRATION DUE TO NON-PAYMENT

The College is dedicated to providing access to its courses to learners who in return fulfill their financial obligations. In accordance with [Policy 5.12](#) of the Minnesota State Colleges and Universities, registration will be cancelled for learners who have not met one of the following conditions by no later than five business days after the first day of classes in any semester:

- NTC's Financial Aid Office has received the results of the learner's financial aid application (FAFSA -- Free Application for Federal Student Aid), OR
- NTC's Business Office has received a down-payment of \$300 or 15% of tuition and fees due for the semester, OR
- The learner has submitted a Third Party Billing Authorization to NTC's Business Office.

The President or designee may grant short-term tuition and fee payment deferrals in cases where, due to exceptional circumstances, a learner needs additional time to arrange third-party financing or otherwise satisfy a tuition and fee balance due. Deferrals must document the reason for and time duration of the deferral and must be signed by the President or designee.

CANCELLATION OF REGISTRATION DUE TO NON-ATTENDANCE

In order to maximize enrollment opportunities for all learners, if a learner has not attended a single class session or contacted the instructor of a course for which he/she is registered (i.e., is a "no-show") by the fifth class day of the semester, the College reserves the right to cancel the learner's registration for that course.

This policy does not negate the learner's responsibility to manage his or her own registration (see [Policy 2065-1-01 Registration Changes](#)). Financial aid awards will be recalculated minus the credits of the cancelled course(s), and the tuition billing will be adjusted.

ADMINISTRATIVE WITHDRAWAL

While learners are responsible for officially withdrawing from courses they no longer plan to attend, the College reserves the right to administratively withdraw a learner from courses in certain situations including, but not limited to, the following:

- The learner is expelled resulting from violations of Learner's Code of Conduct or illegal activities.
- The learner is unable to attend due to extreme situations such as catastrophic illness, accident or incarceration.
- The learner is deployed to active military duty.

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If the administrative withdrawal occurs after the “Add/Drop” period and by or before the official Last Day to Withdraw date (see policy [2065-1-01](#)), a grade of **W** (*Withdraw*) will be recorded for the affected class(es). If the administrative withdrawal occurs after the Last Day to Withdraw date, the learner will be awarded the grade earned in the course, except in verified cases of extreme situations, as noted above, in which case a grade of **W** (*Withdraw*) may be recorded. The learner will remain responsible for any academic consequences due to administrative withdrawals that occur after the “Add/Drop” period and for any financial liability, less applicable refund, that has been incurred.

ATTENDANCE / ACADEMIC ACTIVITY REVIEW

The College will verify attendance/academic activity of all enrolled learners at the 60% point in the term of enrollment for which the return of financial aid funds apply. If a learner is no longer attending, the learner’s official last date of attendance/academic activity is defined as the date the learner withdraws him/herself from the course through web registration or the date he/she notifies the Registrar’s Office of his/her withdrawal. If a learner has not officially withdrawn through the Registrar’s Office, the last date of attendance will be validated by faculty/staff documentation (see NTC policy Administrative Withdrawal policy above).

LAST DATE OF ATTENDANCE / ACADEMIC ACTIVITY

An enrolled learner’s official last date of attendance/academic activity is defined as the date the Registrar’s Office receives official notification of the learner’s withdrawal. If a learner has not officially withdrawn, the last date of attendance will be validated by faculty/staff documentation.

COLLEGE READINESS ASSESSMENT

All accepted individuals will complete a college readiness assessment before they register for classes, in accordance with MnSCU policy 3.3, unless waived in accordance with the criteria listed in this policy. Scores on the assessment will be used to place learners into appropriate courses. College readiness courses must be successfully completed prior to graduation. Learners needing college readiness courses must enroll in a minimum of one college readiness course per semester until all are completed. These courses are prerequisite to many technical and general education courses.

Northwest Technical College will provide opportunities for assessment with Accuplacer. Individuals who have been assessed elsewhere may have those scores sent from the assessing institution to Northwest Technical College Admissions Office (see acceptable assessment instruments below). Scores must be received by the Admissions Office prior to registering for classes.

RETEST: Learners who do not pass one or more parts of the ACCUPLACER at NTC may retake the assessment for a retest fee of \$10.00. Learners may have a second retest three months after the first retest for an additional retest fee of \$10.00. During this time, learners are encouraged to study the areas in which low scores were received.

TESTING AT OTHER LOCATIONS: Learners may have test results from assessment at another college submitted by the college where the test was administered. Only results from the following assessments may be submitted.

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1. ACCUPLACER
2. DTLS
3. Companion
4. ASSET
5. COMPASS

WAIVER: The college readiness assessment requirement will be waived for individuals who have one of the following. Official transcripts or reports are required.

1. Earned college degree (bachelor's degree or higher).
2. ACT score of at least 21 on the English, math, and reading portions. Assessment must have been completed within three years of the date of the submission for reading and writing and within two years for mathematics.
3. Assessment results submitted from another college. Assessment must have been completed within three years of the date of the submission for reading and writing and within two years for mathematics. This time limit may be waived for individuals who have earned an associate's degree.
4. Learners who achieved a 3 or higher on appropriate Advanced Placement (AP) test or a 50 or higher on a College-Level Examination Program (CLEP) test administered by the College Board. AP or CLEP Writing exempts from Writing and Reading assessments; any AP or CLEP Math exempts from math assessment.
5. Learners who have completed college readiness courses within three years (writing and reading) or two years (math) with a grade of at least "C", including courses taken at NTC. Applicability of the courses will be determined by the college's Admissions Office.
6. Waiver for individual parts (reading, writing, math) of the assessment may be granted for completion of appropriate college-level course work with a passing grade. Waivers are determined by a course review completed by the college's Admissions Office.

DISTANCE EDUCATION TESTING / ASSESSMENT

Learners enrolled in distance education coursework must complete required tests and other performance assessments under the supervision of a proctor. To ease travel burdens, at its sole discretion, the College allows tests and assessments to be administered within the learner's community setting providing the testing environment and test administration meet college requirements and are pre-approved by the College.

GENERAL EDUCATION

General education curricula assist individual development as a person and citizen. Technical education prepares the learner to achieve success within a chosen career area.

Northwest Technical College requires that each degree, diploma, and certificate program of 16 credits or more include a minimum number of Minnesota Transfer Curriculum General Education (or Applied General Education credits (not intended for transfer). The College implements the Minnesota Transfer Curriculum as appropriate to the Associate of Applied Science and Associate in Science degrees. Individuals may transfer courses that are part of the Minnesota Transfer Curriculum among

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MnSCU institutions. NTC's Appeals and Grievance process provides for appeals of transfer decisions (see Policy [3020-1-01, Credit Transfer](#)).

Program faculty members, in conjunction with industry and advisory committees, determine general education course requirements for individual programs. The minimum credit requirements are outlined in the General Education Credit Requirements table below. (See the [program plan](#) for specific course requirements.)

GENERAL EDUCATION CREDIT REQUIREMENTS			
Total Program Credits	Minimum Requirement Liberal Arts Gen Ed MN Transfer Curriculum	Minimum Requirement Applied Gen Ed	Minimum Category Requirement
AS Degree	30 credits		6 categories
AAS Degree	25% of credits		4 categories
Diploma Programs 55-73 or more		9	3 categories
Diploma Programs 37-54		6	2 categories
Diploma Programs 31-36		3	1 category
Certificate 16-30		3	1 category
Certificate 15 or fewer		0	

The three areas of General Education at NTC are defined as follows:

College Readiness Education: Instruction in academic knowledge, skills, and attitudes needed to successfully complete certain courses required as part of a continuous program or needed to meet future career and personal goals. These courses contain pre-college level content and do not apply to program completion requirements. *(Course numbers begin with 0 and are not transferable.)*

Applied General Education: Instruction in knowledge, skills, and attitudes which supports the content of a diploma or certificate program. This instruction contains applied, college-level content in the categories of communication, math, natural science, social science, and career literacy. These courses are applied to program content or to workplace skills to engage in personal and professional development and learn leadership theories and skills; to value diversity and appreciate cultural differences; to communicate more effectively; and to engender a lifetime of learning. *(Individual courses within this area most often do not transfer to a four-year institution and are not part of the Minnesota Transfer Curriculum.)*

Minnesota Transfer Curriculum General Education: Instruction in knowledge and skills designed to impact common knowledge, intellectual concepts, and attitudes. This instruction is viewed as a way to broaden perceptions, encourage the development of pluralistic values, and better participate in social, technological, and cultural environments. General Education courses contain college-level content in the academic fields of communications, social science, humanities, math, and natural science. *These courses may be applied toward the transferable general education requirements of an Associate in Applied Science and Associate of Science degrees.*

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(Liberal Arts) General Education courses approved for the Minnesota Transfer Curriculum and are transferrable to other MnSCU institutions. See [Minnesota Transfer Curriculum](#) below. Transfer to other institutions is at the discretion of the receiving institution.)

Goals for General Education at NTC

Northwest Technical College has adopted the following goals as the basis for the General Education requirements. Toward the accomplishment of the General Education goals, program major requirements of more than 15 credits must include a General Education component. Course requirements are established for each major. (NOTE: College Readiness courses do not fulfill this requirement.)

College Readiness Education Goals:

Through College Readiness courses, learners gain and apply a foundational level of knowledge and skill in areas of basic communication, basic computation, and reading comprehension that allows full participation in college and society.

General Education Goals:

General education provides exposure to the following:

Effective communication/interaction skills include the development of active reading skills, clear and concise writing skills, active listening skills, and clear and well-organized speaking skills to communicate effectively in a variety of situations. Social interaction skills include personal awareness, diversity awareness and teamwork. Mastery of these skills enables one to better communicate in society and to acquire critical knowledge for understanding and working with others.

Critical thinking and active learning skills include the development of active reading, problem solving and inquiry skills to be aware of new thoughts and diverse views as well as to recognize and adapt to change, as well as the development of an enhanced appreciation for the value of knowledge and a greater understanding of the need for life-long learning. Mastery of these skills gives the personal knowledge to effectively deal with the complexities and diversity in your personal and work environments and to insure the continued intellectual growth necessary for rewarding and effective living.

Computation and career success skills include the development of mathematical application skills as applied in careers and the use of concepts in mathematics and/or the natural sciences. The development of career readiness, professional responsibility and job seeking and keeping skills will enable you to obtain and advance in your career area. Mastery of these skills enables you to not only gain satisfying employment but also to advance within your chosen career field.

Technology includes the development of technology skills that enhance learning and build the ability to communicate, to handle information and to apply computer application and critical evaluation skills. Mastery of these skills provides understanding and appreciation of the role of technology in social change, enabling one to respond to technology in enlightened ways.

Global appreciation and civic responsibility includes the development of skills that enable one to participate in civic activities, make informed, ethical decisions, and appreciate diversity in a globally interdependent world. Mastery of these skills broadens perspectives of the world and builds understanding of one's role and responsibility within that world.

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Self-development includes the development of skills will enable better understanding of oneself in relation to others in the world of work through personal assessment, goal setting, and values clarification and application. Mastery of these skills builds personal knowledge needed to effectively deal with the complexities and diversity in personal and work environments and to insure the continued intellectual growth necessary for rewarding and effective living.

Goals for Minnesota Transfer Curriculum

The [Minnesota Transfer Curriculum](#) commits all public colleges and universities in the state of Minnesota to a broad educational foundation that integrates a body of knowledge and skills with study of contemporary concerns, which are all essential to meeting an individual's social, personal and career challenges in the 21st century. The competencies individuals need to participate successfully in this complex and changing world are identified. These competencies emphasize our common membership in the human community; personal responsibility for intellectual, lifelong learning; and an awareness that we live in a diverse world. They include diverse ways of knowing-that is, the factual content, the theories and methods, and the creative modes of a broad spectrum of disciplines and interdisciplinary fields-as well as emphasis on the basic skills of discovery, integration, application and communication. All competencies will be achieved as an academic level appropriate to lower-division general education. Use any of the links below to go to the MnTransfer Curriculum page where you can find the list of goals. See the description and competencies of each goal by clicking on it on that page.

MnTransfer Core Goals:

Goal One: [Communications](#)

Goal Two: [Critical Thinking](#)

Goal Three: [Natural Sciences](#)

Goal Four: [Mathematical/Logical Reasoning](#)

Goal Five: [History & the Social & Behavioral Sciences](#)

Goal Six: [The Humanities and Fine Arts](#)

MnTransfer Theme Goals:

Goal Seven: [Human Diversity](#)

Goal Eight: [Global Perspective](#)

Goal Nine: [Ethical/Civic Responsibility](#)

Goal Ten: [People and Environment](#)

Additional information regarding MnTransfer can be obtained by contacting the campus Transfer Specialist. [Click here](#) to access a list of transfer specialists in Minnesota colleges and universities.

See the [General Education Information](#) page on the NTC website for a listing of specific courses that address the general education goals.

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Tuition and Fees Information

TUITION

Tuition for a Minnesota resident or non-resident is set annually by the Board of Trustees of the Minnesota State Colleges and Universities and charged on a per credit basis. The President will consult with the college's Campus Government on proposals to change the tuition rate prior to submitting the proposal to the Board.

All applicable tuition and fee charges are billed to the learner and are payable on or before the first day of the academic term. Tuition not paid or deferred by no later than five business days after the start of classes will result in cancellation of registration pursuant to MnSCU Policy 5.12 and NTC Policy [1100-1-02](#).

Pursuant to Minnesota Statute 135A.51 and 135A.52, any Minnesota resident 62 years or older may register for and attend classes without payment of tuition or activity fees when space is available after all tuition paying learners have been accommodated; however, an administrative fee will be charged unless the learner is auditing the course or the course is a non-credit course. Persons seeking to register under this policy may register during the add/drop period after the first day of class.

RESIDENCY

Northwest Technical College does not differentiate tuition rates based on state residency, as approved by the MnSCU Board of Trustees; however, residents of the reciprocity states of North Dakota, South Dakota, and Wisconsin, as well as the Canadian province of Manitoba, will be charged tuition at the reciprocity rate. Residents of these states and/or province are required to complete reciprocity forms.

COLLEGE FEES

Various fees will be assessed to learners depending upon enrollment status, courses attempted, and services offered by the campus attended. The following is a list of the fees that may be assessed. Fees unique to a program or a class offering are detailed in the course requirement list. Fees are established annually by the President. A fee schedule is available from the College business office for the current academic year.

Application Fee

All learners entering the College will be assessed a one-time, non-refundable application fee.

Learner Activity Fee

A learner activity fee will be charged to learners. The activity fee is allocated to Co-curricular activities.

Late Payment Fee

Late payment fees will be assessed on the 21st day of each semester to any learner who has not paid tuition, when no proof of financial aid or other funding is provided. The fee is based on the number of credits for which a learner is registered.

Professional Liability Fee

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Professional liability fees will be assessed to learners enrolling in courses requiring clinical/internship experience. This fee is used to purchase professional liability insurance on the learner's behalf.

Parking Fee:

Parking fees will be assessed on a per credit basis. The proceeds from this fee are used to upgrade and maintain the college parking facilities. Learners not using the college lots can request that the fee be waived.

Technology Fee:

Northwest Technical College will assess on a per-credit basis a technology fee. Proceeds from this fee will be used to support the personnel, hardware, software, and technical infrastructure of the college.

Test Out Fee:

When a learner wishes to test out of a course through credit by examination, a test out fee will be assessed. The fee will be based on the lab/lecture content of the course.

Credit for Experiential Learning Fee:

When a learner wishes to have his/her experience reviewed for course equivalency for college credit, a fee will be assessed. The fee will be based on the total credits for the course(s) for which the person's experience is judged to be equivalent.

Transcript Fee:

A \$1 per semester transcript fee enables learners to request transcripts without a separate fee.

Student Association Fee:

All learners will be assessed a fee which is passed on to the Minnesota State College Student Association for college membership dues. This fee will be assessed on a per credit basis.

All tuition and fees are due the first day of the semester or the first day of class, unless a deferment has been made through designated personnel.

An account will be considered delinquent if no payment or arrangement has been made by the 21st day of the semester or the due date of the deferment. In the event a class does not follow the semester schedule, an account will be considered delinquent if it is not paid or arrangements to pay are not made by the second day of the class.

In the event an account becomes delinquent, a written notice will be sent to the learner which will make the learner aware of the delinquency and indicate that registration will be canceled if payment is not received or if a payment arrangement is not made with the designated personnel. Any person who has not responded to the above notice will receive a 20-day letter. This notice will inform the individual that registration will be canceled and he/she no longer will be allowed to attend classes unless financial arrangements are made. This notice will also state that the individual may be turned over to the Minnesota Collection Entity.

In addition, no person with an outstanding account will be allowed to register for the following semester's classes unless she/he receives a special approval from the designated personnel.

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2011-12 TUITION AND FEE SCHEDULE

FEE TYPE:	RATE	COMMENTS
Application Fee	\$20.00 (one time)	
Tuition	2011 – 2012 Tuition: \$168.00 per credit	Resident and Non-Resident
Tuition – Special Program		
Automotive Service Technology, Construction Electricity, Residential Plumbing/HVAC Dental Assisting, Practical Nursing, Nursing, Industrial Model Making Course: BLDG1108	\$179.50 per credit	Resident and Non-Resident
High Performance Engine Machinist	\$197.25 per credit	Resident and Non-Resident
Tuition: Distance Education	\$199.00 per credit	Resident and Non-Resident
Fees		
Senior Citizens Administration Fee	\$12.00 per credit	In-lieu of tuition
Learner Activity Fee	\$1.33 per credit	Required
Learner Association Fee	\$.31 per credit	Required
Late Fee	\$50.00	Assessed on the 21 st day to learners with unpaid tuition
Parking Fee	\$53.69 Annual	Learners can request that this fee be waived if the learner does not park in College parking lots.
Professional Liability Insurance Fee	\$10.85 / year / learner	Dental Assisting, Childcare, Young Child Education, Massage Therapist, Nursing Assistant, Nursing/Practical Nursing
Technology Fee	\$8.00 per credit	Required
Transcript Fee	\$1.00 per semester	Required
PSEO Surcharge	\$30.00 per credit	
Assessment Retest	\$10.00 / learner	For learners who choose to re-test on any Accuplacer assessment
C.N.A. Testing Fee	\$150.00 / learner	For C.N.A. learners who choose to seek certification
Credit by Examination Fee	\$25 / lecture credit; \$50 / lab credit	For learners challenging a course by test-out
Credit for Experiential Learning Fee	Fee is equal to half the tuition for the course(s)	For learners requesting credit for prior experience

All charges are subject to change after review by college administration, Campus Government, or MnSCU Board of Trustees.

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DEFERMENT/PAYMENT PLAN

In accordance with MnSCU policy 5.12, Northwest Technical College has the ability to grant deferments and payment plans to learners demonstrating the need for such arrangements.

A deferment is defined as an agreement between the college and the learner to delay payment until financial aid, which is sufficient to cover all learner charges, arrives at the College. Financial aid, for this purpose is described as grants, loans, scholarships or third party authorizations. Deferments may be granted from authorized representatives of the financial aid or business office to learners with approved federal, state or other financial aid. Payment plans are available only via the third-party lender approved by the Business Office.

TUITION REFUND

Learners are entitled to have the opportunity to attend one class session for each registered, for-credit course, without obligation. Subject to the refund for full withdrawal provision of Subpart B, learners are obligated for any classes dropped after the fifth business day of the term, or one business day after the first class session, whichever is later. For purposes of this policy, business days are defined as Monday through Friday (excluding posted holidays).

Tuition will be refunded to learners who cancel their registration at the College through a formal process. This policy governs the amount, if any, to be refunded to the learner.

- A. Course Drops.** Dropping a course means the learner cancels his/her course registration by the fifth (5th) business day of the semester, which is the Add/Drop deadline. Learners will receive a 100% refund for courses dropped by the Add/Drop deadline. For classes starting after the fifth (5th) business day of the semester, the learner must drop the course by the second business day after the first course session to receive a 100% refund.
- B. Withdraw.** To receive any refund after the fifth day (the Add/Drop deadline), a learner must totally withdraw from all courses. This means the learner cancels his/her registration for all courses for which he/she is enrolled in accordance with MnSCU [policy 5.12](#). The following refund schedule is for learners who do an official, **complete withdrawal (entirely withdraw from the college)** from Northwest Technical College. To constitute a complete withdrawal, a learner must withdraw from all courses for which they are registered in the term. The following refund schedule applies to when a learner withdraws entirely from all registrations in a given semester.

Refund for Fall and Spring term (at least 10 weeks in length):

Withdrawal from 6th through 10th instructional day of the semester = 75% refund
Withdrawal from 11th through 15th instructional day of the semester = 50% refund
Withdrawal from 16th through 20th instructional day of the semester = 25% refund
Withdrawal after the 20th instructional day of the semester = 0% refund

Refund for Summer session (at least 3 weeks in length)

Withdrawal from 6th through 10th instructional day of the semester = 50% refund
Withdrawal after 10th instructional day of the semester -0% = refund

Refund for courses less than three weeks in length:

Withdrawal on 2nd day of class = 50% refund
Withdrawal after 2nd day of class = 0% refund

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Financial Aid Information

FINANCIAL AID PROCESS

Follow these steps to apply for financial aid. More information on financial aid is available at the College's web site at www.ntcmn.edu. Please note that applications are processed as they are received so it is to your advantage to apply early. Applications are not complete and awards cannot be made until the Financial Aid Office has received all requested information.

- Apply for a PIN for yourself (and one parent for dependent learners) at www.pin.ed.gov.
- File a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov using school code 005759 and the appropriate year's tax and income information.
- Complete a Northwest Technical College Institutional Financial Aid application, which is available by contacting the Financial Aid office at 800-942-8324 or emailing the request to ntc-financialaid@ntcmn.edu. The form is also available on the College's website.
- Submit documents to the College's Financial Aid Office as requested, including transcripts from all colleges previously attended. Failing to submit this information will result in delays in processing your application.
- You will be notified if your application has been selected for verification (random selection made by the Federal Aid Processing Center). This will require the submission of additional documents. You are encouraged to respond promptly as the Financial Aid Office cannot complete the processing of your application until they receive all required verification documents.

NOTE: Summer learners will be required to file an additional Summer Supplement, which will be available in March. Contact the Financial Aid Office for more information.

IMPORTANT FINANCIAL AID ELIGIBILITY FACTS

- To be eligible to receive financial aid at Northwest Technical College, learners must be enrolled in an eligible program and must be pursuing a degree, diploma or certificate from NTC.
- Learners must maintain at least half-time enrollment status (6 credits) each semester to receive loans, work study or child care assistance.
- Learners may not receive more financial aid (including loans) than the established institutional budget. This amount can be obtained from the Financial Aid Office.
- Learners receiving outside agency funding may have their work study or loan eligibility reduced.
- Learners must have a high school diploma, GED, or a passing score on an ability-to-benefit assessment.
- Eligibility is determined by enrollment status on the 6th day of each semester. Enrollment status is defined as follows for all programs except Minnesota State Grant, which defines full-time as 15 credits.

(NOTE: These enrollment definitions also apply to the summer semester.)

Full-time	= 12 or more credits
$\frac{3}{4}$ time	= 9-11 credits
$\frac{1}{2}$ time	= 6-8 credits
less than $\frac{1}{2}$ time	= 1-5 credits

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- Learners who withdraw from a course prior to the first day of the course and who withdraw from a course for which financial aid has already been received will be subject to a recalculation of aid and possible repayment.
- Transfer learners may be subject to lower loan limits, and mid-year transfers will have limited grant eligibility.
- Learners must reapply for aid every year. Each FAFSA process covers three semesters, beginning with fall semester and ending with summer.
- For learners who are eligible for the Minnesota State Grant, the FAFSA must be received by the Federal Aid Processing Center within the first 30 days of the semester.
- For late applicants, NTC must have received the results of the FAFSA before the end of any semester for which aid is desired. In addition, loans may not be processed once a learner is no longer in attendance and/or not making satisfactory progress.

TYPES OF AID AVAILABLE at NTC

The following financial aid programs are available to assist learners, provided the learner is eligible and funds remain available.

GRANTS

- Federal Pell Grant
- Minnesota State Grant
- Federal Educational Opportunity Grant (SEOG)
- Minnesota Post Secondary Child Care Grant

EMPLOYMENT

- Minnesota State Work Study
- Federal Work Study

LOANS

- Federal Direct Subsidized & Unsubsidized Loans
- Federal Parent Loans for Undergraduate Students (PLUS)
- Minnesota Student Educational Loan Fund (SELF)

SCHOLARSHIPS

- Breen Scholarship

Links to other sources that provide scholarships are posted on the NTC web site. Learners are encouraged to seek other outside sources of funding, as well.

DISBURSEMENT OF FINANCIAL AID

Learners who have received an award letter by the first day of the semester may be allowed to charge books and defer their tuition & fees, provided there is enough aid available to cover all institutional expenses incurred. Financial aid that exceeds institutional charges will be made available to learners by the 20th day of each semester, dates to be announced. Grants will be applied to learners' accounts first. Direct loans for first-time borrowers who are first-year learners at our college will be delayed for 30 calendar days from the start of their first term of enrollment. (Any subsequent loan disbursements will not be subject to the 30 day delay). Overage checks will then be processed twice per week by the Business Office and disbursed in the Bookstore. Learners must provide a picture I.D. to claim a check.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Northwest Technical College (NTC) and MnSCU Board Policy 2.9, in compliance with Federal and State regulation, require that all students maintain satisfactory academic progress toward the completion of a program of study to receive financial aid.

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Programs covered by this policy include Federal and State Work-Study, loans, grants and scholarships.

Satisfactory academic progress measures a student's progress toward the completion of a particular degree or licensure program at NTC. Federal regulations specify that the institutions must measure progress toward the completion of a student's academic program regardless of whether the student received financial aid for the terms and credits measured. In addition to the Satisfactory Academic Progress Policy for Financial Aid, all students must comply with NTC's academic standards as published by the Records Office in order to remain enrolled at NTC.

I. GRADE POINT AVERAGE REQUIREMENT (Qualitative Measure)

All students are required to maintain a minimum 2.0 (C) cumulative grade point average beginning with the first term of attendance. (*Note: A 2.0 GPA is required to graduate*). Grades of A, B, C, D, and F are included in the GPA calculation.

II. PERCENTAGE COMPLETION & MAXIMUM TIME FRAME REQUIREMENT (Quantitative Measure)

A. Percentage Completion Requirement: To remain eligible for financial aid, a student is required to progress toward the completion of an academic program by successfully completing 67% of all credits attempted at NTC. Courses for which a student receives a letter grade of A, B, C, D, P, and S are included in the calculation of cumulative credit completion percentage as courses successfully completed. Courses for which a student receives a letter grade of F, I, FN, FW, IP, N, NC, NP, NR, W and Z grades will be treated as credits attempted but not successfully completed. Any credits accepted in transfer by NTC are also counted as completed and attempted credits in the completion calculation.

B. Maximum Time Frame (MTF): The maximum allowable time frame for a student to complete an academic program is 150% of the published credit length of the program of record. Credits attempted toward the declared program(s) of study at NTC and transferred in from other institutions are counted for determining this standard. A student who reaches or exceeds the maximum number of credits will have aid terminated at the end of that semester.

III. EVALUATION PERIOD

Financial Aid Satisfactory Academic Progress will be evaluated three times each year after Fall, Spring, and Summer Semester grades are recorded. All prior terms of attempted enrollment are considered when determining satisfactory academic progress regardless of whether aid was awarded for the term.

IV. FAILURE TO MEET STANDARDS

A. Financial Aid Warning

- a. For each evaluation period, the first time a student fails to meet the minimum completion rate or GPA requirement stated above, the student will be placed under a warning status for one semester. Students placed under a warning status are eligible to receive financial aid for the following term of enrollment.

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b. At the conclusion of the warning period, if a student has met NTC's cumulative GPA and percentage completion standards, the student's eligibility for financial aid shall be reinstated.

B. Financial Aid Suspension for Students on Warning Status. If at the end of a semester a student who has been on warning status has not met both the institution's cumulative grade point average and percentage completion standards, NTC shall suspend the student's aid eligibility immediately upon completion of the evaluation.

C. Suspension of Students for Other Reasons

a. A student who meets or exceeds the maximum time frame allowed during a semester will immediately have their financial aid eligibility suspended at the conclusion of that semester.

b. Any student may be immediately suspended from financial aid eligibility in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; students whose attendance patterns appear to abuse the receipt of financial aid; and students that have multiple program changes and do not complete his/her declared program(s).

c. If the institution determines that it is not possible for a student to raise their GPA or course percentage completion to meet the institution's standards before the student would reach the end of the program for which they are receiving financial aid, the institution will suspend the student from financial aid immediately upon completion of the evaluation.

V. APPEALS AND PROBATION

A. A student who fails to meet the satisfactory academic progress standards may appeal to re-establish eligibility by completing a Petition for Reinstatement of Financial Aid. This form is available from the NTC Financial Aid Office website. The petition may be based on undue hardship, death of a relative, injury or illness; or extenuating circumstances as determined by the institution. Petitions must be supported with appropriate documentation and verification and will be reviewed on a case-by-case basis. An approved academic plan is also required as part of the petition.

When considering a petition, a student's prior academic history, test scores, and potential for successful completion of the academic program will be considered. A petition for the reinstatement of financial aid will be reviewed by the Director of Financial Aid or a designee. A student will be notified of the results on a return copy of the petition. Any student whose petition is denied may appeal the denial to the Financial Aid Review Committee. In some instances, it is possible for a student to successfully petition and be reinstated through the Records Office in order to register for courses, but have a financial aid petition denied for the same term.

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- B. A student with an approved petition for reinstatement of financial aid will be placed on financial aid probation. While on this probation status, a student will be eligible to receive financial aid, but must also meet the terms that are set forth in the approved petition.

VI. NOTIFICATION

Students will be notified in writing of his/her warning status and cancellation/suspension of financial aid. These notifications are made once semester grades are recorded and the satisfactory academic progress review is completed. A student who is petitioning for a probation period on financial aid will receive a return copy of the petition with the results clearly stated on the form.

VII. REINSTATEMENT OF FINANCIAL AID

The approval of a Petition for Reinstatement for Financial Aid places a student on probation with the Financial Aid Office. An approved petition will state the terms of the probation semester and the specific conditions that apply. During this probation period, a student is eligible to receive financial aid. At the conclusion of the probation semester, if the student has not met cumulative satisfactory academic progress minimum standards but has met the conditions of the approved petition, the student will automatically have the probation extended for the next term(s) of enrollment.

Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility. Students may have their financial aid eligibility reinstated by again meeting the cumulative GPA and percent completion requirements. If a student who is not meeting satisfactory academic progress has a late grade recorded or receives a grade change at any time during the academic term, the student should contact the Financial Aid Office to check his/her financial aid eligibility.

VIII. ADDITIONAL ELEMENTS

- A. **Treatment of grades:** In the percentage completion calculation, grades of A, B, C, D, P, or S are considered attempted and successfully completed grades. Grades of F, FN, FW, I, IP, N, NC, NP, NR, W, or Z (no grade) are considered attempted but not successfully completed.

- B. **Academic Amnesty/GPA Adjustment for Returning Students:** Academic Amnesty and Grade Point Average

(GPA) Adjustments are not available for financial aid recipients. All attempted credits are counted in financial aid satisfactory academic progress.

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

- D. **Consortium Credits:** Credits for which financial aid is received under a consortium agreement will be included in cumulative GPA, completion percentage, and maximum time frame calculations.

- E. **College Readiness/Remedial/Developmental Credits:** All remedial/developmental courses are included when determining satisfactory academic progress for GPA and completion percentage. Up to 30 remedial credits shall be omitted when determining maximum time frame.

- F. **Repeated Credits:** Upon submission of the repeat form to the Registrar, only the highest repeated grade will be counted toward the cumulative GPA measurement. According to NTC Academic Policy, "program accreditation requirements may impose limits on the number of times a course may be

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repeated.” All credits, original and repeated, are included in determining the 67% completion requirement and maximum time frame. However, a student may only receive financial aid to repeat a course once when the previous grade is already passing.

- G. **Transfer Credits:** Accepted transfer credits at NTC are included in the maximum time frame calculation. Any credits accepted in transfer at NTC are also counted as credits earned and credits attempted when determining percentage completion. Transfer credits are not included in the NTC GPA calculation.
- H. **Withdrawals:** Credits for which a grade of “W” is received are considered attempted credits but not successfully completed credits. A grade of “W” does not impact GPA but does negatively impact the cumulative completion percentage and counts toward the maximum time frame.

RETURN OF TITLE IV FUNDS

Repayment requirements for learners who cease attending all of their classes:

Financial aid recipients, who withdraw or cease attending all of their classes prior to 60% of the term being completed (including courses with a grade of “F” for non-attendance), are subject to the federal rules for the Return of Title IV Funds for any federal aid not earned.

The percentage of unearned aid is equal to the number of calendar days remaining in the term divided by the total number of calendar days in the term. The calculation of Title IV funds unearned has no relationship to the learner's incurred institutional charges as determined by the college's refund schedule for students that officially withdraw from a term. The Registrar's Office is the college's designated office to accept notification of official withdrawals. In the event that the last date of attendance cannot be determined, the mid-date (50%) of the semester will be used. The Business Office will determine the repayment based upon federal and state procedures, the last date of attendance, type of aid awarded, and charges for tuition and fees. The repayment amount is considered unearned aid that a learner was not eligible to receive because of not completing the term, necessitating the repayment of funds. The college may have an obligation to return funds to an aid program that was previously applied to the learner's account. The student may have an obligation to repay funds that were paid directly to him/her. If the college returns funds that were applied to the learner's account, a balance due the college by the student will result. Federal student aid may not cover all unpaid institutional charges due to the college upon withdrawal. Failure to repay will prevent future registration at the college and initiate delinquent collection procedures, which will adversely affect the learner's credit rating.

Actual Sample Withdrawal Case: (1) Learner received \$1970 Federal Direct Loan and \$2025 Federal Pell Grant. (2) Learner completed only 27% of the semester. (3) Learner was required to repay \$2535 of the \$3995 total aid received. A learner may contact the Business Office to receive an estimation of the required financial aid repayment, if any.

Non Federal Funds:

Repayments to state aid programs and non-state aid programs will be calculated on a proportional basis using the institutional refund policy. To calculate the minimum

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refund due to the Minnesota State Grant, SELF Loan program, and other aid programs, the OHE Refund Calculation Worksheet will be utilized.

ABILITY TO BENEFIT

In order to receive financial aid, federal and state regulations require individuals who do not have a high school diploma or GED to pass an independently administered ability to benefit assessment approved by the Dept. of Education. Individuals who pass this assessment will be eligible for financial aid.

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Academic Policies and Procedures

The College publishes current information regarding academic policies and procedures yearly. Please refer to this Campus Handbook or contact Co-curricular Services for detailed information on grading, attendance, graduation requirements, and academic or financial policies. Information is also available on the college web site.

ACADEMIC INTEGRITY

Northwest Technical College promotes the highest standards of academic integrity and the highest regard for truth and honesty. Violations of academic integrity include the following:

1. The attempt by learners to present as their own any work not actually performed by them
2. Collusion, fabrication, and cheating on examinations, papers, and other course-related work
3. Stealing, duplicating, or selling examinations
4. Substituting for other in class discussions or examinations
5. Producing other learners' papers or projects
6. Knowingly furnishing false or misleading academic information to college officials on official college records
7. Altering information on official college records

Violations of this policy are covered under the Learner Code of Conduct. In accordance with this Code, learners who, after due process, are found to have violated the Academic Integrity Policy, shall be subject to college sanctions that may include discretionary sanctions, including failure on assignments and/or examinations, suspension or expulsion.

SATISFACTORY ACADEMIC PROGRESS

Northwest Technical College (NTC) and MnSCU Board Policy 2.9, in compliance with Federal and State regulation, require that all students maintain satisfactory academic progress as measured by Grade Point Average (GPA) and percent of courses completed. Individual program majors may be additional requirements for satisfactory academic progress.

I. GRADE POINT AVERAGE REQUIREMENT (Qualitative Measure)

All students are required to maintain a minimum 2.0 (C) cumulative grade point average beginning with the first term of attendance. (*Note: A 2.0 GPA is required to graduate*). Grades of A, B, C, D, and F are included in the GPA calculation.

II. PERCENTAGE COMPLETION (Quantitative Measure)

D. Percent Completion Requirement: To remain eligible to attend NTC a student is required to progress toward the completion of an academic program by successfully completing 67% of all credits attempted at NTC. Courses for which a student receives a letter grade of A, B, C, D, P, and S are included in the calculation of cumulative credit completion percentage as courses successfully completed. Courses for which a student receives a letter grade of F, I, FN, FW, IP, N, NC, NP, NR, W and Z grades will be treated as credits attempted but not successfully completed. Any credits accepted in transfer by

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NTC are also counted as completed and attempted credits in the completion calculation.

III. EVALUATION PERIOD

Satisfactory Academic Progress will be evaluated three times each year after Fall, Spring, and Summer semester grades are recorded. All prior terms of attempted enrollment are considered when determining satisfactory academic progress.

IV. FAILURE TO MEET STANDARDS

C. Academic Warning

- c. For each evaluation period, the first time a student fails to meet the minimum completion rate or GPA requirement stated above, the student will be placed under a warning status for one semester.
- d. At the conclusion of the warning period, if a student has met NTC's cumulative GPA and percentage completion standards the student will no longer be on a warning status.

D. Academic Suspension for Students on Warning Status. If at the end of a semester a student who has been on warning status has not met both the institution's cumulative grade point average and percentage completion standards, NTC shall suspend the student and cancel their upcoming semester(s) registration if applicable. The duration of academic suspension is as follows:

- a. First instance: one semester
- b. Second instance: three semesters (fall, spring, summer)
- c. Third instance generally leads to permanent termination

V. APPEALS

A student who fails to meet the satisfactory academic progress standards may appeal to be allowed to continue their education with NTC by completing an Academic Appeal form. This form is available from the NTC website under Current Learner, Records & Registration. Students placed on academic suspension may not be eligible for financial aid, even if their academic appeal is approved and they are reinstated. Reinstated students who wish to appeal financial aid eligibility must follow the financial aid appeal process.

PROBATION

Students with an approved appeal will be placed on academic probation. While on probation status, 100% completion and a minimum 2.25 must be achieved each semester until the minimum cumulative requirements are met.

VII. ADDITIONAL ELEMENTS

- I. **Audited Courses:** Audited courses (AU grade) are not included in satisfactory academic progress measurements.
- J. **Consortium Credits:** Credits under a consortium agreement will be included in cumulative GPA and completion percentage.
- K. **College Readiness/Remedial/Developmental Credits:** All remedial/developmental courses are included when determining satisfactory academic progress for GPA and completion percentage.
- L. **Repeated Credits:** Only the highest repeated grade will be counted toward the cumulative GPA measurement. According to NTC Academic Policy, "program accreditation requirements may impose limits on the number of times

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a course may be repeated.” All credits, original and repeated, are included in determining the 67% completion requirement.

- M. Transfer Credits:** Accepted transfer credits at NTC are included in determining what number of credits a student has attempted for the GPA review. Any credits accepted in transfer at NTC are also counted as credits earned and credits attempted when determining percentage completion. Transfer credits are not included in the actual NTC GPA calculation.
- N. Withdrawals:** Credits for which a grade of “W” is received are considered attempted credits but not successfully completed credits. A grade of “W” does not impact GPA but does negatively impact the cumulative completion percentage.

GRADE POINT AVERAGE

Academic progress will be evaluated in terms of grade point average. The following system will be used to establish a learner’s grade point average and will be the only grades included in the GPA calculation.

- A= 4 grade points per credit
- B= 3 grade points per credit
- C= 2 grade points per credit
- D= 1 grade point per credit
- F= 0 grade points per credit

A grade point average (GPA) is determined by the sum of all grade points divided by total credits attempted, except those credits that carry grades other than A - F grades.

GRADING

The College uses the following letter grades to document learner academic achievement and activity:

- | | |
|-------------------|----------------------|
| A = Excellent | P/NP = Pass/No Pass* |
| B = Above Average | AU = Audit* |
| C = Average | I = Incomplete* |
| D = Below Average | W = Withdraw |
| F = Failing | R = Repeat* |

- * Subject to college policy.

INCOMPLETE GRADES

The college does not encourage the assignment of “Incomplete” grades (I); however, instructors may assign grades of “Incomplete” at their discretion. Learners may ask the instructor in writing that they be assigned a grade of “Incomplete” under the following conditions:

- o A request must be made in writing to the instructor no later than one week prior to the end of the semester.
- o An “Incomplete” (I) grade will be granted only for emergency circumstances only at the discretion of the instructor.

To remove the Incomplete (I) grade, course requirements must be completed by the end of the next semester of regular program offerings. Any “I” not removed by that time will be changed to an “F.” Learners may not request an incomplete if they are on probation or if they have an unfinished incomplete from a previous semester.

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REPEATING COURSES

In order to successfully complete program requirements, a learner may repeat a course for which he/she is unsatisfied with the grade achieved. If they do not want the lower grade to be calculated in their GPA, learners must submit a Course Repeat Form and the repeated course must be exactly the same course (same number and title). The course must be one that is "owned" and delivered by Northwest Technical College.

Grades for repeated courses not calculated in the GPA shall be denoted by parentheses () on the transcript.

(NOTE: Program accreditation requirements may impose limits on the number of times a course may be repeated. Check with your advisor.)

GPA ADJUSTMENT FOR RETURNING LEARNERS

Learners who have less than a 2.00 cumulative GPA may petition for an adjustment of their GPA under the following conditions:

1. A minimum of two (2) years absence from the college;
2. Completion of one semester of full-time (12 credits) attendance with at least a 2.00 GPA for the semester.

The GPA earned from earlier courses may be adjusted to 2.0 or more at the time the above criteria have been satisfied by adjusting previous course work to reflect only those grades of 2.0 or more. This may result in reduced total semester credits earned toward graduation. Course grades not included in the adjusted GPA are placed in brackets [] on the transcript.

ACADEMIC PROGRAM ASSESSMENT

All academic programs at Northwest Technical College will develop and implement plans for assessing effectiveness. These plans will include assessment of all approved Learning Outcomes for the program to provide evidence of learning at occupational the entry-level and/or at the level deemed appropriate for graduates of technical college programs. The results of these assessments shall be used by the program faculty to plan strategies for continuous quality improvement.

ACADEMIC ADVISEMENT

It is the College's philosophy that academic advisement is essential to the growth and development of each individual learner. Each learner will be assigned a faculty advisor who will assist the learner with scheduling and academic issues. It is the intent of the College to provide the learner with personally relevant information and instructional assistance. Advisors review mid-term grades with their advisees.

PROGRAM INTERRUPTION

Northwest Technical College's calendar is subject to modification or interruption due to occurrences such as weather, fire, flood, labor disputes, interruption of utility services, Acts of God, epidemic or pandemic illnesses, civil disorders, and war. In the event of such occurrences, the college will attempt to accommodate its learners. It does not, however, guarantee that courses of instruction, content goal statements, extra-curricular activities, syllabi or other college programs or events will be completed or rescheduled. See policy [1000-1-01](#) on the College's website.

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APPEALS AND GRIEVANCES

Learners who think they are unfairly affected by College policy or action have the right to seek remedy through the College's designated Appeals and Grievances Process. Learners should use available informal means (direct conversation) to resolve disputes before making a complaint or filing an appeal or grievance. There will be no retaliation of any kind against learners, faculty or staff who participate in a complaint, appeal, or grievance.

Northwest Technical College informs learners of the established complaints, appeals, or grievance procedures through the Campus Handbook. The College has an established time frame for each step of a procedure published in the Campus Handbook. These procedures shall not substitute for other procedures specific in MnSCU procedures or negotiated agreements. These procedures shall also protect data privacy rights.

Appeals and grievances must be submitted in writing on the [Appeals and Grievance Form](#) which states appeals and grievance process and timelines. Appeals involving financial obligations with the college must be filed by the end of the semester following the semester in which the financial obligation was incurred. Grade appeals are governed by a separate but related policy: [3320-1-02](#). Financial Aid appeals are reviewed by the Financial Aid Appeal Committee. Academic and non-academic appeals and grievances submitted by learners are reviewed by the Appeals and Grievances Committee. The committee reports the findings directly to the learner(s) who submitted the appeal.

If the learner believes the decision has procedural errors that provide a basis for appeal of the decision, such appeals must be submitted to the Dean for review of due process. Learners not satisfied with a transfer appeal decision at the college level may submit a request to the MnSCU Senior Vice Chancellor of Academic and Student Affairs for a system level appeal of the college's transfer appeal decision. (See MnSCU Board Policy 3.21.1- <http://www.mnscu.edu/board/procedure/321p1.html>)

If the appeal or grievance involves the actions of NTC's Dean, a learner may further appeal the decision through the NTC President. If the appeal or grievance involves MnSCU policy or the actions of the NTC President, a learner may further appeal the decision through the MnSCU Chancellor to the MnSCU Board of Trustees. The decision of the MnSCU Board is final and binding.

Appeals and grievances of federal, state, and MnSCU policies and procedures will be directed to the Dean for referral to the appropriate federal or state agency.

Appeals and Grievances Process

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Who	Description
Learner	Brings complaint/issue to the Counselor for informal discussion as the first step in problem resolution.
Counselor	Talks with the learner to learn the nature of the complaint. If appropriate, the Counselor works with the learner toward informal resolution. If not, explains appeals form and process to learner.
Learner	If complaint is still not resolved, completes Appeal and Grievance Form and submits to the Counselor, along with any supporting documentation.
Counselor	Appoints an Appeals Committee member to investigate the appeal or grievance and report findings to the Appeals Committee at a scheduled meeting within 5 days. Schedules the Appeals Committee meeting.
Appeals Committee	Convenes to review appeal. Learner may present his/her case to the committee during the meeting, but must leave during the deliberation. Committee reviews the appeal and judges the merits of all the information provided. Makes determination on appeal.
Counselor	Records appeal and decision. Dean informs learner making the appeal of the outcome in writing. Response includes committee decision and succinct statement of rationale, if appropriate.
Learner	May appeal a committee's decision to the college Dean within ten (10) days of being informed of the decision. The decision of the Dean is final. Appeals to the Dean should include: <ul style="list-style-type: none"> ▪ Learner name and major ▪ Credits completed to date and cumulative GPA ▪ Most recent term GPA ▪ Statement from learner regarding why the learner feels the committee decision should be reversed. ▪ Copy of appeal form and committee's written response. ▪ Any related documents or correspondence

GRADE APPEALS

Learners who think they have been unfairly assigned a grade have the right to seek remedy through the College's designated [Appeals and Grievances Process](#). Learners should use available informal means (direct conversation) to resolve disputes before filing an appeal. There will be no retaliation of any kind against learners, faculty or staff who participate in a grade appeal. The Appeals and Grievances process is explained in the Campus Handbook.

Grade appeals must be submitted in writing on the [Learner Academic Appeal Form](#). Learners have one semester from the end of the semester in which the grade was earned to appeal the grade. Grade appeals are reviewed by the Appeals and Grievances Committee. The Appeals and Grievances Committee reports the findings directly to the learner who submitted the appeal. If the learner believes the decision has procedural errors that provide a basis for appeal of the decision, such appeals must be submitted to the Dean for review of due process.

RECORD OF LEARNER COMPLAINTS

Northwest Technical College maintains a log of all formal written complaints submitted by learners to the Counselor, Dean, or the President. This log is a requirement of the Federal Compliance Program of the Higher Learning Commission of the North Central Association of Colleges and Schools, which is the College's accrediting agency. The log contains the following information:

- the date the complaint was first formally submitted to an appropriate officer;
- the nature of the complaint (e.g. dispute about a grade, sexual harassment allegation);
- the steps take by the institution to resolve the complaint;
- the institution's final decision regarding the complaint, including referral to outside agencies;
- any other external actions initiated by the learner to resolve the complaint, if know to the institution (e.g. lawsuit, EEOC investigation, etc.).

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The log provides data privacy by not including names involved in the facts of the complaint. Learners submitting formal complaints will be informed that the College will share information on the complaint to its accrediting agency if required, but that individual identities will be protected.

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Learner Records

LEARNER RECORDS

Learner academic records are maintained in the Enrollment Services Office. Information other than directory information is considered confidential and will not be released unless a release form is signed by the learner.

Transcripts are official only if mailed directly from Northwest Technical College to a school, agency, or company. Official transcripts will not be sent for a learner with an outstanding account with the college. Unofficial transcripts may be given or sent to the learner. Enrolled learners may access unofficial transcripts via the Web registration site.

A learner has the right to petition for review of his or her cumulative learner record by submitting the request in writing to the Registrar. The following data may be included in the cumulative record:

1. Diploma and transcripts from previous institutions
2. Institutional evaluation and assessment data
3. Admission applications, enrollment data, and supporting documentation
4. Authorization to release information
5. Financial aid data to include agency information
6. Grades
7. Evaluations and instructor recommendations
8. Documents relating to learner status regarding honors, probation, disciplinary hearing, and suspension

The cumulative record does not contain disability or related information.

Right Of Access to Learner Records

With a judicial order, an appropriate governmental agency may receive information upon proper written notification to the parent, legal guardian, or learner.

Northwest Technical College is a public institution and is required to verify enrollment of specific learners within the institution. Learners who receive special recognition may have their name and/or picture included in a publication. Access to a learner's records may be subject to any of the following:

1. Learners, parents or legal guardians, certified staff, and classified staff members under their supervision having a legitimate interest have access to all information maintained on a learner pursuant to approved administrative procedures.
2. The learner has access only to his or her own records.
3. Parent or guardian's access is subject to the learner's written consent. Written consent must be updated annually.
4. Professional personnel shall be available to interpret data as necessary.
5. A legitimate request to see records must be honored within 10 days from the date of request.

See [Policy 2130-1-01 Directory Information](#) for additional information.

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FERPA (FAMILY EDUCATION RIGHTS & PRIVACY ACT)

It is the policy of the College to inform learners and parents of their Family Educational Rights and Privacy Act (FERPA) rights and how to pursue them. The Family Educational Rights and Privacy Act (FERPA) affords learners certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the learner's education records within 45 days of the day the College receives a request for access.

A learner should submit to the registrar, dean, division chair, or other appropriate official, a written request that identifies the record(s) the learner wishes to inspect. The College official will make arrangements for access and notify the learner of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the learner of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the learner's education records that the learner believes are inaccurate, misleading, or otherwise in violation of the learner's privacy rights under FERPA.

A learner who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the learner wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the learner in writing of the decision and the learner's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the learner when notified of the right to a hearing.

(3) The right to provide written consent before the College discloses personally identifiable information from the learner's education records, except to the extent that FERPA authorizes disclosure without consent. (*See excerpt from NTC's Directory Information Policy below for more information on disclosure of information.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901.

*NTC [Policy 2130-1-01 Directory Information](#) states, in part:

In accordance with applicable law, Northwest Technical College has the right to release learner records without consent in some circumstances. Examples of release without consent include, but are not limited to, the following:

- To school officials with a legitimate educational interest.
- To specified officials for audit, accrediting or evaluation purposes.
- To appropriate parties in connection with providing financial aid to a learner.
- To others as necessary to deal with health and safety emergencies.
- To state and local authorities, within a juvenile justice system, pursuant to specific state law.

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- To comply with a judicial order or lawfully issued subpoena.
- To military recruiting personnel, under the Solomon Amendment of the National Defense Authorization Act. In addition to directory information, NTC must disclose address, telephone number, previous school of enrollment, and date of birth.
- To another educational agency or institution, where a learner has or intends to enroll and/or receive services.
- To other educational agencies or institutions to which learners have transferred if requested by the transfer school.
- To other MnSCU institutions where the learner is enrolled or has applied for admission, official transcripts are automatically forwarded.

Graduation/Placement

CATALOG USE

A learner working toward a certificate, diploma or degree will follow the approved program curriculum at the time of acceptance in a major. Learners who have maintained continuous enrollment may elect to follow a new approved program curriculum that is adopted during their enrollment. Learners who have not attended for more than one academic year from withdrawal or last date of attendance prior to registration must meet the program requirements in effect at the time of their current registration. Course changes and substitutions made by the College are considered part of the program.

GRADUATION

Northwest Technical College grants certificates, diplomas, Associate in Applied Science degrees, and Associate in Science degrees for completion of program majors in accordance with all requirements listed below:

- minimum cumulative GPA of 2.0.
- all coursework required for the program major(s) successfully completed according to criteria established by the College. NOTE: Programs may have additional graduation requirements. These requirements are published and available from program faculty and advisors. Any additional requirements for graduation are specifically outlined for each program major. It is the learner's responsibility to understand and meet graduation requirements.
- Application for Degree completed and submitted one semester prior to graduation.

Learners must be approved for graduation by the Registrar. Graduation awards will not be released to learners who have an outstanding account balance with the college. The actual graduation date will be within the semester in which all course work, transfer credits and related materials required for program completion are finalized.

Graduation Appeals

Appeals pertaining to graduation requirements must be submitted on the College's Appeals and Grievance form the semester prior to graduation. The appeals will be reviewed by the campus Academic Appeals Committee and by the Dean.

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Commencement

The College's Commencement ceremony is held at the end of spring semester. In order to qualify for participation in the ceremony, a learner must have no more than 12 credits left to complete in his or her program, be in good academic and financial standing, and be able to complete all remaining courses for his or her program by the following September 1. Learners must have an Application for Degree on file with the Registrar.

Learners who have a cumulative GPA of 3.5 or higher at the beginning of their final semester of enrollment prior to graduation will be designated in the commencement program as graduating with honors. Honors graduates are distinguished at commencement ceremonies by the wearing of an honors medallion. Members of the Phi Theta Kappa International Honor Society are distinguished at commencement ceremonies by the wearing of the PTK stole.

RESIDENCE CREDITS

Residence credits are credit hours earned from Northwest Technical College. To be eligible for a degree or diploma, a learner must earn 1/3 of the credits required for graduation at the granting institution. All credits earned at Northwest Technical College including Distance and Corporate credits, courses taken from Bemidji State University that are listed on the NTC course schedule, credit by examination (successful test outs/challenged credits), and credit for experiential learning will count toward residence credits. For accreditation reasons, programs may require a limited number of key or capstone courses to be completed in residence.

Unless specific exceptions are noted in the program/degree requirements or requirements are waived through a petition process, the College will accept as resident credits those online courses/credits offered by the partner colleges in the Distance Minnesota consortium. These courses are included on the NTC course schedule.

ACADEMIC HONORS

Northwest Technical College encourages academic achievement among its learners. To recognize high achievement, each semester the College compiles a Dean's List recognizing full-time learners (12 credits or more) who earned a 3.5 grade point average (GPA) or above for the semester. This list is compiled from grade records on file one week after the end of each semester.

In addition, the College awards Graduation with Honors distinction to graduates from programs of more than 12 credits who hold a final cumulative GPA of 3.5 or above. Honors graduates are distinguished at commencement ceremonies by the wearing of an honors medallion. Members of the Phi Theta Kappa International Honor Society are distinguished at commencement ceremonies by the wearing of the PTK stole.

PLACEMENT

Northwest Technical College assists graduates with placement services for one year following graduation, or until they secure their first job in related employment, whichever occurs first. Services include a variety of resources to assist in career planning and job search and notification of job openings within their field of study. All job openings are published on the college web site.

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The College does not accept responsibility for securing employment. Learners have the primary responsibility for preparing their employment applications, employment history, and related information and for obtaining employment in training related fields. The College provides services and resources which may assist learners in securing employment. Learners are advised that their academic performance, interview skills, and willingness to accept entry level employment are crucial to their acceptability to potential employers.

The "Placement Place", an online placement resource for NTC learners and graduates and employers, is available at <http://jobs.ntcmn.edu>. Current learners and graduates for one year after graduation may access the site to review and apply for jobs, internships and apprenticeships. Job-seeking resources, including resume and interview assistance, is also posted on the "Placement Place."

Learners and graduates may attend workshops at both NTC and Bemidji State University Career Services services and assistance about preparing for the job search process.

"Career Connections", a career fair held at Bemidji State University in the spring, is open to Northwest Technical College learners and graduates.

For more information about placement services, contact Debbie Drinkard Grovum, Counselor, at 218-333-6618 or debbie.grovum@ntcmn.edu.

Placement rates from previous years are available on the college web site at www.ntcmn.edu/about/.

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Learner Information and Services

CAREER PLANNING

Career assessment, counseling and information are available for learners interested in attending Northwest Technical College. For information about specific Northwest Technical College programs, contact Kari Kantack in the admissions office, at 218-333-6645 or kari.kantack@ntcmn.edu. For career assessment and counseling, contact one of the counselors listed below.

Dave Collins, 218-333-6670, dave.collins@ntcmn.edu

Debbie Drinkard Grovum, 218-333-6618, debbie.grovum@ntcmn.edu

CO-CURRICULAR SERVICES

The College is sincerely interested in the success of its learners, placing emphasis upon the learner's own growth and independence through personal development and an increasing knowledge of one's self through participation in co-curricular opportunities. Visit the Co-curricular Services/Counseling Office for more information on these opportunities.

CAMPUS LIFE AT NORTHWEST TECHNICAL COLLEGE

NTC believes that a college education is more than what you learn in your classes. Campus activities provide opportunities to develop leadership skills, to cultivate civic responsibility, to promote service to society and to facilitate interactions with fellow learners and faculty and staff outside the classroom setting. Campus activities will be sponsored by the College or by campus organizations which operate under the authority of an approved charter. NTC currently hosts chapters of the following organizations; however, if you have an idea for a new organization, we encourage you to contact the Co-Curricular Services Office.

- **Phi Theta Kappa:** A national honor society for learners in two-year colleges, Phi Theta Kappa's purpose is to provide leadership opportunities, to recognize and encourage scholarship, and to foster opportunities for fellowship. To be eligible, learners must be enrolled in an AAS or AS program, have completed at least 12 credits, and have at least a 3.5 GPA. NTC's chapter of PTK is Beta Nu Tau.
- **SkillsUSA:** This organization is aimed at fostering leadership, building technical skills, and providing a venue for intercollegiate competition in occupational skill events. While this organization historically focused on industrial careers, today learners from all programs in the college are encouraged to join SkillsUSA to sharpen their public presentation skills, to maximize their opportunities to demonstrate leadership, and to network with other learners in the areas of career education and lifelong learning.

CAMPUS GOVERNMENT

Campus Government serves to represent the learners enrolled at the College. Membership is elected from each program area. Officers of the organization are elected by the majority vote of the enrolled learners. The Campus Government aids other learner organizations, establishes the protocols for campus sponsored activities, promotes good conduct and allocates funds for many worthwhile projects. The

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Campus Government belongs to the Minnesota State Colleges Student Senate Association. The NTC Campus Government was named the "Student Senate of the Year" by the MSCSSA for the 2004-2005 academic year.

OPPORTUNITIES IN PARTNERSHIP WITH BEMIDJI STATE UNIVERSITY

As a result of Northwest Technical College's close alignment with Bemidji State University (a liberal arts institution with an enrollment of approximately 5,000), learners enrolled at NTC have the unique opportunity to participate in many of the activities, services, and facilities at BSU. The close relationship of the two institutions serves to enhance the learning experience for learners at both institutions and increases the educational opportunities available. Learners at NTC can take Bemidji State University general education courses, and learners at BSU can enroll in technical courses offered by Northwest Technical College. In addition to sharing academic opportunities, learners at Northwest Technical College can take advantage of the following at BSU:

- Use the Gillett Recreation Center at a reduced rate (Fee required). (NOTE: Learners who are enrolled in courses listed on the BSU schedule do not pay the fee as membership is included in tuition/fees charged by BSU.)
- Use the BSU library.
- Live in residence halls and participate in residence hall activities (Room and board rates apply)
- Use BSU Health Services (Fee required).
- Participate in intramural sports. Sign up at Gillett Recreation Center. (NOTE: Some sports activities require that participants are members of the Gillett Center and some require additional fees.)
- Participate in activities at the American Indian Resource Center.
- Access career search information at Career Services.
- Attend concerts and events sponsored by the Hobson Union Board.
- Participate in some organizations and clubs (e.g., Model Making Club).

To participate in BSU activities or facility use for which a fee is required, NTC learners can "register" online (see UNIV "courses" at end of online course schedule). For more information, visit the Registrar or Admissions Office.

CAMPUS ORGANIZATIONS

The College believes that educational experiences of learners are enhanced by participation in co-curricular or extra-curricular campus activities. Through participation in campus organizations, learners acquire the critical skills of fiscal management, consensus building, teamwork and decision-making. Organizations at the College will be established for purposes of learning and career development opportunity. They will not, however, be established for the sole purpose of fundraising activity. Each organization has a defined reason for existence and each is subject to the rules and regulations of Campus Government and the College. Establishing an official college organization, or club, will require approval by the Dean of Academic and Co-curricular Affairs, as well as approval by Campus Government. Pursuant to MnSCU Board policy and Minnesota State Statute, the Dean of Academic and Co-curricular Affairs will retain administrative and financial oversight of organizations/clubs at the College and ensure all membership and activities are governed by the Learner Code of Conduct.

LEARNING ENRICHMENT CENTER

The Learning Enrichment Center is the hub of the campus. As its name implies, it is here where NTC learners can come to access of variety of services to enrich their

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learning experience. The LEC houses the library, which is a media-based resource center that connects the learner with multiple electronic media subscriptions in addition to access to MnSCU and public libraries across the state through inter-library loan. Study areas, a small group study room, and career search resources are also located in the LEC. Counseling services are also an integral part of the LEC, with the Counseling Office located just adjacent to the library.

Learners can access Learning Services in the Learning Enrichment Center as well, such as disability services; tutoring; services for individuals for whom English is not their primary language; and testing services, including college readiness testing, test proctoring for online courses, and industry test administration.

TUTORING SERVICES

Nearly everyone can benefit from a bit of academic support at some time or other during their college career. Tutoring is available free of charge in the Learning Enrichment Center to all NTC learners. Lab assistants and/or peer tutors may assist learners with understanding their coursework. Tutoring is available from specially trained staff in the areas of:

- College Readiness courses
- general education coursework
- technical coursework
- English proficiency (LEP)

LEARNERS WITH DISABILITIES

Learners with disabilities attending Northwest Technical College are guaranteed equal access to college programs, activities, and facilities in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and MnSCU policies. In accordance with ADA and Section 504, learners desiring accommodations must self-identify as having a disability, provide acceptable documentation of the disability, request accommodations. Such accommodations are provided only upon the request of the learner and only as part of an official Accommodations Plan developed by the Learning Services Director, along with counsel regarding the effectiveness of the plan. All information related to a learner's disability will be located in the Learning Services Director's office and will be strictly confidential. Issues related to this information will be discussed on a need to know basis.

The procedure for requesting accommodations is as follows:

1. The learner must initiate the accommodations process by contacting the Learning Services Director, self-identifying as a learner with a disability, and requesting accommodations.
2. At the time accommodations are requested, the learner must submit current documentation verifying eligibility for disability services. Documentation submitted by the learner must include the following components:
 - Identification of the nature and severity of the disability
 - Description of diagnostic criteria and/or diagnostic tests used to determine disability
 - Specific information regarding the manner in which the disability affects the individual
 - Description of the current course of treatment, if any, including medications and side effects

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- Prognosis of the disability, including durations or expected duration of the impairment, and permanent or long-term impact
 - Suggestions regarding possible accommodations
 - Names, titles, professional credentials, license number, addresses, phone number of evaluators, dates of testing, and diagnostic reports.
3. Documentation will be reviewed by the Learning Services Director. The learner and Director will discuss the documentation and determine possible reasonable accommodations. Full consideration will be given to accommodations requested by the Learner, but the final decision regarding accommodations used will be made by the Learning Services Director.
 4. The Accommodations Plan will be completed and pertinent instructors will be notified by the Learning Services Director regarding accommodations to be provided in their classes.
 5. Accommodations Plans will be reviewed at the beginning of each semester and adjusted as needed.

Learners with disabilities are encouraged to contact the Learning Services Director, Sarah Plahn, Room 211 in the Learning Enrichment Center, as early in the semester as possible to develop and/or adjust their Accommodations Plan. Sarah can be contacted via email at sarah.plahn@ntcmn.edu or via phone at 218-333-6650.

LIMITED ENGLISH PROFICIENCY

Lack of English skills is not a barrier to admission and participation in programs at Northwest Technical College. Northwest Technical College recognizes Limited English Proficiency (LEP) as speaking, reading, writing or understanding the English language such that those skills may affect an individual's ability to communicate.

Northwest Technical College will have an identified support services plan for enrolled learners who meet conditions of Limited English Proficiency (LEP). Individuals may qualify as LEP learners under one or more of the following conditions:

- Was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant
- Is a Native American or Alaska native and comes from an environment where a language other than English has had significant impact on such individual's level of English language proficiency
- Is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant.

Qualified learners will meet with the Learning Services Director, Sarah Plahn, Room 211 in the Learning Enrichment Center, to develop a Personal Education Plan. Sarah can be contacted via email at sarah.plahn@ntcmn.edu or via phone at 218-333-6650.

COUNSELING AND GUIDANCE

To assist learners with academic, career, and personal concerns, a licensed counselor is available on campus. Visit the Co-curricular Services/Counseling Office to utilize this service and/or to get more information regarding:

- Career counseling

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- Personal counseling
- Chemical dependency counseling/referral
- Enrollment status
- Learner rights and responsibilities
- Satisfactory academic progress

Counselors assist learners by making referrals when needed. Confidential referrals can be made to people and agencies such as doctors, lawyers, counselors, social workers, dentists, ministers, family planning, social services, drug and alcohol rehabilitation centers, funding agencies, and employment services. Contact the College counselor for assistance in these areas

MULTICULTURAL LEARNER SERVICES

A Multicultural Advisor provides supplemental advising services to the College's multicultural learners. The Multicultural Advisor also acts as a liaison for multicultural learners as needed with various agencies serving the multicultural community. Close contact is maintained with such agencies as the Bureau of Indian Affairs, Minnesota Chippewa Tribe, State Indian Scholarship, MET (Motivation, Education and Training), and other appropriate agencies.

LIBRARY

The library serves learners and faculty by providing access to resource materials. It is located in the Learning Enrichment Center

COLLECTION DEVELOPMENT

It is the policy of the College library to provide instructional materials of various difficulty levels, subject appeal, and points of view. The selection of these materials may involve many persons, including library specialists, faculty, learners, and administrators. However, the ultimate responsibility for development and maintenance of the libraries' collection lies with the professional library/media staff.

RECONSIDERATION OF CHALLENGED MATERIALS

Despite the care taken by the library professional to select valuable materials, occasionally objections to a selection will occur. The library staff respects the right of College employees and learners to express their opinion and will provide the right to challenge library materials for reconsideration. However, no library materials will be removed until the challenge is acted upon and a final decision is made whether to remove or keep the item.

RESOURCE SHARING

It is the policy of the College to make every effort to provide for the information needs of learners, faculty, and staff. When local resources do not meet those needs, the library staff have an obligation to obtain materials through college-wide cooperation (intra-library loan) and the statewide services of Northern Lights Library Network and MINITEX (inter-library loan). Learners may use the Bemidji State University library. The borrowing and lending libraries will ensure compliance with federal copyright laws. Costs for lost or damaged materials will be the responsibility of the borrowing library.

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COPYRIGHT

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

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

CIRCULATION

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

LEARNER CODE OF CONDUCT

Northwest Technical College's mission states: "We believe it is the responsibility of institutions of higher education to ensure that learners are prepared for career advancement and a fulfilling life. To do this, we must provide a supportive environment for a diverse population of learners who need to be agile thinkers, effective problem-solvers, and lifelong learners in a fast-paced and increasingly interdependent world. Learners should be exposed to educational experiences that are practical, broad, and help them expand their skills and their intellect, while cultivating personal and social responsibility and the capacity to make well-reasoned decisions. Our Vision, Mission and Purposes are predicated upon this Philosophy."

To accomplish this mission, NTC is committed to providing a productive learning environment that facilitates learning and that allows learners freedom of expression while also exhibiting behavior that does not limit or negatively interfere with not only their own learning environment, but also the environment of fellow learners, faculty and staff, and/or college visitors and/or other constituents. NTC's Learner Code of Conduct policy is designed to help assure that learners understand that, as members of the NTC college community, they are responsible for ensuring that their own conduct complies with the college's expectations for a civil, productive learning environment. This policy implements MnSCU [Policy 3.6](#) and [Procedure 3.6.1](#).

Policy

ARTICLE I: DEFINITIONS

1. "College" means Northwest Technical College.
2. "Administrator" means that person designated by the college president to be responsible for the administration of the Learner Code.
3. "Cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources

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beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

4. "Expulsion" means permanent denial of the privilege of enrollment at the college.
5. "Hazing" means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a learner group, organization, or athletic team.
6. "Policy" means the written regulations of the college and Minnesota State Colleges and Universities ("MnSCU") as found in, but not limited to, the Learner Code of Conduct, Campus Handbook; residence life handbook; the college and MnSCU Web pages; college catalog; Board Policy and System Procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus and [NTC Policy 1060-1-01](#) Drug-Free Environment and [NTC Policy 1040-1-01](#) Tobacco-Free Environment; Board Policy and System Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources (see [NTC Policy 5200-1-01](#)); and [NTC Policy 3300-1-01](#) Academic Integrity and [NTC Policy 3315-1-01](#) Disruptive Learner.
7. "Preponderance of evidence" means a standard of responsibility that it is more likely than not that the code has been violated.
8. "Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
9. "Learner" includes all persons who:
 - a. Are enrolled in one or more courses, either credit or non-credit, through the college;
 - b. Withdraw, transfer or graduate, after an alleged violation of the learner conduct code;
 - c. Are not officially enrolled for a particular term but who have a continuing relationship with the college;
 - d. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; and/or
 - e. Are living in a college residence hall although not enrolled in the institution.

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10. "Learner organization" means any number of persons who have complied with the formal requirements for college recognition.
11. "Summary suspension" means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the college community.
12. "Suspension" means denial of the privilege of enrollment for a specified period of time after which the learner is eligible to return. Conditions for re-enrollment may be specified.

ARTICLE II: PROSCRIBED CONDUCT

A. Jurisdiction of the college Learner Code

The college Learner Code shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus conduct in the following circumstances:

1. Hazing is involved;
2. The violation is committed while participating in a college sanctioned or sponsored activity;
3. The victim of the violation is a member the college community;
4. The violation constitutes a felony under state or federal law; or
5. The violation adversely affects the educational, research, or service functions of the college.

The administrator shall decide whether the Learner Code shall be applied to conduct occurring off-campus, on a case by case basis, in his/her sole discretion.

Allegations of discrimination, harassment, and sexual violence shall be resolved pursuant to Board Policy 1B.1, Nondiscrimination in Employment and Education Opportunity (see [NTC Policy 1030-1-01](#)), System Procedure 1B.1.1, Report/Complaint of Discrimination/Harassment Investigation and Resolution, Board Policy 1B.3, Sexual Violence Policy (see [NTC Policy 1032-1-01](#)), System Procedure 1B.3.1, Sexual Violence Procedure. Allegations of fraud or dishonest acts shall be resolved pursuant to Board Policy 1C.2, Fraudulent or Other Dishonest Acts (see [NTC Policy 1036-1-01](#)).

B. Conduct - Rules and Regulations

Any learner found to have committed or to have attempted to commit the following misconduct *in circumstances falling under the jurisdiction of this code* may be subject to the disciplinary sanctions outlined in Article III:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty;
 - b. Furnishing false information to any college official, faculty member, or office;
 - c. Forgery, alteration, or misuse of any college document, record, or instrument of identification.

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2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college *premises*.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.
5. Hazing.
6. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
8. Violation of any college or board policy, rule, or regulation published in hard copy or available electronically on the college or MnSCU Web site.
9. Violation of any federal, state or local law.
10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by college or MnSCU regulations), public intoxication, or violation of Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.

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15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
16. Any violation of the College Computer Use Policy or Board Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources (see [NTC Policy 5200-1-01](#)).
17. Abuse of the learner conduct system, including but not limited to:
 - a. Failure to obey the notice from a learner conduct panel or college official to appear for a meeting or hearing as part of the learner conduct system;
 - b. Falsification, distortion, or misrepresentation of information before a learner conduct panel;
 - c. Disruption or interference with the orderly conduct of a learner conduct panel proceeding;
 - d. Institution of a learner conduct code proceeding in bad faith;
 - e. Attempting to discourage an individual's proper participation in, or use of, the learner conduct system;
 - f. Attempting to influence the impartiality of a member of a learner conduct panel prior to, and/or during the course of the learner conduct panel proceeding;
 - g. Harassment (verbal or physical) and/or intimidation of a member of a learner conduct panel prior to, during, and/or after a learner conduct code proceeding;
 - h. Failure to comply with the sanction(s) imposed under the Learner Code;
 - i. Influencing or attempting to influence another person to commit an abuse of the learner conduct code system.
- C. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a learner charged with conduct that potentially violates both the criminal law and this Learner Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Learner Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the administrator. Determinations made or sanctions imposed under this Learner Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

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ARTICLE III: LEARNER CONDUCT CODE PROCEDURES

A. Investigation and Informal Process

1. Any member of the college community may file a written complaint alleging that a learner or learner organization has violated learner conduct proscriptions. Any complaint should be submitted as soon as possible after the event takes place. Persons filing complaints shall be informed of their rights under the *Minnesota Data Practices Act*. Following the filing of a complaint against a learner or learner organization, the administrator shall conduct an investigation of the allegations.
2. If the complaint seems unwarranted, the administrator may discontinue proceedings.
3. If there is sufficient evidence to support the complaint, the administrator shall offer the accused learner an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the learner shall be given written notice of the specific complaint against him/her and the nature of the evidence available to support the complaint and provided with a copy of the code of conduct. During the meetings the administrator shall review the complaint and the evidence with the learner and allow the learner to present a defense against the complaint. Within a reasonable time period following the meeting, the administrator shall inform the accused learner in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing.
4. A learner who is subject to a sanction of expulsion or suspension, except summary suspension, for more than nine (9) days may agree to accept the sanction, or may request a formal hearing. *The formal hearing should be held within a reasonable time.* Other sanctions shall be accepted or may be appealed in accordance with the college's appeal procedures.
5. If the accused learner fails to appear for the informal hearing, the administrator may proceed to review and act upon the complaint in his/her absence and shall notify the learner in writing of an action taken.
6. *A sanction shall not become effective during the time in which a learner seeks an appeal or formal hearing, unless, in the discretion of the administrator, it is necessary to implement an immediate sanction for the safety and welfare of the college community.*

B. Formal Hearing.

1. The college president or designee determines the composition of the learner conduct panel. Learners serving on the learner

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conduct panel shall be elected by the learner body or appointed by the campus learner association. Learner conduct panel hearings shall be conducted by a learner conduct panel according to the following guidelines:

- a. Learner conduct panel hearings normally shall be conducted in private.
- b. Learners or organizations referred for a formal hearing shall be given adequate advance notice in writing of the time, place, and date of the hearing. A learner or organization's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.
- c. Within a reasonable time prior to the hearing, the learner must be informed in writing of: a) the complaint; b) the evidence to be presented against him/her; c) a list of witnesses; and d) the nature of their testimony.
- d. In hearings involving more than one accused learner or organization, the administrator, in his or her discretion, may permit the hearing concerning each learner to be conducted either separately or jointly.
- e. The learner shall be given the opportunity to speak in his/her own defense, to present witnesses and to question any witnesses and to have an advocate present. The advocate may provide advice to the learner, but may not participate in any questioning. When there is a likelihood that a learner involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the learner have an attorney as the advocate.
- f. A written notice of findings and conclusions shall be provided to the learner within a reasonable time after the hearing. The notice shall inform the learner of any sanction to be imposed. The notice shall also contain information regarding the applicable appeal process.
- g. The hearing may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused learner, and/or other witness during the hearing *by providing for the presence of law enforcement and/or security*, separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the administrator to be appropriate.

C. Sanctions

1. The following sanctions may be imposed upon any learner found to have violated the Learner Code:

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- a. Warning - A notice in writing to the learner that the learner is violating or has violated institutional regulations.
- b. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the learner is found to violate any institutional regulation(s) during the probationary period. *The college may impose specific written conditions for the probation.*
- c. Loss of Privileges - Denial of specified privileges for a designated period of time.
- d. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- e. Discretionary Sanctions - Work assignments, essays, service to the college, or other related discretionary assignments.
- f. Residence Hall Suspension - Separation of the learner from the residence halls for a definite period of time, after which the learner is eligible to return. Conditions for readmission may be specified.
- g. Residence Hall Expulsion - Permanent separation of the learner from the residence halls.
- h. Suspension - Denial of the privilege of enrollment for a specified period of time after which the learner is eligible to return. Conditions for re-enrollment may be specified.
- i. Expulsion - Permanent denial of the privilege of enrollment at the college.
- j. Revocation of Admission and/or Degree - Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a learner prior to graduation.
- k. Withholding Degree - The college may withhold awarding a degree otherwise earned until the completion of the process set forth in this learner conduct code, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation.

2. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above;
 - b. Loss of selected rights and privileges for a specified period of time;
 - c. Deactivation. Loss of all privileges, including college recognition, for a specified period of time.

D. Summary Suspension.

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In certain circumstances, the administrator may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the administrator, the accused learner's presence on the college campus would constitute a threat to the safety and well-being of members of the campus community. To the greatest extent possible before implementing the summary suspension, the accused learner shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. However, the refusal of a learner to accept or acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of the summary suspension shall be provided in writing to the learner. After the learner has been summarily suspended, the learner shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days. During the summary suspension, the learner may not enter the campus without obtaining prior permission from the administrator.

E. Appeals

1. A decision reached by the learner conduct panel or a sanction imposed by the administrator may be appealed by the accused learner(s) or complainant(s) to the Vice President for Student Development and Enrollment within five (5) school or business days of the *notification of the decision*. Such appeals shall be in writing and shall be delivered to the administrator or his or her designee.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
 - a. To determine whether the informal or formal hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Learner Code was violated, and giving the accused learner a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the accused learner was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Learner Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Learner Code which the learner was found to have committed.
 - d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts

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were not known to the person appealing at the time of the original informal or formal hearing.

3. If an appeal is upheld by the Vice President for Student Development and Enrollment, the Vice President for Student Development and Enrollment may take any appropriate action. If an appeal is not upheld, the matter shall be considered final and binding upon all involved except that in cases involving sanctions of suspension for ten (10) days or longer, learners shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

WORKPLACE VIOLENCE

The College is committed to providing a safe working environment for its employees, learners, and visitors, free from threats and acts of violence. In support of this commitment, the College shall implement the following policies in an attempt to reduce the potential for threats and workplace violence, including banning dangerous weapons from workplace sites:

- A. Creating a safe work environment: College administrators are expected to promote positive behavior, and to lead by example, by treating employees with the respect and dignity each person deserves. Emphasis will be placed on creating a workplace where established standards of conduct are clear, are communicated, are consistently enforced, and where discipline is used fairly and appropriately to deal with instances of unacceptable behavior.
- B. Training: All college administrators will be provided training in workplace-related threats and acts of violence. This training will focus on prevention and de-escalation of violence, will include suggestions for appropriate responses to threats and acts of violence, and will identify those resources which are available to use once a potential problem has been identified, or an incident has occurred.
- C. Employee Counseling and Assistance: The administration will encourage use of the Employee Assistance Program (EAP). The EAP is primarily an assessment, short-term counseling and referral agency. While administrators, family members, or union representatives may encourage employees to seek help from the EAP, the decision to use those services must be voluntary. Employees may also choose to seek assistance from private health services to deal with pressures, stress, emotional problems, or other personal issues which could, if ignored, lead to threats or acts of violence.
- D. Valuing and Respecting Diversity: The College values and respects individual differences among people. Harassment of any person in the workplace is strictly prohibited. Incidents of this nature, if not corrected, may result in workplace violence. The administration will continue to treat incidents of harassment and discrimination as outlined in MnSCU Board Policy 1B.1.
- E. A Safe Workplace: College administrators have the primary responsibility for ensuring a safe work environment. They are empowered to take immediate action to resolve or stabilize violent situations in the workplace, and to protect people from harm. Administrators will also ensure that appropriate disciplinary responses are made to workplace acts of violence or aggression.

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- F. **Dangerous Weapon Prohibition:** The administration will work to eliminate dangerous weapons from the workplace. Effective immediately, the possession of any dangerous weapon, to include any firearm, in any college workplace by any person other than a law enforcement officer, is strictly prohibited. For the purposes of this plan and policy, the following items are considered to be "Dangerous Weapons":
1. Any weapon which, according to law, is illegal to possess.
 2. Any firearm, loaded or unloaded, assembled or disassembled, including pellet, "BB", and stun guns (electronic incapacitation devices).
 3. Replicate firearms, as defined in Minnesota Statute 609.713.
 4. Knives (and other similar instruments) with a blade length of more than three inches, other than those present in the workplace for the specific use of instruction or for food preparation and service.
 5. Any "switchblade" knife.
 6. "Brass knuckles," "metal knuckles," and similar weapons.
 7. Bows, crossbows and arrows.
 8. Explosives and explosive devices, including ammunition, fireworks and incendiary devices.
 9. "Throwing stars," "numchucks," clubs, saps, and any other item commonly used as, or primarily intended for use as, a weapon.
 10. Any object that has been modified to serve as, or has been employed as, a dangerous weapon.

PROHIBITION OF CONCEALED WEAPONS

The College is committed to providing a safe working environment for its employees, learners, and visitors. The College adopts in full [Policy 5.21 of Minnesota State Colleges and Universities](#). In addition to concealed firearms, employees, learners, and visitors are prohibited from carrying any concealed dangerous weapons (defined in policy 1090-1-01) on college property, exclusive of parking lots. Employees are prohibited from carrying concealed weapons while acting in the course and scope of employment. Violators will be subject to sanctions: employment-related civil sanctions for employees and academic sanctions for learners.

SEXUAL VIOLENCE

Northwest Technical College adopts and supports MnSCU Board 1B.3 Sexual Violence and its related Procedure 1B.3.1. The College will use the 1B.1.1 procedure to investigate complaints. The MnSCU Sexual Violence policy can be viewed at <http://www.mnscu.edu/board/policy/1b03.html>. The procedure for investigating complaints can be found at <http://www.mnscu.edu/board/procedure/1b01p1.html>.

The College publishes a brochure with information on sexual violence. It can be obtained from the Counseling/Co-Curricular Services Office or on the College web site.

FRAUDULENT AND OTHER DISHONEST ACTS

Northwest Technical College is committed to creating an environment where fraudulent and other dishonest acts are not tolerated. The college hereby adopts MnSCU Board of Trustees

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Policy 1C.2 Fraudulent or Other Dishonest Acts. The policy can be seen at <http://www.mnscu.edu/board/policy/1c02.html>.

ACADEMIC INTEGRITY

All learners will be held to standards of academic integrity. Violators are subject to sanctions. See the College's policy on [Academic Integrity](#) under Academic Policies in this handbook, or locate the policy on the College's web site ([Policy 3300-1-01](#)).

DISRUPTIVE LEARNERS

Northwest Technical College affirms a faculty member's right to remove from class a learner who is disruptive and interfering with the educational process. Disruptive learners who are removed from class will be subject to the conditions of the Learner Code of Conduct.

LEARNER INVOLVEMENT IN DECISION-MAKING

The College supports learner involvement in decision-making as outlined in MnSCU Procedure 2.3.1 for Board Policy 2.3, which states:

The MnSCU system values student participation and involvement. Student representatives are a part of decision making on the Board of Trustees, at the system level and on campuses. Some issues require on-going student participation, and other issues require student review or consultation. The Dean shall:

- Meet with the campus student association at least twice per semester to discuss issues of mutual concern,
- Inform the campus student association of the subject of scheduled reviews or consultations at least a week in advance except under very unusual circumstances as reported to the Chancellor,
- Structure the consultation process to provide adequate time for students to be able to discuss and consider an issue prior to any proposed recommendation.

Part 1. Participation

Student participation, as used in Policy 2.3 means that students shall be given the opportunity to serve as members of appropriate system, college or university committees through the entire process of that work group. (*Examples: such as but not limited to search committees for certain employees (e.g. senior administrators, student affairs professionals), policy development committees, strategic planning committees, food service vendors selection committees, student insurance vendor selection committees, etc.*)

Part 2. Review and Consultation

To provide a mechanism for student review and consultation, college and university administrators meet regularly with student representatives appointed by the campus student associations. At the system level, the Chancellor meets regularly with the statewide student association leadership. The purpose of these meetings is to provide information and to exchange views and concerns among administrators and students.

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Subpart A. Review

A review is an information report by the administration and includes an opportunity for students to ask questions on the information presented. The review process is used to inform the student association of an issue of potential concern to the students. Prior to meeting, the student association is notified of the agenda items. *(Examples: such as but not limited to the review of a campus bonding request that is being formulated, statute changes, personal property / service charges with substantial student impact (e.g. laptops), campus budget information, late fees, drop fees, experiential learning assessment fees, placement fees, special event charges, residential learning community fee, remodeling and construction projects, and changes to academic programs / majors presented to the Board.)*

Subpart B. Consultation

Consultation means that the administration seeks an opinion from the campus student association and considers that information in the decision making process. Consultation includes presentations of materials, discussion and an opportunity for students to ask questions. The consultation process is used to gather student input and / or recommendations and can provide a forum for developing agreements between the administration and the student association. Prior to the meeting, the student association is notified of the agenda items. Necessary background materials are provided in advance of the meeting except under very unusual circumstances as reported to the Chancellor. If a resolution or agreement is proposed, the student association shall have a reasonable amount of time to discuss and consider the issue internally.

When a college or university proposal requiring consultation is to be considered by the Board of trustees, that college or university president shall submit and authorized letter to the Office of the Chancellor from the campus student association prior to the first reading, stating the level of consultation and any position taken by the association on the issue, except under very unusual circumstances as reported to the Chancellor.

(Examples of issues requiring consultation: such as but not limited to consultation on a change in tuition or fees; agreement to establish an athletic fee, presidential exemption of fees, student life / activity fees, health fees, facility fees, parking fees, student wage rates, technology fee or campus proposals to the Board that have significant impact on students.)

LEARNER IDENTIFICATION CARDS

The learner identification card is the required form of identification for on-campus Northwest Technical College learners. The College issues learner identification cards after learners complete their initial registration. Learners must show learner identification cards to check out library materials and resources, and for other purposes as required by the college. If an identification card is lost or stolen, learners may obtain a replacement identification card for \$5.00.

NORTHWEST OUTFITTERS BOOKSTORE

The college's bookstore, Northwest Outfitters, is located just inside the main entrance of the College and carries textbooks and supplies for all on-campus courses offered at

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NTC. The bookstore carries new textbooks and a limited number of used textbooks for classes offered. Used Book Buyback is held at the end of Fall and Spring semesters.

Northwest Outfitters accepts cash, checks, Visa, MasterCard, and Discover. Learners who have a completed financial aid file with sufficient aid to cover tuition and fees are allowed to charge textbooks to their financial aid account. This period of charging textbooks begins a week before the semester and continues for the first week of each semester.

Bookstore hours are posted. Extended hours are offered the first week of each semester. Learners can begin purchasing their books about 1 week before the semester starts.

The bookstore carries office and classroom supplies, computer software, network cables, disks and CD-ROMs. There is also a nice selection of NTC clothing and other NTC items.

Parking permits are available in the bookstore; learners are required to update their permits each semester.

CAMPUS SECURITY

The College shall on September 30 of each year, publish and distribute an annual Campus Security Report as required by the Campus Security Act of 1990. A copy of the annual security procedures and statistical report is available at the Counseling/Cocurricular Services Office and on the college web site.

The College is concerned about the safety and welfare of all learners and staff associated with this college. It is the College's intent to provide a safe and pleasant educational environment for all learners, visitors, and staff. The College contracts with Bemidji State University Security Services for routine patrolling, including the presence of trained BSU student patrol officers during evening hours fall and spring semesters.

All crimes occurring on campus should be reported immediately to both campus administration and local law enforcement to ensure that appropriate action is taken. Crimes can be averted and suspects apprehended more quickly if suspicious activity is reported promptly. If someone's actions or the situation is disturbing, threatening, or out of the ordinary, call the Dean, the Facilities Services Supervisor, and/or local law enforcement. The administration and police will assess the situation and take any necessary and appropriate action. Forms for reporting a criminal act and a suspect description sheet are available from the College's front desk receptionist and in the Administrative Office. Immediate documentation of the incident provides valuable information to law enforcement should you be either a victim of or witness to a crime.

BSU Security Services (218) 755-3888
Bemidji Policy Department (218) 333-9111
Beltrami County Sheriff's Office (218) 333-9111

EMERGENCIES: DIAL 9-911 to report crimes in progress or police, fire, or medical emergencies on campus. Dial 0 for assistance from the campus receptionist, Monday - Friday, during campus hours.

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If there is a fire and no telephone is available, activate one of the fire alarms located throughout campus.

Local campus personnel have no enforcement authority over instance of criminal actions, thus campus personnel are not expected to attempt to detain a person suspected of such actions. The College cooperates closely with local and state law enforcement.

Reporting Criminal Activity to College Administration

Learners and employees should contact the Dean if they witness or are involved in activities that they feel are unlawful. Learners and employees should report any unlawful activity to the Dean for the purpose of making timely reports. It is the College's policy to make timely reports to members of the campus community regarding the occurrence of crimes described above.

Crime Bulletins and Statistics

The Dean, working with local law enforcement, promptly publicizes any incident of criminal activity that poses a potential threat to the campus through Campus Crime Alert Bulletins. Such bulletins are issued to the campus and are posted on the college's bulletin boards, closed-circuit bulletins boards, or electronic mail networks. See the publication "Campus Security Report" for statistics concerning the occurrence of crimes reported to campus officials and local law enforcement.

The Campus Security Report contains information regarding any documented activity on campus or off campus if such activity takes place during an event sponsored by an organization recognized by the college. This report is published and distributed yearly. It is printed as a brochure and is also posted on the college's web page at www.NTCmn.edu.

Security and Access to Campus Buildings and Grounds

The College maintains posted hours during which the building is unlocked. Access to the buildings and offices is managed by the Facilities Services Supervisor and the building staff. Specific security methods are established by the Campus Security Committee. Although the building can be accessed by key after business hours, it is locked and alarmed after school hours. It is essential that staff, faculty, and learners cooperate to keep locked facilities locked (do not prop open doors or leave doors unlocked if you enter after hours) and to ensure that unauthorized individuals do not enter campus buildings (do not open the door for individuals you do not know, protect the security of campus keys, and report immediately the loss or theft of keys to the Facilities Services Supervisor).

Educational and Prevention Services and Programs

Information concerning campus security procedures and practices is presented annually as part of the learner orientation process and at faculty/staff inservice. The Campus Security Committee will review campus crime statistics and present the campus security techniques. Learners and staff are encouraged to be responsible for their own security and the security of others.

DRUG-FREE ENVIRONMENT

Northwest Technical College is committed to providing an environment free of alcohol and illegal drugs for its learners, employees, and visitors. The College prohibits the

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unlawful manufacture, possession, use, or distribution of controlled substances, including alcohol and illegal drugs, by learners and employees on its property, in college- or state-owned vehicles or vehicles rented on behalf of Northwest Technical College, or as part of any of its activities. Any person who appears to be under the influence of drugs or alcohol on college premises or at any of its activities may be asked to leave. Law enforcement or security personnel will be involved as necessary.

The College may impose disciplinary sanctions on employee violators consistent with [negotiated agreements and/or plans](#). Sanctions on learner employees, including suspension and termination, shall be in accordance with college administrative regulations and procedures. Sanctions on learners shall be consistent with the [Learner Code of Conduct](#).

NOTE: While the above policy applies to learner employees, all learners are subject to the [Learner Code of Conduct](#), including prohibitions relative illicit drugs and/or alcohol. See also the following section regarding controlled substances.

Federal, State and Local Sanctions regarding Controlled Substances:

Minnesota Alcohol Violations

- It is illegal to drive, operate, or be in physical control of a motor vehicle while under the influence of alcohol and/or a controlled or hazardous substance, or with a "blood-alcohol concentration" of 0.08 or more. Motor vehicles include cars, boats, snow- mobiles, ATVs, planes, etc. "Operate" or "in physical control" includes starting the motor, steering, or being in position to control a vehicle, including simply sitting or sleeping in a parked vehicle.

PENALTY:

First offense (including juvenile convictions): misdemeanor- fine up to \$700, jail up to 90 days, drivers license revocation of at least 30 days.

Second offense within 5 years or 2 or more convictions within 10 years: gross misdemeanor- fine up to \$3,000, jail up to one year, drivers license revocation of at least 30-90 days and possible chemical dependency treatment.

Third or more offenses: longer periods of revocation.

- Minors in possession or consumption:
Persons *under 21 years of age* consuming or possessing alcoholic beverages with intent to consume, unless the person is in a parent or guardian's home and drinks with their permission. Possession anywhere other than a parent or guardian's home is prima facie evidence of intent to consume.

PENALTY: Misdemeanor

- Selling, bartering furnishing or giving alcoholic beverages to a person, under 21 years old (except parents in their home).

PENALTY: Gross misdemeanor. Possible civil liability for damages caused by the person under 21 while under the influence.

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- Anyone under 21 years of age who purchases or attempts to purchase an alcoholic beverage, or claiming to be 21 or older for the purpose of purchasing alcoholic beverages.

PENALTY: Misdemeanor. Drivers license suspension of 90 days if a driver's license, permit or MN identification is used in making or attempting the purchase.

- Including a person under 21 years to purchase or procure, alcoholic beverages or lending to or permitting use of identification by a person under the age of 21 for the purpose of purchasing or attempting to purchase alcoholic beverages.

PENALTY: Gross misdemeanor. Driver's license suspension of 90 days if a driver's license is lent.

NOTE: Penalties can change with each legislative session. Municipalities and Counties may also have ordinances that regulate gatherings and have specific penalties for violation.

Minnesota Drug Laws

Schedule Drugs (I-V)

- Heroin, LSD, mescaline and peyote, amphetamine variants marijuana, other hallucinogens.
- Opium, morphine, codeine, methadone, cocaine, barbiturates.
- Anabolic steroids, opium, codeine, methadone, cocaine, barbiturates.
- Barbiturates, benzodiazepines, choral hydrate, other narcotics, stimulants and depressants.
- Opium, codeine, other narcotics and depressants.

- **First Degree**

Sale: 10+ grams of cocaine, 50+ grams of other narcotic drug, 200+ doses hallucinogen, 50 kilos marijuana, or 25+ kilos marijuana in a school zone, park zone, or public housing zone.

Possession: 25+ grams cocaine, 500+ grams of other narcotic drug, 500+ doses hallucinogen, 100+ kilos marijuana.

PENALTY: 0 to 40 years, 4-year mandatory minimum if prior drug felony; up to \$1 million fine, 0 to 40 years, 2nd offense.

- **Second Degree**

Sale: 3+ grams of cocaine, 10+ grams of other narcotic drug, 50+ doses hallucinogen, 25 kilos marijuana, or sale of a Seclude I or II narcotic drug of 5+ doses hallucinogen or methamphetamine either to a person under 18 or in a school zone, park zone, or public housing zone.

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

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

- **Third Degree**

Sale: Narcotic drug: 10+ doses hallucinogen, 5+ kilos marijuana, or sale of a Schedule I, II, or III (except a Schedule I or II narcotic

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drug or marijuana) to a person under 18 or employment of person under 18 to sell the same.

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

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

■ *Fourth Degree*

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

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

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

■ *Fifth Degree*

Sale: Marijuana, or an Schedule IV drug.

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

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

Small Amounts of Marijuana

- For the Possession of up to 1.4 grams of marijuana the person is guilty of a petty misdemeanor including a fine of \$200 and required attendance at an approved drug education program.
- Second conviction of possession of a small amount of marijuana results in a misdemeanor and possible drug treatment. Possession of 1.4 grams or less of marijuana in an automobile is a misdemeanor.

Federal Drug Laws

Schedule I Drugs (Penalty for possession):

- *First Offense:* 0 years to life, 10 year mandatory minimum; if death or serious injury, 20 year minimum; up to \$4 million fine individual, \$10 million other than individual.
- *Second Offense:* 0 years to life, 20 year mandatory minimum; if death or serious injury, not less than life; up to \$8 million fine individual, \$20 million other than individual.

Schedule II Drugs (Penalty for possession):

- *First Offense:* 5 years to 40 years, 5 year mandatory minimum; if death or serious injury, 20 year minimum; up to \$2 million fine individual, \$5 million other than individual.

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- *Second Offense:* 0 years to life, 10 year mandatory minimum; if death or serious injury, not less than life; up to \$4 million fine individual, \$10 million other than individual.

Schedule I or II Controlled Drugs (Penalty for possession):

- *First Offense:* 0 to 20 years; if death or serious injury, 20 year minimum, not more than life; up to \$1 million fine individual, \$5 million other than individual.
- *Second Offense:* 0 to 30 years; if death or serious injury, not less than life; up to \$2 million fine individual, \$10 million other than individual.

Schedule III Drugs (Penalty for possession):

- *First Offense:* 0 to 5 years, up to \$250,000 fine individual, \$1 million other than individual.
- *Second Offense:* 0 to 10 years; up to \$500,000 fine individual, \$2 million other than individual.

Schedule IV Drugs (Penalty for possession):

- *First Offense:* 0 to 3 years; up to \$250,000 fine individual, \$1 million other than individual.
- *Second Offense:* 0 to 6 years; up to \$500,000 fine individual, \$2 million other than individual.

Schedule V drugs (Penalty for possession):

- *First Offense:* 0 to 1 year; up to \$100,000 fine individual, \$250,000 other than individual.
- *Second Offense:* 0 to 2 years; up to \$200,000 fine individual, \$500,000 other than individual.

Miscellaneous Penalties

- *21 U.S.C. 853(a)(2) and 881 (a)(7):* Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment.
- *21 U.S.C 881 (a)(4):* Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.
- *21 U.S.C. 853 (a):* Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses up to one year for first offense, up to five years for second and subsequent offenses.
- *18 U.S.C. 922 (g):* Ineligible to receive or purchase a firearm.

Health Risks Associated With Substance Abuse

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

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Alcohol and drugs are toxic to the body's systems. Contaminant poisonings often occur with illegal drug use, and mixing drugs, or using "counterfeit substances," can also be lethal. Human Immunodeficiency Virus (HIV or AIDS), sexually transmitted diseases, rape, unwanted pregnancies, injuries, accidents, and violence can result from alcohol abuse or drug use. In addition, substance abuse impairs learning ability and performance.

Acute health problems may include heart attack, stroke, and sudden death, which, in the case of drugs such as cocaine, can be triggered by first-time use. Long-lasting health effects of drugs and alcohol may include disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells and permanent memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary (lung) damage. Drug use during pregnancy may result in miscarriage, fetal damage and birth defect causing hyperactivity, neurological abnormalities, developmental difficulties, and infant death.

Education & Prevention Services and Programs: Alcohol and Other Drugs

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

- Early identification and intervention efforts providing assistance to learner demonstrating behaviors of concern.
- Crisis intervention procedures for learners experiencing medical emergencies.
- Re-entry to the college support services for learners after completing therapy for drug or alcohol problems.

Community Resources

Upper Mississippi Mental Health Center (218) 751-3280
Alcohol Anonymous (218) 444-2525

Disciplinary Sanctions

The College may impose disciplinary sanctions for policy/code of conduct violations. Any disciplinary sanctions for learners will be consistent with the [Learner Code of Conduct](#) and for employees with negotiated agreements and plans (see [Policy 1060-1-01](#)). Sanction for policy violations may be up to and including expulsion (learners) or termination of employment (employees) and/or referral for prosecution for violations of law.

TOBACCO-FREE ENVIRONMENT

Northwest Technical College is committed to providing a tobacco-free environment for its learners, employees, and visitors. Use of tobacco products on the college campus is therefore prohibited. Tobacco use in college- or state-owned vehicles is also prohibited.

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CHILDCARE

A listing of licensed day-care providers may be obtained from the Counseling/Co-curricular Services Office.

CANCELLATION OF CLASSES

It may become necessary to cancel class sessions without advance notice due to emergencies, instructor illness, sudden weather changes, or other circumstances. In these instances, the College will post the cancellation on the College web site. Learners must check the web site and their College email accounts for such announcements and other institutional information postings.

CAMPUS CLOSING

When emergency conditions merit closing considerations, the administration will follow the College's weather/emergency closing procedures. Campus closing determinations are made by the President and announcements are posted on the College's web site and are announced on TV and radio stations. Learners are encouraged to check the College's web site for announcements regarding the closure of the campus.

The authority to close the campus is vested in the President or designee.

1. The closing announcement for the college will clearly identify: (1) time of the closing, (2) date, and (3) hour when employees are excused from work, and an estimate of when the facility will reopen. Information Technology will post the cancellation(s) and/or campus closing on the College's web site, and the External Relations representative will inform the broadcast site managers when ITV classes are affected. Campus closing announcements will be placed on radio and television. A decision will normally be made and announced by 3:00 p.m. when canceling evening classes. The President will provide this information to the MnSCU Chancellor.
2. When a campus closing is declared, college employees are excused from work with pay. A campus closure applies to all employees without regard to labor contract. Weather emergency essential designated employees or "other" emergency essential designated employees who are not excused from work will be paid at their regular rate of pay.
3. The following "essential" designated employee positions may or may not be excused from work during weather or other emergency situations: (1) President or designee, (2) All college administrators and staff (3) IT Staff, (4) Business Office staff and (5) Facilities Supervisor. The decision to excuse the above named employees will be made by the President or designee based upon the needs of the campus and/or the prevailing emergency situation.
4. Some examples of "other" emergency closure situations are: natural and manmade disasters, loss or interruption of public utilities, and contract disputes.
5. The Dean will keep current plans to inform and/or evacuate specific employees and learners with disabilities during emergency times.

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- MnSCU colleges and campuses are subject to a Governor's executive order to change the work schedule or adjust the leave rules of executive branch employees in the cases of natural disasters or other emergencies. If the governor issues an executive order to close a campus, the affected MnSCU campus must comply with the order. However, MnSCU campuses are not subject to the Commissioner of the Department of Employee Relations (DOER) orders to close a campus.

COLLEGE CALENDAR: INTERRUPTION OF PROGRAMS OR SERVICES

The College calendar is established to communicate to college constituents the courses and activities that the College plans to provide. The College calendar, along with the services provided in support of these courses and activities, is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, interruption of utility services, acts of God, epidemic or pandemic illnesses, civil disorder, and war. In the event of such occurrences, the College will attempt to accommodate its learners. It does not, however, guarantee that courses of instruction, extra- or co-curricular activities, or other college programs or events will be completed or rescheduled or that college services will be provided. Any refunds that may be due to eligible learners will be made in accordance with Minnesota State Colleges and Universities policy [5.12](#).

In the event of a long-term emergency declared by the President or Chancellor, resulting in an interruption of learning for seven or more days, credit for work completed by learners is governed by [MnSCU Board Procedure 1A.10.1](#), Part 3, Educational Services.

EMERGENCY DRILLS

Fire Drills

Drills are held periodically during the college year. Information regarding emergency evacuation of the building is posted throughout the campus.

Tornado Drills

Certain areas in the building have been designated as "SAFE AREAS" during a tornado warning. Information regarding these areas is posted throughout the campus. In case of a drill, please go to the designated areas.

FACILITIES USE

Use of technical college facilities, including buildings and grounds, by non-College groups, organizations or individuals, will be determined on an individual basis. Individuals groups, or organizations interested in using such facilities should contact the Dean. Costs associated with the use of college facilities may be charged.

The College shall not be responsible or assume any liability of the using groups, organizations or individuals related to the utilization of the college facilities.

HEALTH INSURANCE

Learners are encouraged to carry some type of health coverage while attending school. Health and accident insurance is the responsibility of the learner. Information about the MnSCU endorsed student health insurance is available in the Counseling/Co-curricular

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Services office. Applications are available in the Business Office. Learner injuries that occur during class time are the responsibility of the learner not the college.

HEALTH SERVICES

Learners may participate in the Bemidji State University Health Services program by paying a fee at the beginning of each semester.

HOUSING

A housing list is available to learners upon request. However, actual inquiry and selection of proper housing is done by the individual learner. Learners may live in the residence halls at Bemidji State University. Information about BSU housing is available in the admissions' office or at the BSU web site at <http://www.bemidjistate.edu/reslife/>.

IMMUNIZATION RECORD REQUIREMENT

In conformance with M.S. 135A.14 (2000 revision) Northwest Technical College requires an immunization record be submitted from the following learners:

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

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

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

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

Medical Exceptions: An immunization record is not required if the learner submits to an administrator a statement signed by a physician that shows:

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

Additional Exception: If the learner submits a notarized statement that the learner has not been immunized as required because of the learners' conscientiously held beliefs, the immunizations are not required. Northwest Technical College shall submit the notarized statement to the Commissioner of Health.

Immunization Record Files: Northwest Technical College shall maintain an immunization record for each learner for at least one year from the time of original filing. Immunization records will be maintained in a separate medical records file. The

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Department of Health and the local Board of Health in whose jurisdiction the institution is located may inspect immunization records.

Additional Immunization Requirements: Learners in certain majors may be required to submit additional immunization records besides those indicated within this policy.

LAPTOP TECHNOLOGY STANDARDS

The College will identify programs which require learners to provide their own mobile computers and will define standardized computer technology items for use in the college

Each learner who enrolls in a program that requires a laptop must meet or exceed our minimum hardware and software specifications. Specifications are posted at www.ntcmn.edu for each program.

All learners are required to register their laptop with the Help Desk at the beginning of their first semester and must abide with the rules and regulations as identified in the Campus Code of Conduct Policy.

INFORMATION TECHNOLOGY SERVICES ASSISTANCE TO LEARNERS

Information Technology Services wants learners to understand the importance of security in a network environment. The Help Desk will provide information on security issues and steps that learners must take to be prepared to recover a laptop to normal working order in the event of system failure due to virus and spyware related attacks. The Help Desk will provide support for accessing college-related software and network services, but cannot provide support or service for non-academic or personally licensed software or for hardware.

ACCEPTABLE USE OF COMPUTER AND INFORMATION TECHNOLOGY RESOURCES

Northwest Technical College adopts and supports MnSCU Board Policy 5.22 *Acceptable use of Computers and Information Technology Resources*. This policy may be viewed in its entirety at <http://www.mnscu.edu/board/policy/522.html>.

An excerpt of the procedures related to this policy that describes the responsibility of all users of MnSCU system computers and information technology follows (Part 4). See the entire procedure at <http://www.mnscu.edu/board/procedure/522p1.html>.

Part 4. Responsibilities of All Users.

Subpart A. Compliance with applicable law and policy.

1. Users must comply with laws and regulations, Board policies and System procedures, contracts, and licenses applicable to their particular uses. This includes, but is not limited to, the laws of libel, data privacy, copyright, trademark, gambling, obscenity, and child pornography; the federal Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking" and similar activities; state computer crime statutes; student conduct codes; applicable software

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licenses; and Board policies 1.B.1, prohibiting discrimination and harassment; 1.C.2, prohibiting fraudulent or other dishonest acts; and 3.26, concerning intellectual property.

2. Users are responsible for the content of their personal use of System information technology, and may be subject to liability resulting from that use.
3. Users must use only System information technology they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information technology resources does not, by itself, imply authorization to do so.
4. Users are responsible for use of System information technology under their authorization.

Subpart B. Unauthorized use. Users must abide by the security restrictions on all systems and information to which access is authorized.

1. Users must not
 - a. use any account or password assigned by the college or university to anyone else;
 - b. share any account or password, assigned to the user by the college or university, with any other individual, including family members;
 - c. allow others to use System information technology under the user's control;
 - d. use System cellular telephones or computer dial-up services for personal use unless specifically authorized by System or State policy or procedure.
2. Users must not circumvent, attempt to circumvent, or assist another in circumventing security controls in place to protect the privacy and integrity of data stored on System information technology.
3. Users must not change, conceal, or forge the identification of the person using System information technology, including, but not limited to, e-mail use.
4. Users must not knowingly download or install software onto System information technology unless it has been preapproved through established campus or system office procedures, or by the designated officials, or prior authorization is received from the designated officials. Users who knowingly or negligently do not comply may be held responsible for damages, cost of system debugging, and payment of software fees, licenses and infringement penalties.
5. Users must not engage in activities that interfere with or disrupt network users, equipment or service; intentionally distribute viruses, worms, trojans, or other malicious code; or install software or hardware that permits unauthorized access to System information technology.
6. Users must not engage in inappropriate uses, including:
 - a. activities that violate State or federal law or regulation;
 - b. wagering or betting;
 - c. harassment, threats to or defamation of others, stalking, and/or illegal discrimination;
 - d. fund-raising, private business, or commercial activity, unless it is related to the mission of the System or its colleges and universities. Mission related activities are determined by the college, university, or Office of the

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Chancellor, and include activities of authorized campus or System-sponsored organizations;

- e. storage, display, transmission, or intentional or solicited receipt of material that is or may be reasonably regarded as obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word, except as such access relates to the academic pursuits of a System student or professional activities of a System employee; and
- f. "spamming" through widespread dissemination of unsolicited and unauthorized e-mail messages.

Subpart C. Protecting privacy. Users must not violate the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Technical ability to access others' accounts does not, by itself, imply authorization to do so.

Subpart D. Limitations on use. Users must avoid excessive use of System information technology, including but not limited to network capacity. Excessive use means use that is disproportionate to that of other users, or is unrelated to academic or employment-related needs, or that interfere with other authorized uses. Colleges and universities may require users to limit or refrain from certain uses in accordance with this provision. The reasonableness of any specific use shall be determined by the college or university or Office of the Chancellor in the context of relevant circumstances.

Subpart E. Unauthorized trademark use. Users must not state or imply that they speak on behalf of the System or a college or university, and must not use System, college or university trademarks or logos without prior authorization. Affiliation with the System does not, by itself, imply authorization to speak on behalf of the System

PARKING

Parking permits shall be required of all vehicles parked on property under the control of the College with the exceptions of vehicles displaying tax exempt license plates, visitors parked in Visitor Only designated spaces, and those displaying a Visitor's Permit, including guests, vendors, program patrons (dental and massage clinics, etc.), repair and construction personnel, volunteers, voters, attendees at special identified classes and/or events.

Parking permits will be issued upon registration of the vehicle with the College and payment of the parking fee, as approved by the Minnesota State Colleges and Universities.

Parking permits must be properly displayed on all vehicles, including motorcycles. Acceptable display areas include attached to the rear view mirror, windshield, or dash. Parking permits will be enforced Fall and Spring semesters after the fifth day of the semester. Vehicles failing to properly display a valid parking permit and/or parked illegally (e.g., in a space designated for vehicles with valid disability permits) will be ticketed, resulting in a fine and/or removal of the vehicle at the expense of the owner. Failure to properly display a permit will not be valid grounds for appeal. Users with five unpaid tickets in combination with NTC and BSU may have their vehicle towed without

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notice at their own expense. Fines cannot be deferred against financial aid or any other funding source.

Parking is enforced by the Bemidji State University Security Department. Appeals of parking tickets based on tickets issued contrary to college parking policy or in error must be made in writing and will be heard by the Parking Committee. Appeal forms may be obtained and submitted to the NTC Business Office. Fines must be paid prior to the hearing of the appeal; successful appeals will result in a refund of the fine.

Lost or stolen permits reported to the Business Office will be made at a cost of \$10 upon completion of a loss statement and new permit registration. Permits may be used only by the individual(s) in whose name the vehicle is registered with the College and may not be resold or transferred. Refunds for parking permits will be made to learners who totally withdraw from the College at the same pro-rata scale specified in the Tuition Refund policy upon the return of the withdrawing learner's parking permit to the Business Office.

NTC does not assume any liability for vehicles or personal property with the issuance of parking permits. Permit holders are responsible for their own property and should do all they can to guard against victimization by others, including locking unattended vehicles and securing possessions out of sight.

HEALTH AND SAFETY

As a responsible institution of higher education, Northwest Technical College facilities shall be maintained as safe and healthful places of employment/learning. Every effort shall be made to design and operate all College facilities in compliance with the spirit and letter of federal, state and local health and safety regulations. The College shall endeavor to promptly provide current and comprehensive information on potential adverse health and safety effects as well as appropriate handling procedures for all hazardous materials handled by both our employees and our learners.

It is a basic responsibility of all College employees and learners to make the health and safety of fellow human beings a part of their daily concern. This responsibility must be accepted by each one who conducts the affairs of the College, no matter in what capacity he/she may function.

SAFETY GLASSES/EQUIPMENT

Minnesota State Law provides that every person shall wear industrial quality eye protection devices when participating in hazardous training activities while in college programs. The College will comply with the law by requiring that all learners in hazardous training activities purchase and wear safety glasses with side shields. Individual programs may have additional requirements for learner use of personal protective equipment.

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

The College is member of Servicemembers Opportunity Colleges, a consortium of over 1500 colleges and universities that provide college-level educational opportunities for servicemembers and their families.

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VETERANS BENEFITS

The majors offered by the College have been approved by the Minnesota State Approving Agency for veterans and their dependents eligible for educational benefits under Chapters 30, 31, 32, and 35 of the Veterans Readjustment Act of 1977. Under the new GI Bill, Chapter 106 (educational assistance program), Reserve and National Guard personnel may be eligible for educational benefits. Learners should contact the Veterans Certifying Official (Counselor/Co-curricular Services Coordinator) or their local Veterans Administration Office to obtain applications and determine eligibility and entitlement.

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

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

CHANGE OF ADDRESS

Learners should notify the Registrar's Office of any change of address prior to moving so that the proper entry can be made in the learner's records.

ACCESS TO CAMPUS FACILITIES

The Northwest Technical College campus building is open from 6:45 a.m. to 10:00 p.m. Monday through Friday for access by faculty, staff, learners and visitors to the campus; at all other times, the building is locked and the security system is activated. Access to the building at other hours is limited to those holding college-issued keys and security codes or through pre-arrangement with the Facilities Services Supervisor for activities approved by the Dean or designee. Keys and security codes are issued from the Dean's Office.

TIMELY WARNING

In the event that a situation arises on campus that, in the judgment of the President or designee and/or Director of Security and Safety, constitutes a reason for issuing a college-wide warning, the warning will be issued through the college e-mail system to learners, faculty, and staff.

Depending on the circumstances of the situation, especially in situations that could pose an immediate threat to the college community and individuals, the President or designee and/or Director of Security may also post a notice on the NTC website home page at <http://www.ntcmn.edu> .

Anyone with information warranting a timely warning should report the circumstances to the Department of Security and Safety at Bemidji State University at 755-3888 or the NTC Dean at 333-6611.

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REPORTING A CRIME OR SUSPICIOUS ACTIVITY

Anyone who witnesses or is a victim of a crime on the college campus is encouraged to report the crime to the Dean at 333-6611 or to the Bemidji State University Campus Security Office at 755-3888 or to the Bemidji Police Department at 333-9111. In emergency situations, calls should be made directly to 911. Reports of crimes made to the Dean or other college personnel will be referred to the Bemidji State University Campus Security Office. Individuals are also encouraged to report suspicious activity seen on or near the campus. Telephones are located in each classroom, at the main entrance, and by the Computer Kiosk area, in addition to phones in offices.

ENFORCEMENT AUTHORITY

In the interest of campus safety, Northwest Technical College personnel are authorized by the administration to ask persons on the campus for identification and to determine whether individuals have lawful business at the college when in their judgment such action is warranted. College personnel are also authorized to ask individuals to immediately leave the campus if they can provide no evidence of lawful business at the college and/or if they are deemed to pose a threat to others by their behavior, their words, or their manner. Bemidji State University Security and Safety personnel are authorized to assist such removal when necessary. Security personnel do not have the authority to make arrests; however, they work closely with the Bemidji Police Department, which has jurisdiction on the campus, and may be involved in investigation and prosecution processes related to criminal activity on campus. Campus security personnel and college administration are authorized to monitor parking and issue parking citations on college property.

LONG-TERM EMERGENCY MANAGEMENT

Northwest Technical College adopts [MnSCU Board Policy 1A.10](#), Long-Term Emergency Management and, in the event that a long-term emergency (seven days or more) is declared for the college by the President or the Chancellor, the College will implement the provisions of [Procedure 1A.10.1](#), including the activation of the BSU-NTC All-Hazards Plan. This Plan is developed in accordance with guidelines developed and administered by the Office of the Chancellor in accordance with state and federal direction. The All-Hazard Plan will be reviewed and updated regularly and will be available to learners and employees on the College's website, except for any sections that include non-public data.

VEHICLE FLEET SAFETY PROGRAM

Northwest Technical College implements a Vehicle Fleet Safety Program that is designed to help assure that safe driving practices are followed by individuals driving vehicles on college business. Drivers are required to submit a Vehicle Use Agreement prior to driving a vehicle on state or college business, and the college will maintain records documenting the Risk Management Division approval based on driving records of individuals to which permits are granted. This policy is enforced in compliance with the Minnesota State Colleges and Universities Fleet Safety Program, which is part of the Risk Management Division. Individuals wishing to drive a vehicle on state or college business must submit a Vehicle Use Permit to Administrative Assistant prior to driving a vehicle-- whether college-owned, state-owned or privately-owned--on college business, which includes the provision of Driver's License Number. Learners have the additional responsibility of submitting a signed Student Drivers' Responsibilities form.

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Human Rights Policies and Information

HUMAN RIGHTS POLICIES

The following pages contain excerpts / summaries of Northwest Technical College policies and / or Minnesota State Colleges and Universities policies. The complete policies may be obtained from the campus Administrative Office, and they are posted on the college web site. MnSCU policies quoted are adopted by NTC by reference and may be viewed in their entirety at <http://www.mnscu.edu/board/policy/index.html>.

NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY

Northwest Technical College is committed to a policy of nondiscrimination in employment and education opportunity and adopts the Minnesota State Colleges and Universities Nondiscrimination in Employment and Education Opportunity policy (1.B.1), as follows.

No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

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

RACIAL DISCRIMINATION/HARASSMENT

Part 1. Definitions.

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

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

SEX DISCRIMINATION/HARASSMENT AND VIOLENCE

Part 2. Definitions.

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

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

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or

Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or

Such conduct has the purpose or effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

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

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

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

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- Forcible acts, which include non-consensual sexual contact, and/or sexual contact in which the victim is incapable of giving consent (such as when the complainant is under the influence of alcohol or drugs);
- Nonforcible sex acts such as incest and statutory rape; and
- The threat of an act of sexual violence.

Sexual violence may include, but is not limited to:

- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

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

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

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

SEXUAL ORIENTATION DISCRIMINATION/HARASSMENT

Part 3. Definitions.

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

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

DISABILITY DISCRIMINATION/HARASSMENT

Part 4. Definitions.

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

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

REPORT/COMPLAINT OF DISCRIMINATION/ HARASSMENT INVESTIGATION AND RESOLUTION (*MnSCU Procedure 1B.1.1*)

Part 1. Procedure objective.

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

A single act of discrimination may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national

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origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both.

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

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

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

Part 2. Definitions.

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

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

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

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

Part 3. Reporting incidents of discrimination/harassment.

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

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

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

Subpart D. Institutional responsibility.

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

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

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

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

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

Subpart G. Withdrawn Complaints. If a complainant no longer desires to pursue a complaint, the system office, colleges, and universities reserve the right to investigate and resolve the complaint.

Part 4. Right to representation.

In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation

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conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 5. Investigation and resolution.

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

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

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

1. **Jurisdiction.** The designated officer shall determine whether the report/complaint is one which should be processed through another system office, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.
2. **Conflicts.** If the designated officer determines that the report/complaint falls within the scope of the institution's nondiscrimination policies and this procedure, the designated officer shall first determine who will conduct the complaint process. The designated officer should identify to the president or chancellor any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president determines that a conflict exists, another designated officer shall be assigned.
3. **Information provided to complainant.** At the time the report/complaint is made, the designated officer shall:
 - a.) inform the complainant of the provisions of the nondiscrimination policy;
 - b.) provide a copy of the policy and the report/complaint procedure to the complainant;
 - c.) advise the complainant of other options such as alternative dispute resolution or mediation and that the complainant may also choose to pursue other legal options; and
 - d.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement.
4. **Complaint Form.** The designated officer shall insure that the complaint is documented in writing on the complaint form available from system office, college, or university authorities. The complaint form must include:
 - a.) a detailed description of the facts upon which the charge is based;

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- b.) name(s) of the respondent(s), if known;
 - c.) a list of possible witnesses as deemed appropriate by the designated officer; and
 - d.) other information pertinent to the complaint.
- At the conclusion of the process, the final disposition of the complaint shall be included on the complaint form.
5. **Information provided to the respondent.** At the time initial contact is made with the respondent, the designated officer shall:
- a.) inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy;
 - b.) provide a copy of the policy and the report/complaint procedure to the respondent;
 - c.) advise the respondent of other options such as alternative dispute resolution or mediation;
 - d.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations; and
 - e.) determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement.
6. **Processing the complaint.** The designated officer shall:
- a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
 - b.) investigate the complaint without identifying the complainant, if in the judgment of the designated officer, this would increase the likelihood of satisfactory resolution of the complaint;
 - c.) inform the complainant, respondent, witnesses and other involved individuals of the prohibition against retaliation and reprisal;
 - d.) create, gather and maintain investigative documentation as appropriate;
 - e.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice (Tennessee warning) in accordance with state law; and
 - f.) inform the complainant and respondent of the status of the investigation at reasonable times until final disposition of the complaint.

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

- 1. suggest counseling or sensitivity training;
- 2. conduct training for the unit, division, or department, calling attention to the consequences of engaging in such behavior;
- 3. facilitate meetings between the parties;
- 4. separate the parties, after consultation with appropriate system office, college or university personnel;

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5. prepare a written letter of agreement confirming that the respondent has been informed of the policy and complaint procedure, identifying and documenting the respondent's acceptance of the designated officer's resolution of the complaint, and stating that retaliation is prohibited;
6. other possible outcomes may include explicit agreements about future conduct, a letter of apology to the complainant, changes in workplace assignments, enrollment in a different course or program, or other appropriate action.

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

1. Designated officer. The designated officer shall:
 - a.) conduct further investigation as deemed appropriate by the designated officer;
 - b.) prepare an investigation report for review by the decision-maker;
 - c.) take additional investigative measures as requested by the decision-maker;
 - d.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint; and
 - e.) provide the investigation report to the complainant or respondent upon request unless the information is protected under state or federal law.
2. Decision-maker. After receiving the investigation report prepared by the designated officer, the decision-maker shall:
 - a.) determine whether additional steps should be taken, at the discretion of the decision-maker, prior to making the decision. Additional steps may include:
 1. a request that the designated officer take additional investigative measures;
 2. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law. Other employees may be accompanied by an attorney or other support person at the discretion of the decision-maker;
 3. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint
 - b.) take other measures deemed necessary to reach a decision;
 - c.) when making the decision, take into account the surrounding circumstances, the nature of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and

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other relevant factors;

d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resource or supervisory personnel to determine appropriate discipline;

e.) report in writing to the complainant, respondent and the designated officer her or his findings as to whether or not the nondiscrimination policy has been violated. The written answer to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.

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

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

Subpart G. Other remedies.

1. **Reassignment or administrative leave.** Under appropriate circumstances, the president or chancellor may reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
2. **Summary suspension or other action.** Under appropriate circumstances, the president or designee may impose on a student a summary suspension or other temporary measures at any point in time during the report/complaint process. A summary suspension may be imposed when, in the judgment of the president or designee, the accused student's presence on the college or university campus would constitute a threat to the safety and well-being of members of the campus community. Before implementing the summary suspension, the accused student shall be given notice of the intention to impose the summary suspension and, except in an emergency, shall be given an opportunity to present oral or written arguments against the imposition of the suspension.

After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During

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the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the administrator. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

3. **Alternative dispute resolution and mediation.** The system office, colleges, and universities, in consultation with the system Office of Equal Opportunity and Diversity, may use alternative dispute resolution or mediation services as a method of resolving discrimination/harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint.

Part 6. System office, college, or university action.

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

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

Part 7. Appeal.

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

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

Subpart C. Appeal process. The president or designee shall review the record provided and determine whether the complaint is substantiated or not substantiated. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The

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decision on appeal will be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

Part 8. Education and training.

The system office, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as education seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational material development and distribution. Education and training programs should include education about the system office, colleges and universities non-discrimination policies as well as conducting investigations, management and implementation of this procedure.

Part 9. Dissemination of report/complaint procedure.

Information regarding this procedure and the system office, college or university non-discrimination policies must be provided to each student during student registration and each employee on acceptance of employment. Copies of the policies shall be conspicuously posted at appropriate locations at the system office and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus websites or other appropriate public announcements.

Part 10. Maintenance of report/complaint procedure documentation.

During and upon the completion of the complaint process, the complaint file shall be repositied in a secure location in the office of the designated officer for the system office, college or university. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

Designated officers are required to report investigative data concerning investigations under Board policy 1B.1 to the Office of the Chancellor on a quarterly basis.

REPORT COMPLAINTS OF DISCRIMINATION/HARASSMENT TO:

Linda Gilsrud, Human Resources Director
Bemidji State University, Deputy 348, Box 1; 218-755-3966

Linda Gilsrud, Affirmation Action Officer
Bemidji State University, Deputy 348, Box 1; 218-755-3966
Any NTC administrator or counselor

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AFFIRMATIVE ACTION

Northwest Technical College is committed to conducting all personnel and educational activities without regard to race, sex, color, creed, religion, age, national origin, marital status, disability, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Personnel activities include, but are not limited to: recruitment, selection, placement, employee development, promotion, retention, compensation, leaves of absence, disciplinary action, transfer, demotion, termination, and layoffs affecting all employees and job applicants. Northwest Technical College will not tolerate discrimination on the basis of these protected class categories in accordance with all state and federal equal opportunity/ affirmative action laws, directives, orders, and regulations (see Policy [1030-1-01](#)).

Northwest Technical College is committed to implementation of its affirmative action plan and fully supports the State of Minnesota's affirmative action efforts. Northwest Technical College will implement and maintain an affirmative action program that takes aggressive measures to eliminate internal barriers to equal opportunity and that strives to remedy the historical underrepresentation in the employment, retention, and promotion of qualified persons with disabilities, persons of color, and women.

It is Northwest Technical College's policy to actively pursue equal employment practices during all phases of the employment process. In that spirit, Northwest Technical College will continue to seek opportunities to maximize the selection and retention of protected group employees by:

- continuing to actively and aggressively recruit protected group applicants;
- continuing affirmative action training for employees, with an emphasis on those serving on interview teams;
- and supporting affirmative measures to retain protected group employees.

NONDISCRIMINATION NOTIFICATION UNDER TITLE IX AND SECTION 504 *(Non-discrimination based on sex or disability)*

Northwest Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in its educational programs, activities and employment. The following persons have been designated by the College to receive inquiries regarding the college's Title IX (non-discrimination based on sex) and Section 504 (non-discrimination based on disability) policies:

Learners and Prospective Learners

Bemidji:

905 Grant Ave. SE., Bemidji, MN. 56601

1-800-942-8324 or 218-333-6600

Section 504 and Title IX: Sarah Plahn, Learning Services Director, Room 211 in the Learning Enrichment Center, 218-333-6650.

Sarah.plahn@ntcmn.edu

Employees or Prospective Employees

Human Resources, Deputy 350, Bemidji State University,

Bemidji, MN 56601, 1-218-755-3966 or 1-877-236-4354

Section 504: Linda Gilsrud, Human Resources Director

Title IX: Linda Gilsrud, Affirmative Action Officer

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