



# **Campus Handbook 2018-2019**

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## **Northwest Technical College Bemidji**

**905 Grant Avenue S.E.**

**Bemidji, MN 56601**

**(218) 333-6600**

**1- 800- 942- 8324**

**[www.ntcmn.edu](http://www.ntcmn.edu)**



# Campus Handbook 2018-2019

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Academic Year 2018 – 2019	Fall 2018	Spring 2019	Summer 2019
Semester Begins	August 27	January 14	May 20
Last day for Full Refund	August 31	January 18	May 24
Last day to add classes	August 31	January 18	May 24
Last day to exercise P / NP option	August 31	January 18	May 24
Last day to drop classes without a grade	August 31	January 18	May 24
Semester Ends	December 21	May 15	July 16
No Classes	Fall 2018	Spring 2019	Summer 2019
Memorial Day			May 27
Independence Day			July 4
Labor Day	September 3		
MSCF Meetings	October 18-19		
Veteran's Day	November 12		
Thanksgiving Break	November 22 – 23		
December Holiday	December 12 – January 13		
Martin Luther King, Jr. Day		January 21	
President's Day		February 18	
Spring Break		March 11-15	

**NOTE:** When making registration changes to courses that are delivered by other institutions please see that college's schedule. Their dates for making registration changes may not be the same as NTC.



# Campus Handbook 2018-2019

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## Table of Contents

<a href="#">Academic Calendar</a> .....	2
<a href="#">Access to Information</a> .....	4
<a href="#">Student Rights and Responsibilities</a> .....	6
<a href="#">Registration Information</a> .....	7
<a href="#">Tuition and Fee Information</a> .....	13
<a href="#">Financial Aid Information</a> .....	17
<a href="#">Academic Policies and Procedures</a> .....	19
<a href="#">Student Records</a> .....	29
<a href="#">Graduation / Placement</a> .....	31
<a href="#">Student Information and Services</a> .....	33
<a href="#">Human Rights Policies and Information</a> .....	63

### DATA DISCLAIMER

Data contained in this publication accurately reflects organization and courses of study at the time of publication (Fall 2014) 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 students regardless of delivery mode. Students enrolled in the Distance Education program who desire additional information and / or clarification of its contents may call the Distance Education office at: 1-800-657-3930.

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



# Campus Handbook 2018-2019

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## Access to Information

### **OFFICIAL COMMUNICATION - EMAIL AND WEB PAGE**

Northwest Technical College believes that all students and employees must be proficient in using electronic communication tools; therefore, each enrolled student 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. The College website is <http://www.ntcmn.edu>.

Students 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 library and in the computer kiosks.

### **The College will make available the following information to all students:**

#### **RIGHT TO KNOW**

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

#### **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 students. 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.

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



# Campus Handbook 2018-2019

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

Directory information is public data unless the student requests this data to be treated as private. This request may be made at One Stop Student Services.

Limited Directory information is only eligible for release to Northwest Technical College Foundations for Foundation related-activities and/or external parties contractually affiliated with the College. The following information has been designated as 'Limited Directory Information' at Northwest Technical College:

- e-mail address (personal, work, etc.)
- address
- phone number
- Star ID

### **Private Data:**

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

- A student who is currently enrolled / registered.
- A former student 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 student. In accordance with applicable law, Northwest Technical College has the right to release student 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 student.
- 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 student has or intends to enroll and/or receive services.
- To other educational agencies or institutions to which students have transferred if requested by the transfer school.
- To other Minnesota State institutions where the student is enrolled or has applied for admission, official transcripts are automatically forwarded.

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



# Campus Handbook

## 2018-2019

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### **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 students 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 Security Report is posted on the College's web site and notice of the posting is electronically distributed to students and employees. Prospective students 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 the One Stop Student Services Center on campus. Contact the campus Help Desk for laptop requirements. These are also located on the College web site.

Pursuant to Minnesota State policy 5.12, by the **fifth** day of classes each registered student 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 students who have not met one of these conditions.

### **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](http://www.ntcmn.edu). Academic program information is also available on the website.

### **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 50502-0504; phone: (800) 621-7440. Additional program specific accreditation information can be found in the College Catalog and on the web site.

## Student 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 students 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](#) is located on the website. 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.



# Campus Handbook 2018-2019

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## STUDENT RIGHTS AND RESPONSIBILITIES

Students 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.

Students are expected to be familiar with the Student Code of Conduct as presented in this handbook and as posted on the College's web site. The rights and responsibilities of students and the expectations of the College are described in this handbook, along with appeals and grievance and other procedures.

Students are expected to exhibit and are held responsible for behavior that demonstrates respect for self and others and that does not interfere with other students' right to receive an education and that does not impede the College's ability to deliver education and services to all enrolled students. Students 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 Student Code of Conduct does not replace or reduce the requirements of civil or criminal laws.

Rights and Responsibilities of students enrolled in institutions of Minnesota State are addressed in Minnesota State Board Policy 3.1. For more information see <http://www.minnstate.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 students, faculty and staff of NTC (see <http://www.minnstate.edu/board/policy/1b03.html>).

## Registration Information

### REGISTRATION

All new students who have completed the requirements for admission and initial registration are eligible to register for courses. Returning students 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 or other system colleges.
- 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)
- Failure to complete the required Personal Empowerment Through Self-Awareness (PETSAs) online program.



# Campus Handbook

## 2018-2019

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### 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 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:

- Credits from regionally accredited institutions will generally be accepted for transfer. 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 Minnesota State institutions that apply to the student'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 "D." 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.
  - Courses that do not automatically transfer in may be reviewed using our [course substitution form](#). Students complete the form and return it to their advisor for review to determine applicability of the course work.

**Appeal of Credit Transfer Decisions:** The results of credit transfer evaluations may be appealed using the college's normal appeals and grievance process. 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/accred/accreditation\\_pg6.html](http://www.ed.gov/admins/finaid/accred/accreditation_pg6.html)). The appeal process will be used for these nationally accredited schools.

If the student is not satisfied with the college transfer appeal decision, the student may submit a request to the Minnesota State Senior Vice Chancellor of Academic and Student Affairs for a system level appeal of the college transfer appeal decision (see <http://www.minnstate.edu/board/procedure/321p1.html> ).





# Campus Handbook

## 2018-2019

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**Minnesota Transfer Curriculum:** Northwest Technical College will honor the Minnesota Transfer Curriculum as appropriate to the general education requirements of Associate of Applied Science and Associate in Science degrees.

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

Entering students 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.

**Credit by Examination:**

An enrolled student with a declared major may challenge a course through an examination for credit. Students challenging a course will be charged an examination processing fee which must be paid prior to taking the examination.

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. Students cannot repeat an unsuccessful challenge and cannot challenge a course which already appears on the student's transcript. Credit by examination tests (i.e. test outs) for classes in which students 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.
- An experienced instructor of the course in question analyzes the portfolio and verifies equivalency. The decision of the instructor is final.
- A maximum of 33% of the total program credits may be awarded for experiential learning.

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.



# Campus Handbook

## 2018-2019

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### **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 students to transition into postsecondary technological education.

Credits earned through advanced standing agreements made with the member high schools will be transcribed 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 student earned an A or B in the eligible course and received the recommendation of the instructor (both are required to receive the certificate), AND
- The student has enrolled at Northwest Technical College.

### **CURRENCY OF CREDITS**

Due to the rate of change of technological skill requirements, a student 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 students repeat such courses or take additional coursework.

### **AUDITING COURSES**

Students intending to audit a course (earn no credit) are required to register for the course on a space available basis. Students must indicate their intention to audit at the time of registration. Auditing students may not need to meet regular course requirements but should confer with the instructor as to their privileges and responsibilities in the course. A student 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 student's permanent record is indicated with "AU" (audit).

### **PASS/NO PASS CREDIT**

Students may enroll in certain courses on a Pass/No Pass basis. Credits recorded as P/NP are not included in the computation of the student'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. Students may accumulate no more than 9 semester credits for graduation under the P/NP grading option.
2. Student may take no more than 1 class per semester on a P/NP basis.
3. Students 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 a P/NP basis.
5. No class taken initially for a letter grade may be repeated on a P/NP basis.



# Campus Handbook 2018-2019

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It is the student'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 students to make changes to their registered courses within certain time limits. Students are encouraged to consult with their advisor before making registration changes. Students 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 Business Office. (NOTE: "Instructional days" refers to class days listed on the college's academic calendar, not class sessions of individual courses.)

**Add courses:** Students 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:** Students 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 students to note a student may not drop a course simply by non-attendance. Students can drop a course through the e-services web registration page. Courses dropped by the student within the "Add/Drop" period do not appear on the student's transcript. Financial aid awards will be recalculated minus the credits from the dropped course(s), and the student will not be financially liable for the dropped course. For courses whose first class session is after the Add/Drop date, students 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, students 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 based on 80% of the class meeting dates. Students can find the published withdrawal date for each course in e-Services or by contacting the Records Office.

**Withdraw from a course:** Students may officially **withdraw from** a course until midnight of the official Last Day to Withdraw (see above). It is important for students to note a student may not withdraw simply by non-attendance. Students can withdraw from a course through the e-services web registration page. If a student 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 student's academic record. When a student stops attending a course for which he/she is registered without officially withdrawing from that course, the student will receive the earned grade for the course and remains liable for tuition and fees for that course.

**Withdraw from all courses:** Students who withdraw from all courses



# Campus Handbook

## 2018-2019

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(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 <http://www.ntcmn.edu/about/wp-content/uploads/sites/7/2015/11/policies-2090-1-01-Tuition-Refund.pdf> policy.

**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.

**Student Responsibilities:** It is the responsibility of the students 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 students 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 students 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 student'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 student 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 student needs additional time to arrange third-party financing or otherwise satisfy a tuition and fee balance due. Deferrals must document the reason for and time duration of the deferral and must be signed by the President or designee.

### ADMINISTRATIVE WITHDRAWAL

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

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

If the administrative withdrawal occurs after the "Add/Drop" period and by or before the official Last Day to Withdraw date (see [http://www.ntcmn.edu/about/policies/2000\\_student/2065-1-01\\_Registration\\_Changes-Add-Drop-Withdraw-Revision.pdf](http://www.ntcmn.edu/about/policies/2000_student/2065-1-01_Registration_Changes-Add-Drop-Withdraw-Revision.pdf)), a grade of **W** (*Withdraw*) will be recorded for the affected class(es). If the administrative withdrawal occurs after the Last Day to Withdraw



# Campus Handbook 2018-2019

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date, the student 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 student 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 students at the 60% point in the term of enrollment for which the return of financial aid funds apply. If a student is no longer attending, the student's official last date of attendance/academic activity is defined as the date the student 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 student 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 student's official last date of attendance/academic activity is defined as the date the Registrar's Office receives official notification of the student's withdrawal. If a student has not officially withdrawn, the last date of attendance will be validated by faculty/staff documentation.

## 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 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 Minnesota State Policy 5.12 and NTC Policy.



# Campus Handbook 2018-2019

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<b>2018-19 TUITION AND FEE SCHEDULE</b>		
<b>FEE TYPE:</b>	<b>RATE</b>	<b>COMMENTS</b>
<b>Application Fee</b>	\$20.00 (one time)	
<b>Tuition</b>	\$172.98 per credit	Resident and Non-Resident
<b>Tuition – Special Program</b>		
<b>Automotive Service Technology, Construction Electricity, Residential Plumbing/HVAC Dental Assisting, Practical Nursing, Nursing, Industrial Model Making Course: BLDG1108</b>	\$184.98 per credit	Resident and Non-Resident
<b>Tuition: Distance Education</b>	\$199.00 per credit	Resident and Non-Resident
<b>Fees</b>		
<b>Senior Citizens Administration Fee</b>	\$12.00 per credit	In-lieu of tuition
<b>Student Activity Fee</b>	\$1.35 per credit	Required
<b>Student Association Fee</b>	\$.35 per credit	Required
<b>Late Fee</b>	\$50.00	Assessed on the 21 <sup>st</sup> day to students with unpaid tuition
<b>Professional Liability Insurance Fee</b>	\$10.85 / year / student	Dental Assisting, Childcare, Young Child Education, Massage Therapist, Nursing Assistant, Nursing/Practical Nursing
<b>Technology Fee</b>	\$8.25 per credit	Required
<b>Assessment Retest</b>	\$10.00 / student	For students who choose to re-test on any Accuplacer assessment
<b>C.N.A. Testing Fee</b>	\$160.00 / student	For C.N.A. students who choose to seek certification
<b>Credit by Examination Fee</b>	\$25 / lecture credit; \$50 / lab credit	For students challenging a course by test-out
<b>Credit for Experiential Learning Fee</b>	Fee is equal to half the tuition for the course(s)	For students requesting credit for prior experience
<b>Parking Fee</b>	\$53.94 annual	If charge applies



# Campus Handbook 2018-2019

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<http://www.ntcmn.edu/about/wp-content/uploads/sites/7/2015/11/policies-1100-1-02-Registration-Cancellation-for-Non-Payment.pdf>

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 students have been accommodated; however, an administrative fee will be charged unless the student 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 Minnesota State 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 students 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 students entering the College will be assessed a one-time, non-refundable application fee.

### Student Activity Fee

A student activity fee will be charged to students.

### Late Payment Fee

Late payment fees will be assessed on the 21st day of each semester to any student 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 student is registered.

### Professional Liability Fee

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

### 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 student 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:



# Campus Handbook

## 2018-2019

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When a student 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 students to request transcripts without a separate fee.

### Student Association Fee:

All students 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 21<sup>st</sup> 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 student which will make the student 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.

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

## **DEFERMENT/PAYMENT PLAN**

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

A deferment is defined as an agreement between the college and the student to delay payment until financial aid, which is sufficient to cover all student 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 students with approved federal, state or other financial aid. Payment plans are available only via the third-party lender approved by the Business Office.





# Campus Handbook 2018-2019

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## TUITION REFUND

Students 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, students 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 students who cancel their registration at the College through a formal process. This policy governs the amount, if any, to be refunded to the student.

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

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

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

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

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

Refund for courses less than three weeks in length:

- Withdrawal on 2<sup>nd</sup> day of class = 50% refund
- Withdrawal after 2<sup>nd</sup> day of class = 0% refund

## 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 <http://www.ntcmn.edu/myntc/finances/>. 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 and processed all requested information.

- Apply for a FSA ID (username and password) for yourself (and one parent for dependent students) at [www.StudentAid.gov/fsaid](http://www.StudentAid.gov/fsaid).



# Campus Handbook

## 2018-2019

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- File a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) using school code 005759 and the appropriate year's tax and income information. It is encouraged for students and families to utilize the IRS Data Retrieval Tool on the FAFSA.
- Submit documents to the 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 students will be required to file an additional Summer Supplement, which will be available in April. Contact the Financial Aid Office for more information.

### IMPORTANT FINANCIAL AID ELIGIBILITY FACTS

- To be eligible to receive financial aid at Northwest Technical College, students must be enrolled in an eligible program and must be pursuing a degree, diploma or certificate from NTC.
- Students must maintain at least half-time enrollment status (6 credits) each semester to receive loans, work study or MN Child Care Grant.
- Students may not receive more financial aid (including loans) than the established institutional budget. This amount can be obtained from the Financial Aid Office.
- Students receiving outside agency funding may have other funding, including work study or loan eligibility reduced.
- Students must have a high school diploma or GED.
- Eligibility is determined by enrollment status on the 6<sup>th</sup> 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

- Students 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 students may be subject to lower loan limits, and mid-year transfers may have limited grant eligibility.
- Students must reapply for aid every year. Each FAFSA process covers three semesters, beginning with fall semester and ending with summer.
- For students 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 student is no longer in attendance and/or not making satisfactory progress.



# Campus Handbook 2018-2019

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## **TYPES OF AID AVAILABLE at NTC**

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

### **GRANTS**

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

### **EMPLOYMENT**

- Minnesota State Work Study
- Federal Work Study

### **LOANS**

- Federal Direct Subsidized & Unsubsidized Loans
- Federal Parent Loans for Undergraduate Students (PLUS)
- Private/Alternative Loans as described on our website

### **SCHOLARSHIPS**

- Breen Scholarship
- NTC Foundation Scholarships
- Tribal Scholarships
- MN Indian Scholarship

Links to other sources that provide scholarships are posted at: <http://www.ntcmn.edu/myntc/finances/aid/categories/scholarships/> Students are encouraged to seek other outside sources of funding, as well.

## **DISBURSEMENT OF FINANCIAL AID**

All students are able to charge books through our campus bookstore or through our online Distance MN bookstore within the posted timeline. A student is responsible to verify they have enough funds to cover those charges. Financial aid that exceeds institutional charges will be made available to students starting with approximately the 19th day of each semester, Grants will be applied to students' accounts first. Direct loans for first-time borrowers who are first-year students 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). Students receiving a loan for a single semester will be split into equal disbursements; one disbursement at the original disbursement date, the other at the midpoint of the semester. Overage checks will be processed twice per week by the Business Office. It is strongly recommended that students have their financial aid directly deposited in their checking or savings account. Students may do this through e-Services. If students choose not to have their financial aid overage check directly deposited, it will be mailed to their permanent address resulting in a 2-3 day delay for receipt of overage funds. Checks cannot be picked up. If enrolled at another institution it is your responsibility to pay all charges at that institution, with the exception of Bemidji State University.

## Academic Policies and Procedures

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



# Campus Handbook

## 2018-2019

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### **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 students 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 students' 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 Student Code of Conduct. In accordance with this Code, students 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 POLICY FOR FINANCIAL AID**

*Effective Spring Semester 2016 (January 11, 2016)*

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Northwest Technical College (NTC) and Minnesota State 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. 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)**



# Campus Handbook

## 2018-2019

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- 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 66.67% 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, NC, 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 applicable transfer credits from other institutions are counted for determining this standard. Maximum time frame calculations apply to all terms of attendance, whether or not you received financial aid during each term. Financial aid recipients pursuing more than one program/major or who have changed their program/major may need to appeal to continue receiving financial aid (See IV, letter C, section b). Credits attempted at NTC, remedial level credits (up to 30), as well as transfer credits that do not count toward the student's declared program/major of study will be excluded from the maximum time frame calculation. A student seeking an additional degree/diploma/certificate will be granted 150% allowable time frame for all required credits for that program. 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.
- b. At the conclusion of the warning period, if a student has met NTC's cumulative GPA and percentage completion



# Campus Handbook

## 2018-2019

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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. An approved academic plan is required for all petitions. 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 outcome with a copy of the Financial Aid Suspension Appeal Results Form. 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



# Campus Handbook 2018-2019

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through the Records Office in order to register for courses, but have a financial aid petition denied for the same term.

- B. A student with an approved petition for reinstatement of financial aid will be placed on financial aid probation for one semester in order to regain satisfactory academic progress. While on this probation status, a student will be eligible to receive financial aid. A student must meet the terms that are set forth in the approved petition and academic plan to be continued on financial aid.
- C. **Late Appeals:** Any appeal received two weeks before the start of a semester (or once the semester begins) are required to provide an explanation of why the petition is being submitted late. Documentation from all course instructors may also be required verifying satisfactory academic progress in each course prior to petition consideration.

## 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 copy of the Financial Aid Suspension Appeal Results Form.

## VII. REINSTATEMENT OF FINANCIAL AID

The approval of a Petition for Reinstatement for Financial Aid places a student on probation for one semester with the Financial Aid Office. The approved petition will state the terms of the petition and the specific conditions that apply. During the probation period, a student is eligible to receive financial aid. However, a student on an approved petition must meet the conditions of the approved petition and academic plan to be continued on financial aid for more than one semester.

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. It is the student's responsibility to notify the Financial Aid Office if a course is completed and/or a grade is changed after the



# Campus Handbook

## 2018-2019

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semester. At that time, the Financial Aid Office will review the student's academic standing.

- 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 Records Office, 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 repeated." All credits, original and repeated, are included in determining the 67% completion requirement and maximum time frame. However, a student may only receive Federal 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, FW, and FN are received are considered attempted credits but not successfully completed credits. Grades of W, FW, and FN do not impact GPA but does negatively impact the cumulative completion percentage and counts toward the maximum time frame.

### RETURN OF TITLE IV FUNDS POLICY AND PROCEDURE

*Effective Spring Semester 2016 (January 11, 2016)*

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# Campus Handbook 2018-2019

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**Repayment Requirements for Students Who Cease Enrollment Prior to the End of a Payment Period or Period of Enrollment:** 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, I, FW, and FN for non-attendance), are subject to the federal rules for the Return of Title IV Funds. A student who does not complete all days they are scheduled to complete in module courses (that is, courses that do not span the entire length of the semester) are also considered withdrawn and are subject to the Return of Title IV funds rules. A student who withdraws from a module course but is scheduled to attend a module beginning later in the semester, must notify the Financial Aid Office in writing or he/she will be considered withdrawn. For the Return of Title IV funds calculation, the percentage of unearned aid is equal to the number of calendar days remaining in the term (or number of days of attendance remaining in planned modules) divided by the total number of calendar days in the term (or total number of days in planned modules and excluding breaks of five days or more). The calculation of Title IV funds unearned has no relationship to the student's incurred institutional charges as determined by the college's refund schedule for students that officially withdraw from a term. The Records 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-point (50%) of the semester will be used. Students receiving a letter grade for one or more courses may be subject to a recalculation if the student was not actively participating in at least one course to the 60% point of their enrollment period. For faculty initiated withdrawals (FW and FN grades), a student is not considered an official withdrawal and is subject to a calculation based on the entire enrollment period. 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 student 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 student's account. The timeline for returning these funds is 45 days from the date the school determined the student withdrew or ceased attendance. 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 student's account, a balance due the college by the student will result. Federal student aid may not cover all unpaid institutional charges due to college upon withdrawal. Failure to repay will prevent future registration at the college and initiate delinquent collection procedures, which will adversely affect the student's credit rating.

A student may be owed a disbursement of Title IV funds after the withdrawal date if the conditions for Post Withdrawal Disbursements are met according to the code of federal regulations 34 CFR 668-22(1)(2) and (3) and 34 CFR 690.61(a). A post withdrawal disbursement whether credited to the students account or disbursed to the student or parent directly, will be made from available grant funds before available loan funds. In cases where a post-withdrawal disbursement is due, NTC will notify the student of the amount and ask for consent to disburse these funds.

*Actual Sample Withdrawal Case:* (1) Student received \$1970 Federal Direct Loan and \$2025 Federal Pell Grant. (2) Student completed only 27% of the semester. (3) Student was required to repay \$2535 of the \$3995 total aid received. A student may



# Campus Handbook 2018-2019

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contact the Accounting Office in Deputy Hall 202 to receive an estimation of the required financial aid repayment, if any.

As per Federal regulations, financial aid will be returned by NTC in this order:

- 1) Federal Unsubsidized Loan
- 2) Federal Subsidized Loan
- 3) Federal PLUS (Parent) Loan
- 4) Federal Pell Grant
- 5) Federal Supplemental Educational Opportunity Grant (SEOG)
- 6) Iraq and Afghanistan Service Grant
- 7) Other Federal Title IV assistance

## Non Federal Funds:

Once the Federal Return to Title IV Refund Policy is applied, students who receive financial aid funding from the State of Minnesota are also evaluated based on the Minnesota Office of Higher Education refund policies.

## GRADE POINT AVERAGE

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

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

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

## GRADING

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

- |                   |                           |              |
|-------------------|---------------------------|--------------|
| A = Excellent     | FN = Failed, never attend | W = Withdraw |
| B = Above Average | FW = Failed, walked away  | R = Repeat*  |
| C = Average       | P/NP = Pass/No Pass*      |              |
| D = Below Average | AU = Audit*               |              |
| F = Failing       | I = Incomplete*           |              |

\* 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. Students 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.



# Campus Handbook 2018-2019

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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." Students may not request an incomplete if they are on probation or if they have an unfinished incomplete from a previous semester.

## REPEATING COURSES

In order to successfully complete program requirements, a student 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. 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 STUDENTS

Students 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 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 student. Each student will be assigned a faculty advisor who will assist the student with scheduling and academic issues. It is the intent of the College to provide the student with personally relevant information and instructional assistance.

## 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 students. It does not, however, guarantee that courses of instruction, content goal statements, extra-curricular activities, syllabi or other college programs or events will be completed or rescheduled.



# Campus Handbook

## 2018-2019

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### [Policy 1000-1-01](#)

#### **APPEALS AND GRIEVANCES**

Students 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. Students 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 students, faculty or staff who participate in a complaint, appeal, or grievance.

Northwest Technical College informs students of the established complaints, appeals, or grievance procedures through [Policy 3320-1-01](#). The College has an established time frame for each step of a procedure published in [Policy 3320-2-01](#). These procedures shall not substitute for other procedures specific in Minnesota State procedures or negotiated agreements. These procedures shall also protect data privacy rights.

Appeals and grievances must be submitted in writing to the NTC Vice President of Academic Affairs. 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 students are reviewed by the Appeals and Grievances Committee. The committee reports the findings directly to the student(s) who submitted the appeal.

If the student believes the decision has procedural errors that provide a basis for appeal of the decision, such appeals must be submitted to the Vice President of Academic Affairs for review of due process. Students not satisfied with a transfer appeal decision at the college level may submit a request to the Minnesota State Senior Vice Chancellor of Academic and Student Affairs for a system level appeal of the college's transfer appeal decision. See Minnesota State Board [Policy 3.21.1](#).

If the appeal or grievance involves the actions of NTC's Vice President of Academic Affairs, a student may further appeal the decision through the NTC President. If the appeal or grievance involves Minnesota State policy or the actions of the NTC President, a student may further appeal the decision through the Minnesota State Chancellor to the Minnesota State Board of Trustees. The decision of the Minnesota State Board is final and binding.

Appeals and grievances of federal, state, and Minnesota State policies and procedures will be directed to the Vice President of Academic Affairs for referral to the appropriate federal or state agency.

#### **GRADE APPEALS**

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



# Campus Handbook 2018-2019

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who participate in a grade appeal. The Appeals and Grievances process is explained in the Campus Handbook.

Grade appeals must be submitted in writing to the NTC Vice President of Academic Affairs. Students 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 student who submitted the appeal. If the student believes the decision has procedural errors that provide a basis for appeal of the decision, such appeals must be submitted to the Vice President for Academic Affairs for review of due process.

## **RECORD OF STUDENT COMPLAINTS**

Northwest Technical College maintains a log of all formal written complaints submitted by students to the Vice President of Academic Affairs. 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 taken 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 student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.).

The log provides data privacy by not including names involved in the facts of the complaint. Students 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.

## Student Records

### **STUDENT RECORDS**

Student academic records are maintained in the Registrar's Office. Information other than directory information is considered confidential and will not be released unless a release form is signed by the student.

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 student with an outstanding account with the college. Unofficial transcripts may be given or sent to the student. Enrolled students may access unofficial transcripts via the Web registration site.

A student has the right to petition for review of his or her cumulative student 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



# Campus Handbook

## 2018-2019

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6. Grades
7. Evaluations and instructor recommendations
8. Documents relating to student status regarding honors, probation, disciplinary hearing, and suspension

The cumulative record does not contain disability or related information.

### **Right of Access to Student Records**

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

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

1. Students, 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 student pursuant to approved administrative procedures.
2. The student has access only to his or her own records.
3. Parent or guardian's access is subject to the student'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.

### **FERPA (FAMILY EDUCATION RIGHTS & PRIVACY ACT)**

It is the policy of the College to inform students 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 students certain rights with respect to their education records. These rights include:

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

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

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

A student 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 student wants changed and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the



# Campus Handbook 2018-2019

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student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (\*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 student 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 student.
- 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 student has or intends to enroll and/or receive services.
- To other educational agencies or institutions to which students have transferred if requested by the transfer school.
- To other Minnesota State institutions where the student is enrolled or has applied for admission, official transcripts are automatically forwarded.

## Graduation/Placement

### CATALOG USE

A student working toward a certificate, diploma or degree will follow the approved program curriculum at the time of acceptance in a major. Students who have maintained continuous enrollment may elect to follow a new approved program curriculum that is adopted during their enrollment. Students who have not attended for more than one academic year from withdrawal or last date of attendance prior to registration must meet



# Campus Handbook

## 2018-2019

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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 student's responsibility to understand and meet graduation requirements.
- Application for Degree completed and submitted one semester prior to graduation.

Students must be approved for graduation by the Registrar. Graduation awards will not be released to students 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 and Grievances Committee.

### **Commencement**

The College's Commencement ceremony is held at the end of spring semester. In order to qualify for participation in the ceremony, a student 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. Students must have an Application for Degree on file with the Registrar.

Students 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 student 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.





# Campus Handbook 2018-2019

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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 students. To recognize high achievement, each semester the College compiles a Dean's List recognizing full-time students (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.

## Student Information and Services

### **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 students 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. Pursuant to Minnesota State Board policy and Minnesota State Statute, the Vice President of Academic Affairs will retain administrative and financial oversight of organizations/clubs at the College and ensure all membership and activities are governed by the Student Code of Conduct.

- **CAMPUS GOVERNMENT**

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



# Campus Handbook

## 2018-2019

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### **OPPORTUNITIES IN PARTNERSHIP WITH BEMIDJI STATE UNIVERSITY**

As a result of Northwest Technical College's alignment with Bemidji State University, students enrolled at NTC have the unique opportunity to participate in many of the activities, services, and facilities at BSU. Students at Northwest Technical College can take advantage of the following at BSU:

- Gillett Wellness Center (Fee required).
- BSU library.
- Live in residential halls and participate in residential hall activities (Room and board rates apply)
- Student Center for Health and Counseling (Fee required).
- Intramural sports. (NOTE: Some sports activities require that participants are members of the Gillett Wellness Center and some require additional fees.)
- American Indian Resource Center.
- Hobson Union Programming events
- Some organizations and clubs.

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

### **TUTORING SERVICES**

Tutoring is available free of charge to all NTC students. Lab assistants and/or peer tutors may assist students with understanding their coursework.



# Campus Handbook

## 2018-2019

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### STUDENTS WITH DISABILITIES

Students 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 Minnesota State policies. In accordance with ADA and Section 504, students desiring accommodations must self-identify as having a disability, provide acceptable documentation of the disability, and request accommodations. Such accommodations are provided only upon the request of the student and only as part of an official Accommodations Plan developed by Accessibility Services, along with counsel regarding the effectiveness of the plan. All information related to a student's disability will be located in the Disability Services 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 student must initiate the accommodations process by contacting Disability Services, self-identifying as a student with a disability, and requesting accommodations.
2. At the time accommodations are requested, the student must submit current documentation verifying eligibility for disability services. Documentation submitted by the student 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
  - 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 Disability Services Office. The student and Director will discuss the documentation and determine possible reasonable accommodations. Full consideration will be given to accommodations requested by the student, but the final decision regarding accommodations used will be made by the Director.
4. The Accommodations Plan will be completed, and pertinent instructors will be notified by the 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.



# Campus Handbook

## 2018-2019

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Students with disabilities are encouraged to contact the Director of Disability Services located in Room 205 on the NTC campus as early in the semester as possible to develop and/or adjust their Accommodations Plan. The Advising and Accommodations Coordinator, Christian Breczinski can be contacted via email at [Christian.Breczinski@bemidjistate.edu](mailto:Christian.Breczinski@bemidjistate.edu) or via phone at 218-333-6656.

### **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 students who meet conditions of Limited English Proficiency (LEP). Individuals may qualify as LEP students 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 students will meet with the Advising and Accommodations Coordinator, Christian Breczinski located in room 205 on the NTC campus to develop a Personal Education Plan. Christian Breczinski can be contacted via email at [Christian.Breczinski@bemidjistate.edu](mailto:Christian.Breczinski@bemidjistate.edu) or via phone at 218-333-6656.

### **LIBRARY**

The library serves students and faculty by providing access to resource materials.

#### **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, students, and administrators. However, the ultimate responsibility for development and maintenance of the libraries' collection lies with the professional library/media staff.



# Campus Handbook

## 2018-2019

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### **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 students to express their opinion and will provide the right to challenge library materials for reconsideration. However, no library materials will be removed until the challenge is acted upon and a final decision is made whether to remove or keep the item.

### **RESOURCE SHARING**

It is the policy of the College to make every effort to provide for the information needs of students, faculty, and staff. When local resources do not meet those needs, the library staff 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). Students 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.

### **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.

### **STUDENT CODE OF CONDUCT**

Northwest Technical College's mission states: "We believe it is the responsibility of institutions of higher education to ensure that students are prepared for career advancement and a fulfilling life. To do this, we must provide a supportive environment for a diverse population of students who need to be agile thinkers, effective problem-solvers, and lifelong students in a fast-paced and increasingly interdependent world. Students 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 students 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 students, faculty and staff,



# Campus Handbook 2018-2019

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and/or college visitors and/or other constituents. NTC's Student Code of Conduct policy is designed to help assure that students 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 Minnesota State [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 Student Code.
3. "Cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
4. "Expulsion" means permanent denial of the privilege of enrollment at the college.
5. "Hazing" means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.
6. "Policy" means the written regulations of the college and Minnesota State Colleges and Universities ("Minnesota State") as found in, but not limited to, the Student Code of Conduct, Campus Handbook; residence life handbook; the college and Minnesota State 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 Student.
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.



# Campus Handbook 2018-2019

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9. "Student" includes all persons who:
  - a. Are enrolled in one or more courses, either credit or non-credit, through the college;
  - b. Withdraw, transfer or graduate, after an alleged violation of the student 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 residential hall although not enrolled in the institution.
10. "Student organization" means any number of persons who have complied with the formal requirements for college recognition.
11. "Summary suspension" means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the college community.
12. "Suspension" means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.

## ARTICLE II: PROSCRIBED CONDUCT

### A. Jurisdiction of the college Student Code

The college Student 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 Student 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



# Campus Handbook

## 2018-2019

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

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty;
  - b. Furnishing false information to any college official, faculty member, or office;
  - c. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college *premises*.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.
5. Hazing.
6. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
8. Violation of any college or board policy, rule, or regulation published in hard copy or available electronically on the college or Minnesota State 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 Minnesota State 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.





# Campus Handbook

## 2018-2019

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12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.
15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury 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 student conduct system, including but not limited to:
  - a. Failure to obey the notice from a student conduct panel or college official to appear for a meeting or hearing as part of the student conduct system;
  - b. Falsification, distortion, or misrepresentation of information before a student conduct panel;
  - c. Disruption or interference with the orderly conduct of a student conduct panel proceeding;
  - d. Institution of a student conduct code proceeding in bad faith;
  - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system;
  - f. Attempting to influence the impartiality of a member of a student conduct panel prior to, and/or during the course of the student conduct panel proceeding;
  - g. Harassment (verbal or physical) and/or intimidation of a member of a student conduct panel prior to, during, and/or after a student conduct code proceeding;
  - h. Failure to comply with the sanction(s) imposed under the Student Code;
  - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
18. Engaging, individually or in concert with others, in sexual misconduct; i.e. non-consensual physical conduct of a sexual nature including but not limited



# Campus Handbook

## 2018-2019

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to domestic violence, dating violence, stalking, sexual physical abuse, rape or any other form of sexual assault, or threat of sexual violence.

*Note: Consent does not exist when acts are committed by force, intimidation, coercion, or through use of authority, or the victim's mental or physical incapacity even if that lack of capacity is chemically self-induced. The expectation is that consent is clear and mutual.*

19. Discrimination/Harassment. (In compliance with Minnesota State policy 1B.1 and procedure 1B1.1, a separate investigative and decision making process has been established at Bemidji State University for review of complaints of discrimination and/or harassment.

C. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code 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 Student 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.

### ARTICLE III: STUDENT CONDUCT CODE PROCEDURES

A. Investigation and Informal Process

1. Any member of the college community may file a written complaint alleging that a student or student organization has violated student conduct 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 student or student 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 student an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student 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 student and allow the student



# Campus Handbook 2018-2019

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to present a defense against the complaint. Within a reasonable time period following the meeting, the administrator shall inform the accused student in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing.

4. A student 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 student 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 student in writing of an action taken.
6. *A sanction shall not become effective during the time in which a student seeks an appeal or formal hearing, unless, in the discretion of the 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 student conduct panel. Students serving on the student conduct panel shall be elected by the student body or appointed by the campus student association. Student conduct panel hearings shall be conducted by a student conduct panel according to the following guidelines:
  - a. Student conduct panel hearings normally shall be conducted in private.
  - b. Students 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 student 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 student must be informed in writing of: a) the complaint; b) the evidence to be presented against him/her; c) a list of witnesses; and d) the nature of their testimony.
  - d. In hearings involving more than one accused student or organization, the administrator, in his or her discretion, may permit the hearing concerning each student to be conducted either separately or jointly.
  - e. The student shall be given the opportunity to speak in his/her own defense, to present witnesses and to question any witnesses and to have an advocate present. The advocate may provide advice to the student, but may not



# Campus Handbook

## 2018-2019

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participate in any questioning. When there is a likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advocate.

- f. A written notice of findings and conclusions shall be provided to the student within a reasonable time after the hearing. The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding the applicable appeal process.
- g. The hearing may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing *by providing for the presence of law enforcement and/or security*, separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closedcircuit 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 student found to have violated the Student Code:
  - a. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. *The college may impose specific written conditions for the probation.*
  - c. Loss of Privileges - Denial of specified privileges for a designated period of time.
  - d. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - e. Discretionary Sanctions - Work assignments, essays, service to the college, or other related discretionary assignments.
  - f. Residence Hall Suspension - Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - g. Residence Hall Expulsion - Permanent separation of the student from the residence halls.
  - h. Suspension - Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.



# Campus Handbook

## 2018-2019

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- 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 student 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 student 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.

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

### E. Appeals

1. A decision reached by the student conduct panel or a sanction imposed by the administrator may be appealed by the accused student(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.



# Campus Handbook

## 2018-2019

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2. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
  - a. To determine whether the informal or formal hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original informal or formal hearing.
3. If an appeal is upheld by the Vice President 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, students 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, students, 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.



# Campus Handbook

## 2018-2019

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- 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 Minnesota State 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.
- 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.



# Campus Handbook

## 2018-2019

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### **PROHIBITION OF CONCEALED WEAPONS**

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

### **SEXUAL VIOLENCE**

Northwest Technical College adopts and supports Minnesota State 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 Minnesota State Sexual Violence policy can be viewed at <http://www.minnstate.edu/board/policy/1b03.html>. The procedure for investigating complaints can be found at <http://www.minnstate.edu/board/procedure/1b01p1.html>.

### **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 Minnesota State Board of Trustees

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

### **ACADEMIC INTEGRITY**

All students 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 STUDENTS**

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

### **STUDENT INVOLVEMENT IN DECISION-MAKING**

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

The Minnesota State 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,





# Campus Handbook

## 2018-2019

---

- 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.

### **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



# Campus Handbook

## 2018-2019

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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.)*

### **STUDENT IDENTIFICATION CARDS**

The College issues student identification cards after students complete their initial registration. If an identification card is lost or stolen, students may obtain a replacement identification card for \$5.00. Identification cards are made in the NTC library.

### **CAMPUS PUBLIC SAFETY**

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 on the college web site.

The College is concerned about the safety and welfare of all students and staff associated with this college. It is the College's intent to provide a safe and pleasant educational environment for all students, visitors, and staff. The College contracts with Bemidji State University Department of Public Safety for routine patrolling, including the presence of 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 Public Safety (218) 755-3888**  
**Bemidji Police Department (218) 333-9111**

*EMERGENCIES: DIAL 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.*

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.



# Campus Handbook

## 2018-2019

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### **Reporting Criminal Activity to College Administration**

Students and employees should contact the Dean if they witness or are involved in activities that they feel are unlawful. Students 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, and/or BSU Public Safety 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](http://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 Safety 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 students 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 student orientation process and at faculty/staff in-service. The Campus Safety Committee will review campus crime statistics and present the campus security techniques. Students 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 students, employees, and visitors. The College prohibits the unlawful manufacture, possession, use, or distribution of controlled substances, including alcohol and illegal drugs, by students 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.



# Campus Handbook

## 2018-2019

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

NOTE: While the above policy applies to student employees, all students are subject to the [Student 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, driver's license revocation of at least 30 days.

*Second offense within 5 years or 2 or more convictions within 10 years:* gross misdemeanor- fine up to \$3,000, jail up to one year, 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.

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

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



# Campus Handbook

## 2018-2019

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- 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)

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

- **First Degree**

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

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

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

- **Second Degree**

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

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

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

- **Third Degree**

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

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

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



# Campus Handbook

## 2018-2019

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- **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.
- *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.



# Campus Handbook 2018-2019

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- *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.

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.



# Campus Handbook

## 2018-2019

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

### **Education & Prevention Services and Programs: Alcohol and Other Drugs**

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

Prevention efforts will include:

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

### **Community Resources**

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 students will be consistent with the [Student 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 (students) 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 students, 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.

### **CHILDCARE**

A listing of licensed day-care providers may be obtained from the NTC One Stop Student Services Center.

### **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. Students





# Campus Handbook

## 2018-2019

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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. Students 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 Minnesota State 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 students with disabilities during emergency times.
6. Minnesota State 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 Minnesota State campus must comply with the order. However, Minnesota State campuses are not subject to the Commissioner of the Department of Employee Relations (DOER) orders to close a campus.



# Campus Handbook

## 2018-2019

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### **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 students. 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 students 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 students is governed by Minnesota State [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**

Students are encouraged to carry some type of health coverage while attending school. Health and accident insurance is the responsibility of the student. Student injuries that occur during class time are the responsibility of the student and not the college.

### **IMMUNIZATION RECORD REQUIREMENT**

In conformance with M.S. 135A.14 (2000 revision) Northwest Technical College requires an immunization record be submitted from the following students born after 1956 who did not graduate from a Minnesota high school in 1997 or later.

The immunization record submitted must indicate the month and year the student was immunized against measles, rubella and mumps, after having attained the age of 12



# Campus Handbook

## 2018-2019

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months. The immunization record must also indicate the month and year the student was immunized against diphtheria and tetanus within ten years of first registration at the institution.

Students registered for non-credit, 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. The Department of Health and the local Board of Health in whose jurisdiction the institution is located may inspect immunization records.

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

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

**Additional Exception:** If the student submits a notarized statement that the student has not been immunized as required because of the students' conscientiously held beliefs, the immunizations are not required.

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

### ACCEPTABLE USE OF COMPUTER AND INFORMATION TECHNOLOGY RESOURCES

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

### 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 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



# Campus Handbook

## 2018-2019

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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 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 50 percent of the original cost 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 students who totally withdraw from the College at the same pro-rata scale specified in the Tuition Refund policy upon the return of the withdrawing student'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 students.

It is a basic responsibility of all College employees and students 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 students in hazardous training activities purchase and wear safety glasses with side shields. Individual programs may have additional requirements for student use of personal protective equipment.



# Campus Handbook 2018-2019

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## **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.

## **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. Students should contact the Veterans Certifying Official 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**

Students should notify the Registrar's Office of any change of address prior to moving so that the proper entry can be made in the student'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, students 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 Administrative 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 students, 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



# Campus Handbook

## 2018-2019

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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 Vice President for Academic Affairs at 333-6611.

### **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 Vice President for Academic Affairs 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 Minnesota State [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 students 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



# Campus Handbook 2018-2019

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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. Students have the additional responsibility of submitting a signed Student Drivers' Responsibilities form.

## Human Rights Policies and Information

### HUMAN RIGHTS POLICIES

Northwest Technical College is committed to fostering an inclusive and welcoming environment and has adopted several policies to emphasize that commitment. These policies are listed and briefly described in this section. You may obtain a copy of a policy or procedure from the campus Administrative Office or by going to the NTC policies and procedures webpage <https://www.ntcmn.edu/about/administration/policies/>. In some situations, NTC has simply adopted the current Minnesota State policy as its own. For those situations, you may access the relevant Minnesota State policy by clicking on the provided link. All Minnesota State policies and procedures are located at <http://www.minnstate.edu/board/policy/index.html>. Finally, the Affirmative Action webpage (<https://www.ntcmn.edu/about/administration/affirmative-action/>) on the Northwest Technical College website contains valuable information about the policies and topics discussed in this section.

- **Nondiscrimination in Employment and Education Opportunity.** Northwest Technical College is committed to a policy of nondiscrimination in employment and education opportunity (Policy 1030-1-01) 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, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.

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

This policy is directed at verbal or physical conduct that constitutes discrimination /harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give



# Campus Handbook

## 2018-2019

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due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

The Minnesota State Equal Opportunity and nondiscrimination in Employment and Education policy (1B.1) may be read in its entirety by following this link: <http://www.minnstate.edu/board/policy/index.html>.

- **Reporting an Incident of Discrimination and/or Harassment.** A complaint of discrimination and/or harassment can be filed with the Affirmative Action Officer who also serves as the Title IX Coordinator and the person designated for handling these complaints ([AffirmativeAction@bemidjistate.edu](mailto:AffirmativeAction@bemidjistate.edu)). Northwest Technical College (Policy 1030-1-01) has adopted and follows Minnesota State's Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution to process complaints. This procedure applies to all individuals affiliated with Northwest Technical College, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action. A flowchart depicting the discrimination/harassment complaint process is located on the Affirmative Action webpage (<https://www.ntcmn.edu/about/administration/affirmative-action/>).

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

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of the policy, conduct must be considered sufficiently serious to deny or limit a student's or employee's ability to participate in or benefit from the services, activities, or privileges provided by Northwest Technical College.





# Campus Handbook 2018-2019

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This procedure is not applicable to allegations of sexual violence, which is handled through a separate policy and procedure.

The Minnesota State Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure (1B.1.1) may be accessed by following this link: <http://www.minnstate.edu/board/policy/index.html>.

- **Sexual Violence.** Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Northwest Technical College. Northwest Technical College is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy.

This policy applies to Northwest Technical College students and employees and to others, as appropriate, where incidents of sexual violence on system property have been reported. Reports of sexual violence committed by a student at a location other than on system property are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Reports of sexual violence committed by a system employee at a location other than system property are covered by this policy. Reports of sexual violence committed on system property by individuals who are not students or employees are subject to appropriate actions by Northwest Technical College, including but not limited to pursuing criminal or civil action against them.

Sexual violence refers to a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

Those who wish to engage in sexual activity with another individual must obtain affirmative consent. Consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be revoked at any time. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent of sexual activities does not imply ongoing future consent. The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Acts of sexual violence may also constitute violations of criminal or civil law, or of other Northwest Technical College policies that may require separate proceedings. To further its commitment against sexual violence, Northwest Technical College provides reporting options, an investigative and disciplinary process, and prevention training or other related services as appropriate.

The Minnesota State 1B.3 Sexual Violence Policy may be accessed by



# Campus Handbook

## 2018-2019

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following this link: <http://www.minnstate.edu/board/policy/index.html>.

- **Response to Sexual Violence.** A complaint of sexual violence can be filed with the Affirmative Action Officer who also serves as the Title IX Coordinator and the person designated for handling these complaints ([AffirmativeAction@bemidjistate.edu](mailto:AffirmativeAction@bemidjistate.edu)). Northwest Technical College (Policy 1030-1-01) has adopted and follows Minnesota State's Procedure 1B.1.1 procedure as well as Minnesota State's Procedure 1B.3.1 Response to Sexual Violence to investigate sexual violence complaints.

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

The Minnesota State 1B.3.1 Response to Sexual Violence procedure contains further information on who is required to report sexual violence incidents, who you can talk with if you desire confidentiality, interim measures the college can take while a complaint is processed, where additional help (i.e., medical, mental health, support) can be obtained, complainant rights, and sanctions if the responding party is found responsible. Follow this link to obtain a copy of the 1B.3.1 procedure: <http://www.minnstate.edu/board/policy/index.html>. In addition, a flowchart depicting the sexual violence complaint process is located on the NTC Affirmative Action webpage (<https://www.ntcmn.edu/about/administration/affirmative-action/>).

- **Preferred Name.** Minnesota State and Northwest Technical College recognize and support the members of its community who wish to use preferred names where legally permissible. The NTC Preferred Name procedure (1033-1-01) outlines a process by which individuals in the system may designate a preferred name to be used in the course of system business and education. The policy can be accessed on the NTC policies and procedures webpage: <https://www.ntcmn.edu/about/administration/policies/>. Minnesota State's preferred name procedure can be found at <http://www.minnstate.edu/board/policy/index.html>.
- **Gender Identity and Expression Acceptance** (NTC Policy 1031-1-01) Northwest Technical College will provide a safe and nondiscriminatory environment for all students and employees, including those whose gender identity and/or expression differs from the sex assigned to them at birth. Harassment that targets an individual based on gender identity, gender expression, transgender status, or gender transition is harassment based on sex and is not tolerated. If sex-based harassment creates a hostile environment, NTC will take prompt and effective steps to end the harassment, prevent its recurrence, and, as appropriate, remedy its effects. This policy is found at <https://www.ntcmn.edu/about/administration/policies/>.
- **Access and Accommodation for Individuals with Disabilities (NTC Policy 2055-4-01).** Students with disabilities attending Northwest Technical College



# Campus Handbook 2018-2019

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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 Minnesota State policies. In accordance with ADA and Section 504, students desiring accommodations must self-identify as having a disability, provide acceptable documentation of the disability, and request accommodations. Such accommodations are provided only upon the request of the learner and only as part of an official Accommodations Plan developed in conjunction with the Office for Students with Disabilities along with counsel regarding the effectiveness of the plan. All information related to a student's disability will be located in the Disability Services office, and will be treated as confidential. Issues related to this information will be discussed on a need to know basis.

The NTC policy is found at <https://www.ntcmn.edu/about/administration/policies/>. The Minnesota State 1B.4 Access and Accommodations for Individuals with Disabilities Policy is found by following this link: <http://www.minnstate.edu/board/policy/1b04.html>.

## REPORT COMPLAINTS OF DISCRIMINATION/HARASSMENT TO:

Megan Zothman, Chief Human Resources Officer  
Bemidji State University, Deputy 348, Box 1; 218-755-3966

Dr. Debra Peterson, Affirmation Action Officer and Title IX Compliance Officer  
*Assistant to the President for Affirmative Action and Accreditation, Interim*  
Bemidji State University, Deputy 315, Box 3; 218-755-4121  
Any NTC administrator or counselor

## AFFIRMATIVE ACTION

Northwest Technical College is committed to conducting all personnel and educational activities without regard to sex, race, age, disability, color, creed, national origin, religion, sexual orientation, gender identity, gender expression, marital status, or status with regard to public assistance. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited. 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



# Campus Handbook

## 2018-2019

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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
- 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:

#### **Students and Prospective Students**

*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: Megan Zothman, Chief Human Resources Officer

Title IX & Affirmative Action, Deputy 315, Bemidji State University, Bemidji, MN 56601, 1-218-755-4121. Dr. Debra Peterson, Title IX Coordinator, Affirmative Action Officer, and Designated Officer for investigating complaints involving discrimination and/or harassment based on membership in a protected class and sexual violence complaints.



# Campus Handbook 2018-2019

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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.*



**MINNESOTA STATE<sub>s</sub>**