

**MESABI RANGE COMMUNITY & TECHNICAL COLLEGE
2009-2010 Academic Calendar**

FALL SEMESTER

August 21	New Student Orientation--Duty Day – Offices Open
August 24	Fall Semester Classes Begin
August 28	Last Day to Drop/Add Classes
September 4	Financial Aid Disbursement
September 7	Labor Day – No Classes – Campuses Closed
October 12-14	Mid-Term Week
October 15-16	Faculty Meetings--No Classes – Offices Open
October 19-21	Higher Learning Commission Site Visit
October 26	Spring Registration Begins (date subject to change)
October 30	Last Day for Pass/Fail Option
November 11	Veteran’s Day – No Classes – Campuses Closed
November 19	Last Day to Withdraw from Classes (60th class day)
November 26-27	Thanksgiving – No Classes – Campuses Closed
November 30	Last Day to Petition to Take Finals Early (Permission rarely granted.)
December 14-18	Fall Semester Final Exams
December 21-31	Winter Break--No Classes--Offices Open
December 31	Annual Mesabi Range Foundation Fundraiser
December 25, January 1	Holidays, Campuses Closed
January 4-8	Winter Break--No Classes--Offices Open

SPRING SEMESTER

January 11	Spring Semester Classes Begin
January 15	Last Day to Drop/Add Classes
January 18	Martin Luther King Day-- No Classes--Campuses Closed
January 25	Financial Aid Disbursement
February 15	President’s Day – No Classes – Campuses Closed
March 1-5	Mid-Term Week
March 8-12	Spring Break--No Classes--Offices Open
March 22	Fall Registration begins (date subject to change)
March 26	Last Day for Pass/Fail Option
April 9	Duty Day – No Classes – Offices Open
April 14	Last Day to Withdraw from Classes (60th class day)
April 23	Last Day to Petition to Take Finals Early (Permission rarely granted.)
May 7-12	Spring Semester Final Exams
May 12	Graduation
May 31	Memorial Day – Campuses Closed

SUMMER SESSION – Dates to be determined

<p>COLLEGE (BUILDINGS) CLOSED FOR ALL STUDENTS AND STAFF: September 7 (Labor Day), November 11 (Veterans Day), November 26 & 27 (Thanksgiving), December 25 (Christmas), January 1 (New Years), January 18 (Martin Luther King Day), February 15 (Presidents Day), May 31 (Memorial Day), July 5, 2010 (Independence Day)</p>
<p><i>Mesabi Range Community & Technical College is ADA compliant and provides equal access and accommodations to members of the community and students who attend our College. This information is available in an alternate format. To request alternate format, contact Toby Anderson at 218-749-0319, Learning Center, Virginia Campus</i></p>

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Mesabi Range Community & Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

This handbook is available in alternate format such as; audiotape, or larger print. If you require an alternate format, please call 218-749-0319 or 1-800-657-3860.

Notice:

All students are reminded to read carefully the sections of the student handbook that concern them. Ignorance of this material will not be accepted as an excuse.

WELCOME TO MESABI RANGE COMMUNITY AND TECHNICAL COLLEGE

Congratulations! You have made the right start in choosing Mesabi Range Community & Technical College for your educational future.

Mesabi Range College is proud of our students' accomplishments. Thousands of people got their start at MRCTC, where they prepared for very successful futures as citizens and productive workers. We believe in student success and are proud to offer you a great place to learn and grow. This college is very welcoming and supportive, and the spirit of giving our best is extended to all learners. This supportive atmosphere, combined with our outstanding employees and services, have made Mesabi Range College a great place to grow and learn.

Mesabi Range College is an exciting place to develop a broad range of skills and interests under the guidance of a gifted faculty and along with other multi-talented students. As you come to know the college community, its programs, its facilities, and its people, I invite you to get involved in all that Mesabi Range College has to provide. We offer you an outstanding academic experience, a rich co-curricular life, competitive athletics, challenging and deeply caring faculty, and opportunities for travel study, leadership development, and service. In everything that we do, learners are at the heart of it all. You are in for a treat as you get to know this dynamic and diverse college.

Our location in northeastern Minnesota provides you with unlimited possibilities for outdoor recreation. Our campuses are located only minutes from Giants Ridge Golf & Ski Resort, which boasts some of the finest downhill skiing and snowboarding in the Midwest and two challenging 18-hole championship golf courses. The nearby Boundary Waters Canoe Area Wilderness and Superior National Forest provide unique outdoor opportunities, as well.

I feel honored and privileged to serve one of the finest colleges in Minnesota higher education. I am proud of our campuses, staff, and students and we are happy that you are part of our community. Get ready to lead the way!

Welcome!

Dr. Tina Royer
Provost

Handbook Purpose/Policy Statement

It is our intention to provide resources relevant to the academic, extracurricular, and social lives of students. This handbook contains policies and certain select procedures crucial to the implementation of those policies, which are necessary to the operation of the College. It is the intention that these policies and procedures have a common focus; it is the intent that these policies be applied in a consistent and uniform manner.

These policies and procedures were promulgated according to the most recent rules, regulations, information and dates available at the time they were written. However, many of these authoritative reference sources are subject to revision by state and federal agencies, which are beyond the jurisdiction of the College. Consequently, specific narrative instructions listed in the handbook can, on occasion, become obsolete.

Changes in rules, regulations and policies, made by higher levels and agencies of government, often supersede the pertinence of the information given in this handbook. Should a college policy come into conflict with higher-level governmental policy updates, every effort will be made to reconcile that conflict and to expedite the local revision.

Every effort has been made to ensure the accuracy of the material contained within this handbook as of the date of publication. However, all policies, procedures, academic schedules, program information, and fees are subject to change at any time by appropriate action of the faculty, the University/College administration, the Minnesota State Colleges and Universities Board of Trustees or the Minnesota Legislature without prior notification. The provisions of this handbook do not constitute a contract between the student and the University/College. The information in this handbook is for use as an academic planning tool and is subject to change at any time.

The College calendar is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, and interruption of utility services, acts of God, 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, extracurricular activities or other college programs or events will be completed or rescheduled. Refunds will be made to eligible students in accordance with the College Refund Policy.

Mission Statement

Mesabi Range Community and Technical College provides high quality education resulting in rewarding employment, lifelong learning, and the enriched lives of our students and community.

As a member of The Minnesota State Colleges and Universities, Mesabi Range Community & Technical College supports the following system strategic goals*:

1. Increase access and opportunity
2. Promote and measure high-quality learning programs and services
3. Provide programs and services that enhance the economic competitiveness of the state and its regions
4. Innovate to meet current and future educational needs

*MnSCU Strategic Plan 2008-012

CHARTING OUR FUTURE**Mission and Values**

The MnSCU Board of Trustees adopted the Vision and Mission for Mesabi Range Community & Technical College in May 2000.

Mission

Mesabi Range Community & Technical College provides high quality education resulting in rewarding employment, lifelong learning, and the enriched lives of our students and community.

Values

Mesabi Range Community & Technical College values leadership in learning through innovation, excellence, integrity, and accountability.

Strategic Direction

Our destination is determined by our mission: it represents where we are going. Our vision, goals, and principles are our vessel. The Strategic Plan serves as our chart, telling us how we will proceed to our destination and how we will know when we have arrived.

Guiding Principles of Planning

- Set a context for decision-making within the institution.
- Create a working document to guide institutional direction and decision making.
- Present a meaningful document and create a living, dynamic

plan that is successful to everyone associated with Mesabi Range Community & Technical College or interested in the achievement of its mission and goals.

- Increase efficiency, effectiveness and accountability to our stakeholders and ourselves.
- Draw on the collective intelligence of our surrounding community and Mesabi's faculty and staff.
- Ensure plan carries meaning for all faculty and staff.
- Create a document that is specific and concrete in its actions as it allows us to expand our capacity as a learning organization.

Strategic Foundation:

What Matters Most

We are:

Learner Focused; Customer Service Oriented
Leaders and Innovators in Technology and Learning Tools
Focused on Integrity through Community and Environmental Stewardship

Strategic Goals and Action Projects

Strategic Goal 1:

Enhance **Communication** within the college and with stakeholders

Strategic Goal 2:

Create and encourage **Leadership** opportunities for employees and students

Strategic Goal 3:

Develop a comprehensive **Student Engagement and Enrichment** plan for the college

Strategic Goal 4:

Be an active participant and leader in **Regional and Global Engagement**

Vision Statement

Mesabi Range Community and Technical College will lead northeastern Minnesota in accessible, innovative, and high quality learning and educational opportunities.

Goal Statements

Focus on Learning and Learners: Mesabi Range Community and Technical College will focus on the learning needs of northeastern Minnesota by serving a high percentage of local high school graduates and will diversify its student profile by increasing its enrollment of non-traditional, out-of-area, and international students. The college is committed to fostering a nurturing environment with responsive services supportive of a quality education.

Curriculum and Program Innovation: Mesabi Range Community and Technical College will create flexible curriculum and program initiatives to meet varied learning needs of the region in the global community.

Partnerships at Work: Mesabi Range Community and Technical College will create mutually rewarding partnerships with regional school districts, business and industry, student and community groups, governmental agencies, and other higher education institutions.

Technology integration: Mesabi Range Community and Technical College will develop a technological infrastructure to facilitate the delivery of courses and services using emerging technology.

Growing Our Resources: Mesabi Range Community and Technical College will maximize and leverage state resources and increase the amount of grant funds and revenue through mutually beneficial agreements with external partners.

Leadership Development: Mesabi Range Community and Technical College will create and support leadership opportunities for all stakeholder groups to fulfill the potential of the college and the community it serves.

Guiding Principles

Access: We honor and preserve geographic, low-cost, and timely access to higher education and services to a culturally diverse population.

Excellence: We strive for excellence in all that we do.

Opportunity: We provide opportunities for student success and community growth.

Responsiveness: We respond promptly and effectively to the needs of our stakeholders.

Community: We are committed to the preservation of northeastern Minnesota as a strong, viable collection of communities of Minnesota and the world.

Innovation: We seek to be a center of progressive, intellectual, and technological growth.

Accreditation

Mesabi Range Community and Technical College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. Mesabi Range Community and Technical College is approved by:

- United States Office of Education
- Veteran’s Administration
- Minnesota Department of Rehabilitation Services
- Minnesota Department of Health
- Minnesota Board of Nursing
- National Accrediting Agency for Clinical Laboratory Science
- American Medical Association
- Microsoft Authorized Academic Training Partner (AATP)
- Novell Education Academic Partner (NEAP)
- Graphic Arts Research and Education Foundation
- Graphic Arts, nominated by the MnSCU Chancellor as a Center of Excellence
- American Welding Association

Selected programs at the Mesabi Range Community and Technical College maintain special accreditation or certification. They are:

<u>Program</u>	<u>Accreditation Agency</u>
Nursing Assistant	Minnesota Department of Nursing
Practical Nursing	Minnesota Board of Nursing
Welding	American Welding Society
Graphic Design & Print	Print ED Certification

Assessment

Mesabi Range College is committed to the development of its students. Individual programs and courses will assess students using a variety of measures. Some of these measures include interviews, capstone experiences, course embedded measures, performance demonstrations, and portfolios. Assessment helps all parts of the college stay focused on that goal. Effective assessment evaluates the information and uses the results in

making decisions about ways to improve.

History

The merger of Mesabi Community College and Range Technical College-Eveleth created Mesabi Range Community and Technical College on July 1, 1996. Mesabi Community College's antecedent institutions, Eveleth Junior College (established 1918) and Virginia Junior College (established 1921), were consolidated in 1966, forming Mesabi Community College.

The Minnesota Legislature created Eveleth Area Vocational Technical Institute in 1963. Over the years, the legislature mandated a series of name changes for the institute. These name changes culminated in 1989 with the institutional name Eveleth Technical College. Both Mesabi Community College and Range Technical College-Eveleth, had been part of regional governance units until 1996. Mesabi was part of the Arrowhead Community College Region (established in 1982), and Eveleth Technical College was part of Range Technical College (established in 1992). These regional college structures were dissolved in the MnSCU reorganization of 1996.

Affirmative Action/Equal Opportunity

Minnesota State Colleges and Universities (MnSCU) have accepted special roles and responsibilities in fostering diversity in our society. We are dedicated to the search for knowledge and the rights of every individual in our learning communities to pursue that search with freedom, dignity, and security, regardless of race, color, creed, religion, gender, national origin, marital status, age, disability, sexual orientation, status with regard to public assistance, or membership or activity is a local commission as defined by law. Representing all sections of higher education in Minnesota, we publicly declare our intention to:

- Continue the development of multicultural learning communities that will not tolerate acts of harassment.
- Establish, communicate, and enforce standards of behavior for students, staff, and faculty that uphold our academic values and our legal obligations.
- Promote the acceptance and respect for individuals in an atmosphere of caring for others.

ACADEMIC INFORMATION

Academic Honors List

Students who complete 12 or more credits and achieve a semester GPA of 3.5 to 3.74 will be recognized on the Honors list. High Honors will be granted to students achieving a 3.75 to 4.0. Cumulative grade point average after fall semester of the year in which the student graduates is used to determine a student's honors designation as displayed in the commencement program.

Admissions Policy

(Reviewed and approved through AASC Committee – 09/20/06)

Mesabi Range Community and Technical College is committed to an open door admissions policy with the following requirements.

1. The basic requirement is a high school diploma or GED certificate.
2. A person who has neither a high school diploma nor a GED certificate may be admitted if that person demonstrates the potential for being a successful college student as determined by the College's Ability to Benefit assessment standards.

Admission to the College does not guarantee admission to a specific program. Academic, fiscal, and/or facilities considerations may limit admission to particular programs offered by the College. The confidential information requested on the admission application is needed for reporting and research purposes. It will not be used as a basis for admission or in a discriminatory manner. The information collected will be used for summary reports required by federal and state laws and regulations to support institutional affirmative action efforts. Students who are denied admission to the College may file an appeal with the Dean of Students.

Assessment Testing Policy

All students who enroll for eight (8) or more credits at Mesabi Range Community and Technical College campuses must take the College Placement Test (CPT) assessment test for basic skills in reading, English, and mathematics with the following exceptions/conditions:

- Students who have taken the CPT assessment test at another college in the last two years do not need to assess if they are able to provide a copy of their former assessment results.
- Students who are non-degree or non-diploma seeking may petition to have the assessment requirement waived.
- Transfer students who have received a "C" or better in a college level English composition course do not need to take the English

portion of the assessment. Transfer students with a college level mathematics course with a “C” or better do not need to take the math portion of the assessment test.

- Students enrolled under Concurrent Enrollment must take the CPT assessment in English, reading and/or mathematics if enrolling in courses in those disciplines regardless of the total number of credits taken.
- All students enrolled in the Post Secondary Enrollment Options (PSEO) Program & CEP courses must take the complete CPT assessment and achieve the appropriate scores prior to enrolling, as outlined in PSEO admissions policy.
- Students needing accommodations for testing due to a disability should contact the Disability Services Office.
- Students who wish to appeal initial placement must follow CPT Retest Policy.

CPT Retest Policy

A student may be allowed to retest at his/her discretion in any or all of the discipline areas tested (reading, English, math) once every academic year with the following conditions:

- “CPT-designated” retest due to high/low scores in the area of math will not be counted as a retest with reference to the number of retests allowed in an academic year.
- A student seeking to retest must make arrangements with the Assessment Director.
- A student who is currently enrolled in coursework within a discipline in which s/he would like to retest must have a signed recommendation from his/her current instructor in that discipline. In the case of a retest in English, the student’s current instructor may accept a writing sample in place of a retest.
- Retests must be done on scheduled test dates/times.
- Any consideration for waiver of developmental course sequences requires a petition from an advisor **AND** the current instructor’s signature.
- Retests after failure of a course within that discipline will be considered on a case-by-case basis. Students must see an advisor to pursue this process.
- Any testing requiring an accommodation must be arranged through the Disability Services Office.
- All test results or writing samples will be placed in the student’s academic file.

English as a Second Language, (ESL)

MRCTC administers appropriate tests to students who self declare English as Second Language. Students should self disclose prior to the testing. The Learning Center staff will serve as a liaison between the student and the appropriate college departments, and community resources to facilitate services for the ESL student.

Students should be advised that if they require an interpreter for language other than standard English they will need to contact Toby Anderson, Library, Virginia Campus, 1-800-657-3860. Students should be aware that language will not serve as a barrier for educational programming and services at Mesabi Range Community & Technical College.

If you require Mesabi Range's literature, brochures, or written communication in a language or format other than standard English, please contact Student Services, VirginiaCampus.

The tests given include:

- Limited English Proficiency (LEP) Reading Assessment – Accomplice Accuplacer
- Written Essay on a given topic – 30 min.
Essay is scored by MRCTC English Instructors using departmental devised scoring method

Change of Address/Change of Name

For the purposes of billing and other mailings, emergency situations, and other administrative purposes, it is expected that all students report changes of address and/or telephone numbers as well as name changes to the Records Office.

Credit Award Alternatives

Advance Placement Program: Students whose scores on the College Board Advance Placement Examination are rated “3,” “4,” or “5” will be considered for advanced placement and/or credit. Students who wish to apply for advanced placement should have their test results sent to the Enrollment Services Office. There is no limit on the number of Advanced Placement credits a student may earn.

College Level Examination Program (CLEP): The College Level Examination Program enables students to earn college credit by examination. Anyone may take CLEP tests to demonstrate college-

level competency. A student interested in taking the CLEP exam should contact a CLEP testing center. Students should contact the Student Services Office for more information. CLEP offers two types of standardized tests. The General Examinations are given in the areas of English composition, humanities, natural sciences, social sciences, and history. A score of 500 will earn 9 college credits in each of those areas. A grade of P is recorded for these credits. The Subject Examinations, given in 47 specific subject areas, measure achievement in specific college courses and are used to grant exemption for and credit for those courses. Students successfully completing either CLEP General Examinations and/or Subject Examinations with a score at the 50th percentile or above will receive college credit.

Credit or Waiver for Armed Services Training

Credit or waiver of credit may be authorized using “A Guide to the Evaluation of Educational Experiences in the Armed Forces” after evaluation by a transfer credit evaluator and/or records office personnel.

Prior learning Experience

In accordance with MNSCU Policy 335 students can petition to have Prior Learning Experience evaluated for college credit. Students are required to provide supporting documentation for evaluation. Evaluation may include transcripts, portfolios, or competence demonstrations. Students may also be required to demonstrate college level learning through nationally recognized examinations.

If a student requests to have prior learning experiences substituted for college credit, students are required to meet with an Academic Advisor or Counselor to complete the petition process. The petition and supporting documentation will be evaluated by the Academic Affairs Dean or designated faculty member. Prior Learning Experiences for college credit will be evaluated on an individual basis.

Students may request credit for Prior Learning by:

1. Submitting all relevant documentation attached to a student petition.
2. Obtaining an advisor’s or counselor’s signature.
3. Submitting details of experience or supporting evidence related to specific courses and reasons credit should be granted.

Course Test-Out Procedure

(Policy reviewed and approved through AASC – 09/20/06)

Course test out and grading system (P/F or A,B,C,D,F) is at the discretion of departmental instructors at the College. Test outs must be taken within the drop/add period for courses above 1000. Whenever possible, test outs will be given to groups on specific, assigned days/times. To earn credit, the student must pay the tuition and assessed fees for the course as well as the administrative costs of the test. A student may not earn credit by examination for courses with lower numbers or at a lower skill level than one already passed.

Students who fail the examination must take the course to receive credit. There will be no additional charge to take the course if it is done the same semester as the attempted test out.

Additions to the Procedure:

1. A \$25 per credit, non-refundable administrative fee will be charged for each test taken.
2. Students may only attempt to test out of a course that is being offered in the current semester.
3. Students who wish to test out must do so during the drop/add period.

Credit Load

A normal course load varies in relation to the student's ability and achievements, usually 12 to 18 credits per semester. To be a full-time student, one must take at least 12 credits of course work. Students who wish to carry a credit load in excess of 18 credits must have written approval of an academic advisor.

Double Majors

In some instances, students may want to complete two related technical programs to enhance their employment potential. Students who desire a double major will not necessarily have to accumulate the total number of credits required in both programs provided they have completed all of the required courses from both majors. Students who desire to complete a double major should select their electives in the first program from courses in the second to reduce the time factor involved in obtaining a double major. It is difficult to complete a double major in the standard two-year enrollment period.

Drops/Adds and Withdrawals Policy (June 2007)

Drop/Add Policy: Students may make changes in their course schedules (drops and adds) through the fifth business day of the semester. Students will not be obligated for tuition and fees for courses dropped within the specified timeframe. Dropped classes do not appear on a student's transcript but must be initiated by the student with an advisor and may be processed by the student online through the student portal or may be processed with an Advisor through the Registrar. Although it is considered the student's responsibility to drop courses, the College reserves the right to drop students from courses for non-payment and/or non-attendance while holding students responsible for payment of tuition and fees.

If a student is obligated for a dropped class, the student may petition to apply the amount of the tuition and/or fees for the dropped class to the cost of an added class for the current term.

For the purpose of this policy, business days are defined as Monday through Friday (excluding posted holidays).

Drop/Add Policy: Summer/Irregular Start Dates/Short tem Courses (courses of 3 weeks or less in length) Student will have one business day after the first class session to drop/add classes without obligation. For the purpose of this policy, business days are defined as Monday through Friday (excluding posted holidays). Financial aid for all registered credits will be disbursed at the regularly scheduled disbursement date (eighth day of the semester). Students who drop "irregular start date" courses for which they have received financial aid will be required to repay in accord with federal and state repayment policies.

Withdrawals Policy: Students may withdraw from a course(s) after the 5th class day of the semester through the 60th day of the semester. Grades of withdrawal ("W") will be recorded on the student's transcript. Students must initiate course withdrawals by seeing an advisor. Withdrawals which are not officially processed through the Records Office will be recorded on students' permanent records with a grade of "F." No refunds will be issued for partial withdrawals. Refunds for total withdrawal are issued in accordance with the College's "Refunds Policy." Students CANNOT complete the withdraw process on-line.

Withdrawals Policy for Summer Session Courses: Students may withdraw from a course(s) beginning the 4th class day. They may do so through the 6th day before the last day of the summer session. Grades of withdrawal ("W") will be recorded on the student's transcript. Students

must initiate course withdrawals by seeing an advisor. Withdrawals which are not officially processed through the Records Office will be recorded on students' permanent records with a grade of "F." No refunds will be issued for partial withdrawals. Refunds for total withdrawal are issued in accordance with the College's "Refunds Policy."

Faculty Office Hours

Faculty members maintain office hours for consultation with students. Copies of faculty members' office hours are posted near their office doors.

Field Placements

It is the policy of the Mesabi Range Community and Technical College to support internships, clinical practicums and training, and supervised occupational experience (SOE) as a part of the educational process for students enrolled in technical programs. Students eligible to be placed in such experiences must be making satisfactory academic progress as established by the College and must also meet the criteria established and published by each department at the College. Students must contact their program instructor to make arrangements for a field placement.

Final Examinations

Final examinations are held according to a schedule that is issued by the administration. All students must take scheduled final examinations. Any circumstances that require a special examination arrangement other than the exam specifically scheduled must be arranged by a petition to the Academic Dean prior to the tenth day before the end of the semester. **Only under extreme circumstances will students be allowed to change final exam dates.**

The scheduling of class-related examinations and the due dates for class-related assignments will normally correlate with the time allotted and assigned for the class meeting and/or occurs during scheduled examination periods established by the college administration.

Grades

Students who complete credit courses shall be assigned grades according to the following definitions:

<u>Grade</u>	<u>Achievement</u>	<u>Grade Points Per Credit</u>
A	Superior	4
B	Above Average	3

C	Average	2
D	Below Average	1
F	Inadequate	0
FN	Failure for Non-attendance	0
P	Passing	Not computed
NC	No Credit	Not computed
I	Incomplete	Not computed
AU	Visitor or Audit	Not computed
V	Visitor or Audit	Not computed
W	Withdrawn from course	Not computed
X	Continuation of another course or courses is necessary because grades cannot be determined until the full sequence is completed.	
**	No grade submitted by an instructor as of printed grade reports.	

All required coursework as defined by the instructor must be complete before any grade will be recorded on the student's permanent transcript. A student who wishes a grade of "Incomplete" must arrange this grade with the instructor concerned. Incompletes change to an "F" at the end of one semester (following the semester in which the incomplete was received).

A student may register to audit a course by filling out the appropriate form in the Records Office. Auditing is allowed on a space-available basis and financial aid is not available for audited courses.

Grade Point Averages (GPA)

A student's grade point average is determined by adding all grade points and dividing by the sum of all credits attempted. Students may view their grades by going online at www.mr.mnscu.edu. Students will need to use their Student ID and PIN numbers to access their grades. Upon written request, grades may be mailed to students. Written requests MUST be provided to the Records Office. With the exception of PSEO students, grades are not automatically mailed to students at the end of each semester, unless a request is made.

EXAMPLE (Calculation of GPA):

Course Title	# of Credits	Grade Earned	Grade Points Earned
Intro to Accounting	3	C	2.0 x 3 credits = 6
Freshman English	3	B	3.0 x 3 credits = 9
Biology	5	D	1.0 x 5 credits = 5
Intro to Psychology	3	A	4.0 x 3 credits = 12

✚ **Prejudice:** The grade awarded was motivated by ill will, and is not indicative of the student's academic performance in the course.

✚ **Error:** The instructor made a mathematical mistake in the grade calculation or omitted a grade in the calculation.

A student cannot appeal a grade received for academic dishonesty.

A student who has questions regarding his/her course grade should first speak with the instructor. If, after speaking with the instructor in a good-faith effort to resolve a grade dispute, a student still believes that his/her course grade was assigned in a way that it falls under one or more of the categories listed above, the student may make a formal grade appeal with the Dean of Academics.

Step 1: Submit Grade Appeal Form to Instructor

A written appeal will be submitted by the student to the instructor of the class. In the event that the instructor is not available, the written appeal should be submitted to the Dean of Academics. The appeal is a formal request to the course instructor that the student's specific concerns about the grade be completely addressed. The student must complete the Grade Appeal Form.

The appeal is submitted to the instructor. The student should retain a copy of these materials for his/her records. Within two weeks, the instructor will respond to the student in writing.

In cases where this is not possible, the instructor will forward to the Dean of Academics a timeline for conducting a review of the grade change request. The instructor is expected to exercise due diligence in this matter.

The instructor shall reply to the student's desired remedy, including a summary statement indicating:

- that the instructor has determined that a grade change is not warranted,
- that the instructor has determined that a grade change is warranted, with a statement of the new grade to be assigned to the student, or

- an alternative proposed remedy.

If the student is not satisfied with the response provided by the instructor, he or she may proceed to Step 2.

Step 2: Submit Grade Appeal Form to Dean of Academics for Panel Review

The Grade Appeal Form, together with supporting material will be submitted by the student to the Dean of Academics. The appeal is a formal request to the Dean that the student's specific concerns about the grade be completely addressed. The appeal is submitted to the Dean of Academics with a copy to the course instructor.

1. A statement evaluating the merits of the student's appeal and the instructor's response.
2. A formal recommendation regarding the case.

The formal recommendation may indicate (a) that the grade is appropriate as assigned, or (b) that some adjustment to the grade is warranted. Both instructor and student will be informed of this recommendation.

Graduation Requirements

Mesabi Range Community and Technical College grants Associate in Arts degrees, Associate in Science degrees, and Associate in Applied Science degrees. In addition to completing the specific requirements of each degree, all students seeking degrees from Mesabi Range Community and Technical College must:

1. Successfully complete a minimum of 64 credits from courses numbered 1000 or above.
2. Complete the required number of courses from the Minnesota Transfer Curriculum or specified program requirements.
3. Have a minimum Grade Point Average of 2.0.
4. Complete a minimum of 20 credits at Mesabi Range Community and Technical College in courses number 1000 or above. The residency requirement shall be reduced to 11 credits for students transferring at least 9 credits from another MnSCU institution.
5. File an application for graduation in the Records Office by the end of the semester preceding graduation.

Associate in Arts Degree

The A.A. Degree is designed for students who plan to transfer to senior institutions. By completing this degree, students will meet the standards required by the Minnesota Transfer Curriculum, thereby fulfilling the lower division general education requirements at all state universities in Minnesota, at all colleges within the University of Minnesota, and at many of the private four-year colleges and universities. Please see the college catalog for specific requirements.

Associate in Science Degree

The A.S. Degree may be awarded for successful completion of programs that have highly structured professional level technical requirements. Recipients of this degree shall be prepared for transfer to baccalaureate majors in the same field. A majority of liberal arts and sciences courses shall be prerequisite to, or specifically supportive of, certain technical courses. See advisors for approved A.S. degrees at Mesabi Range Community and Technical College. General guidelines are listed in the college catalog.

Associate in Applied Science Degree

The A.A.S. Degree is awarded to students who complete the requirements in approved occupational programs and technical course components. The A.A.S. degrees are designed for students who plan to seek employment after completing their specific career programs. Please refer to the college catalog for general requirements. See an advisor for program specifics.

Graduation Requirements for Certificates and Diplomas

1. Successful completion of the program credit requirements from courses numbered 1000 or above.
2. A minimum Grade Point Average of 2.0.
3. Meet the residency requirement of a minimum of 12 credits or 1/3 of the program graduation requirements.
4. Obtain the advisor's endorsement.

Certificates

The Occupational Certificate is designed to provide students with entry-level employment skills. Advanced Technical Certificates are designed to enhance or raise a student's technical skills. The minimum standards shall include graduation from an appropriate diploma or degree program or an appropriate term of related employment. The Academic Certificate is designed to certify a student's knowledge and/or

professional skills in a specific area of knowledge or practice. Please refer to the college catalog for general requirements. See an advisor for program specifics.

Diplomas

The Diploma program is designed to provide students with either entry-level employment skills or upgraded employment skills. Please see an advisor for program specifics. The Diploma program requires the following:

1. Successful completion of 30-64 college-level credits.
2. Eight credits of general education coursework.

Pass/Fail Grading Options

A student is allowed to exercise the Pass/Fail option for a maximum of 12 credits. "P" grades do not enter into the computation of grade point average, but credit is given for all courses completed with a "P" grade. Most college courses are offered with the Pass/Fail option to give students an opportunity to explore areas of study without fear of affecting their grade point average. Prerequisites must be followed as in the normal class sequence. Students who opt to take a course on a Pass/ Fail option must achieve at least a grade of "C" to receive a passing grade (P) for that course. Students earning grades of either "D" or "F" will receive the grade earned.

Students must understand that Pass/Fail courses are best taken to fulfill general education requirements. Senior colleges will not accept Pass grades in major or minor fields of study. Students may not, therefore, select the Pass/Fail option for courses within their chosen major fields or those closely related to minors. A.A.S. degree students may not select the Pass/Fail option for courses bearing technical prefixes and required within their programs. Students should seek advice from the advising/counseling staff in regard to the P/F option. Students working toward an A.A. degree or those who plan to transfer to a four-year college should have no more than twenty percent (20%) of their college credits in Pass/Fail credit. The College, therefore, limits the students to a total of 12 credits of P/F with not more than 5 Pass/Fail credits in any one semester. A form obtained from an academic advisor must be signed for each course taken as Pass/Fail. This form must be completed within one week following mid-semester examinations.

Registration

Registration days are set-aside before the beginning of each semester.

Students will normally have pre-planned their programs, and meet with their advisors/ counselors to receive the codes which will enable them to register online. A schedule of registration days will be posted in the Student Services Offices and on campus bulletin boards.

Repeating a Course

Students may request to repeat a course by filling out the appropriate form with an advisor. If a course is repeated, the most recent grade will be used in calculating GPA.

Transfer Issues

The College is fully accredited. If students combine this accreditation, the proper selection of course work, and grades of “D” or better, they may be assured of a transfer without loss of credit. Students who desire help when preparing to transfer to another college should consult their advisor/ counselor. Some technical courses are not designed to transfer to four-year institutions, but rather to provide training in technical and semi-professional areas. The amount of credit allowed, if transfer occurs, will depend on the program of study, the grades earned in this course work, and the college to which the student is transferring. The receiving institution will make the decision as to the credits allowed to transfer. Transfer of technical courses shall be allowed for courses completed within the last five years.

Students transferring into Mesabi Range Community and Technical College must meet the admission requirements for full-time students and follow the application procedure. Usually, students transferring from another college who are eligible for re-entrance at the last college shall also be eligible for admission to Mesabi Range Community and Technical College. Transcripts will be evaluated to determine acceptable credits to be applied to degree or certificate/diploma programs. Lower division credits earned at a college or university accredited by a regional accrediting association will be accepted as equivalent courses for general education purposes as electives as determined by the college advising/counseling staff. Appropriate credit will be granted for training completed in non-collegiate institutions whenever applicable to a student’s program. The grade point average (GPA) from the transfer institution is not used in computing the student’s GPA at Mesabi Range Community and Technical College. Transfer students will be given provisional admission until the College receives all transcripts. Failure to supply necessary transcripts may lead to suspension from the College.

FINANCIAL AID AND COLLEGE COSTS

Financial Aid and College Costs

The cost of education is a combination of direct costs (school costs) and indirect costs (cost of living expenses). The school costs are based upon tuition, fees, books, and supply costs. Costs are based upon a student load of 15 credits per semester. The student (and student's parents for dependent students) must make a realistic effort to contribute toward meeting school expenses. **The primary responsibility for paying for school rests with the family. Financial aid is intended to supplement, not replace, financial support from you and your family.** Financial aid may be federal or state money that assists students in paying for their post-secondary education. Mesabi Range knows that every student has a somewhat different financial situation. A financial aid award package may consist of funding from a combination of financial aid programs and is designed to help meet your financial needs.

The financial aid process may be intimidating, but the financial aid staff at Mesabi Range is committed to assisting you in obtaining financial aid. Every application is reviewed for eligibility for all federal, state, and institutional programs. Although the Financial Aid Office expects to provide the aid offered to you, funds cannot be guaranteed. The federal government and the State of Minnesota provide most of the money. Some offers are estimates and may change. There is also the possibility that a program may be discontinued or that funds will not be appropriated to Mesabi Range. If this happens, the Financial Aid Office will notify you and either change or withdraw the offer. For alternate formats for a FAFSA application, please go to http://www.mnscu.edu/financial_aid/index.html.

Educational Costs

The Financial Aid Office sets a budget for the cost of attending Mesabi Range for one academic year (9 months). This budget includes tuition, fees, room and board, books, transportation, and personal costs.

Tuition and fees are charged based on the number of enrolled credits per semester. The estimated costs based on a 15 credit load per semester, at the time of printing, are:

**Estimated Annual Full-time
Budgets for 2008-2009**

	R PH	R SH	NR SH
<u>Direct Costs</u>			
Tuition	4066	4066	5083
Books & Supplies	1000	1000	1000
Fees	564	564	564
<u>Indirect Costs</u>			
Transportation	3600	3600	3600
Misc/Personal	900	900	900
Maintenance	4176	5764	5764
 Grand total	 14,306	 15,894	 16,911

Note: There are additional fee's of \$25.00 per credit for on-line classes and many Occupational Programs have additional supply and fee costs, for information contact the Financial Aid Office.

R = Resident of Minnesota

NR = Not a Minnesota resident

PH = Living in parents home

SH = Living in student's home

Eligibility Requirements

You must meet all of the following eligibility requirements in order to be considered for federal financial aid through the Financial Aid Office.

- Be a citizen or eligible non-citizen of the United States.
- Be admitted to a degree, certificate, or diploma program at Mesabi Range Community and Technical College. If you already have a degree or have earned 144 quarter credits/ 96 semester credits, contact the Financial Aid Office.
- Demonstrate financial need as calculated by the federal aid application.
- Maintain satisfactory academic progress as defined by the Financial Aid Office and the College.
- For the purpose of Stafford Loans, carry a minimum of six credits per semester.
- All financial aid awards are initially based upon full-time enrollment for two semesters. If you decide not to enroll in both of the semesters, or if you are less than full-time, contact the Financial

Aid Office.

- Complete the verification process if your application is selected for review.
- Meet the eligibility requirements for each aid program from which you accept financial aid.
- Not owe a refund or repayment to Mesabi Range, not be in default on any educational loan, not be in repayment to any Federal Grant, or show any unwillingness to repay any educational loan.
- Be in compliance with Selective Services registration requirements.
- Comply with requests for documentation if selected for verification.

Award offer

Your first offer of financial aid is based on full-time attendance for two semesters of the 2009-2010 academic year. If your registration is less than full-time, or if you do not attend Mesabi Range both semesters, your award will be adjusted. Contact the Financial Aid Office with specific questions. Report any additional financial aid/scholarships to the Financial Aid Office. Your financial aid package may be adjusted if you receive additional scholarships or assistance from any source. Examples are Rehabilitation Services (RS - formerly known as Division of Rehabilitative Services - DRS), Office of Jobs Training, VA benefits, etc.

Disbursement of funds

Electronic credit: Most financial aid payments are credited electronically to individual student accounts. These payments include Federal Pell Grant, Minnesota State Grant, State Indian Scholarships, Federal Stafford Loans, and Federal Supplemental Educational Opportunity Grant monies, Federal Perkins Loan, and other aid administered by Mesabi Range. Financial aid will be used to pay all charges on your student account. If you do not wish your financial aid to pay institutional charges other than tuition, fees and housing, you must notify the Business Office. If excess funds remain, a check will be available at the Business Office.

PSEO Text Book Law

In the year 2003 the Post-Secondary Enrollment Options Program (PSEO) law was amended so that the books are now returned to the college, not the high school. All textbooks and equipment provided to a student, and paid for under the subdivision 13, are the property of the student's post-secondary institution. Each student is required to return

all textbooks and equipment to the Mesabi Range Bookstore after the course has ended.

Student Rights

As a financial aid recipient, you have the right to:

- accept, reject, or seek adjustment to your financial aid award without prejudice.
- know how much aid you will receive per semester and when it will be disbursed.
- know the terms of any work-study awards you are offered.
- know the interest rate of any loan offered to you, the amount you must repay, the repayment procedures, the length of time you have to repay the loan, and when repayment begins.
- access to your financial aid file.
- seek financial aid counseling.
- privacy of information regarding your financial aid files. Information from a student's file will not be released to anyone (except Mesabi Range staff and financial aid donors requesting such information) without a signed release.
- receive financial aid as long as you are eligible and as long as funds are available.
- appeal any award decisions you feel warrant consideration due to an office error, emergency, or circumstances beyond your control.

Student Responsibilities

As a financial aid recipient, you have the responsibility to:

- be prepared to provide the expected yearly student and parent contribution to cover academic expenses.
- check your semester financial aid awards against your award letter.
- initiate 100% cancellation of classes if you choose to withdraw from college by contacting an advisor and completing the withdrawal process through the Records Office. You must repay all loans, grants, and scholarships issued to you for the canceled semester. If you cancel classes (and are less than full-time), any refunds will be returned to the financial aid accounts from which you received aid.
- know that if you are in default on any loans and/or owe aid repayments, you will be denied additional aid.
- know that if you receive aid, which exceeds your calculated need, you must repay the excess.
- notify your Mesabi Range work-study supervisor if you cancel classes and drop below six credits.

- provide accurate factual information on all financial aid forms requested within 30 days of the request.
- notify the Financial Aid Office of any change in name or household size; as well as any change in credits each semester.
- reapply for financial assistance annually.

Satisfactory Academic Progress

Federal and State regulations require that all students maintain satisfactory academic progress toward completion of the requirements toward a degree, certificate or diploma to receive student financial aid. Satisfactory Academic Progress standards for receipt of student financial aid apply to all students. A student's entire academic history is taken into consideration when determining satisfactory academic progress. Failure to maintain satisfactory academic progress results in ineligibility for federal, state and institutional funds. Students who fail to meet academic standards will be notified by the College.

Financial Aid Satisfactory Academic Progress Policy (Revised 9/18/07-3/24)

Mesabi Range Community and Technical College requires that students make **Satisfactory Academic Progress (SAP)** toward a degree or certificate to remain in good standing. Additionally, federal and state law requires that a recipient of financial aid make satisfactory academic progress towards a degree or certificate to remain eligible for aid. The Satisfactory Progress Standards shall be the same as, or stricter, than the college's academic standards for a student enrolled in the same educational program who is not receiving financial assistance.

Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. However, the college does provide tutoring, testing, and other related services that may be able to assist the student with improving their academic standing. To that end, the advisors and counseling staff are available to assist students in developing a course of action to improve their academic standing. Students are encouraged to keep a file of their grades and transcripts, and seek assistance.

Requirements:

1. Qualitative Measure:

- A. Students are expected to meet the minimum cumulative GPA levels on the chart below. Grades of **A, B, C, D,** and **F** will be included in the GPA calculation.

Cumulative Registered Credits Minimum Required GPA

0 – 5
0.00
6 +
2.00

2. **Quantitative Measure:**

A. Required completion percentage:

All students who have attempted more than five credits are required to maintain a minimum of 67% of all cumulative registered credits, including remedial non-credit courses as indicated in the chart below:

Cumulative Registered Credits

Cumulative Completion Rate

0 – 5
0%
6 +
67%

Courses for which a student receives a letter grade of **A, B, C, D, F, and P** 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, NC, W, and I** will be treated as credits attempted but not successfully completed. Blank (**Z**) grades will be treated, as credits attempted but not successfully completed. Audited courses (**AU**) are not counted. All attempted credits are counted, including transfer credits and consortium, whether or not financial aid was received, or the course work was successfully completed.

B. Maximum-Time Frame for Credits:

All students are expected to complete their degree/certificate within an acceptable period of time. The maximum-time frame of credits for financial aid recipients is 150% of the published credit length of the program. Non-credit remedial courses, ESL, and transfer credits will count toward the maximum-time frame completion.

As an example, the Associate of Arts Degree requires the completion of 64 credits. Maximum-time frame for financial aid purposes allows the student to take 96 credits (150%). At that point, the student would be placed on maximum-time

frame suspension, and not be allowed further financial aid unless there were mitigating circumstances. For the purposes of calculating maximum-time frame, 30 credits of developmental education credits are excluded from the calculation.

C. Students Pursuing an Additional Major/Double Major:

Students who have already completed their program and now change their major or are pursuing an additional major or have a double major will have financial aid for only those courses that relate to the completion of the additional or changed major. These students will be required to complete an Academic Plan, which will be monitored each term. Only those courses listed in the Academic Plan will be eligible for financial aid.

3. Evaluation Period:

Academic Probation and Suspension.

A student will be placed on academic suspension for failure to maintain satisfactory academic progress. Academic progress will be monitored as follows:

- All students with registered credits during a semester will be evaluated at the end of the semester, including summer semester.

4. Failure to Meet Standards:

A. Academic Suspension

- Any student who fails to meet minimum satisfactory academic progress requirements for one semester will be placed on probation for one semester, commencing immediately.
- A student on probation who fails to meet the minimum satisfactory academic progress requirements for a consecutive semester will be placed on suspension, one year in duration, commencing immediately.

B. Financial Aid Suspension and Probation:

1. **Maximum Time-Frame Failure:** If at the end of the evaluation period a student has failed to meet the

College's standard for measurement of maximum time-frame, the institution shall suspend that student from financial aid eligibility immediately upon completion of the evaluation.

2. **Qualitative Standard or Completion Failure:** If at the end of the evaluation period a student has failed to meet the College's qualitative standard or required completion percentage, the College will allow the student to retain her or his financial aid eligibility under a probationary status for one evaluation period.
3. **Reinstatement of Students on Probationary Status:** If at the end of the probationary period a student who has been on probationary status has met the College's cumulative qualitative and quantitative standards, the College shall reinstate the student's eligibility for financial aid.
4. **Suspension of Students on Probationary Status:** If at the end of the probationary period a student who has been on probationary status has not met the College's cumulative qualitative or quantitative standards, the College will suspend the student immediately upon completion of the evaluation; **UNLESS:**
5. **Continuation of Students on Probationary Status:** If at the end of the probationary period, the student who has been on probationary status has met the institution's qualitative and quantitative standards for all courses in which he/she was enrolled during the probationary period (maintenance of a 2.0 Grade Point Average (**GPA**) and 100% completion of all courses registered for the term) but has not met Mesabi Range Community and Technical College's cumulative standards, he or she may be permitted to retain his or her financial aid eligibility under a "***continued probation***" status, until such time as:
 - a. The student has met the college's qualitative and quantitative standards, at which time the student's financial aid eligibility will be reinstated, **or**

- b. The student fails to meet the college's qualitative or quantitative standards for the courses that the student is enrolled in during the probationary period. At such time the college will suspend the student from financial aid eligibility immediately upon completion of the review, **or**
- c. The college determines that it is not possible for a student to raise his or her GPA or course completion percentage to meet the college's qualitative or quantitative college's standards before the student would reach the end of the program for which he or she is receiving financial aid. The college will suspend the student from financial aid eligibility immediately upon completion of the evaluation period.

6. Continuation of students who successfully appeal

suspension:

Students who fail to make satisfactory academic progress and are suspended from financial aid eligibility have the right to appeal based on unusual or extenuating circumstances. If an appeal is approved, the College shall permit the student to retain financial aid eligibility under an appeal status for an additional period of time. The length of the period and the "*minimum academic standards*" will be outlined in the notification sent to the student. At the end of the appeal period, the student who has met the "*minimum agreed upon*" academic standards for that period shall have his/her appeal status extended for an additional period. A student who fails to meet the "*minimum agreed upon*" academic standards during the appeal period shall be removed from appeal status and his/her financial aid eligibility shall be suspended.

B. Suspension of Students for Extraordinary Circumstances:

The College may immediately suspend financial aid for a student in the event of extraordinary circumstances, such as, a student who was previously suspended and whose academic performance falls below acceptable levels during a subsequent

semester, or a student who is registered for but does not earn any credits for two consecutive semesters, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid, etc.

5. Notification:

Students failing to meet the minimum satisfactory academic progress requirements will be notified in writing as to their status. Such notification shall include the conditions of any probationary status, or if suspended, the process by which the student may appeal for reinstatement.

6. Appeals:

A. Academic Appeals:

A student who fails to make satisfactory academic progress and is suspended from either enrollment and/or financial aid has the right to appeal based on unusual or extenuating circumstances. These could include but are not limited to: death in the family, student's injury or illness, changes in the curriculum, etc.

Generally, unless the appeal is solely for financial aid, the appeal must be submitted in writing on a form available in the Records Office of each campus.

Please note that the form from the Records Office can not be used for appealing Financial Aid, a separate Financial Aid form must be used. The appeal must include an explanation of the circumstances that affected academic progress. If requested, the appeal should also include supporting documentation beyond the written explanation (e.g., a physician's statement, etc.). Academic Appeals must be directed to the Committee on Appeals. The committee's decision will be provided to the student in writing. The committee decision is final.

B. Financial Aid Appeals

For appeals that deal with Financial Aid, the appeal form can be obtained from the Financial Aid Office and is directed to the Director of Financial Aid or designee. If requested, the appeal should also include supporting documentation beyond the written explanation (e.g., a physician's statement, etc.). If

denied, the student may appeal to the Committee on Appeals. The committee's decision will be final. Appeals for financial aid beyond the maximum time frame use the same form that can be obtained from the Financial Aid Office. However, appeals for financial aid beyond the maximum time frame will be granted only in the case of documented mitigating circumstances. Among these are: death in the family, illness or injury of student, family emergencies, changes in the curriculum, changes in major, etc. Appeals reasons also may vary with the program length.

The student must meet with an advisor or counselor and develop an Academic Plan which indicates the course work necessary to complete the degree/certificate. The Financial Aid Office will review the Academic Plan, and if found acceptable, will inform the student in writing. The Academic Plan will be monitored each term to ensure that the student is adhering to the Plan. Courses not found on the Academic Plan are ineligible for financial aid. Should the appeal be denied, the student may appeal to the Committee on Appeals. The decision of the Committee shall be final.

7. Reinstatement:

A. ACADEMIC RESINSTATEMENT

A student who has been suspended from enrollment may return to the College after an appeal has been approved or the period of suspension has passed. The student remains on probation upon return to the College.

B. FINANCIAL AID RESINSTATEMENT

A student who has been suspended from financial aid may have financial aid reinstated only through the appeal process or when she/he is again meeting the institution's financial aid satisfactory academic progress qualitative and quantitative standards. Neither paying for their classes on their own nor sitting out a period of time is sufficient for reinstatement of financial aid.

8. Additional information:

A. Treatment of Grades:

A letter is assigned at the end of the semester for each course in which the student is enrolled. A grade point value for each

credit in the course is assigned to each letter grade. Only the grades of **A, B, C, D**, and carry grade point value. Grade point total is the sum of grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.

Grade Point Average (GPA) is the quotient of the student's grade point total divided by the grade point credits. Each grade report shows the student's **GPA** since admission. Completed credits include **A, B, C, D, P, F**, and **FN** are used in the calculation of the Grade Point Average. They do not include **"I"** (incomplete), **"W"** (withdraw), **"V"** (visitor/audited), **"NC"** (no credit) or drops (classes dropped during the first five days of the term generally called the drop/add period). Completed credits may qualify for retroactive payment of financial aid. Courses for which a student receives a letter grade of **"I"**, **"NC"**, **"W"**, **"F"**, and **"FN"**, shall be treated as credits attempted but not successfully completed. Blank (**"Z"**) grades shall be treated as credits attempted but not successfully completed. Audited courses (**"AU"**) are not counted.

B. Academic Amnesty/Forgiveness: The College may grant Academic Amnesty/Forgiveness to students who previously attended the College more than seven years from the current start date. Students must petition to receive Academic Amnesty/Forgiveness. While this policy applies to the academic concerns, the student's previous GPA and completion rate will continue to apply for the purposes of financial aid. Accordingly, students granted Academic Amnesty/Forgiveness will be required to meet the current standards of GPA and completion rate during subsequent terms of enrollment.

C. Audited course: Audited courses will not be funded by financial aid and are not included in any financial aid satisfactory academic progress measurement.

D. Consortium/Joint Program Credits: Consortium/joint programs allow a student to register for credit at two colleges at the same time. Consortium/joint credits are those credits for which a student is registered at another college which are accepted by Mesabi Range College for the purposes of processing financial aid at Mesabi Range College. Students must first obtain a Consortium Agreement from

financial aid and seek approval from the academic advisor prior to financial aid considering the credits as acceptable. Consortium credits are included in determining grade point averages and completion rate.

E. Remedial/Developmental Credits: Credits awarded for remedial course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 semester hours. Thirty semester hours of remedial/developmental credits are excluded from the final computation in a student's attempted completing 64 credits for graduation purposes.

F. Repeat Credits: Students may, by petition, request to repeat courses in which they received grades of “D”, “F”, “NC”, or “W”. Forms can be obtained from the Records Office. Both the old and new grades stand on the records and will be used to compute the course completion rate, but only the new grade will be used to compute the Grade Point Average (GPA). *A student may repeat a class once for financial aid eligibility.* Advisors will provide a copy of the Request to Repeat a Course Petition to financial aid.

G. Transfer Credits: These are credits earned at another college, which are accepted by this college. Transfer credits are included in calculating maximum-time frame for the purposes of financial aid.

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

9. Definitions:

Credit: The unit by which academic work is measured.

Cumulative Credits: Cumulative credits are the total number of credits registered for all terms of enrollment at the College, **including summer terms**, and terms for which the student did not receive financial aid.

Earned Credits: Earned credits are successfully completed credits that count toward the required percentage of completion. Earned credits include on **A, B, C, D, and P.**

Incompletes: The mark of “I” is a temporary grade, which is

assigned, only in exceptional circumstances. It will be given only to student who can not complete the work of a course on schedule because of illness or other circumstances beyond their control. An “I” grade will automatically become an “F” grade (or “NC” in the case of courses number below 1000) at the end of the next semester if the requirements to complete the course work have not been satisfactorily met. Instructors have the option of setting an earlier completion date for the student.

Registered Credits: The total number of credits for which a student is officially enrolled at the end of the registration drop period for each semester.

Appeals

You may appeal a financial aid decision or policy. Contact the Financial Aid Office.

Academic progress: A student who fails to make satisfactory academic progress and is suspended has the right to appeal the suspension based on unusual or extenuating circumstances. Appeals must be submitted in writing on the Financial Aid Eligibility Appeal Form available in the Financial Aid Office. The appeal must include an explanation of the circumstances that affected academic progress and include documentation, which supports your appeal.

Special circumstances: If your financial situation has changed substantially during the year or since completing the FAFSA, submit a Professional Judgement Request Form for reconsideration of your financial need. Mesabi Range's policy is to process the original federal aid applications (FAFSA) prior to processing any professional judgments. Financial aid programs cannot cover costs associated with lifestyle choices or consumer indebtedness (house payments, owning or operating a car, living without roommates, credit card purchases, etc).

Revisions and Overawards

Federal and State regulations prohibit receiving financial assistance that exceeds the cost of attending Mesabi Range. If you receive additional assistance after your award is processed, a portion of your award may be reduced or cancelled. Examples of additional assistance that can affect your aid package are Veteran's benefits, National Guard benefits, scholarships, RS (DRS), Office of Jobs Training, and tuition

reimbursement/waivers. If an overaward occurs, your award will be revised and you will be notified of any changes. In some overaward cases, you may need to repay the money you received.

Refunds: Federal and State regulations require that all or a portion of any tuition refund you receive be credited to the financial aid funds from which you received assistance. The full refund policy is available in this handbook and from the Financial Aid Office.

Repayment Policy: Most students receiving financial aid who withdraw from class (es) will have all or a portion of their refund credited to the financial aid programs and may incur repayment obligations if any direct cash disbursements were received. You will be required to repay part or all of your financial aid to Mesabi Range if you:

- terminate your studies at Mesabi Range.
- change your enrollment from what you previously indicated.
- provide false or incorrect information on your financial aid application.
- cease to be enrolled as a full-time student (students registered for less than six credits are ineligible for most financial aid).
- receive outside scholarships, grants, or assistance not awarded through the financial aid office.
- change your state of residency.

Verification of Application Information

The U.S. Department of Education selects approximately 30% of all applicants for a review process called verification. If your application has been selected for review, you will be asked to verify all or some of the following: adjusted gross income, federal income taxes paid, untaxed income, household size, number of family members in college, Title IV income exclusion and dependency status. Please do not send any forms until the Financial Aid Office has requested them.

If selected for verification, you may be requested to submit your federal tax return, your parents' and/or spouse's return, in addition to supporting documentation. Be sure you keep copies of all 2008 federal income tax returns. The verification process must be completed before you can receive aid. The Financial Aid Office reserves the right to request information at any time during the academic year to clarify data that you provided on your financial aid application.

Types of Financial Aid Grants and Scholarships

Academic Competitiveness Grant

This grant is awarded to students who are enrolled as full time students, are Pell recipients, and have graduated from high school after January 1, 2005. While in high school, the student must have completed four years of English, one year of a Foreign Language, three years of Science, three years of Social Studies, and three years of higher mathematics. Freshmen are eligible for \$750 per year. Sophomores are eligible for \$1350 per year provided that they have maintained a 3.0 Grade Point Average during their Freshmen year.

Federal Pell Grant (Pell): Federal Pell Grants are awarded to undergraduate students until they complete their first baccalaureate degree. The Federal Pell Grant varies based upon the number of credits for which a student registers. Full-time status is 12 credits. If you are enrolled for less than 12 credits, your Federal Pell Grant award will be prorated.

Federal Supplemental Educational Opportunity Grant (FSEOG):

This is a federal grants awarded to undergraduate students. The student must be eligible for the Federal Pell Grant in order to receive SEOG monies.

Minnesota State Grant (MNSG): This is a grant awarded to Minnesota residents who are undergraduates, do not have a degree, and have not attended post secondary institutions more than the equivalent of 15 quarters full-time or 10 semesters full-time. Students must be enrolled for 15 credits to be considered full-time for Minnesota State Grant payments. If you enroll for less than 15 credits, your award will be prorated according to the Minnesota payment schedule. Students who are delinquent in paying child support are ineligible for Minnesota State Grant payments.

Post-Secondary Child Care Grant (Child): This funding is available to Minnesota residents who are seeking their first undergraduate degree, meet the income eligibility criteria and meet Minnesota State Grant eligibility requirements. A separate application is required and must be renewed annually. Applications are processed through the Financial Aid Office. Students must be registered for a minimum of six credits. Students who received Post-Secondary Child Care the previous year are

given priority in funding.

Minnesota Achieve Scholarship Program

The new Minnesota Achieve Scholarship program is designed to address two critical barriers to college attendance: lack of academic preparation and financial access. High school graduates who complete any one of four sets of courses defined as rigorous earn a one-time scholarship of \$1,200 to help pay for college at a public or private university or college. The Minnesota Achieve Scholarship, which was proposed by Governor Tim Pawlenty in January 2007 and signed into law in May, is available to students who graduate after January 1, 2008. To be eligible, a student must:

- Have a parental adjusted gross income of less than \$75,000 reported on the Free Application for Federal Student Aid (FAFSA) for the academic year during which the scholarship is requested (this limit also applies to the adjusted gross income reported for independent students)
- Be a U.S. citizen or eligible non-citizen
- Meet the definition of [Minnesota resident](#) used for state financial aid programs
- Complete the Free Application for Federal Student Aid.
- Attend an eligible public or private postsecondary institution in Minnesota.
- Apply for the scholarship no later than 30 days after the term starts
- Successfully complete the first term of college enrollment in order to receive the second \$600 installment of the Achieve Scholarship
- Complete one of the four sets of rigorous programs of study while in high school or in a home-school setting described below

How to Apply

1. Students must first graduate from high school
2. Complete the Free Application for Federal Student Aid (FAFSA)
3. Download and complete the [Achieve Scholarship application](#) found at www.getreadyforcollege.org
4. Submit the application to the Office of Higher Education along with an official high school transcript

Call the Office of Higher Education with questions at (651) 642-0567.

Minnesota GI Bill

The Minnesota GI Bill program is a new program in 2007 established to provide postsecondary educational assistance to eligible Minnesota veterans who served on or after September 11, 2001. Full-time undergraduate or graduate students may be eligible receive up to \$1,000 per semester and part-time students can receive up to \$500 per semester. Applications can be found at the Financial Aid Office or can be downloaded online from the college website. Before applying for the Minnesota GI Bill veterans and eligible service members must first apply for state and federal aid using the Free Application for Federal Student Aid.

Loan Programs

To be eligible for the following loan programs, borrowers must be U.S. citizens or permanent residents. Student loans are sources of financial aid that must be repaid at a future time. All types of loans are usually disbursed on a semester basis and require the student to be enrolled at least half-time (6 credits per semester) to be eligible. Repayment and deferment terms for student loans vary with the type of loan received. Information is available from the Financial Aid Office or from lenders.

Mesabi Range students receiving loans through the Federal Stafford Student Loan Program or SELF must complete loan entrance counseling before receiving the first loan disbursement. Loan payments are not released until loan entrance counseling attendance is documented. Exit counseling is required before withdrawing or graduation. Loan counseling requirements are school specific and must be met at each school attended.

Federal Perkins Loan (Perk): A Federal Perkins Loan is a low-interest loan to help pay for education after high school. Federal Perkins Loans are made through the Financial Aid Office - the school is the lender. Repayment begins 6 or 9 months after graduation or leaving school for any reason. Currently, the annual interest rate is at 5 percent, with a maximum of 10 years to repay.

Federal Family Education Loan Program (FFELP): The Federal Family Education Loan Program is a low interest loan program with both subsidized and unsubsidized loans. Included in FFELP are the Federal Subsidized Stafford Student Loan, Federal Unsubsidized Stafford Student Loan, and Federal Parent Loan for Undergraduate Students programs. The maximum interest rate is 8.25%. The

maximum interest rate is 9% for Federal Parent Loan for Undergraduate Students (PLUS). To be eligible, you must be enrolled for six or more credits per semester in a diploma, certificate, or degree program and complete the financial aid process.

Federal Subsidized Stafford Student Loan Program (STAF): The federal government pays the interest on the loan while you are in school, for six months after you leave school or drop below half-time enrollment and during periods of deferment. At the end of this six-month grace period, repayment of principal and interest begins. You must demonstrate financial need by submitting a FAFSA in order to receive the Federal Subsidized Stafford Loan. Federal Subsidized Stafford Loan eligibility is identified on your financial aid award letter under Fed Stafford Sub Loan.

Federal Unsubsidized Stafford Student Loan Program (UNSUB): Requires that the student pay the interest while in school or have the interest added to the principal of the loan and paid during the repayment period. During your grace period (the time before beginning repayment) and during periods of authorized deferment (postponement) and forbearance (authorized delay in loan principal payment), you may make monthly or quarterly interest payments to your lender. Students are required to file a FAFSA to demonstrate eligibility. Federal Unsubsidized Stafford Loan eligibility is identified on your financial aid award letter under Fed Stafford Unsub Loan.

Stafford Loan Deferments

A deferment is a period of time during which repayment requirements are temporarily suspended. Deferments are granted for specific time periods and only for conditions set forth under federal law. Deferment eligibility is based on the oldest outstanding Federal Stafford Loan. Deferments can only be granted if applied for, if the documentation necessary to prove eligibility is given to the lender or services, and if the eligibility is determined. Deferments are entitlements; this means if deferment eligibility is proven, the lender or service must grant it. The borrower remains responsible for any interest that accrues during an unsubsidized Stafford loan deferment. For loans taken after July 1, 1993, the following deferment options are available:

- In-School Deferment
- Education-Related Deferment
- Unemployment Deferment
- Economic Hardship Deferment

For loans taken out prior to July 1, 1993 contact the Financial Aid Office for deferment options.

Parent Loan Program (Plus Loan) Deferments

As with the Stafford Loan Program, PLUS loans may be eligible for deferment options. For PLUS loans made after July 1, 1993, the following deferment options are available:

- In-School Deferment
- Unemployment Deferment
- Economic Hardship Deferment

For loans taken out prior to July 1, 1993 contact the Financial Aid Office for deferment options. The borrower remains responsible for any interest that accrues during PLUS loan deferments.

Perkins Loan Deferments

Along with Federal Stafford Student Loan Program and the Federal PLUS Loan Program, the Federal Perkins Loan Program has deferment options. The current options are:

- In-School Deferment
- Graduate Fellowship Program Deferment
- Rehabilitation Training for disabled individuals
- Unemployment Deferment
- Economic Hardship Deferment

Perkins Loans also have certain service cancellation provisions. The provisions are for

- Teach in a school serving students from low-income families
- Special Education teacher including teachers for infants, toddlers, children, or youth with disabilities
- Teachers in the fields of mathematics, science, foreign languages or bilingual education or in any other field of expertise that is determined by a state education agency to have a shortage of qualified teachers in that state
- Nurse or medical technician providing health care services
- Employee of an eligible public or private nonprofit child or family service agency who is providing or supervising the provision of services to both high-risk children whom are from low-income communities and the families of such children
- Qualified profession provider of early intervention services in a public or other nonprofit program under public supervision.
- Staff member in the educational part of a preschool program carried under the Head Start Act
- Qualifying law enforcement or corrections officer
- Served a period of full-time active duty in the armed forces in

an area of hostilities or an area of imminent danger that qualified for special pay under Section 310 of Title 37 of the U.S. Code.

- Served as a Peace Corps of ACTION (under title I, Part A of the Domestic Volunteer Service Act of 1973) volunteer.

MN State Student Educational Loan Fund (SELF Loans)

There are not deferment categories in the SELF-loan Program. SELF-loans cannot be included in Federal consolidation programs. SELF-loans cannot be included in the U.S. military loan repayment program.

Unsubsidized Loans Policy

It is Mesabi Range Community and Technical College's (MRCTC) policy to keep students' loan burdens to a minimum in order to relieve them of high monthly repayment expenses upon completing their education. However, in some circumstances, students may need additional funds to continue their education. Contact the Financial Aid Office for additional information.

Maximums a Student May Receive Per Year in Federal Stafford Student Loans

The loan amounts given are the maximums that can be borrowed. However, you cannot borrow more than the cost of education, minus any other financial aid you receive.

	Subsidized and Unsubsidized Stafford Loans	
	Dependent Student	Independent Student
	<u>Annual</u>	<u>Annual</u>
	Total Amt	Total Amt
1st Yr	\$ 5,500	\$ 9,500
2nd Yr	\$ 6,500	\$10,500

Other Loan Programs

Student Educational Loan Fund (SELF): SELF is funded by the State of Minnesota for use by Minnesota residents or non-residents at Minnesota schools. A student may borrow up to \$ 7,500 per academic level through this variable interest rate loan, with a minimum loan of \$500. The student makes interest payments every three months while in school. After leaving school, the student makes monthly interest only payments for the first year and begins principal and interest payments the second year. An alternate repayment plan allows for payments of interest-only for two years, with principal and interest payments

beginning in the third year. Using this extension of interest- only payments does not extend the total repayment period. A student must be enrolled at least half-time in a certified diploma, certificate, or degree program, must have already applied for and exhausted other sources of financial aid, and have a credit-worthy co-signer.

Loan eligibility may be reduced if the student is receiving other financial aid. Applications are available at the Financial Aid Office. Students must complete the FAFSA and provide financial aid documents. There are no payment deferments offered on the SELF-loan.

PLUS: This federal program provides an opportunity for parents to borrow funds for their dependent student's educational cost. The interest rate is set annually and repayment begins 60 days after the final loan disbursement for the academic year. Loan amounts may not exceed educational costs minus any other financial aid received or estimated, and borrowers must be credit worthy. Please contact the Financial Aid Office if you are interested in applying for a PLUS loan.

Student Employment Options

College Work Study: Student employment is available through federal, state, and institutional funds. This program allows students to earn funds by working at part-time jobs on or off campus. Students receive a regular paycheck for the hours they work. Students may not earn more than the total amount listed in their work-study contract. This is a form of campus-based aid. It is awarded on a first-come, first-served basis. Students must demonstrate financial need by submitting a FAFSA.

Additional Resources

Rehabilitation Services (RS): Aid may be available for persons who are physically disabled or challenged in some other way. Funds may be obtained for books, supplies, tuition, and in some cases, maintenance costs. Contact the nearest Rehabilitation Services Branch (formerly known as Division of Rehabilitative Services) for further details.

Foundation Scholarships: The Mesabi Range College Foundation offers numerous scholarships. Over \$100,000 in scholarships were awarded during 2007-2008. Applications are available by contacting the Foundation office at 218-748-2433. Applications are usually available in October and are due in December. Scholarships are

awarded in the spring for the following fall semester.

Indian Scholarship Assistance Programs: Various scholarships, grants, and loans are available for Native American students. For the students who qualify, there are tribal grants, the Minnesota State Indian Scholarship Assistance Program, the Bois Forte Tribal Program, Fond du Lac Tribal Program, Red Lake Chippewa Tribal Scholarship Program, and the Indian Health Services Scholarship Program. To request more information or applications, contact the Financial Aid Office, or write to: Minnesota Indian Scholarship Program, Office of Indian Education, Dept. of Children, Families & Learning, 1500 Highway 36 West, Roseville, MN 55113-426 (1-800-657-3927).

Workforce Investment Act: The Office of Job Training gives people an opportunity to train for jobs by paying for classroom training in occupational programs designed to provide individuals with technical skills to perform a specific job. The funds, provided through the Work Force Center, help pay for tuition. To apply, you must complete a WIA application and classroom training form which may be obtained from the Work Force Center, 820 North 9th Street, Olcott Plaza, Virginia, MN 55792 or by calling (218) 742-9187. A Work Force Center specialist is also located on the Eveleth campus.

Social Security Student Benefits: For further information, contact the nearest Social Security Office.

Veterans' Affairs: Benefits are available for eligible veterans. Contact your veterans' administration representative for further information.

Helpful Hints

- REMEMBER TO INCLUDE YOUR SOCIAL SECURITY OR STUDENT ID NUMBER ON ALL CORRESPONDENCE.
- Keep photocopies of all financial aid documents and correspondence you submit.
- Promptly read all financial aid correspondence sent to you and respond immediately.
- Keep your local address current.
- **NOTE: Financial aid received from Mesabi Range is non-transferable.**

Financial Aid Resources

Federal Student Aid Information Center

PO Box 84
 Washington DC 20044
 For program information and questions call 1-800-433-3243
 TTY 1-800-730-8913

SELF Loans

For questions regarding SELF Loan processing by the State of Minnesota, call 1-800-657-3866, Twin Cities Metro 642-0567

Internal Revenue Service (IRS)

To request a copy of a tax return (allow 15 days for delivery) call 1-800-TAX-1040

Mesabi Range Financial Aid Office:

1-800-657-3860
 218-744-7496 Eveleth
 218-742-3432 Virginia

Tuition and Fees

In accordance with Minnesota Statute 124.565, Subdivision 3, any person meeting Minnesota residency requirements will be assessed in-state tuition rates while persons not meeting Minnesota residency requirements will be assessed non-resident rates.

At the time of printing, the estimated per credit tuition and fee costs are:

	<u>Resident</u>	<u>Non-Resident/Non-Reciprocity/MSEP</u>
Tuition	\$ 135.53	\$ 169.41
Technology Fee	\$ 10.00	\$ 10.00
Student Life	\$ 6.50	\$ 6.50
Parking Access Fee	\$ 2.00	\$ 2.00
MNSCU Student Assn Fee	\$.31	\$.31
Total (per credit)	\$154.34	\$188.22

Online Course: additional tuition rate of \$25.00 per credit. Graphic Arts, IMT, Paramedic, LPN and Welding Programs have additional supply and fee costs. Intro to Nursing, Freshman Year Experience and College Survival Courses also have additional supply and fee costs.

Students participating in North Dakota and Manitoba reciprocity agreements will be charged Minnesota resident tuition and fee rates. Reciprocity rates for Wisconsin and South Dakota participants had not been determined at the time of printing. Estimated rental expense averages \$3,500 per year (as per current campus housing single room rates).

Study Abroad

Students enrolled in courses that include study abroad are eligible for financial aid. The student is still considered to be a student at Mesabi Range Community & Technical College while concurrently taking courses abroad. The student must complete a concurrent enrollment form from the Financial Aid Office.

Tuition and Fees Payment Policy

Registration is complete only after a student has paid tuition and fees in full. Payment of tuition and fees must be made on or before the first (1st) day of the semester.

REGISTRATION CANCELLATION FOR NON-PAYMENT

Minnesota State Colleges & Universities policy requires that students who are unable to make full payment for the current term by the first (1st) day must meet one of the following criteria or they will be dropped from all classes:

- A minimum of 15% or \$300 down payment and enrollment in an approved payment plan with FACTS
- A completed and filed Financial Aid Application (FAFSA)
- An approved voucher by a 3rd party (Workforce Center, scholarships, tribal funding, etc.)

Please contact the college business office if you have any questions regarding this policy. On campus payment plans will no longer be available. Students who are removed from on-campus housing due to conduct violations will be responsible for payment of rental fees through the term of the contract. Students who are suspended or expelled will be held responsible for the tuition and fees for the semester in which the disciplinary action was taken.

Tuition and Fee Payment Procedures

- Payments can be made on-line at the Mesabi Range website, www.mr.mnscu.edu. Visa and MasterCard are accepted. There is also a link to the FACTS payment plan on this website.
- Checks should be made payable to Mesabi Range Community & Technical College.

Tuition Waivers Policy

A full refund of tuition and fees may be made in the case of significant personal circumstances, death or serious injury/illness requiring

extensive hospital and/or convalescent care, and military duty which prohibits return to class within the calendar semester. Students must complete a petition to request a tuition waiver and will be required to provide medical or other official documentation. If a student's course schedule is reduced at the convenience of the college, such as in the case of cancellation for insufficient enrollment, tuition and fees will be adjusted without penalty.

Financial Aid Disbursement Policy

Financial aid will be disbursed on the 10th day of the semester.

Refunds Policy

Refunds for Dropped Classes: Students may drop classes with no obligation for tuition and fees through the fifth day of the semester. Students are obligated for payment for any classes dropped after the five-day drop/add period. Students who have received financial aid after the drop/add period will be obligated to repay a pro-rated portion of their aid. For courses which begin on an irregular start date, students may drop classes with no obligation for tuition and fees prior to the second-class session or within two days after the first class session, whichever comes first. Financial aid for all registered credits will be disbursed at the regularly scheduled disbursement date (eighth day of the semester). Students who drop "irregular start date" courses for which they received financial aid will be required to repay in accord with federal and state repayment policies. If a fee for a dropped class is for the recovery of costs already incurred by the College, refund of such fees is at the discretion of the Provost or designee.

Refunds for Partial Withdrawals: Refunds are not given to students who withdraw from a portion of their total credit load after the drop/add period.

Refunds for Total Withdrawals: Refunds for official total withdrawal from the College will be issued in accordance with the following schedule:

Regular Academic Year:	
Withdrawal Period	Refund %
1st through 5th class day of term	100
6th through 10th class day of the term	75
11th through 15th class day of the term	50
16th through 20th class day of the term	25
after 20th class day	0

Summer Session:

Withdrawal Period	Refund %
1st through 5th class day of the term	100
6th through 10th class day of the term	50
after the 10th class day of the term	0

Federal Refund Policy (Title IV Funds 34 CFR 668.22)

The Return of Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. The withdrawal process is defined as occurring when a student notifies in written or oral form, the school of his or her intent to withdraw. Whether or not notification is given or whether or not the student begins the withdrawal process, the school will determine the date of withdrawal as the date the student ceased attendance. The Return of Title IV formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance and the amount of Title IV funds a student must return.

The amount of Title IV funds earned by a student is based on the amount of time spent in attendance by the student for that term. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student attends school through 60% of the term. If a student ceases to attend school after 60% of the term, the student earns 100% of the Title IV funds. If the amount of Title IV grant or loan funds disbursed is greater than the amount a student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received but otherwise eligible.

Refund/Repayment of Federal (Title IV) Funds

If a student who has received Federal Grant or Loan funds withdraws from the college, the Financial Aid Office is required to calculate the amount that the student may have to repay the Federal Government. The calculation is for the amount that the student earned and the amount of unearned funds that have to be returned to the appropriate Title IV program. This calculation will be made notwithstanding current MnSCU refund policies.

If the student does a total withdrawal prior to completing the 60% point of the term, a pro rata refund of Federal funds will be used. The student can

estimate the amount of refund due the Federal Government by dividing the number of days in the term, by the date the student withdraws. This will then give the student an idea of the amount of unearned funds that will need to be returned to the Federal Government. The refund of Federal Funds will be in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Perkins Loans
4. Federal PLUS Loans
5. Federal Pell grants for which a return of funds is required
6. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
7. Other assistance under Title IV for which a return of funds is required

Students who withdraw after the 60% point of the term will not have to repay any Federal Funds. Students who withdraw must contact an advisor in the Student Services Office to initiate an official withdrawal form.

Students who do not officially withdraw will have their withdrawal date calculated at the 50% point, if the last date of attendance can not be determined. Students who do not officially withdraw can therefore anticipate that at least 50% of all Federal Funds received were unearned and therefore must be repaid.

In all instances regarding the refund of Federal funds, the college will bill the student for the amount that has been returned to the Federal program or programs.

If the student owes a repayment of a Pell Grant because of a total withdrawal from college and fails to establish a repayment schedule with the Business Office within forty-five (45) days, the National Student Loan Database System (NSLDS) will be notified that the student is in an over-payment status. The student will not be eligible for any future Title IV Federal Student Aid until the entire over-payment status has been fully repaid.

Refund/Repayment of Non-Federal Funds

Refunds for state aid programs and non-state aid programs are calculated on a proportional basis using the state mandated or institutional refund policy. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other aid programs (with the

exception of the State Work Study Program), the MNHESO Refund Calculation Worksheet. Appendix 14 of the Minnesota State Grant Manual is used.

Withholding Diplomas and Transcripts

Mesabi Range Community and Technical College may withhold diplomas and transcripts of students who owe money to the College until the debt has been paid, unless certain circumstances apply.

Miscellaneous College Costs

Senior Citizens: Senior Citizens who are 62 years of age or older may be enrolled, upon payment of \$35.81 per semester credit plus any course or special fees, in credit courses on a space-available basis after all students who pay regular tuition and fees have been accommodated. Senior citizens are not eligible for a reduction in non-credit classes.

Check Cashing: Students' checks will be accepted for payment of goods or services. \$25.00 will be charged for any check returned to the College because of insufficient funds or any other reason.

RIGHTS AND RESPONSIBILITIES

Academic Integrity Policy

Past, present, and prospective students have a right to expect that the College will not condone any action that compromises, undermines, or invalidates the credibility of their academic achievements. Academic dishonesty is defined as any instance in which a student behaves in a manner that adversely affects the integrity of the academic process. Students who consciously choose to violate the standards of academic honesty to benefit themselves and/or others marginalize and devalue the honest efforts of all other students who are products of this institution. Intentional acts of academic dishonesty also damage the reputation of the college, the community, the instructors, and fellow students. Examples of such behavior include, but are not limited to, the following:

Cheating: the use, or attempted use of unauthorized materials, information, or study aids; unauthorized copying or collaboration

Plagiarizing: the use of another's words, ideas, or product without appropriate acknowledgement.

Falsifying academic information: the intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data

Collusion: to assist another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, to take a test or do an assignment for someone else.

Other Academic Misconduct: to intentionally violate MRCTC college policies, such as tampering with grades; sabotaging another student's work, etc.

Policy: It is the policy of Mesabi Range Community & Technical College to resolutely uphold the integrity of its academic programs by actively promoting ethical behavior while sanctioning unethical conduct.

Process:

1. When a faculty member suspects a violation of academic integrity he or she will typically talk with the student and consider an appropriate sanction. The faculty member will record the incident by filling out an Academic Dishonesty Report form, which includes the imposed action and possible recommendations for further action (s). Copies will go to the student and the Dean of Students.
2. The Dean of Students will review this form to decide if additional disciplinary sanctions may be warranted depending on the severity of the violation(s) or where repeat violations of the Student Code of Conduct have occurred. If the Dean of Students determines that additional sanctions are warranted, the student will be notified in writing of the proposed actions(s). Sanctions may include loss of privileges, suspension from MRCTC for a specified period of time or expulsion from the College.
3. The student has the right to appeal the additional sanctions. If the student wishes to appeal, he/she must give written notification to the Dean of Students within five (5) days of receipt of the Academic Dishonesty Report form from the Dean's office. If the student does not file any appeal within five days, any further right to appeal this decision shall be waived.
4. The Dean of Students or designee shall schedule a hearing, no later than 5 days from filing of appeal, with the student who may request the student senate president or designee by present.
5. The Dean of Students will notify the student and the instructor in writing (within 5 day of the hearing) of the final decision.

Academic Forgiveness Policy

Mesabi Range Community and Technical College's Academic Forgiveness Policy is intended to give the undergraduate student, who has been away from MRCTC at least 5 years, an opportunity to establish a new GPA. For more information regarding this policy, please refer to college catalog.

AIDS Policy

Mesabi Range Community and Technical College recognizes that the epidemic of AIDS has the potential to interfere with the educational process for those infected with the HIV virus, and for those who lack knowledge regarding the disease and communicability of the disease. While it is recognized that there is no evidence that the virus is transmitted in casual contact settings such as schools, there are students in given programs at high risk due to exposure to body fluids.

Therefore, the role of the educational system is to respect the rights of individuals with HIV infection regarding education, privacy and freedom from discrimination; to respect the rights of those in the system to be educated in a safe environment; and to educate administrators, staff and students about preventing the risk of HIV transmission.

Access Easily accessible student services will be provided so that staff and students can receive specific information, counseling and assistance in locating and using health care and social services. Initial contact may be made to the appropriate college personnel. Any adjunct support services needed will be mobilized at the request of the individual.

Disability Each student who has a disabling condition as a result of AIDS virus infection will have an individualized plan for education and career/personal development to reduce barriers to learning and to maximize the health of the student.

Discrimination The exclusion of people with AIDS for any reason constitutes discrimination. Therefore, the College will not consider the existence of any form of the HIV infection in the initial admissions decision.

Safety Precautions The environmental precautions for handling all body fluids according to the Center of Disease control (CDC) will be adopted. AIDS includes a diagnosis of end-stage disease AIDS and symptomatic or asymptomatic conditions in the spectrum of HIV infection.

Data Privacy/Confidentiality The privacy rights of staff and students will be protected. No person, group, agency, insurer, employer or institution will be provided any medical information of any kind without the prior written consent of the person with AIDS. Unless there is risk to other students or staff in the educational setting, the knowledge that staff or student members have a chronic infectious disease, such as being infected with the AIDS virus, will be confined to those persons with written permission as stated above.

Screening/Testing

AIDS Virus: Mandatory screening for the presence of the AIDS virus as a condition of employment or enrollment is not warranted. The College, however, strongly encourages voluntary HIV antibody screening for students specific to, but not limited to, health programs.

A list of counseling and testing sites will be available from the college counselors and advisors. Information regarding test results may not be made available to anyone without the written specific consent of the individual.

Enrollment and Attendance: Any student who is infected with the AIDS virus will continue their education assignments unless their health status deteriorates sufficiently to interfere with performance. Determinations for special precautions and need will be made on a case-by-case basis. The principles cited in the CDC Workplace Guidelines (1989) and CDC Foster Care and Education Guidelines (1985) will be followed.

Campus Closings and Emergency Procedures

Purpose: In accordance with MnSCU Policy 4.4 Weather/Emergency Closings (see attached), the following procedure is followed when it becomes necessary to close the College or cancel academic or non-academic activities, or delay the opening of the College due to inclement weather or other emergency conditions. The procedures will also describe working conditions and the compensation status of employees during the time the College is closed.

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

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

Cancellation of Classes and/or Activities – Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes, in the absence of officially closing the entire College. Cancellation of non-academic activities refers to cancellation of an event such as athletic events, theatrical productions, concerts, or workshops.

Authority: In accordance with MnSCU Policy 4.4, the authority to close the College campus, cancel classes or other activities when a weather or other emergency exists resides with the College Provost or Provost's designee. However, the Governor's orders in a particular situation

supersede the authority of the College Provost.

Procedure and Notification: Closing or Delayed Opening - The decision to close or delay opening of the College due to weather or other emergency is made by the Provost or the Provost's designees. The following positions are designated as essential for purposes of closing due to inclement weather or other emergencies:

- Switchboard Operator
- Physical Plant Supervisor
- General Repair Worker
- General Maintenance Worker
- Residence Hall Manager
- Assistants to Residence Hall Manager

Notification of employees on duty and/or students that are on campus at the time the emergency closing is determined: the Provost shall inform employees of the emergency at the time of closing. Students will be notified through appropriate student services and academic offices. There will be an announcement at www.mesabirange.edu. Human Resource personnel and the Dean of Students shall be responsible for notifying employees not on duty or students not on campus. Both employees and students will be notified through announcements on the following radio stations: WEVE, USA, WELY, WTBX, WMFG and the website www.mesabirange.edu.

Determination of closing or delayed opening shall be made by 6:15 a.m. for day classes and 4:00 p.m. for evening classes by the Provost, who will be responsible for contacting news media (WEVE, USA, WELY, WTBX, and WMFG), and television stations WDIO, KBJR, and KDLH regarding closing and/or delayed opening information.

SPECIAL NEEDS - Mesabi Range Community & Technical College recognizes the special needs of deaf/ hard of hearing individuals during the notification process of all employees and students due to closing or cancellation. It is the intent of MRCTC to establish an individualized method of notification for each deaf/ hard of hearing individual, employee, and student. In case of an emergency all employees who are deaf or hard of hearing will receive notification, if at work, by the supervisor or designated backup staff. Employees who are deaf or hard of hearing may arrange for notification at home from their supervisor or designee. If an emergency that affects the employee is called, the supervisor or designee may use the Minnesota Relay Service (1-800-627-3529) to contact the

employee using the TTY.

The following procedures will be taken to help insure the safe evacuation of employees and students in weather or other emergency with the potential of injury or loss of life.

Cancellation of Classes and/or Activities – The decision to cancel one, several or all classes (on and off campus) in the absence of closing the College, will be made by the Provost. Special attention will be given to night classes, many of whose students must travel considerable distance. Weather conditions shall be given considerable weight.

Emergency and Building Evacuation Procedures

The College has developed building evacuation procedures for use in the event of an emergency to ensure the safe exit of all individuals. In addition, the College develops individual plans to ensure the safe evacuation for individuals with disabilities. If you have a disability that would be problematic in an evacuation, please contact the College Administration for accommodation in evacuations at the beginning of the semester. If you live in a Residence Hall please contact the Director of Residence Life.

Emergency Response Procedures

Accident or Illness

1. Call **9-1-1**
2. Give the following information:
 - Your name
 - Location of situation
 - Any details available regarding accident or illness
3. Do not move sick or injured person(s).
4. Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
5. Stay with the victim and reassure him/her that help is on the way.
6. MRCTC Emergency Response Team Leader will respond and coordinate the necessary emergency response

Severe Weather/ Tornado

When severe weather/ tornado is coming, you have only a short amount of time is available to make life-or-death decisions. Advance planning and a quick response are the keys to surviving a severe weather/ tornado.

Tornado Watch

When a **tornado watch** is announced, this means that tornadoes are

expected in, or near, the area. Keep the radio or television set turned to a local station (tune to WEVE, USA, WELY, WTBX, and WMFG) for information and advice from your local government and the weather service.

Tornado Warning

When a **tornado warning** is issued, it means that a tornado has actually been sighted, or has been indicated by radar, and this or other tornadoes may strike in the vicinity. Public warning will come over the radio (tune to WEVE, USA, WELY, WTBX, and WMFG).

In the event of severe weather/ tornado, the fire alarm will sound off and on several times.

DO NOT leave the building. Move away from the perimeter and exterior of the building and go quickly to **the lowest level** using EMERGENCY EXIT stairwells ONLY.

- MOVE TO LOWEST LEVEL**
- Go to an inner hallway or a smaller **inner room** without windows, such as a bathroom or closet.
- Vacate any exterior rooms and close the doors to those rooms.
- If there is enough time go to designated tornado **safety zone**.
- Get away from windows.
- Take shelter under stairwells and tables, if possible.
- Avoid places with wide-span roofs such as auditoriums, cafeterias or large hallways.
- Go to the center of the room. Stay away from corners because they tend to attract debris.
- Sit down
- Cover your head.
- Make every effort to remain calm and encourage those around you to do likewise.
- If you have a mobility impairment and you have not pre-arranged an evacuation plan go to a room (closet or bathroom) on an interior wall with out windows and cover your head. Try to let someone know where you will be.

FIRE DRILLS

Minnesota State Law requires a number of fire drills periodically, and these drills need your most serious cooperation and consideration. Fire

drills will be conducted periodically in all Campus buildings. Notices will be posted. If a fire alarm sounds, all residents must leave the building via the nearest exit. A student not complying with the evacuation procedure is subject to disciplinary sanctions.

IN A FIRE EMERGENCY

Familiarize yourself with your evacuation route. Maps of each floor's exits are provided. Please familiarize yourself with the location of all emergency and regular exits. If you have a mobility disability you need to pre-arrange an individual evacuation plan.

FIRE

- If fire/ smoke is seen: **Pull the fire alarm.**
- Never risk your personal safety.**
- Immediately** evacuate via the nearest exit
- If there is time, contact the Crisis Intervention Team Leader **780-0446**
- DO NOT USE ELEVATORS**
- Remain calm and act quickly.
- Report any individual with a disability person who was unable to exit to a member of Emergency Response Team
- If you have a mobility impairment and you have not pre-arranged an evacuation plan, please wait at the top of the stairs of the closest exit in the space that does not block the stairs.
- Move a safe distance away from the building and out of the way of fire department personnel.
- Remain outside until you are told to return by the staff.

REMEMBER

- ✓ **STOP**
- ✓ **DROP**
- ✓ **ROLL**

PRECAUTIONS

1. The glass fire extinguisher boxes are made to shatter completely, and serious lacerations can result. If these boxes have to be used in an emergency, make sure you are protected from the glass before you break it.
2. If you think there is a fire in the hallway, feel the door before you open it.

3. If the door does not feel hot, open it slightly, holding your head away and brace the door with your foot.
4. Put your hand across the opening to test the heat of the air.
5. If the door is hot and the hallway unsafe, plug any opening or cracks through which smoke may enter using wet towels, sheets, blankets, etc. Close your room door and windows.
6. Wear protective clothing such as a coat and shoes. If in Residence Hall carry a damp towel for use in hallways.
7. Walk in an orderly manner to the nearest exit.
8. If caught in heavy smoke, take short breaths. Breathe through your nose, stay low, and crawl if necessary. There will be less smoke near the floor.
9. If smoke does enter the room you are in, open the window for ventilation; break the window if you have to.
10. Do not jump.
11. Make your presence known.
12. Wait for rescue.

VIOLATION OF FIRE SAFETY RULES PUTS OTHERS' LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO MINNESOTA STATE LAWS.

BOMB Threat

- If a member of the College Community receives a bomb threat, the person taking the call should take it seriously.
- **If there is time, call MRCTC /Crisis Intervention Team Leader @780-0446**
- Evacuation Team Leader on Duty will respond and coordinate the necessary emergency response and will notify the appropriate administrator.

If you see a suspicious package;

1. DO NOT MOVE OR TOUCH anything suspicious.

2. Be careful to notice any unusual package - DO NOT OPEN the following:
 - Packages with wires, foils, oily stains
 - Cut and paste labels
 - Makes a sloshing noise
 - Resistance when beginning to open
 - Has a strange odor
 - Unusual shapes or bulges in combination with the above.
3. **Call Emergency Response Team Leader @ 780-0446**
4. Give the following information:
 - Your name.
 - Location of situation.
5. Emergency Response Team Leader will respond and coordinate the necessary emergency response and will notify the appropriate administrator.
6. **Evacuate.**

POWER FAILURE / THIS IS WHAT YOU SHOULD DO:

1. Remain calm- stay where you are.
2. Await instructions from Security and/or Maintenance personnel.
3. If instructed to evacuate, use designated emergency exits ONLY.

Code of Conduct

Purpose and Basis of Authority: The Mesabi Range Community and Technical College Student Code of Conduct serves two purposes: the first purpose is to serve as a guide for student behavior; the second purpose is to outline the procedures to be followed, both by students and college officials, should violations of the Code occur. It is expected that all students will read this code and will be responsible for knowing and abiding by its content.

In the eyes of the College, two authorities guide a student's conduct while on campus or while participating in off-campus, college-sponsored activities. First, as a citizen of the larger community, each student is expected to abide by the rules, regulations, and policies of the College as well as local, state, and federal laws. Secondly, students are expected to follow the MnSCU policy and procedures. Copies of the policy manual containing all of the policies, which govern the MnSCU System, are available in the Mesabi Range Community and

Technical College Libraries and in the Administration Offices.

Philosophy: As an institution dedicated to teaching and learning, the Mesabi Range Community and Technical College has a vested interest in maintaining an environment in which students are free to pursue their academic interests and responsibilities. Conduct that unreasonably restricts such freedom and interferes with the College's mission of promoting student learning is subject to regulation and/or sanction by the College. The creation of such an environment is premised on the assumption that students have both rights and responsibilities. Therefore, a major function of the College is to guarantee student rights, yet to demand student responsibility.

Student Rights: The rights of students of the Mesabi Range Community and Technical College derive both from their status as students and from their status as citizens of the state and nation. These rights include, but are not limited to, the following:

1. Students have the right to freedom from discrimination or harassment on the basis of race, ethnicity, gender, sexual orientation, religion, creed, political beliefs, national origin, or disability.
2. Students have the right to be safe and free from all physical violence.
3. Students have the right to expect that their personal property will be safe from theft, damage, and destruction.
4. Students have the right to accurate and timely information regarding academic issues, such as course requirements and expectations, and graduation requirements.
5. Students have the right to expect that all of their records will be maintained in accordance with the Family Educational Rights and Privacy Act of 1974.
6. Students have the right to fair and impartial treatment and due process in the investigation of any alleged violation.
7. Students have the right to expect fair, consistent, and appropriate discipline, in line with the disciplinary policies authorized by the MnSCU Board, if they are found guilty of violating a rule or regulation.
8. Students have the right to grieve actions and policies which they consider unfair and inconsistent.
9. Students have the right to freely engage in inquiry and discussion - the cornerstone of education in Mesabi Range Community and Technical College. Therefore, in accordance with the guarantees of federal and state constitutions, students have the right to speak,

write, and discuss freely all ideas relevant to their educational development.

Student Responsibilities/Conduct Violations:

Students are responsible to know of and abide by all the rules and regulations of Mesabi Range Community and Technical College. Many of these rules and regulations are simple extensions of those existing in the larger community, and some are unique to the College setting. These rules and regulations apply to both campus and off-campus college-sponsored activities. Violations of these rules and regulations will result in disciplinary action. Violations will include, but not be limited to, the following:

1. Academic dishonesty including, but not limited to, cheating, plagiarism, misrepresentation of student status, resume falsification, and unacknowledged use of materials prepared by another person or agency engaged in selling or otherwise providing term papers or other academic materials. Plagiarism includes, but is not limited to, the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgment.
2. Intentionally or recklessly interfering with normal college or college-sponsored activities including, but not limited to, teaching, research, college, administration, fire, police or other emergency services, ceremonial events, scheduled interviews, extra curricular activities or other functions on college premises or officially arranged college activities off campus.
3. Intentionally, recklessly or negligently causing physical harm to any person. This includes engaging in any form of fighting.
4. Physically detaining or restraining any other persons or removing such persons from any place where they are authorized to remain.
5. Intentionally, recklessly, or negligently placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment (including repeated phone calls), sexual harassment, hazing, intimidation, threats or other conduct which threatens or endangers that person's emotional, mental or physical well-being.
6. Criminal sexual behavior including, but not limited to, the implied use or threatened use of force to engage in any sexual activity against a person's will and/or engaging in such behavior with a person who is unconscious, substantially mentally impaired (including intoxicated); intentionally touching another person's genitals, buttocks, or breasts without the person's consent; indecent

exposure; voyeurism.

7. Use or possession of weapons, unless expressly authorized by the College. "Weapon" is broadly defined to include, but is not limited to, all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy clubs, and fireworks. (See Possession of Carry Arms Policy)
8. Intentionally or recklessly activating a fire alarm without cause; damaging fire safety equipment or initiating a false report; warning or threat of fire, explosion or other emergency.
9. The use, possession, distribution, or being in the presence of any controlled substance or drugs and/or drug paraphernalia.
10. Use, possession, distribution, or being in the presence of alcohol except as expressly permitted by college policy.
11. Reporting to campus or a campus sponsored activity while under the influence of a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.
12. Use of any tobacco product in college buildings or classrooms including a lighted cigarette, cigar, or pipe, the use of any smoking material, or smokeless tobacco.
13. Knowingly furnishing false information to college personnel; or the knowledgeable passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the college.
14. Forgery, unauthorized alteration or unauthorized use of any college document or instrument of identification.
15. Theft, attempted theft, unauthorized borrowing or use of any college property or service wherever located, or the theft, attempted theft, or unauthorized borrowing or use of public or private property.
16. Possessing, making, or causing to be made any key to operate locks or locking mechanisms without proper authorization including using or giving to another a key for which there has been no proper authorization.
17. Unauthorized presence in, or use of college premises, facilities or property including, but not limited to, unauthorized presence in another student's residence hall room or any college building.
18. Refusing to depart from any property or facilities of the college upon direction by college officials or other persons authorized within the regulations of the college.
19. Rollerblading, rollerskating and skateboarding in all college buildings including the residence halls.
20. Unauthorized or fraudulent use of the college facilities, telephone

system, mail system or computer system or use of any of the above for any illegal act or any act prohibited by the Code of Conduct.

21. Deliberate destruction of, damage to, malicious use of, or abuse of any college property, wherever located, or the deliberate destruction, damage to or malicious use of public or private property.
22. Failure to comply with the directions of college officials including, but not limited to, residence hall staff, faculty or administrators acting in the performance of their duties; failure to present identification upon request of college personnel in the performance of their duties.
23. Gambling for money or other things of value on campus or at college-sponsored activities except as permitted by law.
24. Falsely claiming to represent the college or a student organization of the college.
25. Actions, which unreasonably interfere, obstruct or prevent the regular and essential operations of the college or infringe upon the rights of others to freely participate in its programs and services. This may include, but is not limited to, intentionally and substantially interfering with the freedom of expression of others; participating in a campus demonstration which disrupts the normal operations of the college, intentionally obstructing or interfering with the freedom of pedestrian or vehicular movement on campus.
26. Violation of published college policies, rules or regulations including, but not limited to, smoking, solicitation, distribution of literature, sexual harassment, residence hall agreement, and amplification and loud speaker use.
27. Parties and/or large gatherings, which disturb the peace of campus residences or off-campus neighborhoods.
28. Apparent or alleged violation of local ordinances, federal or state laws where said violation poses a substantial threat to the safety and/or welfare of campus community members.
29. Attempts and complicity: attempts to commit acts prohibited by this code, or encouraging others to commit acts prohibited by this code will be punished to the same extent as if one had committed the prohibited act.
30. Interfering with the judicial procedures or outcomes including, but not limited to, falsification, distortion or misrepresentation of information before a hearing officer or judicial panel; knowingly initiating a complaint without cause; or failure to comply with the sanctions(s) imposed by either a hearing officer or administration.
31. Hazing, "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 group, organization, or athletic team." Disciplinary action can be taken against both individuals and organizations for hazing violations, whether occurring on or off campus. Officers will serve as the representatives of the organization during any hearing.

32. Failure to comply with good sportsman like behavior at activities or sporting events. (see below)

Athletic Events & Activities

Minnesota Community College's Expectations

Minnesota Community College Athletic Association believes that interscholastic athletic programs at our colleges have as their primary purpose the development and training of the participants, as well as the spectators and followers, for more successful lives.

Winning may be a goal in any program, but as a training experience for successful lives in our society, we believe that the development of such qualities as good sportsmanship, fair play, honesty, good character, the ability to accept loss as well as victory, along with the development of athletic skills, are all of high value in any excellent, amateur, educational athletic program. Our coaches, administrators, faculty and staff at Mesabi Range Community & Technical College recognize the importance of instilling such values in their students and fans at our college events. We solicit your support in our efforts, and we solicit your full cooperation and compliance with rules of good conduct and sportsmanship at our college events.

In an effort to emphasize the value of good sportsmanship and behavior at our activities, it should be known that violations of accepted rules of good conduct, or the committing of any of the following acts shall be considered as adequate grounds for dismissal or removal from the premises of our events:

1. Possession or use of alcoholic beverages at our events.
2. Misbehavior resulting from intoxication.
3. The use of abusive language toward officials, coaches, players or fan.
4. The throwing of objects onto the playing surface or into the stands.
5. Starting or inciting fights or striking players, coaches, officials or fans.

6. Other behavior, which prevents other fans from enjoying the event.

The following rules are also in effect:

1. Mechanical noisemakers, stadium or bull horns, drums or musical instruments may be used, but never during the shooting of basketball free throws. Whistles may never be used.
2. Video cameras may be used by fans or school representative only during games in which their own teams are playing.
3. Rolls of toilet paper may not be brought into the contest.
4. Standing in the aisles or along the games sidelines or end lines is not permitted.

College Sanctions for Conduct Violations: A Student Conduct Officer or Judicial Panel may impose any of the following possible sanctions as warranted by the facts, evidence and type and severity of the offenses. Previous incidents of misconduct by the accused student may also be considered in arriving at the applicable sanction(s).

1. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
2. 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 be violating any institutional regulation(s) during the probationary period.
3. Loss of Privileges: Denial of specified privileges for a designated period of time.
4. Fines: A monetary sanction may be imposed.
5. Restitution: Compensation for loss, damage or injury. Monetary payment, material replacement, or appropriate service is required to the college or other persons, groups or organizations for damages incurred.
6. Discretionary Sanctions: Work assignments, service to the college, counseling or referral to community agencies or other related discretionary assignments (such assignments must have the prior approval of the conduct officer). Failure to participate as directed by result in the imposition of additional sanctions.
7. Residence Hall Suspension: Separation of the student from the residence hall for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.

8. Residence Hall Expulsion: Permanent separation of the student from the residence hall.
9. College Suspension: Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
10. College Expulsion: Permanent separation of the student from the college.
11. Confiscation: Confiscation of property or goods used or possessed in violation of college rules and may not be subject to return to the student.

More than one of the sanctions listed above may be imposed for any single violation. Other than college suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. The following sanctions may be imposed upon groups or organizations:

1. Those sanctions listed above, 1 – 11.
2. Deactivation: Loss of all privileges, including college recognition, for a specified period of time.

In each case in which a conduct officer or adjudication panel determines that a student has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the conduct officer. Following the determination and imposition of sanctions, the conduct officer or Judicial Panel shall advise the accused in writing of the determination and of the sanction(s) imposed, if any.

Judicial Process: Allegations of discrimination, protected class harassment (including sexual harassment), or sexual violence shall be adjudicated under separate procedures in accordance with the college's policies on these issues, but violators may be subject to the sanctions described in this Student Code of Conduct.

Allegations of academic dishonesty are adjudicated under separate procedures in accordance with the College's policies on these issues, but violators may be subject to the sanctions described in this Student Code of Conduct.

Student Rights and Due Process: Disciplinary action against individual students or groups of students must be administered in the context of a unified and coordinated set of campus regulations and processes to ensure fair, equitable and legal outcomes. Each person involved in the administration of the Student Code of Conduct of Mesabi Range Community and Technical College will set as a goal the

fair, objective and humane approach in all conduct cases. Consistent treatment in disciplinary action is another goal. Each case, however, must be recognized as a highly individual matter, and consistency for the sake of consistency should not be the dominant concern. Those involved in administering the Student Code of Conduct should be aware that their efforts are primarily directed toward:

1. Protecting the integrity and order of the institution, and the morale and reputation of faculty, students and staff.
2. Educating the student involved with the conduct process so that he/she may learn to discipline himself/herself and accept responsibilities of membership in the College community.
3. Helping the student gain insight into the reasons and consequences of his/her behavior so that he/she may cope with future difficult situations more successfully.

The administration of the Student Code of Conduct should also guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the alleged offense and the potential sanctions, which may be applied. Sanctions shall be commensurate with the seriousness of the offense and may include suspension/expulsion from the residence hall and/or the College community. Repeated violations justify increasingly severe sanctions. In all cases, procedural fair play requires that a student charged with misconduct be informed of the nature of the charges, given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. Therefore, persons making charges are required to provide pertinent information in writing and, if necessary, appear at a hearing.

Student Conduct Procedures 3.6.1 (June 2007)

Investigation and informal process.

Any member of the college community may file a written complaint alleging that a student or organization has violated student conduct proscriptions. Persons filing complaints shall be informed of their rights under the Minnesota Statute 13.04, subdivision 2. Following the filing of a complaint against a student, the Conduct Officer (Dean of Students) or Designee shall conduct an investigation of the allegations.

1. If the complaint seems unwarranted, the Conduct Dean of Students may discontinue proceedings.

2. If there is sufficient evidence to support the complaint, the Dean of Students shall offer the accused student an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student shall be given 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 meeting the Dean of Students shall review the complaint and the evidence with the student and allow the student to present a defense against the complaint. Within a reasonable time period following the meeting, the Dean of Students shall inform the accused student in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing.

3. A student who is subject to a sanction of expulsion or suspension, (except summary suspension), for more than nine days may agree to accept the sanction, or may request a formal hearing prior to implementation of the sanction. Other sanctions shall be accepted or may be appealed to the Dean of Students.

4. 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.

Formal Hearing and Due Process:

(for suspensions exceeding 9 days or expulsions)

- A. Students referred for the formal adjudication process shall be given adequate advance notice in writing of the time, place, and date of the meeting. A student's failure to appear at the meeting shall not prevent the meeting from proceeding as scheduled. In all cases, the evidence in support of the charges shall be presented and considered.
- B. Within a reasonable time prior to the meeting, the student must be informed in writing of:
 - 3. the charges,
 - 4. the evidence to be presented against him/her,
 - 5. and the nature of their testimony.
- C. Proceedings shall be conducted by the Judicial Panel according to the following guidelines:
 - 1. Proceedings normally will be conducted in private.

2. Admission of any person to the proceeding shall be at the discretion of the Judicial Panel.
 3. In proceedings involving more than one accused student, the Judicial Panel in its discretion, may permit the proceedings concerning each student to be conducted separately.
 4. A person filing a complaint and the accused have the right to have an advocate present at the time of the hearing. The advocate may be an attorney. A person filing a complaint and the accused are responsible for presenting their own cases and therefore, advocates are not permitted to speak or participate directly in any proceeding before the Judicial Panel. When there is 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 advisor.
 5. The accused and the conduct officer shall have the privilege of presenting witnesses, subject to the right to cross-examination by the Judicial Panel.
 6. The Judicial Panel at the discretion of the panel may accept pertinent records, exhibits and written statements as evidence for consideration.
 7. All procedural questions are subject to the final decision by the Judicial panel.
 8. After the meeting, the Judicial Panel shall determine whether the student violated each section of the Code, which the student is charged with violating.
 9. The determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code.
- D. There shall be a single record of the meeting before the Judicial Panel. The record shall be the property of the college.
- E. A written notice of findings and conclusions shall be provided to the student within five working days after the hearing. The notice shall inform the student of any sanctions to be imposed and of the right to an appeal. Where sanctions involve a suspension of over 90 days, the college shall inform the student that he or she has the right to a contested case hearing under Minnesota Law (Minnesota State Statute 14)

To Appeal Judicial Board Decision:

Following the outcome of the formal hearing, a student may request an appeal hearing before the Campus Provost. The request for an appeal

to be heard must be submitted in writing to the Campus Provost within five days of the date of the notification of the decision. Failure to file an appeal or request an extension in a timely manner constitutes a waiver of any right to an appeal. The basis for an appeal will be limited to the following grounds:

1. The sanction is excessively severe.
2. New or newly discovered evidence of a nature, which may substantially affect the outcome of the hearing.
3. There was a procedural error that substantially affected the outcome of the hearing.

The appeal letter will be reviewed and, if there is adequate reason to believe that one or more of the grounds for appeal has merit, an appeal hearing will be scheduled between the accused student and the Campus Provost. The student's attorney or advocate may attend this meeting if criminal charges are pending against the student. In the event that new evidence is relevant to the outcome of the decision, the Campus Provost may request a re-hearing by the original panel. The Campus Provost will render a decision and notify the student in writing within a reasonable period of time following the hearing. Appeals on grounds other than those listed above may be allowed if the grounds can be adequately documented or supported. Suspensions lasting for more than ten days or expulsion from the college may be listed on the student's official academic transcript. After a period of three years, the student may make a request in writing to the Dean of Students that the notations of disciplinary action be removed from his/her transcript. Decisions will be made based on the circumstances surrounding the request and the original offense.

Summary Suspensions.

In certain circumstances, the Dean of Students may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the administrator, the accused student's presence on the college or university campus would constitute a threat to the safety and well-being of members of the campus community. 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.

Suspension/Expulsion That Exceeds Ten Days: If sanctions result in suspension or expulsion for more than 9 days, an appeal may be made to an administrative law judge, Minnesota Statute Chapter 14 hearing, Minnesota State Hearing Examiners Office, St. Paul, Minnesota.

The student may request a hearing. If the student desires a hearing, such student shall give written notification within five (5) days of receipt of written notice. If the student does not file an appeal within the five (5) days, any further right to appeal shall be waived. The hearing shall be conducted with the "Contested Case Procedures" which have been adopted by the Administrative Hearing Office. The "Contested Case Procedures" include the stipulation that an administrative law judge, appointed by the Chief Administrative Judge pursuant to Minnesota Statute 14., shall conduct the hearing. The attorney assigned to the College by the Attorney General shall represent the College at this hearing. The administrative law judge shall make a report which contains a recommendation to the College Provost.

Within a period of not fewer than twelve (12) days, nor more than twenty (20) days following receipt of the administrative law judge's report, a decision shall be made by the College Provost. The decision of the College Provost shall be final. During any appeal process, until a final decision has been made, the student shall have the right to attend classes and to continue other aspects of the College program, unless the process is the result of actions deemed harmful or potentially harmful to another person or property. Where a closed hearing is held, as determined by the administrative law judge, all matters related to the situation in which a student is involved shall remain confidential with no release of any information to persons other than those involved in the hearing.

Off-campus Conduct:

The College may hold students accountable for a violation in behavior

contained in the Code of Conduct which is committed off-campus when:

1. Hazing is involved; or
2. The violation is committed while participating in a college sanctioned or sponsored activity; or
3. The victim of the violation is a member of 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.

Complaint/Grievance Policy

A student has a right to seek a remedy for a dispute or disagreement through a designed complaint process. Mesabi Range Community and Technical College believes in fairness to all students in helping them acquire the skills and knowledge necessary to be successful. It is also recognized that problems may arise which need to be resolved. This includes, but is not limited to, problems of discrimination on the basis of race, creed, color, gender, sexual orientation, national origin, age, marital status, status with regard to public assistance, religion, or disability.

The student(s) with a complaint or grievance may either go to an instructor, advisor, or counselor on either the Virginia or Eveleth campus. The student(s) may ask for advice, consultation, or assistance in filling out a complaint/grievance form which can be obtained from the Student Services Offices or on the MRCTC web site:

www.mnscu.mr.edu

Resolution is first attempted with the student(s) and person(s) involved. If a student is still not satisfied with this informal discussion and settlement after meeting with the counselor, the complaint will be forwarded to the appropriate administrator who will assure resolution in a prompt and equitable manner. The administrator receiving the complaint will respond within 10 working days from the date the written grievance is received. If the student is not satisfied with the administrator's resolution or if the grievance involves a college policy or regulation, the student may appeal within 10 working days after the receipt of the administrative response to the College Provost. The Provost shall respond within 10 working days from the date the written grievance is received. The Provost's decision is final and binding. If the grievance involves a board policy or the actions of the College Provost, a student may further appeal the College decision on a state

level by writing to the Chancellor of the Minnesota State Colleges and Universities, detailing the complaint or grievance and providing supporting documentation. The Chancellor shall try to resolve the complaint or grievance through communication with College Administration and the complainant. If either party is unsatisfied with the results of this effort, that party (or both parties) shall write to the Chancellor requesting a review before the Board. The Chancellor, after consulting the Attorney General's Office, shall determine if the Board is empowered to act under Laws 1983, Chapter 258, within ten days of the receipt of a request.

Time Limits: Most time limits have been set at 10 business days; however, the student initially has twenty (20) days to initiate the grievance process. By mutual agreement of the student(s), college personnel, or system personnel, time limits may be extended. Saturdays, Sundays, holidays, and breaks in the academic calendar do not count.

1. If a grievance is not presented within the established time limits, it shall be considered as "waived."
2. If a grievance is not appealed to the next step within the established time limits, it shall be considered settled on the basis of the last decision.
3. If, after presentation at any step, a college staff member does not discuss the grievance with the student(s) within the established time limits, the student(s) may treat the grievance as denied at that step, and may appeal the grievance to the next step.
4. If, after discussion, a college staff member does not answer a grievance within the established time limits, the student(s) may treat the grievance as denied at that step, and may appeal the grievance to the next step.
5. A copy of the written grievance and settlement involving an employee should be filed in the Provost's Office (Dr. Tina Royer, 749-7730, Virginia Campus). If the grievance and settlement do not result in discipline of the employee, no record shall be maintained. Maintenance of records shall be in compliance with the employee contract. Grievances against students shall be filed with the Dean of Students (David Dailey, 749-7772, Virginia Campus).

Confidentiality of Students' Records Policy (June 2007)
Mesabi Range Community and Technical College is in full compliance with the provisions of the Minnesota Data Practices Act and Federal

Educational Rights and Privacy Act of 1974. Students have access to any and all educational information kept on them in the files of the Records Office at Mesabi Range Community and Technical College campuses. This also applies to the parents of any student who is less than 18 years of age. New students are provided with this policy during orientation sessions and all students have a summary available to them in the Student Handbook. In addition, the entire policy is available for review during normal office hours in the Student Services Office.

Classification of Data (Educational Data):

The term "student" includes a person currently or formerly enrolled and applicants for admission. Data on students means, in general, all data in which any individual is or can be identified. By statute, data on students is termed "educational data."

Records of instructional personnel which are in the sole possession of the maker, and are not accessible or revealed to any other individual except a substitute teacher and are destroyed at the end of the school year, shall not be subject to the restrictions of this policy.

Records made or maintained by a physician, psychiatrist, psychologist or other recognized professional if the records are used only for treatment of a student and made available only to those persons providing the treatment, shall not be subject to the restrictions of this policy.

Records relating to a student as an employee shall be subject to personnel policies rather than student data privacy policies, unless this employment is contingent upon attendance. The three classifications for data on students are as follows:

Public: This data is accessible to any member of the public for any reason. It includes the following:

- statistical studies on students where individuals cannot be identified, including follow-up, profiles, enrollments, financial aid;
- student performance records for which the performance is public, such as athletic statistics;
- directory information, voluntarily given, involving name, address, telephone, electronic e-mail address, major, participation in authorized college activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous school attended, date and place of birth;

- student employment records, such as salary, fringe benefits, job description, etc.

Private: This data is not accessible to the public. It is accessible to the subject of the data, to individuals or agencies authorized by law to gain access, and to any person or agency having the approval of the subject. Unless there is a specific law stating otherwise, or as stated elsewhere in this rule, educational data is presumed to be private. Private data includes the following:

- academic information, including transcripts, grades and test results;
- recommendation information; (It is not required that recommendations placed in the records prior to January 1, 1975, be shown to a student.)
- evaluations;
- profile information which identifies individuals;
- student financial aid records and other financial information;
- background information, including behavior, performance, and traits;
- counselor records, except if they contain information otherwise classified as confidential or as public.

Confidential: This data is not accessible to the public or to the subject of the data. It is accessible only to individuals or agencies authorized by law to gain access. Confidential data includes the following:

- investigation information collected for purposes of active or pending legal action, prior to such action;
- investigation information collected for purposes of anticipated suspension or expulsion of students for disciplinary reasons, prior to the formal action;
- legal counsel;
- financial records and statements of a student's parents. (However, these are accessible to the parents.)

Access to Private Data on Students: Private student data shall be disclosed only as follows:

- to the student who is the subject of the data;
- to officials of other schools, upon request of the student;
- to any person or agency, if the student has given written informed consent. Informed consent requires the signing of a statement that;
 1. is in plain language;
 2. is dated;

3. indicates who shall release and who shall receive the information;
 4. specifies the nature of the data;
 5. specifies the purposes for which information may be used; and
 6. indicates the expiration date, usually not to exceed one year.
- to other college personnel authorized by the college administration that have legitimate educational interests. Authorized personnel include:
 - persons employed by the College in an administrative, supervisory, advising, research or support staff position;
 - persons employed by or under contract to the College to perform a special task, such as the attorney or auditor;
 - students serving on an official committee, such as a disciplinary or grievance committee, or who are assisting another school official in performing his or her tasks.
 - An authorized staff person has a legitimate education interest if the official is:
 - performing a task that is specified in his or her position description or contract agreement;
 - performing a task related to a student's education;
 - providing a service or benefit relating to the student or student's family, such as counseling, job placement or financial aid;
 - maintaining the safety and security of the campus.
 - in connection with a student's application for or receipt of financial aid;
 - to parents of an eligible student under age 18 who is claimed as a dependent for tax purposes;
 - to federal or state authorities in connection with an audit and evaluation of federally supported education programs;
 - to state and local officials, as may be required by state statute existing prior to November 19, 1974;
 - to accrediting organizations in order to carry out their accrediting functions;
 - the results of any disciplinary proceedings conducted by the College against an alleged perpetrator of a crime of violence to the alleged victim of that crime;
 - to organizations conducting studies for, or on behalf of, education agencies or institutions for the purpose of (1) developing, validating, or administering predictive tests; (2) administering student aid programs; or (3) improving instruction. These studies must be conducted in such manner as will not permit the personal

identification of students by persons other than representatives of such organizations, with the information to be destroyed when no longer needed for its purpose;

- to appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the students or other persons including disciplinary actions taken against a student;
- on the basis of a valid court order, or a lawfully issued subpoena, but only after calling the court's attention, through the proper channels, to the statutory provisions, rules, or regulations which restrict the disclosure of such information. The College may disclose records to a court without a court order or subpoena when the institution initiates legal action against a student and gives the student prior notice of the intended disclosure;
- to appropriate health authorities, but only to the extent necessary to administer immunization programs;
- to individuals requesting directory information so designated by the College.

Rights of Students Who Are Subjects of Data:

Students asked to supply private or confidential data concerning themselves shall be informed of the following:

- the purpose and intended use of the data;
- whether one may refuse or is legally required to supply the requested data;
- any known consequences arising from supplying or refusing to supply private or confidential data;
- the identity of other persons or entities authorized by state or federal law to receive the data.

Upon request a student must be told whether the College maintains any data on him or her and what the classification of that data is. This includes confidential data.

A student has the right to review all private or public data (on self) without charge. A student has the right to receive copies of private or public data (on self). The College may charge a fee, which covers the actual costs involved, for providing copies. A student has the right to be informed as to what is classified as directory information, and on request, have any or all of it treated as private data.

A student may, in writing, contest the accuracy or completeness of public or private data. The College shall within thirty (30) days either

correct the data found to be in error, or notify the student the College believes the data to be correct. If data is found to be incorrect, the College shall attempt to notify past recipients. The student may appeal an adverse determination of the College through provisions of the Administrative Procedures Act relating to contested cases. The permission or consent required of, and rights accorded to parents by statute or law, shall only be required of and accorded to the student. A student has the right to file a complaint with the College or the U.S. Department of Education for any alleged noncompliance with this policy.

Limitation on Right of Access: Mesabi Range Community and Technical College reserves the right to refuse to permit a student to inspect the following records:

1. the financial statement of the student's parents;
2. letters and statements of recommendation for which the student has waived his or her right of access or which were maintained before January 1, 1975;
3. records connected with an application to attend Mesabi Range Community and Technical College or a component unit of Mesabi Range Community and Technical College if that application was denied;
4. those records which are excluded from the FERPA definition of education records.

Crime Awareness and Campus Security

Mesabi Range Community and Technical College is committed to providing its students and staff with a safe and secure educational and working environment and in providing education and information to prevent, handle, and report crimes.

All students and staff are provided a written report of the Crime Awareness and Campus Security Policy prior to the beginning of the academic year. This report contains a three-year history of campus crime statistics, information on crime prevention and personal safety, reporting procedures and resources for crime victims.

Students and staff are encouraged to report any criminal activity or other emergencies occurring on campus to the Student Services Office. It is the policy of college administration to engage local law enforcement agencies as appropriate. A complete copy of this policy can be obtained from the Student Services Office.

Disability Services Policy

Mesabi Range Community and Technical College is committed to providing equal access to all college programs, services, and activities to persons with disabilities and fully complies with the American with Disabilities Act, Minnesota law, and Section 504.

An individual with a disability is defined as:

1. any person who has a physical or mental impairment, which substantially limits one or more of such person's major life activities.
2. any person who has a record of such impairment which means that a person has a history of or has been classified as having a mental or physical impairment that substantially limits one or more major life activities.
3. any person who is regarded as having such an impairment which means:
 - a. has a physical or mental impairment that may not substantially limit major life activities but that is treated by others as constituting such a limitation;
 - b. has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment;
 - c. has no impairment but is treated by others as having such impairment.

The College shall make reasonable accommodations to ensure access to programs, services, and activities as required by law. Access means that a qualified individual with a disability will not be excluded from participation in or be denied the benefits of the services, programs, or activities, nor will the individual be subjected to discrimination.

Reasonable accommodations may include modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, provision of auxiliary aids or the provision of equally effective programs, services, or activities. In accordance with the Americans with Disabilities Act, accommodations will not be provided:

1. for personal devices or services even though the individual may be a qualified individual with a disability, including wheelchairs, hearing aids, prescription eye wear, personal attendants, and other individually prescribed services and devices; or
2. that result in a fundamental alteration in the nature of a service, program, or activity or in undue financial or administrative

burdens. Where an individual asks for accommodation, the College may require the individual to provide documentation. Assessment of the disability must be completed within the past three years. Students shall have the right to appeal denial of a request for program access.

The College has a responsibility to provide access to services and/or activities that are operated or sponsored by the College or that receive significant assistance from the College. Such access shall be provided in a reasonable manner as required by law. The following services are offered to qualified students with disabilities:

1. support, counseling, and information services that may include support groups, individual counseling, career counseling and assessment, and referral services;
2. academic assistance services that may include assistive devices, early registration services, early syllabus availability, course selection, and program advising, course work assistance, testing assistance, and modification, and tutoring; and
3. coordination services that may include personnel acting on the student's behalf and serving as the primary contact and coordinator for students needing services, assistance in working individually with faculty and administrators, intervention procedures, and grievance procedures.

Mesabi Range has the responsibility to serve those qualified students with appropriate accommodations. Mesabi Range also has the right to revoke disability accommodations when the Disability Office determines abuse, neglect and non-compliance. If a student chooses not to use accommodations, the Disability Office has the right to remove services for the appropriate accommodation. If a student is not in attendance for three days in a row, without good cause determined by the Disability Office, Mesabi Range will suspend Interpreter Services for the student. For additional information regarding services to students with disabilities, please contact:

Toby Anderson

Director of Disability Services/Learning Center

1001 Chestnut Street West, Room L120

Virginia, MN 55792

218-749-0319, 1-800-657-3860, 218-749-7783 TTY

Dress

The College has established regulations on appropriate dress to prevent

accidents due to the potential hazards involved with some of the college's technical programs. No one is allowed in school barefoot. Coveralls, shop coats and other appropriate attire are required in many areas of training. Coveralls, shop coats and other clothing worn over street clothes in areas of training subject to dust, grease, etc., are to be removed when entering the cafeteria, Learning Center, student commons area, or student services areas.

Rings: Rings and other jewelry are not to be worn in any shop/lab areas because of the danger of their becoming entangled in the machinery.

Safety Glasses: Minnesota state law provides that every person shall wear industrial quality eye protection devices when participating in hazardous training activities while in school programs. The College will comply with the law by requiring that all students in trade and industrial programs purchase and wear industrial quality safety glasses with side shields that meet ANSIZ 87.1 requirements.

Safety Shoes: Students are required to wear leather boots or protective footwear (safety shoes) that meet ANSIZ 41.1 requirements during the time they are in shops, labs, or areas where foot injuries could occur. Tennis shoes or sneakers are not allowed. This requirement applies to students who are enrolled in the following programs: Auto Technician, Carpentry, Maintenance Mechanics, and Welding and other appropriate programs.

Drug & Alcohol Free Campus Policy

(Adapted from MNSCU policy 5.18 June 2007)

Mesabi Range Community and Technical College adheres to the federal Drug-Free Schools and Campuses Act (DFSCA) and Minnesota State Colleges and Universities (MnSCU) Board Policy 5.18 which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on the college premises, or in conjunction with any college-sponsored activity or event, whether on- or off- campus. In accordance with federal regulations, this policy is included in the Student Handbook, which is made available to every student and employee.

Standards of Conduct

- No student or employee shall manufacture, sell, give away, barter, deliver, exchange, or distribute; or possess with the intent to manufacture, sell, give away, barter, deliver,

exchange, or distribute a controlled substance or drug paraphernalia while involved in a college-sponsored activity or event, on- or off- campus.

- No student or employee shall possess a controlled substance, except when the possession is for that person's own use, and is authorized by law while involved in a college-sponsored activity or event, on- or off-campus.
- No student shall report to campus, and no employee shall report to work while under the influence of alcohol or a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.
- Except as allowed by MnSCU Board Policy 5.18, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at Mesabi Range College and at Mesabi Range College sponsored events is prohibited.

Disciplinary Sanctions

Students or employees who violate this policy will be subject to disciplinary sanctions. The severity of the sanctions will be appropriate to the violation. Sanctions including, but not limited to: official reprimand, restitution, completion of a rehabilitation program, community service, suspension, expulsion and/or reporting to local law enforcement will be imposed on students who violate the preceding standards of conduct. Sanctions, consistent with existing contracts, up to and including termination of employment, will be imposed on employees who violate the preceding standards of conduct.

Legal Sanctions

Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life

imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more. The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .08 or more) may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

Health Risks

Alcohol - Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Amphetamines - Amphetamines can cause a rapid or irregular heartbeat, headaches, depression, damage to the brain and lungs, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Cocaine/Crack - Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, paranoia and depression. Cocaine is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, psychosis, convulsions, stroke and even death.

Hallucinogens - Lysergic Acid Diethylamide (LSD) causes illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Hallucinogens can cause liver damage, convulsion, coma and even death.

Marijuana - Marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. Users also experience interference with psychological maturation and

temporary loss of fertility. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Methamphetamine - Methamphetamines, known as speed, meth, ice, glass, etc., have a high potential for abuse and dependence. Taking even small amounts may produce irritability, insomnia, confusion, tremors, convulsions, anxiety, paranoia, and aggressiveness. Over time, methamphetamine users may experience symptoms similar to Parkinson's disease, a severe movement disorder.

Narcotics - Narcotics such as codeine, heroin or other opiate drugs cause the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

Steroids - Steroid users experience a sudden increase in muscle and weight and an increase in aggression and combativeness. Steroids can cause high blood pressure, liver and kidney damage, heart disease, sterility and prostate cancer. Additional information can be found at: www.nida.nih.gov.

Educational and Treatment Programs

- Counselors are available to assist students in dealing with personal concerns that might interfere with their academic work while at MRCTC. Services are free and confidential and can be arranged by contacting the Student Services office.
- The Employee Assistance Program (EAP) is available to all MnSCU employees. EAP can assist employees by providing a professional assessment of a possible alcohol or drug problem. The mission of EAP is to provide confidential, accessible services to individual employees and state agencies in order to restore and strengthen the health and productivity of employees and the workplace. For additional information, contact the Human Resources Department.

Food and Beverages

Consumption of food and/or beverages in computer labs and shops is prohibited.

Judicial Process

Any student or staff member at Mesabi Range Community and Technical College may file a Community Complaint/Grievance regarding College policy or a member of the college community as

outlined in the Complaint/Grievance Policy. Filling out a Community Complaint/ Grievance does not imply guilt, but rather documents the facts concerning the incident. The Dean of Students will determine the procedure to be followed for non-academic matters once a Community Complaint/Grievance has been received. The Provost of the College shall receive Community Complaints involving instructional matters. The goal of the Judicial Process is to handle the situation in the most efficient way possible, ensuring that everyone's rights are met throughout the process. Should the person be found in violation of College policy, appropriate sanctions will be imposed to ensure that the process is educational, rather than punitive.

Procedure

1. Pick up a Community Complaint/Grievance Form in the Student Services Office.
2. Fill out the form completely. Be very specific, listing person(s) involved, time, date and location of the incident.
3. Return the form to the offices of the Dean of Students (non-instructional complaints) or Dean of Academics (instructional complaints).
4. Depending upon the nature/severity of the incident, the appropriate administrator will schedule meetings to talk to the person issuing the complaint and the person who is the subject of the complaint. If necessary, the parties may be brought together with the Dean of Students or Academic Dean, or a designee, acting as a mediator.
5. Records will be kept on all meetings and discussions and may be consulted should further incidents occur concerning the parties involved.
6. Written summaries/agreements to the parties involved may follow any discussion if appropriate.

Nondiscrimination in Employment and Education Opportunity Policy

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

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

This policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Mesabi Range Community and Technical College will give due consideration to an individual's constitutionally protected right to free speech and academic freedom.

Racial Discrimination/Harassment

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

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

Sex Discrimination/Harassment and Violence

Sex discrimination is prohibited by state and federal law. Sex discrimination is defined as conduct that is directed at an individual because of his/her gender or that of his/her spouse and that subjects the

individual to different treatment so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the College or otherwise adversely affects the individual's employment or education.

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

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

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

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

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

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

Sexual harassment and violence as sexual abuse:

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

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

that a power differential exists between the involved parties which limits the student or employee's ability to make informed choices about the relationship.

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

Sexual Orientation Discrimination/Harassment

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

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

Disability Discrimination/Harassment

State and federal law prohibit disability discrimination. Disability discrimination as defined by law is conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that subjects the individual to different treatment by agents or employees without legitimate nondiscriminatory reason so as to interfere with or limit the ability of the individual to participate in, or

benefit from, the services, activities, or privileges provided by the College or otherwise adversely affects the individual's employment or education.

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

Complaints of Discrimination/Harassment: Any member of the College community has the right to file a complaint or grievance if an incident(s) of discrimination or harassment occurs. Complaints should be issued in accordance with the Mesabi Range Community and Technical College Complaint/Grievance Policy. For complaints/grievances involving sexual harassment or sexual violence, please refer to the Mesabi Range Community and Technical College Sexual Harassment/Sexual Violence Policy (page 88). Any complaints of discrimination or harassment will be investigated and appropriate sanctions, if deemed necessary, will be strictly enforced.

Parking Policy

The parking lot is not intended for vehicle storage. Any person that leaves his/her vehicle in the parking lot in excess of 5 days will be subject to a vehicle removing/towing fee, at owner's expense. During periods of heavy snowfall, vehicles should be removed for snow removal purposes within 24 hours. In addition, the following rules also apply:

1. Only vehicles belonging to students, employees, or persons having purpose at the College may park on College property.
2. All persons parking vehicles on College property will do so at their own risk. Responsibility will not be assumed by the College or the State because of loss of property, damage to the vehicle while parked, damage that may be incurred throughout the process of impounding the vehicle, or for other damage or

loss sustained while in a College parking facility.

3. Parking is prohibited on posted areas, painted areas, road/drive side of painted areas, roadways or drives, day care areas. Also, parking is prohibited on the grass, curbs, islands and sidewalks.
4. Maximum speed of vehicles on College property shall be limited to 15 miles per hour unless posted signs indicate lower speeds.
5. *Parking in prohibited areas will result in towing at the owner's expense. Warnings will no longer be issued and all violations will result in towing.*

Written documentation must be submitted to the maintenance department requesting extended parking times, if needed, for extenuating circumstances. The Provost or designee may order any motor vehicle in violation of these rules and regulations to be removed. The cost of such removal shall be borne by the owner of the motor vehicle. Your cooperation is expected and appreciated.

Possession or Carry of Firearms Policy

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

Students:

Prohibition: Students are prohibited from possessing or carrying a firearm, regardless of whether the student has a permit to carry a firearm. This includes attendance at all college sponsored events and/or activities.

Licensed peace officers: This does not apply to students who are licensed peace officers when assigned by the college to public safety duties.

Reporting Procedures: A student with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy should report the suspected act in a timely

manner to a school official, unless doing so would subject the student or others to physical harm.

Employees:

Prohibition: Employees are prohibited from possessing or carrying a firearm while acting in the course and scope of their employment, either on or off college property, regardless of whether the employee has a permit to carry a firearm.

Licensed peace officers: This does not apply to employees who are licensed peace officers when assigned by the college to public safety duties.

Reporting Procedures: An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm.

Reports should be made to a college administrator. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.

Parking Lot:

This policy does not prohibit the lawful possession or carry of firearms in the college parking area or parking facility.

Authorized Uses:

Lawful possession or carry related to an academic use or use at a campus shooting range, approved in writing by the campus provost, is permitted.

Transport of an unloaded firearm directly between a parking area or parking facility and the location authorized for its use, is permitted.

Storage in State Vehicles:

No vehicle owned, leased, or otherwise under the control of the college shall be used to store or carry a firearm, except otherwise authorized in writing, by the provost.

Violations:

Violations of this policy by students or employees are misconduct subject to discipline, up to and including expulsion or termination. Minnesota State Colleges and Universities may refer suspected violations of law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.

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

Sexual Harassment and Sexual Violence Policy

Mesabi Range Community and Technical College is committed to ensuring an educational and employment environment free of sexual harassment, sexual violence, or harassment based on sexual orientation. All members of the college are expected to report incidents of sexual harassment, sexual violence or assault, or harassment based on gender or sexual orientation. Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended in 1972 (42 U.S.C.S. 2000e., et. seq.), the Minnesota Human Rights Law 363.03 subdivision 51. and Title IX of the Educational Amendments (20 U.S.C. 1681, et. seq.) and is punishable under both federal and state laws.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

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

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

1. unwelcome pressure for sexual activity; or
2. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact; Physical contact may be appropriate, if necessary to restrain individuals to avoid physical harm to persons or property; or
3. demands for sexual favors or promises of preferential treatment with regard to an individual's employment or educational status accompanied by implied or overt threats concerning an individual's employment or education status; or
4. unwelcome behavior or words of a sexual nature directed at an individual because of gender; or
5. visual harassment such as showing or displaying photos, drawings, cartoons, posters, computer screen savers and/or file names; or calendars of a sexual nature; leering or staring.

A victim of sexual harassment may seek resolution through informal procedures. Such action may include:

1. Tell the harasser that a specific behavior is unwanted and must stop immediately.
2. Write a letter to the harasser describing the incident(s) and informing the harasser that the behavior must stop immediately.
3. Keep records of date, time and place of each offensive incident, persons who may have seen or heard the activity, and the victim's response. Also, record steps taken to resolve the situation.
4. Look for verification and witnesses, or others who will substantiate the charges.

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

1. forcible acts, which include non-consensual sexual contact, and/or sexual contact in which the victim is incapable of giving consent (such as when the complainant is under the influence of alcohol or drugs);
2. nonforcible sex acts such as incest and statutory rape; and

3. the threat of an act of sexual violence. Sexual violence may include, but is not limited to:
 - touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - coercing, forcing, or attempting to coerce or force the sexual intercourse or a sexual act on another; or
 - threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Sexual harassment and violence as sexual abuse:

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

Non-consensual relationships:

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

Claims of a consensual romantic/sexual relationship will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor or staff that will bear the burden of accountability because of his/her

special power and responsibility, and it may be exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks involved in entering into a romantic/sexual relationship where there is a superior/subordinate relationship.

Reporting and Resolution of Sexual Harassment/Sexual Violence:

Mesabi Range Community and Technical College encourages the reporting of any and all suspected incidents of sexual harassment and sexual violence. If you have experienced sexual harassment or sexual violence or have questions about sexual harassment, please contact 749-7772.

David Dailey, Dean of Student Affairs, Room S125 749-7772

Patti Delich, Human Resources Director, Room A107, 749-7743

You may also ask any student or employee to communicate with a contact person or designated officer for you.

A victim of sexual harassment/sexual violence may seek resolution through formal procedures by making a verbal or written complaint to the Dean of Students, or to any other employee of the College. Any student or employee who receives a complaint or information about sexual harassment/sexual violence will notify the Dean of Students within two working days. If the complaint is against the Dean of Students, the verbal or written complaint will be made directly to the Provost, who will follow the procedures contained in this policy.

Individuals interested in filing a formal complaint must present a written statement, which includes the nature of the complaint, facts upon which the charge is based, and the resolution being requested.

An individual has the right to choose alternative complaint procedures, and this policy does not deny the right of an individual to pursue other means of complaint. Along with or instead of Mesabi Range Community and Technical College's complaint/ grievance procedure, victims have the right to contact or file complaints with the Minnesota Department of Human Rights or to initiate civil action.

Victims of sexual violence have the right to file criminal charges. Mesabi Range Community and Technical College encourages the reporting of any and all incidents of sexual violence to a law enforcement agency. Mesabi Range Community and Technical College will provide advocacy and support, through a counselor, for any person who chooses to report a crime of sexual violence.

A report of sexual violence that is made to the college will be reported to law enforcement by the Sexual Harassment Officer only with the permission of the victim, except when the laws pertaining to minors and vulnerable adults apply.

Investigation of Sexual Harassment/Sexual Violence:

1. The Dean of Students shall authorize an investigation within five (5) working days of receiving information, a report or complaint alleging sexual harassment/sexual violence. This investigation may be conducted by the Sexual Harassment Officer or by a third party designated by the College. The investigation shall begin within five (5) working days after the Sexual Harassment Officer or appropriate college administrator has been notified of an incident.
2. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods deemed pertinent by the investigator.
3. All persons may have in their presence a support person of their choice during all contacts with the Sexual Harassment Officer or authorized investigator. This support person may participate in these interviews to the extent that data privacy allows.
4. In determining whether alleged conduct constitutes sexual harassment/sexual violence, the investigator will consider the surrounding circumstances, the nature of the sexual advances, the relationship(s) between the parties, and the context in which the alleged incident(s) occurred. Whether a particular action or incident constitutes sexual harassment/sexual violence requires a determination based on all the facts and surrounding circumstances.
5. The College may take immediate steps, at its discretion, to protect the complainant, other students and/or employees, pending completion of the investigation of alleged sexual harassment/violence.
6. Upon completion of the investigation, the Sexual Harassment Officer shall make a report to the appropriate college administrator within five (5) working days after the investigation has been completed. In cases of sexual violence, a report will also be forwarded to MnSCU.

College Action

1. Upon receiving a report from the Sexual Harassment Officer indicating that the complaint is valid, and that sexual harassment/sexual violence has occurred, the appropriate college administrator will take appropriate action, based on the results of the investigation.
2. Within five (5) working days of completing the investigation, the appropriate college administrator shall notify the complainant in writing of the investigation and any disciplinary action taken as a result of the complaint.
3. The College will not discipline any person who has, in good faith, reported sexual harassment/ sexual violence when an investigation determines that sexual harassment has not occurred.
4. Any College action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota Statutes and polices. Mesabi Range Community and Technical College will take disciplinary action it deems necessary and appropriate to end incidents of harassment or sexual violence and prevent their recurrence. Disciplinary action toward employees may include, but is not limited to, counseling, warning, suspension, or termination; disciplinary action toward students may include, but is not limited to, counseling, warning, probation, suspension, or expulsion.

Right to Appeal

1. The complainant or the accused shall have the right to appeal decisions resulting from this policy.
2. A written appeal must be made to the Provost within five (5) working days after notification of the decision, which is being appealed.
3. The Provost will make a decision within five (5) working days of hearing the appeal and notify the appellant.
4. Further appeals may be made to MnSCU.
5. During the time of appeal and review, disciplinary action taken as a result of the complaint will be enforced.

Non-Harassment: The College recognizes that not every advance or comment of a sexual nature constitutes harassment. Whether a particular action or incident is harassment or is inappropriate without a discriminatory effect on employment or education requires a determination based on all the facts and surrounding circumstances.

False accusations of sexual harassment can have a serious detrimental effect on innocent parties.

Bill of Rights for Victims of Sexual Violence:

1. Victims of sexual violence have the right to file criminal charges.
2. Within one working day of being requested to do so by the victim, the Sexual Harassment Officer will notify appropriate law enforcement and disciplinary officials of an incident of sexual violence.
3. The victim has the right to participate in and be present at any disciplinary proceeding concerning a sexual violence complaint. The victim's attorney and/or other support person may also be present at such proceedings.
4. Mesabi Range Community and Technical College will notify the victim of the outcome of any campus disciplinary proceeding concerning a sexual violence complaint, consistent with laws relating to data practices.
5. At the discretion of law enforcement authorities, Mesabi Range Community and Technical College will be complete and prompt in obtaining, securing and maintaining evidence in connection with an incident of sexual violence.
6. Mesabi Range Community and Technical College will preserve, for a victim or complainant, materials relevant to a campus disciplinary proceeding.
7. At the victim's request, Mesabi Range Community and Technical College will shield the victim from unwanted contact with the alleged assailant. If such a request is made, all attempts will be made to provide alternative classes or work opportunities.

Further Actions for Victims of Sexual Violence:

1. Seek assistance from a counselor, therapist, advocate, or support group.
2. Contact the Sexual Assault Program of Northern St. Louis County, 749-4725 or 1-800-300-3102, or Range Women's Advocates, 749-5054 or 1-800-343-5054.
3. If you have not done so already, report to law enforcement at a time when you are ready.
4. Contact the Office of Crime Victims Services, 651-282-6256 or 1-888-622-8799, if you feel your rights have been violated or that you have been treated unfairly by the criminal justice system.
4. Contact the Minnesota Crime Victims Reparations Board, 1-651-205-4826 to determine if you are eligible for assistance with

financial losses due to the crime.

Unresolved Questions or Grievances: Discrimination complaints or grievances not addressed or processed by means of this policy may be referred to:

Commissioner of Human Rights
Minnesota Department of Human Rights
190 East 5 Street, Suite 700
St. Paul, MN 55101
1-800-657-3704

Questions about sexual harassment and sexual violence can also be directed to:

Office of the Attorney General
102 State Capitol
St. Paul, MN 55155-1002
1-651-296-3353

Student Involvement in Decision Making, Student Government (July 2007)

Students at MRCTC shall have the right to establish a student government herein referred to as a campus student association. Students establishing a campus student association shall develop a constitution for the association.

Only currently enrolled students shall be eligible to serve as student representatives or officers. MRCTC recognizes the campus student association as the official representative of the students, upon receipt of evidence that the student body has approved the constitution. Both the Eveleth and Virginia campuses shall develop policies and procedures to assure representation and participation in a campus student association by students at their constituent campuses.

Students shall have the right to present their views to the Provost and/or the designee on all college matters. Meetings for an exchange of views may be initiated by either the students or the Campus Provost/designee. Meetings shall be at a mutually agreeable time.

The Student Government is the voice of the students and functions as the focal point for student views and involvement. Student Senate representatives are elected by the student body each year. Mesabi Range Community and Technical College currently has Student Senates on both the Eveleth and Virginia campuses. The two associations work cooperatively in addressing the needs and concerns of students on both campuses. Students are encouraged to get involved in student government.

Duties

In addition to the duties listed in MRCTC and board policies and the campus student association constitution, the campus student association

shall have the sole authority to recommend the chartering of student clubs and organizations for approval by MRCTC Provost.

Appeal

The appeal of decisions made by the campus student association relative to chartering, funding, or providing service to student organizations when such decisions may be in violation of law, policy or procedure shall be conducted in accordance with the existing MRCTC grievance policy.

Student Stipends Policy

Stipends shall be awarded to student leaders on Mesabi Range Community and Technical College campuses as indicated below:

Stipend Recipients - Stipend recipients shall be (1) Student Senate Officers (2) Student Life Officers and/or (3) other student leaders as determined at the campus.

Stipend Form - Stipends shall be awarded as credits, (not including fees).

Stipend Size and Frequency - Each campus shall award 12 credits per semester for Student Senate. These credits shall be awarded to students in accordance with their club constitutions. Student Life Officers can be awarded stipends per semester.

Method of Financing Stipend Awards - Stipends shall be financed by MRCTC through a procedure of tuition reimbursements.

Process for Administering Stipend Awards

1. MRCTC shall reimburse the student for the stipend credits at the completion of each semester.
2. Stipend recipients must obtain a C grade or better for each credit of reimbursement, maintain a semester GPA of a 2.0 or better, and complete a minimum of 67% of semester credits attempted.
3. Stipends shall be awarded for 2 semesters (fall and spring) for Student Senate; for spring semester Student Life.
4. Credits may not be carried over from year to year.
5. Credit stipends may be withheld from student leaders who have been in violation of The College's Code of Conduct through the judicial process or other college policies, or who are not adequately fulfilling the duties and responsibilities of their position as defined by the Student Association constitution.

Student Travel Policy

(Revisions approved through Shared Governance 12/12/06)

An “advisor” is any Mesabi Range Community and Technical College employee, including coaches, faculty, and staff, or designee appointed by Mesabi Range College’s Administration to accompany students.

This policy governs all travel that involves enrolled students as well as individuals who participate in travel sponsored by Mesabi Range Community and Technical College.

1. An advisor, or appointed designee, will accompany students traveling out-of-state.
2. An advisor will accompany students traveling in-state, except for Student Senate.
3. For all off-campus activities, the Advisor will receive approval from the supervisor at least one week in advance for in-state travel and one month in advance for national and international travel. This may be done by using “Campus Business Absence Form” or as directed by the supervisor.
4. Only authorized persons are permitted to ride in state-owned vehicles. Authorized persons include state employees, other persons participating in state programs or functions, or individuals assisting disabled employees with prior approval as described in the paragraph above. Family members are not allowed in state vehicles.
5. Each student going off-campus for any class or activity (with or without an advisor) must complete and sign an Activity Participation Form acknowledging that, effective from the time they leave the campus and until they return, they understand and agree that:
 - a. The MRCTC policies on alcohol, drugs, tobacco, and harassment/violence are in effect.
 - b. The Student Code of Conduct is in effect.
 - c. Only MRCTC students/employees are to ride in college vehicles.
 - d. Only the Advisor or a student employed by the college can drive a college vehicle. When this is not possible, the Advisor will request a waiver from the Director of Finance.
 - e. Students who violate policies may be sent home at their own expense.
 - f. Alleged violations of MRCTC and MnSCU policies will be addressed once the student is back on-campus.

6. The Advisor may set up other rules, in writing, in re: curfew, solo travel, etc.
7. The Advisor will provide students with a breakdown of what expenses, if any, are paid for by the college (a club, Student Life, etc.) and which expenses are paid by the students. This will be provided in writing if student costs exceed \$50 per person.
8. Additional requirements for national/international travel may include:
 - a. Proof of Immunizations
 - b. Passport or birth certificate
 - c. Credit Card or proof of access to funds for expenses, return travel, etc.
 - d. Health Insurance card
9. The Advisor will provide a trip itinerary to the students, the College switchboard, Administration, and the supervisor. The itinerary will include:
 - a. Name, address, and phone number of hotel(s).
 - b. Time and place of departure and return.
 - c. Flight information when applicable.
10. At least five (5) class days before the trip, the Advisor will provide the Dean of Students or Provost a list of students participating in an off-campus activity. If authorized absences will occur during the school day, the Advisor will distribute the list of students excused to all faculty and staff at least three (3) class days before the absence.
11. A syllabus must be on file in the office of the Provost for any travel that is done for credit.
12. A State car, if available, will be used. The driver must provide the College with a current copy of his/her drivers' license.
13. A private car may be used if a state car is not available. The driver must provide the College with copies of his/her current drivers' license and the private vehicle's insurance policy.

Student Use of Equipment

Students are responsible and potentially liable for any and all shop tools and equipment they use. If, by the decision of the instructors, it is found that a student is careless, negligent, or abusive to any college property, the student may be charged for the replacement costs or repairs of that property.

Tobacco-Free Environment

All Mesabi Range Community and Technical College facilities and vehicles are tobacco free. Smoking or chewing tobacco is prohibited at all times and violators will be subject to disciplinary action up to and including suspension or expulsion.

Use of Computer and Network Systems Policy

Mesabi Range Community and Technical College values openness and promotes access to a wide range of information. Inappropriate or unlawful use of computer and network systems, however, can infringe on the rights of others. The use of College computer systems and networks is a privilege granted to faculty, staff and students. Mesabi Range Community and Technical College expects all members of its community to use these resources responsibly. Users must respect the rights of other users and the integrity of the systems, and observe all relevant laws, regulations, and contractual obligations, including strict adherence to software licensing agreements and copyright laws. Any intentional conduct that interferes with the activities of the College or members of the college community will be regarded as unethical and may lead to disciplinary action under College policies, contracts, and pay plans governing misconduct and discipline.

A complete copy of the Acceptable Use Policy for Information Technology can be found on-line at the College's website.

SERVICES TO STUDENTS

Bookstore

The bookstores maintain books and supplies required to complete course work at Mesabi Range Community and Technical College. New and used books, imprinted clothing, plus a wide variety of miscellaneous items are available to meet school and personal needs.

No book returns will be accepted after the fifth day of the semester.

Books must be in new condition and in their original wrapping. Books that have the shrink-wrap removed may not be returned.

VISA/MasterCard are accepted.

Bulletin Boards

Students wishing to post information on bulletin boards must receive approval from the Student Services Office. College and community informational items are posted on the bulletin boards. Students should check them periodically for current information.

Business Office

Tuition and fees due the College are paid at the Business Office.

Checks should be made payable to Mesabi Range Community & Technical College (MRCTC). VISA and MasterCard are also accepted.

Payments can also be made at the college website, www.mr.mnscu.edu or by signing up for a FACTS payment plan at the same site under ECashier.

Career Center

All students are encouraged to use the services of the Career Center.

Many two and four-year college catalogs are available, as well as information on transfer requirements, academic planning, career exploration, and job search techniques. Information on current job and internship opportunities is available as well. The Career Center is located in the Learning Center on the Virginia campus.

Child Care (Virginia Campus - 6:30 a.m. - 5:30 p.m.)

Y Wee Care is a state licensed childcare center open to the public and caring for children in the age range of 33 months through kindergarten. Children enjoy learning activities, music and movement, literature, art, gardening, and outdoor play. Social skills and YMCA core values (caring, honesty, respect & responsibility) are emphasized. Y Wee

Care is a cooperative between the college and Mesabi Family YMCA. For more information, call 749-7777, or stop in.

Computer Labs and Services

Mesabi Range Community and Technical College provides state-of-the-art computer facilities, both for classroom instruction and student applications. The computer labs offer a broad spectrum of current software for student use as well as full Internet access and E-mail capabilities. Frequent upgrades to both computer software and hardware assure the student the latest in innovative technology.

Counseling/Advising Services

Counseling and advising is an integral part of student success at Mesabi Range Community and Technical College. All students have the opportunity to discuss educational, personal, and career interests and goals with counselors or advisors. Other advising services include assistance with course selection, transfer, study skills, goal setting and motivation. Other counseling services include assistance with personal issues, time management, depression, chemical use and abuse, or any other issues, which are barriers to student success. Counselors/advisors are available by appointment (Virginia Campus - 749-7750, Eveleth Campus – 744-7506) or on a drop-in basis. They are located in Student Services.

Communication services will be provided for students that communicate in a language other than English. If you wish to access an interpreter for any language other than English, please contact Toby Anderson, Room 100, Eveleth Campus, Eveleth, MN 55734.

Disability Services

Mesabi Range Community and Technical College is committed to meeting the specific needs of students with disabilities. Mesabi Range Community and Technical College complies fully with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which mandate equal access for physically- and learning-disabled persons in educational programs.

Accommodations and support for students with disabilities are available through the Disability Services Office. Services include assistance with application and registration procedures, career and academic counseling, auxiliary aids and adaptive equipment, classroom and testing accommodations, advocacy, accessibility information, and

referrals to community agencies. It is the responsibility of the student to request services or accommodations and to provide documentation of the learning or physical disability. All information is kept confidential.

E-mail Address

The college provides free e-mail accounts to students. Students should contact the technology staff to receive training and an e-mail account. All official communication to students will be through e-mail

Equity Services

**(Tracy Delich, Equity Coordinator/Title IX Coordinator) Student Services Suite, 218-744-7533, 1-800-657-3860)
Eveleth Campus, P.O. Box 648, Eveleth, MN 55734**

An increasing number of students are seeking training and jobs in fields that have been considered non-traditional for their gender. An Equity Coordinator on the Eveleth campus assists these students so that they succeed in college as well as in the workforce.

Equity services for students include:

- personal contact with and written communication from the Equity Coordinator;
- information about and referral to community resources;
- a statewide non-traditional student conference;
- assistance with job applications and resumes;
- opportunities to speak to high school students about non-traditional careers; mentoring program;
- names of contacts and introductions for obtaining work.

The Equity Coordinator works with instructional and support staff to coordinate services, make referrals, and in any other way meet the needs of every individual student enrolled in a non-traditional technical program. In working to ensure that the Eveleth environment is free from harassment and violence, the Equity Coordinator also conducts classroom presentations and staff in-services on the College's sexual harassment and sexual violence policies. The Equity Coordinator also works closely with special grants that provide information to, and support activities for, single parents, displaced homemakers, and single pregnant women who attend MRCTC.

Financial Aid

The primary function of the Financial Aid Office is to assist students in obtaining financial assistance in the form of grants, scholarships, loans, and student employment in order to ensure their ability to access education. Financial aid is available to full and part-time students. Additional information on financial aid availability can be found in the *Financial Aid and College Costs* section of this handbook.

Food Service

A cafeteria service for snacks, breakfasts, and lunches is available on the Eveleth and Virginia campuses for the convenience and enjoyment of students, staff, and guests. Food service is not available during summer months. Vending machines are also available.

Housing

The opportunity for residential life is available in the Alpine Village Housing complex, which is located on the Virginia campus. Students are encouraged to take advantage of on-campus living. For further information concerning housing, contact the Enrollment Services Office or the Residence Hall Director.

Insurance

Student insurance is available at special rates on an optional basis to all full-time students. Students interested in obtaining information about this plan may pick up a brochure and an application from the Records Office on the Eveleth campus or from the Business Office on the Virginia campus. **International Students are required to carry MNSCU Mandatory Insurance as part of the admissions policy.**

Learning Center

Mesabi Range Community and Technical College's Learning Centers offer many services to assist students with the challenges of college. Help is offered for improving study habits, test-taking skills, and time management. Trained tutors are available at no expense to students to assist with specific subject areas. Computers are available for student use. (Location: Virginia - L120, Eveleth - Room 100)

Library

Mesabi Range Community and Technical College's library is a vital part of the instructional program. Books, periodicals, government documents, programmed materials, and audiovisual materials are available for student and staff use on both the Virginia and Eveleth

campuses. Reference services are supplemented by the MINITEX document delivery Program that is linked with the University of Minnesota's extensive library collection. The Library also participates in MnSCU/PALS, which provides on-line computer access and a collection of from a consortium of 125 libraries within the State of Minnesota.

Lockers

Students may obtain lockers on the Virginia campus on a space-available basis. Students must supply their own locks. Contact the Business Office for more information. Eveleth campus' lockers are distributed by program instructors.

Minority Services

The college provides advisement, support, activities, and advocacy to meet the needs of African American, Native American, and International students. Services and activities designed to improve cultural awareness and diversity are offered throughout the year.

Parking Regulations

Parking regulations are strictly enforced. Parking is not allowed in or on the following: Posted Areas, Painted Areas, Road/Drive Side of Painted Areas, Roadways or Drives, Day Care Areas, Entryways, Grass, Curbs, Islands, Sidewalks. Your cooperation is expected and appreciated. (Please refer to Parking Policy for more details.)

Placement Services

The college has developed a placement service to aid occupational graduates in finding full-time positions. Registrants will be aided in obtaining employment upon graduation from technical programs and upon reactivation of their files in later job placements. Services offered include job search and resume writing assistance, mock interviews, distribution of available job opportunities and more. Questions regarding placement may be directed to the Director of Placement who is located in the Learning Center on the Eveleth campus.

Records Office

The Records Office maintains student academic records and grade reports. Students may obtain transcripts and check on registration through this office. By using a personal PIN number, individual student grades can be accessed on-line

Student Support Services (SSS) - TRIO

The Student Support Services (SSS) Program, provides eligible students with a variety of services, including academic, career, and personal support services, free tutoring, support groups, and cultural activities. Participants in the SSS Program are eligible to receive free credits by enrolling in a variety of courses and workshops. Program participants must meet eligibility criteria and must apply for acceptance into the Program by contacting an SSS Program Staff member on the Virginia campus, located in Student Services.

Transcripts

Students may obtain their college transcripts by completing a Transcript Request Form in the Records Office. Students/graduates will be charged \$3.00 per unofficial transcript, \$5.00 per official transcript, and \$8.00 per faxed transcript. Faxed transcripts are considered to be unofficial for business/educational purposes.

Vehicle Use

College vehicles may be used for transportation to college-sponsored activities or sanctioned college organization activities. The insurance carrier of the State of Minnesota covers students who are driving a vehicle, with proper approval, for bodily injury and property damage. All passengers in state-owned vehicles must wear seatbelts. No smoking is allowed in state vehicles. Please refer to the Student Travel Policy for additional information.

Veterans Information

Information regarding services and financial aid for veterans can be obtained from the Records Office. Veterans need to fill out the Veterans Administration Form 22-1990 upon being accepted to the college to ensure sufficient time to process advanced payment claims through the local Veterans Affairs office. The Veterans Resource Coordinator is located on the Eveleth Campus to assist Veterans and their families in accessing a variety of resources and provide a supportive environment for re-entry.

STUDENT LIFE

Student Life

Mesabi Range Community and Technical College provides a student life program that enhances the opportunities for students to become involved in meaningful activities, and that complements the academic programs and services of the college. Student Life is funded through the student activity fee. Students are encouraged to take advantage of the activities provided.

The mission of MRCTC's Student Life program is to promote and establish programs that enhance student life and contribute to an improved spirit of understanding and cooperation among the members of the community. The principal purpose of the student life program is to meet the needs of the students through educational, cultural, and social experiences designed to enrich the higher education experience.

Student activities provide opportunities for student growth through extracurricular activities. By becoming involved in activities such as academic-related events, cultural diversity programs, health and fitness programs, campus clubs, and student government, students will share in the ownership of such programs and experience a positive connection to Mesabi Range Community and Technical College. Students are encouraged to take advantage of the activities provided. Although these activities provide many avenues for student growth, the decision to participate is based on personal desire. Student Life is funded through the student activity fee.

Athletics (Intercollegiate)

Mesabi Range Community and Technical College's Norse compete in a variety of intercollegiate sports. Men's activities include football, basketball, and baseball. Women's activities include volleyball, basketball, and softball.

Mesabi Range Community and Technical College is a member of the Minnesota Community College Athletic Association, Minnesota Community College Women's Athletic Association and Region XIII of the National Junior College Athletic Association (NJCAA). The Athletic Department encourages students to report for tryouts.

In order for students to qualify for participation in athletic activities the following requirements must be fulfilled:

1. Entering freshmen enrolling for their first term must be high school graduates or the equivalent and carry at least twelve (12) hours of college academic work.
2. For a second year of eligibility, students must have passed 24 credits with a GPA of 2.0 or better during their enrollment as full-time students prior to their competition.
3. All athletes (in any sport) must have passed an adequate physical examination given by a physician prior to their competition for each collegiate year in which they compete.
4. Before any student may participate in any NJCAA certified sport, proof of health insurance coverage must be provided.
5. Rules are subject to revision. Please check with the Athletic Department for the most up-to-date information.

Mesabi Range Community and Technical College is committed to full compliance with Title IX of the Educational Amendments, which assures equitable treatment for men and women involved in gender specific athletic programs. A complete copy of the College's Gender Equity in Athletics Report may be obtained from the Student Services Office or from the Athletic Director.

Athletics (Intramurals)

An active program of intramural competition is carried on at Mesabi Range Community and Technical College. Watch for information posters and sign-up sheets. Activities offered include volleyball, basketball, football, hockey, and softball.

Clubs and Organizations

Student activities are an important part of college life. All students are encouraged to participate in student government and organized clubs and organizations. Clubs and organizations at Mesabi Range Community and Technical College are open to all students. Students interested in starting new clubs should contact their Student Senate President.

Club offerings at Mesabi Range Community and Technical College include the following:

- Millwright Club
- Nursing Club
- Human Services Club
- Multi-Cultural Club
- Math & Science Club

- Danceline Club
- Phi Theta Kappa (Honor Society)
- Theatre

Mesabi Range Community and Technical College encourages the development of student organizations. The Student Senate has jurisdiction over matters relating to student organizations. The complete policy that includes procedures to establish a student organization, the privileges and responsibilities of college approved organizations, and the governing regulations may be found in the MnSCU Policy Manual.

Fitness Center

Mesabi Range Community and Technical College, Virginia campus has a Fitness Center designed to fit the needs of a wide range of users. Aerobic equipment, weight equipment, and free weights are available for student, staff and alumni use. The Center is staffed with student monitors and all students are welcome to utilize the facilities during scheduled hours.

Scheduling Student Activities and Facilities

All activity program events scheduled by the Student Life Committee, a club or an organization shall be approved by Student Senate. Recognized clubs and organizations may request financial assistance for approved activities from the Student Life Committee. Use of college facilities for recognized college organizations may be scheduled through the Administrative Assistant at the Eveleth campus and the Faculty Secretary at the Virginia campus. Please see them for a Use of Facilities Request form. To request use of the Commons on the Virginia Campus, please schedule through the Student Services Office. Speakers and programs for the college, other than those arranged by instructors or organizations, are the sole responsibility of the committee officially established for this purpose, and require no further approval. The sponsorship of a speaker does not imply approval or endorsement of the views expressed, either by the sponsor or by the college. It is understood that this policy refers to “invited” speakers and is not intended to limit the right of free speech for members of the college community. No individual or group shall be allowed to appear on campus for the purpose of the promotion or sale of any commercial product under this policy.

Student Senate

Mesabi Range Community and Technical College has an officially recognized Student Senate, which serves as the official representative body of the students. The campus' Student Senate consists of elected officers and representatives and meet weekly or bi-weekly. The Mesabi Range campus student governments meet together regularly with administration to forward concerns and generate input into the college's decision-making process. The Student Senate has the exclusive right to recommend the chartering of clubs and organizations for approval by the Provosts.

The Student Senate is a member of Minnesota State Colleges Student Association (MSCSA) and all credit-bearing students pay a membership fee of 31 cents/credit to MSCSA. Student leaders have the opportunity to participate in lobbying efforts with MnSCU's Board of Trustees, the Legislature and other agencies affecting higher education.

Mesabi Range Community and Technical College has an active Student Life Committee, which meets bi-monthly throughout the academic year. The functions of the Student Life Committee are to develop and monitor all budgets for all activities funded by the student activities fee. The Committee annually recommends to the Provost the amount of the student activity fee for the ensuing year, the recommended budget for activities and the policies and procedures for administering the Student Life budget. To ensure a strong student voice, the majority of the voting committee members are students.

*Mesabi Range Community & Technical College is accredited by the
Commission on Institutions of Higher Education of the North Central
Association of Colleges and Schools.
Higher Learning Commission
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