

## IMPORTANT PHONE NUMBERS

General Information .....	Toll Free 877-853-8324	
Red Wing Local.....	(651) 385-6300	
Winona Local .....	(507) 453-2700	
Admissions .....	RW. 651-385-6309.....	W.453-1443
Career Planning and Placement .....	RW. 385-6330.....	W.453-2736 W.453-2743
Check & Connect .....	RW.267-7715.....	W.453-2720
Computer Help Desk .....	RW.385-3415.....	W.453-2408
Cosmetology Salon.....		W.453-2727
Custom Training.....	RW.385-6320.....	W.453-2740
Bookstore.....	RW.385-6366.....	W.453-2686
Disability Services.....	651-385-6309	
Learning Resource Center .....	RW.385-6329.....	W.453-1413
Financial Aid Office .....	RW.385-6323.....	W.453-2710
Registrar .....		W.453-2745
Student Health Services.....	RW.651-267-5000.....	W.507-457-5160
	(Mayo Clinic Health System)	(Winona State)
Security.....	RW.651-764-1511.....	W.453-2741
Testing.....	RW.385-6300.....	W.453-1438
Transfer Specialist .....	RW.385-6328.....	W.453-2404
Tutoring.....	RW.385-6329.....	W.453-1413
Cashier, Tuition Payment .....	RW.385-6366.....	W.453-2760

## STUDENT HANDBOOK

This Handbook is a supplement to information in the college catalog. It presents the policies, procedures and general information in effect at time of publication. All information in the handbook, catalog, website, and other publications issued do not constitute a contract and we reserve the right to change policies, procedures, fees, etc., at any time.

### MISSION STATEMENT

Minnesota State College Southeast prepares students for a lifetime of learning by providing education for employment, skill enhancement, retraining, and transfer, to meet the needs of students and the community.

### ACCREDITATION

Accreditation is a process that certifies the quality and effectiveness of academic offerings, educational activities, administration, financial stability, admissions, student services, institutional resources, student academic achievement, institutional effectiveness, and relationships with organizations outside the college. MSC Southeast is accredited by the Higher Learning Commission.

## **HIGHER LEARNING COMMISSION CONTACT INFORMATION:**

30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602-2504  
Telephone: (800) 621-7440

Program majors are qualified under the Minnesota Department Approving Agency for Veterans Education Benefits, National Guard and Military Reserve educational benefits, and specific occupation regulatory agencies. The college is approved as a Service members Opportunity College (SOC).

*Web page: [www.southeastmn.edu/accreditation](http://www.southeastmn.edu/accreditation)*

## **COLLEGE RESPONSIBILITY STATEMENTS**

### **TECHNICAL EDUCATION GUARANTEE**

The college guarantees to employers, in conjunction with Minnesota State Policy 2.3.8.0, that graduates have competencies in entry-level skills as defined within the syllabi of their program of graduation. If the employer believes that the graduate/employee is deficient on one or more competencies as defined in the standards of the graduating program, the college will re-train the graduate/employee with up to 12 credits of tuition-free instruction. This guarantee does not apply to certificate programs.

### **ASSESSMENT**

College assessment is part of the accreditation process. It is a system of gathering, verifying, communicating, and evaluating information related to the mission and goals of the college and measures college effectiveness and student academic achievement. Assessment can be measured in such forms as surveys, pretests and post-tests, course measurements, program outcomes/expectations, job placement results, and reports of results.

Students can participate in the assessment process in a variety of ways such as: New Entering Student Survey, Student Opinion Survey, membership on the college Assessment Committee, and input to the college Assessment Plan. The information from the assessment process helps the college plan for the future; document student performance and academic achievement; make adjustments to programs and services; and helps students to better understand the college and improve their college experience.

### **AFFIRMATIVE ACTION**

The college is committed to and supports aggressive affirmative action steps and programs intended to remedy the historical under-representation of persons of color, women, and persons with disabilities in the workforce.

*Contact Information: Student Affairs, 507-453-2700.*

### **AMERICANS WITH DISABILITIES ACT**

Congress enacted the Americans with Disabilities Act in 1990. MSC Southeast strives to adhere to the requirements of the Act by:

- Providing access to education for persons with disabilities as part of the mission of the college.
- Assuring students and the public that compliance with the Act is a priority of the college.
- Preparing, publishing, and distributing policy statements and procedures to comply with the letter and spirit of the Americans with Disabilities Act.
- Taking prompt action to implement the requirements of the Americans with Disabilities Act.
- Providing a procedure for individuals to address issues of the Act's compliance or noncompliance that affect them. The Americans with Disabilities Act and the grievance procedure are on file at each campus.

*Contact Information: For complaints or issues concerning the Americans with Disabilities Act, contact Steve Zmyewski, ADA Coordinator in the Learning Resource Center at 507-453-2410.*

### **EQUAL OPPORTUNITY**

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

with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities shall work to eliminate violence in all forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property. The same policies shall apply to all employment practices whether full-time or part-time. Inquiries regarding compliance with Title VI and Title IX – age, sex or minority discrimination – may be directed to Compliance Officer, in the Student Affairs Office, 507-453-2700.

The Nondiscrimination in Employment and Education Opportunity Law (1B.1) and the procedure (1B.1.1)-Report/ Complaint of Discrimination/Harassment Investigation and Resolution are available from the Minnesota State Colleges and Universities (Minnesota State) system office.

Contact Affirmative Action Officer 507-453-2700. Website: [www.MinnState.edu](http://www.MinnState.edu) and select Board Policies.

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

It is the policy of the college to maintain a learning and working environment that is free from sexual harassment and sexual violence. The college will not tolerate any form of sexual harassment or sexual violence and will act to investigate all complaints, formal or informal, written or verbal. Sexual harassment is a form of sexual discrimination. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. Men or women may be victims. Men or women may be offenders. It shall be a violation of this policy for any student or employee of the college to sexually harass or to be sexually violent to another student or employee through conduct or communication of a sexual nature as defined by this policy. This policy also includes any extension of the college environment, e.g., college sponsored events, customers, and/or vendors. Consistent with requirements of applicable college student and employee policies, collective bargaining agreements and statutes, the President or designated Vice President will take disciplinary action as deemed appropriate, including warning, suspension, or immediate discharge, to end sexual harassment/sexual violence found to exist and to prevent its recurrence. A copy of the policy is available to all students and staff.

### Response to Sexual Violence Procedure

This procedure provides a process through which individuals alleging sexual violence may pursue a complaint, pursuant to Board Policy 1B.3 Sexual Violence Policy prohibiting sexual violence.

This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

### *Definitions*

The definitions in Policy 1B.3 also apply to this procedure.

#### Campus Security Authority

Campus security authority includes the following categories of individuals at a college or university:

1. A college or university security department;
2. Any individual who has campus security responsibilities in addition to a college or university security department;
3. Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;
4. An official of a college or university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations; and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification, are not included in this definition.

### Reporting Incidents of Sexual Violence

#### A. Prompt reporting encouraged

Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, campus Title IX coordinators, or Minnesota State Colleges and

Universities campus security authorities for appropriate action.

#### B. Assistance in reporting

When informed of an alleged incident of sexual violence, all Minnesota State Colleges and Universities students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, campus Title IX coordinator, or campus security authorities.

Campus security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies, such as law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards.

When appropriate, Minnesota State Colleges and Universities may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. A college or university may take actions it deems necessary or appropriate in response to all protection, restraining, or no-contact orders.

#### Confidentiality of reporting

##### A. Confidential reports

Because of laws concerning government data contained in Minn. Stat. § 13 Government Data Practices, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed healthcare professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or healthcare professionals.

##### B. Reports to campus security authorities

Complainants of sexual violence may contact any campus security authority for appropriate assistance or to report incidents. Absolute confidentiality of reports made to campus security authorities cannot be promised. However, campus security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainant's consent, except as may be required or permitted by law. There may be instances in which a college, university, or the system office determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, Minnesota State Colleges and Universities will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

##### C. Required reports

Any campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence shall follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to other school officials, as appropriate, such as the campus affirmative action office, the campus office responsible for administering the student conduct code, and/or the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name of or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

#### Policy notices

##### A. Distribution of policy to students

Each college or university shall, at a minimum, at the time of registration make available to each student information about its sexual violence policy and procedure, including its online reporting system that allows for anonymous reporting, and shall additionally post a copy of its policy and procedure at appropriate locations on campus at all times. A college or university may distribute its policy and procedure by posting on an Internet or Intranet website, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

##### B. Distribution of policy to employees

Colleges, universities, and the system office shall make available to all employees a copy of the sexual violence policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet website, provided all employees are directly notified of the exact address of the policy and procedure as well as the option of receiving a paper copy upon request.

### C. Required notice

Each college or university shall have a sexual violence policy, which must include the notice provisions in this part.

#### 1. Notice of complainant options

Following a report of sexual violence the complainant must be promptly notified of:

- a. Where and how to obtain immediate medical assistance. Complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
- b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate college, university, or system contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.
- c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services.

#### 2. Notice of complainant rights

Complainants must be notified of the following:

- a. Their right to file criminal charges with local law enforcement officials in sexual assault cases;
- b. Rights under the crime victims bill of rights, Minn. Stat. §§ 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
- c. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident;
- d. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
- e. Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately investigated and resolved;
- f. Upon a sexual assault complainant's request, the college, university, or system office may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or to a work site or to alternative college-owned housing, if such alternatives are available and feasible.
- g. Upon the request of the complainant, students who reported sexual assaults to the college or university and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at the college or university to which the complainant is transferring

## Investigation and Disciplinary Procedures

### A. Immediate action

A college or university may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated Board Policy 1B.3, in accordance with the procedures in System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

A college or university may summarily suspend or take other temporary measures against a student alleged to have committed a violation of Board Policy 1B.3, in accordance with System Procedure 1B.1.1 or Board Policy 3.6.

## B. General principles

Colleges, universities, and the system office shall use System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigations and Resolution when investigating complaints of sexual violence. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization.

College and university investigation and disciplinary procedures concerning allegations of sexual violence against employees or students must:

1. Be respectful of the needs and rights of individuals involved and treat them with dignity;
2. Not suggest to the complainant that he or she was at fault for the sexual assault or should have behaved differently to prevent the assault;
3. Proceed as promptly as possible
4. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
5. Afford employees the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
6. Be conducted in accordance with applicable due process standards and privacy laws;
7. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
8. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated.

The past sexual history of the complainant and respondent must be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

## C. Relationship to parallel proceedings

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

## D. Memorandum of understanding with local law enforcement

Each college or university shall enter into a memorandum of understanding with the primary law enforcement agencies that serve their campus(es). Prior to the start of each academic year, each college or university shall distribute an electronic copy of the MOU to all employees on the campus that are subject to the memorandum. Colleges and universities are exempt from the MOU requirement if they and local or county law enforcement agencies establish a sexual assault protocol team to facilitate effective cooperation and collaboration between the college or university and law enforcement.

## E. False statements prohibited

Colleges, universities, and the system office take allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence, or who provides false information during the investigation of such a complaint or report, may be subject to discipline or, under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

## F. Withdrawn complaint

If a complainant no longer desires to pursue a complaint through the colleges or university's proceeding, the

college or university reserves the right to investigate and resolve the complaint as it deems appropriate.

#### G. Discretion to pursue certain allegations

Minnesota State Colleges and Universities reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the college, or university, or system office.

#### H. Sanctions

Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, or expulsion of students, or termination from employment for employees. The appropriate sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by the college, university, or system office for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

#### I. Retaliation prohibited

Actions by a student or employee intended as retaliation, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

#### Sexual Violence Prevention and Education

##### A. Campus-wide training

Colleges, universities, and the system office shall:

1. Include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents.
2. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided with this training;
3. Emphasize in their educational programs the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

##### B. Other training and education

Colleges and universities and affiliated student organizations are encouraged to develop educational programs, brochures, posters, and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or if they learn of such an incident.

##### C. Training for individuals charged with decision-making authority

Prior to serving as either an investigator or decision maker for complaints under this procedure, administrators shall complete investigator or decision-maker training provided by the system office.

Investigators/decision makers, campus security officers, and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

##### Maintenance of report/complaint procedure documentation

Data that is collected, created, received, maintained, or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of Minn. Stat. § 13 Government Data Practices and other applicable laws.

Information on reports of incidents of sexual violence that are made to Campus Security Authorities must be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics

Act, codified at 20 U.S.C. § 1092 (f). The information will be used to report campus crime statistics on college and university campuses as required by the Clery Act.

During and upon the completion of the complaint process, the complaint file must be maintained in a secure location. Access to complaint file information, including information stored electronically, must be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, and other applicable law and policy.

Each college, university and the system office shall annually report statistics on sexual assaults to the Minnesota Office of Higher Education. Additionally, the report must be published on each college and university website in accordance with state law.

Contact Information: For any complaints or issues concerning sexual harassment and/or sexual violence, contact Affirmative Action Officer 507.507-453-2711.

Website: <http://www.MinnState.edu/board/policy/1b03.html>.

## **PREFERRED NAME**

Minnesota State Colleges and Universities and Minnesota State College Southeast recognize and support the members of its community who wish to use preferred names where legally permissible. Students and employees may designate a preferred name to be used when a legal name is not required in the course of College business and educational pursuits.

Preferred names will appear where legal name is not required. MSC Southeast will use preferred names where technically and legally possible. Examples include e-mail accounts, class rosters, honor program lists, D2L Brightspace, advisee lists, ID cards and alumni records. This list is subject change. Use of preferred names will be phased in as technical resources permit.

Preferred name policy and procedure can be found at [www.southeastmn.edu/about\\_us/PoliciesAndProcedures/index.aspx?id=447#313](http://www.southeastmn.edu/about_us/PoliciesAndProcedures/index.aspx?id=447#313) Preferred name request form can be found at [www.southeastmn.edu/current\\_student/forms/index.aspx](http://www.southeastmn.edu/current_student/forms/index.aspx)

## **DRUG-FREE POLICY**

The college is committed to the maintenance of drug-free campuses. Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of any narcotic drug, amphetamine, barbiturate, marijuana, alcohol, or any controlled substance while on campus or in any work place that is under the jurisdiction of the college. Controlled substance is defined in the legal references. Strict adherence to this policy is mandatory. Failure to comply will result in immediate referral to the local police department for prosecution. The college may, in addition, require a student to complete a prescribed assistance or rehabilitation program in order to continue academic studies.

## **TOBACCO-FREE POLICY**

MSC Southeast offers a tobacco-free environment in all buildings and college vehicles. Use of tobacco products is not permitted within 75 feet of buildings except in designated areas. E-cigarettes are also prohibited under the tobacco-free policy. E-cigarette means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances for inhalation. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor, but does not include any product specifically approved by the U.S. Food and Drug Administration for use in medical treatment, such as an asthma inhaler.

# **ADMISSIONS**

## **ADMISSION TO THE COLLEGE**

Admission is the process that is used to admit students to a college program, to administer progress through the college, and to process graduation requests. Some students may be admitted to Minnesota State College Southeast but denied admission to a particular program because of program requirements or limited class size. The lack of English skills is not a barrier to admission.



## **ADMISSION INFORMATION**

Students may be admitted to MSC Southeast if they are high school graduates or have a General Equivalency Diploma (GED). Applicants must document admission eligibility; those who are unable to present traditional documentation of educational preparation must be individually evaluated on the basis of guidelines consistent with the college's identity and mission. Students on academic suspension from a college or university shall not be admitted during the term of that suspension, unless the applicant is able to successfully complete the appeal/suspension process at Southeast. Students who have been suspended or expelled for disciplinary reasons from any post-secondary institution may be denied admission to Southeast. Southeast does have an appeals process that may be used by individuals who are denied admission.

*Contact Information: Student Services at 877-853-8324 (toll free) or 507-453-2700 (Winona) or 651-385-6300 (Red Wing).*

## **APPLICATION PROCESS FOR ADMISSION**

Required application materials:

1. \_\_\_Step 1. Access our college website at [www.southeastmn.edu](http://www.southeastmn.edu). Click on the Future Student tab at the top of our home page to start the process for completing our college application.  
\_\_\_Step 2. You will be required to pay a \$20.00 application fee. This fee can be paid online using a credit card or check at the time you are completing your online application or you may mail your application fee to the college campus you plan to attend to the address listed on the back of this handbook.  
\_\_\_Step 3. You will be required to complete the Accuplacer placement test. You will not be allowed to register until this step is completed. Scheduled testing dates and times can be found on our website. Please call to schedule a testing time.

You may be exempt from taking all or a part of the placement test if you provide:

- Transcript from a higher education institution documenting an AAS degree or higher or
  - Transcripts from a higher education institution showing grades of "D" or better in comparable college level courses in mathematics and English or
  - ACT scores of 21 in reading and 18 in English to be exempt from the reading comprehension portion of the Accuplacer. ACT score of 22 in math to be exempt from the math portion of the test. Student must provide a copy of their ACT scores. Math test scores over two (2) years are not valid. Reading test scores over three (3) years are not valid or
  - Previously completed ACCUPLACER Placement scores. Math placement scores over two (2) years are not valid. Reading placement scores over three (3) years are not valid.
2. Arrange to have a high school transcript or GED sent to the Admissions Office.
  3. Transfer Students: Must request that an official post-secondary transcript be mailed directly to Southeast from the sending institution. However, if you are transferring from a Minnesota State College or University (Minnesota State), an electronic transcript will be received at Southeast.
  4. Schedule a visit to talk with an Admission Representative. (Note: This will be helpful but is not required for admission.)

*Contact Information: Student Services Admissions Office at 877-853-8324 (toll free) or 507-453-2700 (Winona) or 651-385-6300 (Red Wing). Web page: [www.southeastmn.edu/FutureStudents/](http://www.southeastmn.edu/FutureStudents/)*

## **ACCUPLACER PLACEMENT TESTING**

Prior to enrolling in MSC Southeast courses, students must document their level of competence in mathematics and reading. Currently the college uses the Accuplacer testing process to meet the policy on placement testing. The Accuplacer scores have a three year time limit for the reading comprehension portion and two-year time limit for the mathematics portion of the test. Students may be waived from taking the Accuplacer test under these conditions:

- Transcript from a higher education institution documenting an AAS degree or higher or
- Transcripts from a higher education institution showing grades of "D" or better in comparable college level courses in mathematics and English or
- ACT scores of 21 in reading and 18 in English to be exempt from the reading comprehension portion of the Accuplacer. ACT score of 22 in math to be exempt from the math portion of the test. Student must provide

a copy of their ACT scores. Math test scores over two (2) years are not valid. Reading test scores over three (3) years are not valid or

- Previously completed ACCUPLACER Placement scores. Math placement scores over two (2) years are not valid. Reading placement scores over three (3) years are not valid.

*Web page: [www.southeastmn.edu/FutureStudents/](http://www.southeastmn.edu/FutureStudents/)*

### **ACCUPLACER RETESTING PROCEDURE**

MSC Southeast will allow students only one accuplacer retest given the following parameters:

- The retest will take into consideration any scores within the Minnesota State system during the valid 2 year period for Math and the valid 3 year period for Reading Comprehension.
- Evidence of extenuating circumstances must be presented to the college admissions advisor for consideration of approval.
- If approval is granted, retest must take place within two weeks of meeting with the college admissions advisor.
- A fee of \$20 will be required for the math retest and a fee of \$20 will be required for the reading comprehension retest prior to taking the retest.
- Should a student meet with the college admissions advisor and produce evidence of substantial remediation, the retesting fee will be waived.

### **IMMUNIZATION REQUIREMENTS**

Minnesota law (MS 135A.14) requires all students enrolled in more than one on campus credit-based course in a term and born after December 31, 1956, to provide evidence of immunization for measles, rubella, mumps, diphtheria, and tetanus. Students who graduated from a Minnesota high school in 1997 or later and transfer students from other Minnesota State College and Universities are exempt. Some majors may have additional health requirements.

*Web page: [www.southeastmn.edu/become\\_a\\_student/admission.aspx](http://www.southeastmn.edu/become_a_student/admission.aspx)*

### **ADDITIONAL REQUIREMENTS FOR NURSING/RADIOGRAPHY/MEDICAL LABORATORY TECHNICIAN STUDENTS**

Minnesota law requires a state-conducted background check of any person who provides services that involve direct contact with patients and residents at a health-care facility licensed by the Minnesota Department of Health. An individual who is disqualified from having direct patient contact as a result of the background check, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health-care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility for a diploma in this program. Nursing and Allied Health students must receive a grade of "C" or better for all courses taken at MSC Southeast, and for transfer Liberal Arts and Sciences courses a grade of "C". The Nursing and Allied Health departments require a minimum grade of "B" for Nursing and Allied Health courses. A grade of "C" is acceptable if documentation is received from the sending college that a grade of "C" is at least 85 percentage points out of 100.

*Contact Information: Student Services at 877-853-8324 (toll free), 507-453-2700 (Winona) or 651-385-6300 (Red Wing).*

### **ADDITIONAL REQUIREMENTS FOR TRUCK DRIVING STUDENTS**

The safety and well-being of the public, government, and customers demand that all student drivers perform their jobs free of alcohol and illegal drugs. Involvement with drugs and alcohol can negatively impact a student's training and safety; therefore, it is the policy of the college that its student drivers be free of substance abuse and alcohol abuse. In compliance with federal law, students who enroll in the truck driving program must consent to random examination for the presence of drugs and/or alcohol at any time during preadmission and enrollment in the program.

*Contact Information: Copies of the entire policy are available from Student Services at 877-853-8324 or 507-453-2700.*

### **INTERNATIONAL STUDENTS**

International students are welcome to apply at MSC Southeast. The following information will help you in the application process:

1. Follow the college's application process as outlined in the International Student Application Packet available on the college website [www.southeastmn.edu](http://www.southeastmn.edu).
2. Take the TOEFL test and have the results forwarded to MSC Southeast. Admission is based on a TOEFL score of 500 on the paper version, 173 on the computer based version, or 61 on the internet-based version of the test.
3. Show adequate financial resources to complete educational and living expenses without financial assistance from the college. Information on how to document these resources is included in the international student application packet.
4. Submit an approved F-1 or M-1 visa to the college's admission department prior to registration for any course. We strongly recommend that the applicant begin the college application process at least six months before the intended enrollment date to allow sufficient time to process the student visa request.
5. MSC Southeast requires international students to have health insurance; in most instances, this insurance must be purchased through the college.

*For more information contact: Student Services at 877-853-8324 (toll free), 507-453-2700 (Winona) or 651-385-6300 (Red Wing).*

## **RETURNING STUDENTS**

A MSC Southeast student who has not attended MSC Southeast for one term or more (summer excluded) will be classified as a returning student. To be re-admitted, a returning student must complete the Online College Application. Returning students must comply with program major completion requirements and college policies in effect when returning to the college.

*Web page: [www.southeastmn.edu/FutureStudents/](http://www.southeastmn.edu/FutureStudents/)*

## **CREDIT FOR PRIOR LEARNING IN NON-CREDIT/EXPERIENTIAL/CREDIT BY EXAM**

The college may grant course credit on the basis of proficiency acquired through experience other than formal education. Students passing a nationally recognized examination; Advanced Placement Exam (AP), College-Level Examination Program (CLEP), International Baccalaureate Credit (IB), a college course challenge examination (Test Out), a college course competency demonstration examination (a Test Out of physical skills) or that have acquired Military training or service that meets the standards of the American Council on Education (ACE) or the equivalent shall be granted college credit. The following is a list of nationally recognized examinations that are acceptable for college credit transfer:

### Advanced Placement Exam (AP)

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

- The student must arrange for an official report of AP examination scores to be sent from The College Board to MSC Southeast in order to receive credit.
- A score of 3 or higher is required for credit to be granted.
- There is no limit on the course credits granted based on AP examination scores.
- Credits will be granted based according to Minnesota State Board Policy 3.15 Advanced Placement Credit, System Procedure 3.15.1.
- Course Equivalencies can be found at [http://www.southeastmn.edu/become\\_a\\_student/apply.aspx?id=2394](http://www.southeastmn.edu/become_a_student/apply.aspx?id=2394)

### College Level Examination Program (CLEP)

College-Level Examination program (CLEP) is a testing program of The College Board designed to measure prior learning. A student may earn college credits by achieving a specified level of performance on a CLEP examination.

- The student must arrange for an official report of CLEP examination scores to be sent from The College Board to MSC Southeast in order to receive credit.
- A score of 50 or higher on CLEP examinations, with the exception of Level 2 foreign-language examina-

tions, for which a minimum score of 60 for German language, 59 for French language and 63 for Spanish language is required for credit granted.

- There is no limit on the course credits granted based on CLEP examination scores.
- Credits will be granted based according to Minnesota State Board Policy 3.33 College-Level Examination Program (CLEP) credit, System Procedure 3.33.1.
- Course Equivalencies can be found at [http://www.southeastmn.edu/become\\_a\\_student/apply.aspx?id=2394](http://www.southeastmn.edu/become_a_student/apply.aspx?id=2394)

#### International Baccalaureate (IB) Examinations

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

- The student must arrange for an official report of IB examination scores to be sent from IB to MSC Southeast in order to receive credit.
- A score of 4 or higher is required for credit granted on individual IB examinations.
- There is no limit on the course credits granted based on AP examination scores.
- Credits will be granted based according to Minnesota State Board Policy 3.16 International Baccalaureate Credit, System Procedure 3.16.1.
- Course Equivalencies can be found at [http://www.southeastmn.edu/become\\_a\\_student/apply.aspx?id=2394](http://www.southeastmn.edu/become_a_student/apply.aspx?id=2394)

College course challenge exams and competency demonstration exams must be completed within the first five (5) days of a term. Students may not Test Out of a course that they have previously failed or from which they have withdrawn. Students shall have one (1) opportunity to complete and pass the examination. Credits earned through this method are not considered residency credits. A per-credit fee is assessed for these examinations.

The following is a list of college course challenge and competency demonstration examinations that are given at the college: (See department faculty for possible other opportunities)

- CHEM0510, Fundamentals of Chemistry, 3 Credits
- ENGL1025, Writing About the Short Story, 2 Credits
- MATH1025, Algebra, 2 credits
- MATH1015, Geometry/Trigonometry 2 Credits

#### Military Training

Students with Military training or service shall receive credit in accordance with Minnesota Statute 197.775, Subdivision 2, if the training or service course meets the standards of the American Council on Education ACE or the equivalent.

- The student must arrange for an official military transcript in order to receive credit.
- Army, Coast Guard, Marine Corps, and Navy: Active Duty, Reserve and Veterans transcripts are available at Joint Services Transcript (JST) <https://jst.doded.mil/smart/signIn.do>

Students looking for other credit for prior learning opportunities may go to [www.MinnState.edu](http://www.MinnState.edu)

### **TRANSFER OF CREDITS FROM OTHER HIGHER EDUCATION INSTITUTIONS**

Transfer students must request that an official post-secondary transcript be mailed directly to MSC Southeast from the sending institution. However, if you are transferring from a Minnesota State College or University (Minnesota State), an electronic transcript will be received at MSC Southeast. MSC Southeast considers credits from all regionally and non-regionally accredited institutions. Course syllabi and other additional documentation may also be required for evaluation of courses for which a student is requesting credit. It is the policy of MSC Southeast to provide students the ability to transfer credits from higher education institutions to meet program major requirements. The transfer of credit shall be accomplished in accordance with Minnesota State Board of Trustees policies 3.21 and 3.37 ([www.MinnState.edu/board/policy/index.html](http://www.MinnState.edu/board/policy/index.html)). Transfer rights and responsibilities Minnesota State Board of Trustees policy 3.39 ([www.MinnState.edu/board/policy/339.html](http://www.MinnState.edu/board/policy/339.html)).

Transfer of technical credits is only granted for courses completed within the past five years. Some programs may have different technical credit requirements. There is no transfer time limit for general education or elec-

tive courses. Transfer credits being considered must have a grade of A, B, C, D, M (Mastery), P (Pass), or S (Satisfactory), and the completed coursework must match at least 75% of the content goals of the MSC Southeast course syllabus for which the student is seeking transfer credit. Questions about transfer of credits from another institution should be directed to the Registrar's Office.

### **Transfer of Credit Review/ Appeal Process**

If you want to have any courses or credits further reviewed, go to eServices, select Transfer Review/Appeal and follow the instructions. You may include additional supplemental information such as a course description, syllabus, course outline, or other course materials. The department and Dean of Academics will review the provided information within (10) days. You will receive an email with their decision. If you want to appeal their decision, return to eServices and complete the Transfer Appeal process.

*Web page: [http://www.southeastmn.edu/become\\_a\\_student/page.aspx?id=374](http://www.southeastmn.edu/become_a_student/page.aspx?id=374)*

## **TRANSFEROLOGY**

Transferology allows students to research if courses taken at other colleges and universities will transfer to and from MSC Southeast. Information obtained through Transferology should be considered unofficial and must be verified once a student has applied and been accepted to MSC Southeast.

*Website: [www.transferology.com](http://www.transferology.com)*

## **TRANSFER OF CREDIT RESIDENCY REQUIREMENTS**

To be eligible for a certificate, degree, or diploma, a student must earn a minimum of 1/3 of the requirements at MSC Southeast. Credits earned by examination (test out) do not fulfill residency requirements. Some programs may need to meet accreditation requirements to fulfill residency requirements.

## **POST-SECONDARY ENROLLMENT OPTIONS (PSEO)**

The Post-Secondary Enrollment Options (PSEO) Program is the program established by Minnesota State Statutes 124D.09 to "promote rigorous educational pursuits and provide a wider variety of options for students." Through PSEO, 10th, 11th and 12th grade high school students may earn both secondary and postsecondary credit for college or university courses completed on a college or university campus, at a high school, or at another location. MSC Southeast gladly participates in the PSEO program and offers the following information to further explain this wonderful opportunity.

- PSEO students are encouraged (but not required) to meet with a MSC Southeast Admissions Advisor prior to applying. Contact Student Services at 877-853-8324.
- PSEO students will be enrolled on a space-available basis and/or if they meet the required course pre-requisites. There are some programs and courses that are NOT available to PSEO students.
- PSEO students are expected to meet the MSC Southeast Satisfactory Academic Progress measures of 2.0 GPA and completion of 67% of enrolled courses.
- PSEO students cannot take developmental education courses (typically those numbered below 1000). Students with an IEP and/or have a disability should contact Disability Support Services at 877-853-8324.
- 10th Grade PSEO students can only take ONE career or technical education course during their first semester. If the student receives a grade of C or better in the course, the student shall be allowed to take additional career or technical education courses in subsequent terms.
- 11th and 12th Grade PSEO students can be full or part-time students at MSC Southeast depending upon their high school schedule.
- PSEO students are not charged for tuition, books or lab fees, but they are required to pay for non-consumable tools and equipment.
- Text books are available to PSEO students from the MSC Southeast Bookstore at least one week prior to the start of classes. These books must be returned to the Bookstore at the end of the semester.
- The PSEO program is not available during summer session.
- PSEO students are required to attend their MSC Southeast classes even if their high school is not in session.

For 10th graders:

- Must be attending a Minnesota public high school.

- Must have passed the 8th Grade Reading Minnesota Comprehensive Assessment (MCA) with a “Meets the Standards” indicator.

For 11th graders:

- Must rank in the **upper third** of their junior class **OR** have a grade point average (GPA) of 3.0 or higher.

For 12th graders:

- Must rank in the **upper half** of their senior class **OR** have a grade point average (GPA) of 2.5 or higher.

### Additional Credits Options for High school students

#### *Contracted PSEO*

Like PSEO, Contracted PSEO allows 10th, 11th and 12th-grade students to earn college credit while still in high school, through enrollment in and successful completion of college courses. Through contracted PSEO, the district contracts directly with MSC Southeast paying for the credits taken by students to include fees and textbook rentals. Students receive priority registration thus securing their seat in the college course. *For information about Contracted PSEO, contact Shannon Schell 507-453-2743 or Jo Poncelet 651-385-6349*

#### *Concurrent Enrollment*

MSC Southeast offers college courses to high school juniors and seniors. By using credentialed high school faculty, students have a unique opportunity to gauge their ability to do college work in introductory freshmen level courses prior to full-time college study. Courses are fully aligned with the college courses, including grading and assessment methods. Courses are typically rigorous transfer level courses transferring to most 4 year universities. Minnesota State College Southeast is a member of the Minnesota Concurrent Enrollment Partnership (MnCEP) and the National Alliance of Concurrent Enrollment Partnerships (NACEP) as well as being accredited by NACEP. *For information about Concurrent Enrollment, contact Shannon Schell 507-453-2743 or Jo Poncelet 651-385-6349*

#### *Articulation Agreements*

Articulations enable students to apply high school courses which contain content equivalent to MSC Southeast courses toward degrees or diplomas. A request for articulation must be submitted to the college for review. College faculty and high school faculty then meet to align coursework prior to signing the agreement.

Courses are then taught in the high school by high school instructors. They articulate to MSC Southeast only. Articulation courses are generally diploma level and typically allow for advance placement in their diploma.

Students will earn a class certificate upon successful completion. Students must successfully complete the full high school course at a C or better (science courses must be at a B or better) to receive a course completion certificate. The Certificate is valid for two years after high school graduation. High School transcript must accompany the certificate upon articulating to the college to ensure full articulation. *For information on Articulation Agreements contact Shannon Schell 507-453-2743 or Jo Poncelet 651-385-6349*

## **REGISTRATION**

Registration is the process used when a student signs up for classes. Registration procedures vary dependent upon student status and the program. Students have the final responsibility to select and register for courses that meet program requirements and to manage graduation requirements for their program majors.

### **ACADEMIC ADVISOR**

Each student will be assigned an advisor according to his or her program major. The advisor will assist with planning course registration, referral to appropriate college and community services, identifying career opportunities, and interpreting college policies and procedures. Students are encouraged to make appointments for consultation, as this is a requirement prior to registration.

### **DEGREE AUDIT REPORTING SYSTEM (DARS)**

The Degree Audit Reporting System (DARS) is designed to help students identify and understand current academic requirements for certificate, diploma and degree completion. A DARS report lists all college require-

ments for a student's program of study to help the student plan and monitor progress by indicating courses already completed, both at MSC Southeast and in transfer. DARS reports are available through eServices.

### **SUBSTITUTION OF REQUIRED COURSE**

The college allows the option to substitute a course identified as required on the program major plan. Such a substitution is allowed on a case-by-case basis only after recommendation by the academic advisor and approval through the academic affairs office. Replacement courses must be identified as equivalent in both content and rigor. No reduction of program length is allowed. Students request approval by submitting a Substitution of Required Course form at least one week prior to registration for the course.

### **CHANGING PROGRAM MAJORS**

Once a term has begun, it is possible to transfer from one program major to another. Students who wish to transfer should meet with an admission or academic advisor. The student should then complete the appropriate form online at [www.southeastmn.edu](http://www.southeastmn.edu).

### **REGISTRATION**

Students register for courses through eServices. To log in to eServices, students need a StarID and password, as well as a Registration Access Code. Students receive a Registration Access Code from their program advisor prior to each term. Note: Students with an outstanding balance at MSC Southeast or other MINNESOTA STATE institutions will not be able to register until balance has been paid in full.

Web page: [www.southeastmn.edu/eServices](http://www.southeastmn.edu/eServices)

### **ONLINE COURSES**

Students taking online classes at the college use a software package Content Management System called Desire2Learn Brightspace (D2L) to gain access to their courses. Once a student is accepted as an online student at MSC Southeast, a D2L account is set up. Students need a StarID number to login to D2L. Students enrolled in an online course for the first time are asked to attend a Desire to Learn Orientation (D2L).

Web page: [www.southeastmn.edu/distance\\_learning/D2L.aspx](http://www.southeastmn.edu/distance_learning/D2L.aspx)

### **DROPPING AND ADDING COURSES**

Students may drop or add a course(s) in accordance with the procedures below.

#### **DROPPING A COURSE**

Students may drop a course using eServices. Please note the following timelines and consequences.

- Students are entitled to have the opportunity to attend one class session without obligation.
- Students dropping a course within the first five (5) days of the term will receive a 100% refund of tuition for the dropped credits.
- Students dropping a course AFTER the first five (5) days of the term will receive NO refund of tuition for the dropped credits.
- Students dropping a course that begins AFTER the first five (5) days of the term will have two (2) academic calendar days from the start of the course to drop the course with a full refund.
- Students dropping a course after the first five (5) days a term begins but before 80% of the term is completed will receive a "W" for the course indicating the student has withdrawn from the course.

#### **ADDING A COURSE**

Students may add a course using eServices. Please note the following timelines and consequences.

- Students may add a course only within the first five (5) instructional days of the term without prior approval.
- Tuition/fees for courses added after the tuition due date are due at time of registration.
- The DROP/ADD period (first five [5] days of the term) may differ for courses of less than full-term duration.

### **TOTAL WITHDRAWAL FROM THE COLLEGE/REFUND OF TUITION AND FEES**

The following refund schedule is in effect when a student chooses a total withdrawal from all classes at the college.



1. A 100% refund of tuition and fees shall be provided to a student who withdraws on or before the 5th day in a term.
2. A 75% refund of tuition and fees shall be provided to a student who withdraws the 6th day through the 10th day in a term.
3. A 50% refund of tuition and fees shall be provided to a student who withdraws the 11th day through the 15th day in a term.
4. A 25% refund of tuition and fees shall be provided to a student who withdraws the 16th day through the 20th day in a term.
5. No refund of tuition and fees shall be provided to a student after the 20th day in a term.
6. Currently the college is under a Title IV refund policy based on the percentage of time a student has been enrolled.
7. The President or designee may waive amounts. Tuition appeals must be presented in writing for committee review. All appeals must be done within 120 days from the start of term.
8. The last date to withdraw is when 80% of the term is completed. For courses of less than full-term duration, the last day to withdraw will be prior to the completion of 80% of the course. Specific withdrawal dates can be found on the student course schedule in eServices and in the online course schedule. Failure to withdraw using eServices during the allowed withdrawal period will result in the student receiving the grade(s) earned after the date of departure in the course.
9. Books and equipment belonging to the college must be returned.

*Contact Information: Student Services at 877-853-8324 (toll free) or 507-453-2700 (Winona) or 651-385-6300 (Red Wing).*

## **FINANCIAL SERVICES**

*Note: The fees listed here are estimated at the time of printing this handbook.*

### **STUDENT COSTS, PAYMENT, AND REIMBURSEMENTS**

All students shall pay the tuition rates established annually by the Board of Trustees of the Minnesota State Colleges and Universities in accordance with Minnesota State Policy 3.2.1.0 for MSC Southeast courses, unless exempt from tuition as permitted by statute or policy. No fees shall be charged unless approved by the Board of Trustees of the Minnesota State Colleges and Universities in accordance with Minnesota State Policy 3.2.2.0.

#### **Tuition**

1. The approximate tuition rate for ALL resident and non-resident students for 2017-2018 is \$165.64 per semester credit.
2. Some programs may have differential tuition costs to offset additional program expenditures.

#### **Residency Defined**

Resident status is determined at the time of application according to the permanent residence of parents or guardians of students under 18 years of age and according to permanent residence of students over 18 years of age. For tuition purposes, Minnesota resident status will be granted to:

- Students who resided in the state for at least one calendar year prior to applying for admission or dependent students whose parent or legal guardian resides in Minnesota at the time the student applies.
- Minnesota residents who can demonstrate that they were temporarily absent from the state without establishing residency elsewhere.
- Residents of other states who are attending a Minnesota institution under a tuition reciprocity agreement.
- Students who have been in Minnesota as migrant farm workers, as defined in Code of Federal Regulations, title 20, section 633.104, over a period of at least two years immediately before admission or re-admission to a Minnesota public higher education institution, or student who are dependents of such migrant farm workers.
- Persons who either (1) were employed full time and were relocated to the state by the person's current employer, or (2) moved to the state for employment purposes and, before moving and before applying for ad-



mission to a public post-secondary institution, accepted a job in the state, or students who are dependents of such migrant farm workers.

- Persons who either (1) were employed full time and were relocated to the state by the person's current employer, or (2) moved to the state for employment purposes and, before moving and before applying for admission to a public post-secondary institution, accepted a job in the state, or students who are spouses or dependents of such persons
- Students may establish Minnesota residency by demonstrating domicile in Minnesota before the beginning of any term. Students have the burden of proving domicile for purposes of in-state tuition. Domicile is defined as an individual's true, fixed and permanent living place. Please contact Student Services for a full policy.
- Questions concerning residency will be resolved at the time of registration and/or application for financial aid. The President or designee will make final determination in all cases of disagreement over residency.
- U.S. military personnel serving on active duty assignment in Minnesota, and their spouses and dependent children.

## **SENIOR CITIZENS**

Resident citizens 62 years of age or older may attend college courses at a reduced tuition rate on a space-available basis. Senior citizens may register during the drop/add period the day following the first day of class. Courses taken for credit will be charged a \$15.00 administrative fee and other required fees. Courses taken for audit (receive no credit) do not pay the administrative fee but are responsible for other required fees.

*Contact Information: Student Services at 877-853-8324 (toll free) or 507-453-2700 (Winona) or 651-385-6300 (Red Wing).*

## **FEES**

The college may establish policies to charge fees not to exceed the maximum amount approved by the Board. The following fees are authorized:

### Mandatory Fees

1. Application fee: \$20.00. Not refunded to students who do not enroll.
2. Credit by examination fee: \$60.00/credit.
3. Minnesota Student Association fee, \$0.35/credit.
4. Parking fee: \$1.50/credit with a maximum of \$24.00 per term and \$2.00 per-hour based class. Online courses are not charged a parking fee.
5. Student Health Services fee: Winona campus courses will be charged \$3.30/credit for health services that will be provided at the Winona State University Campus. The maximum charge per term is \$39.60.
6. Wellness Center fee: Winona campus courses will be charged \$5.03/credit for access to the Winona State University Wellness Center. The maximum charge per term is \$60.36. Red Wing campus courses will be charged \$2.00/credit for access to the Red Wing YMCA. The maximum charge per term is \$24.00.

### Additional Fees - All fees shall be identified and communicated to students in a timely manner

7. Student accident insurance: \$0.25/credit.
8. Student Senate fee (activity): Winona - \$1.85/credit. Red Wing - \$2.55/credit
9. Personal property or service fee: no maximum. The fee shall be for services or for items that become the personal property of a student and have an educational or personal value beyond the classroom.
10. Technology fee: \$10.00/credit.
11. Online tuition differential fee: \$25.00/credit. The fee shall be for all online courses.

*Web page: [www.southeastmn.edu/current\\_student/tuition.aspx](http://www.southeastmn.edu/current_student/tuition.aspx)*

## **BILLING AND PAYMENT PROCEDURES**

Students enrolling in college courses must pay tuition and fees prior to the start of classes, or have arrangements made as outlined below. If tuition and fees are not paid, students may be dropped from registered courses. Do NOT assume your courses will be dropped if you no longer plan on attending. Proper procedures must be followed to drop your courses.

- Full payment (payment must be received and posted to the student's account by the due date)

- Financial aid application on file in the Financial Aid Office
- Payment by third party award (agency/company. Example: employer-provided educational benefits)
- Extended Payment Plan - \$300 or 15% of total tuition & fees down by tuition due date
- Active external payment plan with Nelnet Business Solutions (FACTS)

Tuition/fees for courses added after the tuition due date are due at time of registration.

Tuition statements are not mailed to students. It is the student's responsibility to check for updates and new term balances online.

Students are financially obligated to pay for all courses in which they enroll. Proper procedures must be followed to drop or withdraw from a course. Students enrolled under agency programs through a workforce center or other organization must have an official agency authorization on file in the Accounts Receivable Department prior to the tuition due date. It is the student's responsibility to see that proper authorization has been issued to MSC Southeast. Failure to do so could result in the dropping of courses. Students with outstanding balances may be removed from their classes pending payment. Registration for future terms will be on "hold" for all students with overdue accounts. A late fee of \$50.00 may be assessed for late payment. MSC Southeast uses the Minnesota Department of Revenue Collection Division to collect overdue accounts per Minnesota statutes.

*Contact Information: Business Office at 507-453-2761.*

*Website: [www.southeastmn.edu/current\\_student/tuition.aspx](http://www.southeastmn.edu/current_student/tuition.aspx)*

## FINANCIAL AID

*Contact Information: Student Services at 877-853-8324 (toll free) or 507-453-2700 (Winona) or 651-385-6300 (Red Wing). Web page: [www.southeastmn.edu/current\\_student/finaid.aspx](http://www.southeastmn.edu/current_student/finaid.aspx)*

## APPLICATION PROCESS

Students apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). There is no charge to apply for federal or state aid. This process can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you need assistance, contact the Financial Aid office. When completing the FAFSA, please use the MSC Southeast school code which is 002393. A Federal Student Aid (FSA) ID will need to be created.

NOTE: In all cases, a Social Security number is required at the time of application.

Applications will not be processed without it.

Read instructions carefully when applying for financial aid, complete every question, and pay special attention to questions on income, since that area is where most mistakes are made. To avoid mistakes and delays, please use the IRS data retrieval tool available when completing income section of FAFSA online. Submit applications as soon as possible after prior year taxes are completed. It takes approximately one week for the FAFSA to be processed. If it is necessary to confirm or correct any information provided by the applicant, reprocessing the FAFSA will take another week. Contact MSC Southeast with any corrections. It may be necessary to prove that certain reported information is correct. This may require additional forms to be completed. If additional forms are required the college will mail and email a request to the student. All forms are available on the college website. The MSC Southeast Student Direct Deposit Authorization form is also required and should be submitted online each year.

Each step in the process must be completed promptly so that no deadlines are missed. For financial aid, a file must be completed by August 1st for Fall semester, and 15 days prior to any other semester the applicant wishes to start. Missing a deadline may mean delays in student financial aid.

Students that are getting their degree/certificate and financial aid from MSC Southeast and wish to take courses at another institution can have those credits included as part of their credits at MSC Southeast. These students need to complete a consortium agreement. Credits taken at the other college need to pertain to your current major at MSC Southeast. Students please see your advisor before completing the consortium form to verify that the course taken does pertain to your current major at MSC Southeast. Students also need to be enrolled in courses at MSC Southeast during the consortium semester. Please see the financial aid office to complete the consorti-

um agreement.

*Contact Information: If no response is received in four weeks after sending the FAFSA, call the financial aid office at MSC Southeast to check on your application status.*

NOTE: Aid from federal programs is not guaranteed from one year to the next. Re-application is necessary every year. If a student changes colleges, aid does not necessarily transfer. Students should check with the new college to gain access to the Financial Aid program. Students who are a MN resident and want to be considered for the Minnesota State Grant Program must also complete the FAFSA in time to be received by the Federal Application Processing Center no later than 30 calendar days from the first day of the term. Additional steps are required for the Federal Direct Loans, the Parent Loan for Undergraduate Students (PLUS), the Minnesota Supplemental Education Loan Fund (SELF), or the Federal and State Work Study programs. The dollar amounts in the financial aid section are subject to change due to federal and state requirements.

## SOURCES FOR AID

Several types of financial aid are available to individuals who need it in order to continue their education. Financial Aid may be awarded in both grant aid (no repayment) and self-help (loans and employment) aid.

State Grant: This is a state-funded program for Minnesota residents attending post-secondary institutions. Qualified students receive approximately \$400 to \$5,714 per year based on 15 credits per term. A student is eligible for a maximum of 6 full time semesters. Students apply by completing the FAFSA.

PELL Grant: U.S. citizens or eligible non-citizens enrolled in an approved program may qualify for a PELL Grant. Qualified students receive up to \$5,920 per academic year. A student is eligible for a maximum of 12 semesters.

Supplemental Educational Opportunity Grant (SEOG): U.S. citizens or eligible non-citizens enrolled in approved programs may qualify for an SEOG. SEOG is given to the neediest students on a first-come, first-served basis. Qualified students receive \$400 per academic year.

Post-Secondary Child-Care Grant: To qualify for this grant students must be a MN resident and complete a separate application. The applications can be found on our college website.

Work-Study Program: This program funds part-time jobs that may be on or off campus and may relate to the student's field of study. There are both state and federally funded programs that support student work. Hours per week will vary based on job assignment. The programs are applied for by filling out the FAFSA.

Student Loans: Loans are funds available to students during enrollment and repaid once the student has finished school. Loan eligibility for the student is determined by filling out the FAFSA. Once eligibility is determined, the student completes an online loan application. To be eligible for student loans, a student needs to take 6 or more credits per semester. Students can receive loans up to 150% of a program.

## AGENCY AUTHORIZATION

All students enrolled under agency programs through a workforce center or other organization must have an official agency authorization on file in the Business Office no later than the day tuition is due. It is the student's responsibility to see that proper authorization has been issued to MSC Southeast.

## SATISFACTORY ACADEMIC PROGRESS REQUIREMENT

Academic and Financial Aid Satisfactory Academic Progress policies are the same. All students will be evaluated under the requirements below.

1. Federal and state law requires that a recipient of financial aid make satisfactory academic progress towards a degree, diploma or certificate to remain eligible for financial aid. These laws also require that the standards used must be based on cumulative measure and must include all periods of a student's enrollment, regardless of whether the student received financial aid.

2. Qualitative Measure

Undergraduate Students

To meet satisfactory academic standards, students must maintain a cumulative grade point average of at least 2.0 on a 4.0 grading scale. Grades of A,B,C,D and F shall be included in the GPA calculation.

### 3. Quantitative Measure

#### Required completion percentage

To meet satisfactory academic standards, students must complete 67% of all credits attempted. Refer to section 9 for more information regarding what courses will be included when determining the student's completion rate percentage.

#### Maximum Time Frame

Upon reaching or exceeding 150% of the maximum credits needed for attainment of your chosen degree or certificate (including transfer credits). For example if the program is 60 credits in length, a student would be eligible to receive financial aid for up to 90 attempted credits ( $60 \times 1.5 = 90$ ). A student may still register and attend MSC Southeast after they have reached or exceeded 150% without receiving Financial Aid.

Note: If at any point it is determined that a student will not be able to finish the required courses to graduate from their program within the 150% time-frame, financial aid eligibility will be suspended immediately. If suspension is the result of unusual circumstances, the student may appeal the decision.

### 4. Evaluation Period

Students' satisfactory academic progress will be reviewed at the end of each term, including summer. Completion of satisfactory academic progress reviews will occur prior to the 10th day of the subsequent academic term.

### 5. Failure to Meet Standards

#### Academic/Financial Aid Warning, Suspension and Probation Status

- A. **Maximum Time-Frame Failure.** Students who are receiving financial aid and have reached or exceeded the maximum number of credits needed to complete their program will be suspended from financial aid eligibility.
- B. **Qualitative Standard or Quantitative Standard Failure.** If at the end of the evaluation period a student has failed to meet the qualitative standard or required completion percentage, the student will be placed on Academic/ Financial Aid Warning. Students will be allowed to enroll and are eligible for financial aid during this Academic/ Financial Aid Warning term.
  - i) Any student who fails to meet the qualitative or quantitative measures at the end of the Academic/Financial Aid Warning term will be suspended from enrolling and have financial aid eligibility suspended immediately.
  - ii) Any student on Academic/Financial Aid Warning who at the end of the term has met the college's cumulative qualitative and quantitative standards is considered in good Academic standing.
- C. Students who fail to make satisfactory academic progress and are suspended from Academic/Financial Aid eligibility have the right to appeal based on unusual or extenuating circumstances. If an appeal is approved based on the appeal process below, the student will retain Academic/Financial Aid eligibility under an appeal status and will be placed on Probation.
- D. **Extraordinary circumstances.**

The college may immediately suspend students from financial aid eligibility in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

### 6. Notification

Students placed on warning, suspension or probation will be notified of their status by mail at the end of each term, including summer. The college will also notify suspended students regarding the process by which a student may appeal for reinstatement.

### 7. Appeals

- A. A suspended student has the right to appeal. The appeal process consists of attending a success seminar and meeting with the appeal committee. If the student is dissatisfied with the decision, the student may appeal

to the Vice President of Student Affairs. Decisions by the Vice President of Student Affairs are final.

- B. Students suspended from Academic/Financial Aid for academic progress have the right to appeal based on unusual or extenuating circumstances. Examples of extenuating circumstances include, but are not limited to: medical issues, death of an immediate family member, or other unique circumstances. To appeal, the student is required to contact the student services office at the campus they are attending.
  - C. Students who successfully appeal will be readmitted on probation.
  - D. Students who are on probation and do not meet the 2.5 GPA and 100% completion during the probationary term are suspended from the college for one full calendar year.
  - E. Students who are suspended for one calendar year are required to go through the success seminar and appeal process again to return to the college.
  - F. If a student has completed in excess of 150% of maximum credits needed for attainment of chosen degree or certificate (including credits transferred), he/she is no longer eligible for aid.
8. Reinstatement

If the student's appeal is approved, financial aid awards will be reinstated with the provisions as determined by the committee. Students who have been suspended may regain their eligibility only through the institution's appeal process or when they are again meeting the institution's financial aid Satisfactory Academic Progress qualitative and quantitative standards. Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to reestablish a student's financial aid eligibility.

9. Additional Elements - The following are reviewed when determining that standards are met.
- a. Treatment of grades - Courses for which a student receives a letter grade of A, B, C, D, F, W, P, NC, I or IP are considered to be credits attempted for the purpose of Satisfactory Academic Progress completion rate. Courses for which a student receives a letter grade of A, B, C, D or P is considered completed credits for the purpose of Satisfactory Academic Progress completion rate.
  - b. Academic Forgiveness - All credits are reviewed in Satisfactory Academic Progress regardless of Academic Forgiveness.
  - c. Audited Courses - Audit classes are not funded by financial aid and not included in Satisfactory Academic Progress.
  - d. Consortium Credits - Consortium credits are included in the GPA, Completion rate and Max time frame.
  - e. Remedial Credits - Remedial Credits are counted in the GPA and Completion rate. Up to 30 remedial credits are excluded from the calculation for maximum time frame.
  - f. Repeated Courses - Students may be funded for repeat courses up to the limit determined by the Financial Aid maximum time frame or as determined by academic policy. Repeat courses will be counted as attempted twice and completed once. The last grade is counted in GPA.
  - g. Transfer Credits - Transfer credits are not included when calculating the cumulative GPA and completion rate but are included when calculating the Financial Aid maximum time frame.
  - h. Withdraws - Withdrawals are counted as attempted but not completed credits in the completion rate but not used in determining the GPA.

## FEDERAL STUDENT DEFINITIONS

<i>Full-Time Student</i>	Enrolled for 12 credits or more per term.
<i>Three-Quarter-Time Student</i>	Enrolled for 9 to 11 credits per term.
<i>One-Half-Time Student</i>	Enrolled for 6 to 8 credits per term.
<i>Less than Half-Time Student</i>	Enrolled for 5 credits or fewer per term.

Note: Test out credits are not counted when determining enrollment status.

Note: Students eligible for Minnesota State Grants will have a different credit level to maintain their eligibility. The MSC Southeast Financial Aid Office may be contacted if there are questions concerning Minnesota State Grant eligibility levels.

*Academic Year* - The academic year at the college is nine (9) months or two (2) semesters in length.

*Eligible Program* - A vocational or technical program leading to a certificate, diploma, or degree that is at least 16 semester credits and 15 weeks long is eligible.

*Eligible Student* - A student is eligible if enrolled in an eligible program for the purpose of obtaining a certificate, diploma or degree.

## **DISBURSEMENT OF FUNDS**

All Financial aid funds are disbursed to students through direct deposit on or after the 14th school day of each semester. All federal first time loans will be disbursed the 30th calendar day of each semester. When a loan is processed for one semester two disbursements will take place one on the 30th day and one mid-semester. Pell grants are based on the credits students have on the 6th day. All students are notified of disbursement dates via student email and will need to view their updated account information online through your student login. Please insure your direct deposit account is correct under your student login at least one week before disbursement. A required exit letter will be provided as a student leaves school.

## **FINANCIAL AID REFUND/REPAYMENT**

The college is not required to, and does not, record student attendance. Federal regulations mandate that the college have a procedure to ensure that students have attended, at a minimum, one class session in each course in which the student is registered if that course was used to determine enrollment status for Federal Pell Grant.

On the sixth class day of the semester, after the drop/add period has ended, the Director of Financial Aid asks faculty for names of students who have not attended a class session. Classes the student has not attended are flagged as ineligible for financial aid and are not included in the award calculation for disbursement of funds.

If a student withdraws or is no longer attending MSC Southeast, financial aid is refunded to the appropriate funding source based on the amount a student has earned when he/she ceases attendance. The amount of financial aid earned is the percentage of the period of enrollment completed multiplied by the total amount of financial aid. As a result, the student may be responsible to repay a portion of financial aid disbursed. Students who choose to withdraw or are no longer attending MSC Southeast should see the Financial Aid Office to understand the impact of this policy.

## **TUITION AND BOOKS DEFERMENT**

Tuition, fees and books may be deferred against financial aid. Book deferments are processed in the bookstore the week before the semester starts and the first week of the semester. Book deferments are available for students that have enough financial aid processed to cover tuition fees and books. Remember student loans are not processed until you have completed the loan application as outlined in the award letter.

*Contact the Financial Aid Office 877-853-8324 (toll free), 507-453-2700 (Winona) or 651-385-6300 (Red Wing).*

## **VETERANS**

Military veterans applying for veteran educational benefits must first apply online at [www.gibill.va.gov](http://www.gibill.va.gov). The veteran is then required to meet with the VA Certifying official at the college and supply them with a copy of your and Certification of Eligibility. The veteran must inform the VA Certifying official of the total credits taken each term and notify the office of any change in address. Any dropped or added credits within the term must also be reported. National Guard members and reservists receiving educational benefits must follow the same process followed by veterans. Veterans will not receive educational benefits for courses graded on Pass/No Credit basis.

*Credit for Experience:* The College may grant credit for military and other training/education that is relevant to college program major curriculum. The subsequent reduction in credit hours may result in a reduction in the amount of the monthly benefits check.

*Satisfactory Progress Requirements:* To remain eligible for veteran educational benefits, veterans are subject to college standards.

*Withdrawal Penalty:* With some exceptions, a veteran who withdraws from the college during any given term will be required to repay benefits received from the Veterans Administration for the days in which the veteran was not officially enrolled in that term. Veterans should clarify with the college Veteran's Representative their

status regarding withdrawal.

## **STUDENT CONSUMER INFORMATION**

The information listed below is available from the MSC Southeast Financial Aid Office. It deals with the rights and responsibilities of students who are applying for or are receiving financial assistance under any of the following programs: PELL, SEOG, CWS, Federal Direct Loan, SELF Loan, PLUS Loan, Minnesota State Work-Study, and Minnesota State Grant.

The information includes:

- Continued eligibility for aid
- College policy regarding refund of prepaid tuition and fees
- Satisfactory academic progress
- Verification policies and procedures
- Methods and means of payment
- Financial Aid Code of Conduct can be found on the college website
- Costs of attending the college
- Terms and conditions of work-study employment
- Responsibility of student repayment of loans and grants

## **ACADEMIC REGULATIONS AND INFORMATION**

### **ATTENDANCE**

Community and technical education is conducted in accordance with employer standards of attendance and punctuality. In case of absence from class, it is the student's responsibility to notify the instructor in accordance with department or instructor policy. Students in program majors with clock hour requirements necessary for graduation and/or licensure are able to purchase additional credit to make up lost instructional time incurred by their absence. Make-up time must be completed under the instructor's supervision. Primary enforcement of the college attendance policy is the instructor's responsibility. Excessive absences are referred to the Student Services and Financial Aid Offices.

### **GRADING SYSTEM**

The following system is used to determine a student's grade point average (GPA):

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

Other Grades

I	Incomplete
W	Withdrawal from Course
IP	In Progress
CR	Credit by Examination (Test Out)
P	Pass
AU	Audit
NC	No Credit

### **Grade Point Average**

A student's grade point average (GPA) is determined by adding all grade points and dividing by the sum of all credits passed and failed. All courses attempted, except pass/no credit and audit, enter into the grade point av-

erage. If a course is repeated, credits are counted only once, and the grade from the last attempt is used in computing the GPA.

### Incomplete

Incomplete grades must be made up after the end of the term under the following guidelines, which include weekends and holidays:

Fall Term: Five weeks

Spring Term: Three weeks

Summer Term: Two weeks

Work not completed within the time permitted will result in a grade of F. Incompletes may be given ONLY at the discretion of the instructor when the instructor determines that extenuating circumstances exist.

### Repeated Course

When a student repeats a course, only the last grade received and credits earned will be used to calculate GPA. If a student withdraws while repeating a course, the original grade remains calculated in the GPA. Students may not attempt a course more than two times without having an assessment made by the Student Services office. A joint educational plan between the student and Student Services must be developed prior to a third attempt.

### Pass/No-Credit

Courses completed under the Pass/No Credit guideline do grant credit toward graduation, but are not calculated into a student's cumulative grade point average. Completion of such a course with the equivalent of "C" or better is entered as a P (Pass).

Completion with the equivalent of "D" or below is entered as NC (No Credit) on a student's permanent record.

The following courses have been designated by departments to be included as Pass/No Credit but are not limited to:

- Job Seeking Skills/Employment Skills
- Internships
- Specialty Labs
- Clinical Remediation
- First Aid/CPR
- Nursing Assistant

### Withdrawal from a Course

Withdrawal from a course is permitted up to 80% of term completion and is indicated on the student record as W. Prior to withdrawing from a course, a student is strongly recommended to contact their advisor or program instructor. Students may withdraw by logging in to eServices.

### Audit

Auditing a course permits a student to attend classes without fulfilling course requirements, such as assignments, quizzes, homework, or other course work. The student may choose how involved to become in course activity, will not be evaluated for the work completed, and will not receive a letter grade or course credit for the courses audited. Audited courses do not satisfy graduation requirements. Students who audit a course pay tuition, fees, and book costs and must request within the first five (5) days of a term which courses will be taken on an audit basis. A student may change from auditing a course to taking it for credit ONLY within the first five (5) days of a term. This policy may differ for courses of less than full-term duration.

### Grade Reports/Transcripts

After each term, students are graded on course work completed. Grades are not mailed; instead students may access term grades using eServices on the college website at [www.southeastmn.edu](http://www.southeastmn.edu). Students may also print their unofficial transcript by logging into eServices. Students may request an official transcript for a minimal fee through the National Student Clearinghouse by going to the college website Student Forms page. Transcripts will not be released for students who have a delinquent financial obligation or financial "hold" at the college, unless otherwise required by law.

## **STUDENT CHALLENGE OF GRADE**

Students may challenge a grade within one academic term after the grade has been posted to their official transcript. Students wishing to challenge a grade first must meet with the instructor. If agreement is reached to



change a grade, the instructor completes a Grade Change form and submits the form to the Registrar's Office. Students wishing to challenge a grade after one academic term, must first meet with the instructor. If agreement is reached to change a grade, the instructor completes a grade change form, and reviews with program academic dean. Completed grade change form is submitted to the Registrar's Office.

If no agreement is reached, the student may appeal the decision through the MSC Southeast Grievance Procedure by contacting Student Services.

### **COURSE TIME LIMIT**

Liberal Arts & Sciences courses have no time limit for counting towards program major requirements. Technical courses cannot be over five years old. Some program majors may have a shorter time limit for technical courses. Students wishing to challenge the five year time limit must first meet with their advisor. If agreement is reached, the advisor will complete a Substitution of Required Course Form to be approved by the program Academic Dean. If no agreement is reached, the student may appeal the decision through the MSC Southeast Grievance procedure by contacting Student Services.

### **SATISFACTORY ACADEMIC PROGRESS**

Please refer to Satisfactory Academic Progress under Financial Aid. Academic and Financial Aid Satisfactory Academic Progress are evaluated under the same requirements.

### **ACADEMIC FORGIVENESS POLICY**

Academic Forgiveness gives a student who has been away from MSC Southeast at least two years a one-time opportunity to establish a new grade point average.

The student must meet the following criteria to apply for Academic Forgiveness:

- May not have previously graduated from a program at MSC Southeast
- May not be enrolled at MSC Southeast for at least two (2) years (including two (2) summer sessions and four (4) semesters) prior to re-enrollment.
- Must successfully complete the first 12 attempted credits with a term GPA of 2.5 and 100% completion of all courses registered for upon readmission to MSC Southeast.
- Must petition the Academic Policy Appeal Committee through Student Services for academic forgiveness.

If academic forgiveness is granted, the Registrar will make the following changes to the student's academic transcript.

- No grades on record prior to the date of academic forgiveness will be used in computing the student's cumulative grade point average; however, credits are considered as attempted and will be printed on the transcript.
- No credit from MSC Southeast will be granted for any coursework taken prior to the date of forgiveness.
- No coursework taken from MSC Southeast prior to the date of academic forgiveness may be used toward completion of graduation requirements.
- Transcript will contain a statement of when academic forgiveness begins.

### **HONORS**

*President's List:* A student who completes a minimum of 12 credits at MSC Southeast during an academic term and achieves a GPA of 3.5 or above will be named to the President's List.

*Graduation Honors:* The college recognizes academic achievement of students at graduation by honoring students who have achieved a cumulative 3.5 GPA or higher. Honor status is given to students graduating from a diploma, AA, AAS, or AS program and who have completed a minimum of 25 resident credits including credits from the last term before graduation. Students with a cumulative GPA of 3.5 to 3.74 receive Honors designation. Students with a cumulative GPA of 3.75 to 4.00 receive High Honors designation. Final honor status is determined after final grades are received. Honor status designation will appear on the student transcript at the time of official graduation. Gold honor cords are given to all Honors and High Honors graduates attending a graduation ceremony.

### **GRADUATION REQUIREMENTS**

The Associate of Arts Degree (AA), Associate of Applied Science Degree (AAS), Associate of Science Degree

(AS), Diploma, or Certificate will be conferred upon all students who have:

1. Completed all program major course requirements
2. Maintained a minimum cumulative grade point average of 2.0
3. Met all financial obligations to the college
4. Completed a Graduation Application within the first six weeks of the final term (available from the Student Services Office).

To be eligible for a certificate, degree, or diploma, a student must earn a minimum of 1/3 of the requirements at MSC Southeast.

## **PROGRAM/DEPARTMENT REGULATIONS**

Some programs may have additional regulations due to licensing, program accreditation, or industry standards unique to their area. In some cases, these program/department regulations may supersede college regulations. For more information, contact the department chair.

## **TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS**

MSC Southeast is accredited by the Higher Learning Commission. Program majors are qualified under the Minnesota Department Approving Agency for Veterans Education Benefits, National Guard and Military Reserve Educational Benefits, and specific occupation regulatory agencies. A complete listing of articulations can be found on our website at

[http://www.southeastmn.edu/academic\\_programs/ArticulationTransferAgreements.aspx](http://www.southeastmn.edu/academic_programs/ArticulationTransferAgreements.aspx)

Other colleges and universities are also willing to review MSC Southeast credits for transfer on an individual basis. Minnesota State Transfer Policies 3.21 and 3.37 ([www.MinnState.edu/boardpolicy/index.html](http://www.MinnState.edu/boardpolicy/index.html)) addresses both undergraduate course credit transfer and Minnesota Transfer Curriculum.

Students should contact admissions representatives or transfer specialists from those institutions for more information. It is important to note that not every course will transfer to another college. Whether a course will transfer depends upon the course content, when the student took the course, and its applicability to the program the student wishes to pursue in the future. If students do not know the college to which they wish to transfer, they should contact a MSC Southeast advisor to develop transfer plans as early as possible to minimize non-transferable coursework.

## **TRANSFER PLANNING**

If the transfer college is known, the student can expedite the process by planning ahead, asking questions, and using pathways created by the college's various transfer agreements.

Preparing for Transfer

While currently enrolled, students who know the college to which they wish to transfer should:

- Discuss plans with MSC Southeast campus admission advisor
- Call or visit with an admissions advisor at the prospective transfer college to obtain the following:
  - College catalog
  - Transfer brochure
  - Information on admissions criteria and materials required for admission (e.g. portfolio, transcripts, test scores). Note that some majors have limited enrollments or their own special requirements, such as a higher grade point average.
- Information on financial aid (how to apply and by what date). After reviewing these materials, make an appointment with an academic advisor in the department or program major of choice to plan the necessary steps. Be sure to ask about course transfer and admission criteria.

## **MINNESOTA TRANSFER CURRICULUM**

The college participates in Minnesota Transfer Curriculum (MnTC), a common general education curriculum defined by the Minnesota State system of all two and four-year public colleges and universities in Minnesota. Completion of a defined MnTC course or courses at one Minnesota State institution enables a student to receive credit for lower-division general education/MnTC coursework upon admission to another Minnesota State institution. Students who have met the following requirements will have the Minnesota Transfer Curriculum

completion documented on their MSC Southeast transcript. Following is a complete list of the minimum requirements:

- A minimum of 40 credits and a cumulative GPA of 2.0 or above. The MnTC grade point average will be calculated using grades of A – D (passing grades earned) in all MnTC courses, including both MSC Southeast and transfer grades.
- Met designated credit requirements for all 10 goal areas
- All financial obligations to MSC Southeast have been completed

See the General Education/MN Transfer Curriculum at the [www.mntransfer.org](http://www.mntransfer.org) website for a detailed description of the MnTC program. For more detailed MSC Southeast information, see the college website at [www.southeastmn.edu/liberal\\_arts/index.aspx?id=108](http://www.southeastmn.edu/liberal_arts/index.aspx?id=108)

## **COLLEGE SERVICES**

### **BOOKSTORE**

Students may purchase textbooks, supplies, and apparel through the campus Bookstore. Information about Bookstore operations and contact information is available at the website.

*Contact Information: Bookstore at 877-853-8324 (toll free), 507-453-2686 (Winona) or 651-385-6366 (Red Wing). Web page: [www.southeastmn.edu/bookstore](http://www.southeastmn.edu/bookstore)*

### **BUS TRANSPORTATION**

Bus service to campus is available in both Red Wing and Winona. Rates and schedules are available at the Reception Desk. Winona monthly bus passes are available for purchase in the Winona Bookstore.

### **BUSINESS HOURS**

Most campus services are available from 7:30 a.m. to 4:30 p.m. weekdays. Reception services are available until 6:00 p.m. at the Red Wing and Winona campuses Monday through Thursday, and Fridays until 4:00 p.m. The summer hours for both campuses from June to mid-August are 7:30 a.m. to 4:30 p.m.

### **FOOD SERVICE**

Cafeterias are available on the Red Wing and Winona campuses. Breakfast and lunches are available Monday through Friday on days when school is in session. In addition, vending machines are available for snacks and beverages in the Student Center on all the MSC Southeast campuses during regular building hours.

### **CAMPUS SECURITY REPORT**

The college recognizes providing the safest environment possible is an integral element of the college's educational mission and annually publishes a Campus Security Report that is available to everyone. This report provides statements of policy for a broad range of safety and security programs including crime prevention programs, crime prevention and reporting, personal safety, community relations, environmental safety, enforcement authority and response, and a 3-year statistical review of designated crimes on campus.

*Web page: [www.southeastmn.edu/security/security.aspx](http://www.southeastmn.edu/security/security.aspx)*

### **CAREER ASSESSMENT, COUNSELING, AND GUIDANCE**

The college offers full-time personal counseling services through Winona State University's Health & Wellness Services. Admission and academic advisors at MSC Southeast are available to assist new and current students make the transition from home to campus life and the challenges of college coursework and to assist in the selection of courses appropriate to achieving success in their program majors. Admission advisors also help identify, refer to, and facilitate use of student support services for students with barriers to learning.

### **CAREER SERVICES**

Career Services personnel and the faculty at each MSC Southeast campus work closely with employers and hiring agencies to assist students in obtaining employment. Combined with the student's job search, the Career Services effort has produced jobs for the overwhelming majority of graduates over the years. Graduate follow-up information is collected, processed, and reported based on guidelines set forth by Minnesota State. Employment cannot be guaranteed, but good grades, attitude, initiative, and willingness to relocate are determining factors in obtaining satisfactory employment. While the ultimate responsibility for finding a job lies with the graduate, MSC Southeast is committed to helping its students obtain gainful employment and will provide stu-

dents with job placement history and projected demand for careers in major programs or fields of study in conformance with Minnesota state law. Career Services personnel will assist students with job-seeking skills, resumes, letters of application, application forms and mock interviewing, and arranging on-campus interviews.

Career and job fairs are offered annually for students on both campuses.

Contact information: Career Services at 877-853-8324 (toll free), 507-453-2700 (Winona) or 651-385-6300 (Red Wing). Web page: [www.southeastmn.edu/careerservices](http://www.southeastmn.edu/careerservices)

## **ENGLISH AS A SECOND LANGUAGE (ESL) AND ENGLISH LANGUAGE LEARNER (ELL) STUDENTS**

ESL and ELL students are welcomed and encouraged to consider attending MSC Southeast, where they will be assisted by Student Affairs staff in application, admission, enrollment, and job placement processes. Prospective ESL and ELL students are encouraged to meet with a MSC Southeast admission or academic advisor to identify available college and community services. MSC Southeast staff and faculty are committed to helping ESL and ELL students reach their educational and career goals.

## **INFORMATION TECHNOLOGY HELPDESK**

### **STUDENT NETWORK ACCESS**

#### *StarID*

The college uses the Minnesota State provided “StarID” for authenticating with college systems. Students are assigned their StarID after acceptance of their application. Students who received a Minnesota State StarID from another institution will use the same StarID and password after enrolling at MSC Southeast. New students must log into the Minnesota State site [www.southeastmn.edu/starid](http://www.southeastmn.edu/starid) to claim their StarID. When you activate your StarID you are prompted to set your StarID password. This becomes your login or username and password for most of the college systems you will access including networked computers, D2L, webmail, and the e-services site.

The IT Helpdesk and Student Services can assist if you have difficulty setting up your StarID.

#### *Student Network ID*

Preregistered student accounts will be active the first day of class. Late registrations will be active within 48 hours of registering. Your Network ID is your StarID. Contact Help Desk if you have trouble logging in.

#### *Logging into the Network*

1. Make sure the computer is on and at the college’s login screen. This is the default screen in all the labs.
2. For your user name, enter StarID.
3. Enter your Password: Your password is set when you claim your StarID. If you have a StarID from another Minnesota State institution, use the same password you used at the other institution. If you need to reset your StarID password, browse to the [www.southeastmn.edu/starid](http://www.southeastmn.edu/starid) and use the password reset utility. The IT Helpdesk, Student Services, and LRC personnel can assist in getting you to that site while you are unable to log in to the network.
4. Verify that the Domain=Students.

#### *Saving to the Network*

Do not save your work to the desktop or the C:\ drive of the computer. You should either save your work to your network space (I:\ drive) or to some type of external media device.

1. In the “Save As” box, pick the I:\ drive.
2. Double click on your user name (where all your saved items will be located and backed up).

#### *Logging off the Network*

1. Make sure all of your applications are closed and all of your work is saved.
2. Click on the start button then choose shut down.
3. Make sure the log off window displays a Log Off option; otherwise, choose it from the drop down menu.
4. Click OK to log off.

#### *Quick Links*

1. On the college home page ([www.southeastmn.edu](http://www.southeastmn.edu)), there is a Quick Links menu on the upper right side.

2. Click on, Quick Links.
3. Click on the link you need

#### *Remote Desktop*

1. Choose Remote Desktop from the Quick Links menu.
2. On the Remote Desktop page, follow the “Steps to connect using Remote Desktop” instructions.

#### D2L Brightspace

1. From the Quick Links drop down menu (located in the top navigation of any [www.southeastmn.edu](http://www.southeastmn.edu) Web page) select D2L Brightspace, or visit the site directly at <https://southeastmn.ims.mnscu.edu>
2. Your username is your StarID.
3. Click on the “Password” field and enter your StarID password.
4. If you cannot log in after trying the above steps call the Helpdesk at 507-453-2408 or e-mail [Helpdesk@southeastmn.edu](mailto:Helpdesk@southeastmn.edu).

Note: Instructors teaching non-online courses may or may not use D2L Brightspace, so not all courses will appear in the system.

5. To find your courses, scroll down and find the “My Courses” box on the Left side of the D2L Brightspace homepage.
6. Locate the current semester
7. Click on the course title to enter a course. Courses with Blue titles are open and courses with Black titles will list the date when they can be accessed.
8. If you don’t see your course(s), you are either not registered or you have just registered and you will need to wait 24-48 hours to have them appear.
9. If after 24-48 hours, you still don’t see your courses, contact Student Services and confirm your course registrations.
10. If you are registered, but still can’t see courses in D2L, please contact the help desk at [helpdesk@southeastmn.edu](mailto:helpdesk@southeastmn.edu) or call 507-453-2408.

#### USER DATA AND LOGIN REMOVAL

##### *Login-ID Removal*

Accounts not used for 120 days or more will be removed along with ALL data on the I:\drive.

##### *Data Save Process*

All user data (I:\ drive) will be removed 10 days after spring semester ends. For active accounts, you can save your data (prior to the date above) to a DVD-R or USB drive.

#### STUDENT E-MAIL

1. From the Quick Links drop down menu (located in the top navigation of any [www.southeastmn.edu](http://www.southeastmn.edu) webpage), select “Email.”
  2. On the next screen select “Student Email”
- Once in Office 365, enter your User Name and password
3. [StarID@my.southeastmn.edu](mailto:StarID@my.southeastmn.edu) (use your own StarID)
  4. StarID Password

Your e-mail address follows this format: [FirstName.LastName@my.southeastmn.edu](mailto:FirstName.LastName@my.southeastmn.edu).

Important: Confidential Students – Students who request “Confidential Status” will remain confidential if:

1. You do not send or reply to any e-mail you receive.

2. You do not send e-mail out to anyone.
3. You request that the Information Technology Department (Help Desk) remove your name from the e-mail system.

### *E-mail Attachments*

Compress (a.k.a. “zip”) your files into 1 attachment to send. We block files that could automatically be opened or run. Examples: exe, lnk, pif, vbs, scr, bat, dll, asp.

### *Contacting the Help Desk*

Contact Information: IT HelpDesk at 507-453-2408 E-mail: [helpdesk@southeastmn.edu](mailto:helpdesk@southeastmn.edu)

HelpDesk Hours: M-Th 7:30am – 7:00pm, Friday 7:30am – 4:00pm [www.southeastmn.edu/helpdesk](http://www.southeastmn.edu/helpdesk)

## **INSURANCE**

All students are covered by a supplemental accident insurance plan while engaged in college activities. Insurance claim forms are available in the Administrative Office and must be filed within 30 days following an accident. Additional insurance is mandatory for international students. Optional group plans for health insurance are offered to students at nominal cost.

## **INTERRUPTIONS**

The college calendar is subject to modification or interruption due to occurrences such as fire, severe weather, labor disputes, interruption of utility services, civil disorder, and war. In the event of such occurrences, the college will attempt to accommodate students. It does not, however, guarantee those MSC Southeast courses of instruction, co-curricular activities, or other college programs or events will be completed or rescheduled. Refunds will be made to eligible students in accordance with college policies and judgment.

## **LEARNING RESOURCE CENTER**

The Learning Resource Center (LRC) on each campus provides the following educational support services to all students:

- Computer Lab
- Accuplacer Placement Testing
- Library Services
- Basic Skills Tutoring

In addition, the Learning Resource Center provides the following supplemental support services, as appropriate, to Students having a documented disability:

- Note takers
- Books on tape
- Alternate exam arrangements
- Sign language interpreters
- Assistive listening devices
- Basic skills tutoring
- Adaptive technology
- Adaptive workstations
- Quiet testing and study environments

Contact Information: Learning Resource Center at 507-453-1413 (Winona) or 651-385-6391 (Red Wing) Web page: [www.southeastmn.edu/current\\_student/lrc.aspx](http://www.southeastmn.edu/current_student/lrc.aspx)

## **LOCKERS AND PERSONAL PROPERTY**

A limited number of lockers may be available to students for storage of coats, personal property, etc. It is advisable students do not keep money or valuable items in a locker and that lockers be locked. The college will not be responsible for theft of personal property from lockers or from vehicles on college premises. Lockers are

subject to inspection by the college administration if there is reasonable cause to believe an inspection is necessary. All lockers are cleaned during summer break and items remaining in lockers are discarded.

## **PROGRAM RESALE SERVICES AVAILABLE TO STUDENTS AND THE PUBLIC**

Several of the college's shops and labs are operated much the same as their commercial counterparts. This simulates actual job conditions and provides the quantity and variety of customers and equipment needed for training purposes. MSC Southeast programs that serve the public, college students, and staff are: Auto Body Collision Technology; Automotive Technology; Band Instrument Repair; Cosmetology; Carpentry; Massage; and String Instrument Repair. Contact the Reception Desk for information about these services and the campuses that offer them.

*Contact Information: Call 877-853-8324 (toll free), 507-453-2700 (Winona) or 651-385-6300 (Red Wing).*

## **STUDENT ACTIVITIES**

### *Clubs and Organizations*

Students can be involved in a variety of student clubs and organizations, such as: Student Senate, SkillsUSA, Delta Epsilon Chi (DEX), Phi Theta Kappa (PTK), Guild of American Luthiers, Association of Stringed Instrument Artisans, Violin Society of America, Musical Instrument Technicians Association (MITA), National Association of Professional Band Instrument Repair Technicians (NAPBIRT), Radiography Club, and Alpha Delta Nu (Nursing Honor Society). Students interested in joining any club or organization should ask an advisor or student services for more information. All official clubs need to be approved by Student Senate. All clubs follow the equal opportunity policy.

### *Intramural Athletics*

Intramural athletics at Winona State University, on either an individual or team basis, are available to students from the MSC Southeast Red Wing and Winona campuses. Contact WSU at 507.457.5000

### *Student Senate*

Student government plays an important role at the college. Elections are held annually to select program representatives and student senate officers. The Student Senate meets regularly to discuss student concerns, activities and college improvement.

## **ACCOMMODATING STUDENTS WITH DISABILITIES**

MSC Southeast complies with the provisions of the 1990 Americans with Disabilities Act (ADA). The ADA prohibits discrimination of eligible individuals with disabilities on the basis of their disabilities. The ADA provides, in part, that eligible individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service or activity offered by the college. The ADA requires that all programs, services, and activities, when viewed in their entirety, are readily accessible for use by eligible individuals with disabilities. (Minnesota State 1B.4)

*Website: [www.southeastmn.edu/current\\_students/ADA.aspx](http://www.southeastmn.edu/current_students/ADA.aspx)*

## **REQUESTING ACCOMMODATIONS**

A reasonable accommodation is any modification or adjustment to a program environment that makes it possible for qualified individual with a disability to have an equal educational opportunity. Enrolled students who have a documented disability that significantly limits one or more major life activities may be eligible for services.

### *To Requests Services*

1. Initiate contact with a college admission advisor to request an application for disability services
2. Provide appropriate current documentation of a disability from an appropriate diagnostician.
3. Meet with an admission advisor to develop an accommodation plan.

If a student feels he/she has not been treated fairly in accordance with disability services of MSC Southeast, he/she can file a grievance. Grievance forms and procedures are available from the Student Services Office.

*Contact Information: 877-853-8324 (toll free), 507-453-2700 (Winona) or 651-385-6300 (Red Wing). Complaints of harassment or discrimination under 1B.1 contact Student Affairs, 507-453-2700.*

Interested persons, including individuals with disabilities or organizations representing individuals with disabilities, are invited to submit comments on MSC Southeast's current services, policies and practices, and effects



thereof for students with disabilities.

*Contact Information: Comments should be forwarded to Steve Zmyewski, in the LRC at 507-453-2410.*

## **CUSTOMIZED TRAINING SERVICES**

Continuing Education and Workforce Training provides a wide range of training and educational opportunities for individuals and employers. All courses taken through the Continuing Education department will appear on the student's MSC Southeast college transcript.

### Continuing Education

Continuing Education and Workforce Training provides both credit and non-credit professional/occupational instruction for individuals who wish to attain new skills, upgrade existing skills or become recertified in a certain area. Courses are available in various delivery modes including on-campus instructor led courses, CD-based instruction, tele video courses, and online courses. Non-credit continuing education courses may not be converted to credit equivalency courses.

### Contract Training and Education for Employers

Continuing Education and Workforce Training provides customized training solutions to satisfy the training needs of business and industry. MSC Southeast Business Relations Directors work directly with a company's training staff and supervisors to identify training needs, design training curricula, and deliver quality training to achieve the unique requirements of the business. These contract courses and programs can be either credit or non-credit courses.

## **STUDENT RESPONSIBILITIES AND RIGHTS**

### **ACADEMIC INTEGRITY POLICY**

Academic integrity, one of the most important values in higher education, requires that each student's work represents his/her own personal efforts and that the student acknowledges the intellectual contributions of others. MSC Southeast students are expected to honor the requirements of the Academic Integrity Policy. The following are unacceptable academic practices, called "academic fraud," that are violations of the Academic Integrity Policy:

- Plagiarism: The presentation of another's work as one's own by failing to cite the source, by failing to enclose direct quotations within quotation marks, or by paraphrasing in language that too closely resembles that of the source.
- Cheating: Using, or attempting to use, unauthorized materials in any academic exercise or having someone else do the required work, e.g., cheat sheets or copying from another's paper, test, and/or homework.
- Fabrication: Inventing or falsifying information, e.g., creating data for a required lab experiment that was not done or was done incorrectly.
- Enabling academic fraud: Intentionally or knowingly helping another commit an act of academic fraud.
- Deception or misrepresentation: Unauthorized alteration, forgery, or falsification of academic records or academic work. Violating stated guidelines on an assignment.
- Damaging other's work: Sabotaging or damaging the work of others.
- Multiple submission: Submitting work without instructor's permission as if it were new work, even though it has already been used in another class.

The college may impose sanctions whenever a student engages in academic fraud. The responsibilities of faculty and students, and the pertinent sanctions and appeal processes are described below.

#### *Procedure*

1. The instructor confronts the student regarding the specific charge of academic fraud to discuss the charge, consider the evidence and hear the student's explanation. If the instructor determines that the student has violated the Academic Integrity Policy, the instructor informs the student of the consequences of the violation and the sanctions (A, B, C, D, or E outlined below) that the instructor will impose.
2. If sanctions F, G, or H are requested, the instructor completes an "Academic Misconduct Complaint Form" and forwards to the Vice President of Academic Affairs. The Vice President of Academic Affairs must respond to and act on any charges of academic fraud within 10 academic calendar days after notification from



the instructor. The response may include, if needed, a meeting with any and all parties involved.

3. If the student disagrees with either the determination of a violation of the policy or the sanction, the student may appeal the instructor's decision to the Vice-President of Academic Affairs. In handling the appeal, the Vice President of Academic Affairs follows the Student Code of Conduct beginning with the Investigation and Informal Process.

Sanctions for Academic Fraud may include, but are not limited to, the following:

- A. No further action
- B. Warning given to the student
- C. Academic plan established for future performance.
- D. Grade of "F" or "0" points for the assignment or test/quiz. E. Grade of "F" for the course
- F. Probation period during which any further incidents may lead to summary suspension
- G. Suspension
- H. Expulsion

Appeals: Students should follow the Student Complaint/Grievance Procedure to appeal any sanction imposed for a violation of the Academic Integrity Policy.

## **STUDENT CODE OF CONDUCT**

The college offers each student the freedom to learn and the freedom to enjoy college life in an orderly and lawful manner. In return, the college expects every student to assume the obligation and responsibilities that accompany those freedoms. By enrollment at MSC Southeast, students assume the obligation and responsibility of conducting themselves in accordance with reasonable and lawful requirements. Violations of these responsibilities may result in sanctions that can include warning, probation, suspension, or expulsion from the college.

Students have the right to establish their own personal lives and behavior so long as they do not violate college regulations or interfere with the rights of others or the educational process. The college has both the right and responsibility to protect members of its community from physical harm and property damage.

Students, by their associations with the college, will abide by college conduct policies. The code of student conduct does not replace nor does it reduce any requirements of civil or criminal law imposed upon citizens as members of the larger community. Therefore, students who violate civil or criminal law may be subject to both legal and college sanctions for the same conduct when the conduct occurs off campus but is related to the college community.

Students may be held accountable for violations of the behaviors committed off campus when the violations are committed while participating in a college sanctioned or sponsored activity; or the victim of the violations is a member of the college community; or the violations adversely impact the educational, research, or service functions of the college. Students expelled for grievous offenses which threaten the physical and/or emotional health or safety of any person must meet with a college-determined psychiatrist or psychologist to have a behavioral assessment to determine if re-admission is possible.

**Civility Statement:** Any successful learning experience requires mutual respect on behalf of the student and the instructor. The instructor, as well as the fellow students, should not be subjected to any student's behavior that is in any way disruptive, rude, or challenging to the instructor's authority in the classroom or any college provided online resources, including but not limited to email, electronic media and Desire to Learn (D2L) accounts. A student should not feel intimidated or demeaned by his/her instructor and students must remember that the instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violating the general rules and regulations of the institution.

**Student Discipline Records:** Records maintained by the college relating to student disciplinary proceedings and results are generally classified by federal and state laws as "private" information and may not be released to third parties without the student's prior, written consent or as permitted by law which specially authorizes the disclosure. Information that a named student has been charged and is the subject of disciplinary proceedings is also considered "private" information.

However, the 2008 Minnesota Legislature amended the Minnesota Government Data Practices Act (MGDPA) to allow colleges and universities to disclose without student consent specific information pertaining to disciplinary proceedings on crimes of violence and non-forcible sex offenses as permitted and defined by the Family

Educational Rights and Privacy Act (FERPA). This information can be released only after the college or university has made a final determination that a student has committed a crime of violence or non-forcible sex offense. No criminal charge or proceeding need have been initiated; the criminal laws are only relevant in defining the conduct. The information that may be made public is limited to:

- Name of student
- The violation committed
- Any sanction imposed by the institution against the student

Crimes of violence includes the following offenses: arson, assault offenses, burglary, criminal homicide (negligent or non-negligent man-slaughter), or murder, destruction, damage or vandalism to property, kidnapping or abduction, robbery, or forcible sex offenses. Non forcible sex offense means statutory rape or incest. For further clarification of these offenses, consult the FERPA Regulations at 34 CFR Part 99, Appendix A.

#### ARTICLE I: DEFINITIONS

1. "College" means Minnesota State College Southeast.
2. "Administrator" means that person designated by the college president to be responsible for the administration of the Student Code of Conduct. That person shall be the Vice President of Student Affairs and/or Academic Affairs.
3. "Cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
4. "Expulsion" means permanent denial of the privilege of enrollment at the college.
5. "Hazing" means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.
6. "Policy" means the written regulations of the college and Minnesota State Colleges and Universities ("Minnesota State") as found in, but not limited to, the Student Code, the college and Minnesota State Web pages, Board Policy and System Procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on campus, Board Policy and System Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources, and the college catalog.
7. "Preponderance of evidence" means a standard of responsibility that it is more likely than not that the code has been violated.
8. "Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
9. "Student" includes all persons who:
  - a. Are enrolled in one or more courses, either credit or non-credit, through the college;
  - b. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
  - c. Are not officially enrolled for a particular term but who have a continuing relationship with the college;
  - d. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
10. "Student organization" means any number of persons who have complied with the formal requirements for college recognition/registration.
11. "Summary suspension" means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the college community.
12. "Suspension" means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.

#### ARTICLE II: PROSCRIBED CONDUCT

- A. Jurisdiction of the college Student Code of Conduct

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

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

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

Note: Allegations of discrimination, harassment, and sexual violence shall be resolved pursuant to Board Policy 1B1, Nondiscrimination in Employment and Education Opportunity, System Procedure 1B1.1, Report/Complaint of Discrimination/Harassment Investigation and Resolution, Board Policy 1B.3, Sexual Violence Policy, System Procedure 1B.3.1, Sexual Violence Procedure. Allegations of fraud or dishonest acts shall be resolved pursuant to Board Policy 1C.2, Fraudulent or Other Dishonest Acts.

## B. Conduct – Rules and Regulations

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

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty;
  - b. Furnishing false information to any college official, faculty member or office;
  - c. Forgery, alteration or misuse of any college document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.
5. Hazing.
6. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
8. Violation of any college or board policy, rule, or regulation published in hard copy or available electronically on the college or Minnesota State Web site.
9. Violation of any federal, state or local law.
10. Use, possession, manufacturing or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by college or Minnesota State regulations), public intoxication, or violation of Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

13. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.
15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in, by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
16. Any violation of the College Computer Use Policy or Board Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources.
17. Abuse of the student conduct system, including but not limited to:
  - a. Failure to obey the notice from a student conduct panel or college official to appear for a meeting or hearing as part of the student conduct system;
  - b. Falsification, distortion, or misrepresentation of information before a student conduct panel;
  - c. Disruption or interference with the orderly conduct of a student conduct panel proceeding;
  - d. Institution of a student conduct code proceeding in bad faith;
  - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system;
  - f. Attempting to influence the impartiality of a member of a student conduct panel prior to, and/or during the course of the student conduct panel proceeding;
  - g. Harassment (verbal or physical) and/or intimidation of a member of a student conduct panel prior to, during, and/or after a student conduct code proceeding;
  - h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
  - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

#### C. Violation of Law and College Discipline

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

#### D. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the student code:
  - a. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The college may impose specific written conditions for the probation.
  - c. Loss of Privileges – Denial of specified privileges for a designated period of time.
  - d. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

- e. Discretionary Sanctions – Work assignments, essays, service to the college, or other related discretionary assignments.
- f. Suspension – Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.
- g. Expulsion – Permanent denial of the privilege of enrollment at the college.
- h. Revocation of Admission and/or Degree – Admission to or a degree, diploma, or certificate awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, diploma, or certificate or for other serious violations committed by a student prior to graduation.
- i. Withholding Degree, Diploma, or Certificate – The College may withhold awarding a degree, diploma or certificate otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

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

2. The following sanctions may be imposed upon groups or organizations:

- a. Those sanctions listed above;
- b. Loss of selected rights and privileges for a specified period of time;
- c. Deactivation. Loss of all privileges, including college recognition, for a specified period of time.

#### E. Summary Suspension

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

### ARTICLE III: STUDENT CONDUCT CODE PROCEDURES

#### A. Investigation and Informal Process

- 1. Any member of the college community may file a written complaint alleging that a student or student organization has violated student conduct proscriptions. Any complaint should be submitted as soon as possible after the event takes place. Persons filing complaints shall be informed of their rights under the Minnesota Data Practices Act. Following the filing of a complaint against a student or student organization, the administrator shall conduct an investigation of the allegations.
- 2. If the complaint seems unwarranted, the administrator may discontinue proceedings.
- 3. If there is sufficient evidence to support the complaint, the administrator shall offer the accused student an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student shall be given written notice of the specific complaint against him/her and the nature of the evidence available to support the complaint and provided with a copy of the Student Code of Conduct. During the meetings the administrator 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 administrator shall inform the accused student in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing.
- 4. A student who is subject to a sanction of expulsion or suspension, except summary suspension, for more than nine (9) days may agree to accept the sanction, or may request a formal hearing. The formal hearing should be held within a reasonable time. Other sanctions shall be accepted or may be appealed in

accordance with the college's appeal procedures.

5. If the accused student fails to appear for the informal hearing, the administrator may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.
6. A sanction shall not become effective during the time in which a student seeks an appeal or formal hearing, unless, in the discretion of the administrator, it is necessary to implement an immediate sanction for the safety and welfare of the college community.

## B. Formal Hearing

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

## C. Appeals

1. A decision reached by the student conduct panel may be appealed by the accused student(s) or complainant(s) to the Vice President of Student Affairs. A sanction imposed by the administrator (Vice President of Student Affairs) may be appealed by the accused student(s) or complainant(s) to the Vice President of Academic Affairs. These appeals shall be in writing and shall be delivered to the appropriate vice-president of the college (as designated above) or his or her designee within five (5) school or business days of the notification of the decision.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
  - a. To determine whether the informal or formal hearing was conducted fairly in prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviation from designated procedures will not be a basis

for sustaining an appeal unless significant prejudice results.

- b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original informal or formal hearing.
3. If an appeal is upheld by the appropriate vice-president of the college, as designated above, the vice-president may take any appropriate action. If an appeal is not upheld, the matter shall be considered final and binding upon all involved except that in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Students wishing to file a complaint or grievance involving a student and a school employee, a school policy or a school procedure are requested to follow the steps outlined below.

Note: This procedure is NOT for issues related to Nondiscrimination in Employment and Education Opportunity (Minnesota State Policy 1B.1), Affirmative Action in Employment (Minnesota State Policy 1B.2), Sexual Violence (Minnesota State Policy 1B.3.1), Access for Individuals with Disabilities (Minnesota State Policy 1B.4) or for problems involving racial discrimination or harassment, sex discrimination or harassment and violence, sexual orientation discrimination, or harassment or problems involving disability discrimination or harassment. For information on these Minnesota State policies, contact the Student Services office for a paper copy or refer to the [www.MinnState.edu/board/policy/index.html](http://www.MinnState.edu/board/policy/index.html).

**Step A: Informal Process:** If a problem exists involving a student and a school employee, a school policy, or school procedure, the student should seek to resolve the problem by discussing the situation with his/her instructor or advisor. The student should also review their program policy/protocol to determine appropriate steps. If this does not resolve the problem, the student should then contact the campus admissions advisor. The admissions advisor may facilitate a meeting with the instructor/advisor and the student. At the same time, the admissions advisor will notify the Dean or supervisor of the situation. If that does not resolve the problem, the admissions advisor and the instructor/advisor will contact the Dean or supervisor of that individual for additional intervention. If at that time the issue is not resolved, the admissions advisor will advise the student of the next step in the process.

**Step B: Formal Process:** If the problem cannot be resolved through an informal discussion as outlined in Step A, the complainant can submit a grievance in writing to the Vice President of Student or Academic Affairs or their designee. The complainant should present the grievance, in writing, within five school days of the event on which the grievance is based. A meeting with the Vice President of Student or Academic Affairs must be scheduled for the student within five school days after the receipt of written notification of the grievance. The decision of the Vice Presidents shall be final.

**Step C:** If the grievance involves a Board of Trustees policy or the actions of the Vice President of Student Affairs, a student may further appeal the college decision through the Chancellor to the Board of Trustees. The decision of the Board is final and binding.

Note 1: No retaliation of any kind shall be taken against a student for participation in a complaint or grievance procedure. These procedures shall also protect data privacy rights.

Note 2: This complaint/grievance procedure does not prohibit the student from filing complaint/grievance with any appropriate federal, state, or local departments of human rights. However, students are encouraged to use the procedure outlined above.

If the grievance involves a Minnesota State Board Policy, the actions of the Minnesota State College Southeast President, an issue of institutional or program quality such as MSC Southeast compliance with HLC or other licensing agency standards, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the university decision to the Minnesota State Chancellor. The decision of the chancellor is final and binding. The contact information for the Office of the Chancellor follows:

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

## **RELEVANT MINNESOTA STATE BOARD PROCEDURES**

The Minnesota State College Southeast Complaints and Grievances policy and procedures follow [Minnesota State Board Procedure 3.8.1.](#)

## **COMPLAINTS TO THE HIGHER LEARNING COMMISSION**

The college is accredited by the Higher Learning Commission (HLC). A student who wishes to file a complaint about Minnesota State College Southeast with HLC should contact the Commission. The contact information for HLC follows.

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411  
Phone: 800.621.7440/312.263.0456  
Fax: 312.263.7462 info@hlcommission.org

*Questions regarding the student complaint and grievance procedures should be directed to the Student Services Office, 507-453-2700 in Winona / 651-385-6300 in Red Wing.*

## **ADDITIONAL RIGHTS AND RESPONSIBILITIES**

### **ACCIDENTS AND SAFETY**

Individuals are responsible for the safe operation of all college tools, equipment, machinery, vehicles or other college property. The college will provide for proper care and maintenance of college property, but each individual should report any malfunction of college property to their immediate instructor or supervisor.

All accidents must be reported to the Administrative Office immediately. The Supervisor of Buildings and Grounds will investigate all accidents and complete an investigation report if any additional information is required. Any unsafe condition will be corrected immediately.

*Contact Information: College Administration at 877-853-8324 (toll free) or 507-453-2700 (Winona) or 651-385-6300 (Red Wing).*

### **CHANGE OF STUDENT CONTACT INFORMATION**

Changes of address or telephone numbers during the year should be reported to the Student Services Office. It is important that the college have current student information in case of family or other emergencies.

### **CRIME AWARENESS**

Students are requested to report any criminal acts or other emergencies occurring on campus to the Administrative Office. It is the policy of the college to engage local law enforcement authorities where appropriate. An escort service is available through the MSC Southeast Receptionist for students requesting an escort to their vehicles. For evening classes, contact your instructor.

### **DATA PRIVACY**

All actions concerned with MSC Southeast data collection and storage are administered in compliance with the provisions of both state and federal law. The President's designee is the responsible authority concerning these matters.

#### **PRIVATE DATA**

- Access to private data is made available only to adults (age 18 or older) to whom the information pertains



and to parents or guardians of minors, unless indicated otherwise by law.

- All requests for private data must be submitted in writing, with intended usage indicated, providing an authorized school official is present at that time.
- Private data must be provided to authorized recipients; MSC Southeast may assess a processing fee for providing private/public data.

#### **PUBLIC DATA**

- Public, non-confidential, and summary data will be made available upon request.
- College directory information includes the student's name, city, major field of study, participation in recognized activities and sports, dates of attendance, graduation date, and degrees and awards received. Students who do not wish this information released should complete the Authorization to Withhold Directory Information Form, which is available in the Student Services Office.

*Contact Information: Student Services: 877-853-8324 (toll free) or 507-453-2700 (Winona) or 651-385-6300 (Red Wing).*

#### **EMERGENCY WARNINGS AND INCLEMENT WEATHER**

Each campus has a plan with specific procedures for the maximum protection of students, staff, and community members using the college facilities during an emergency, including weather-related watches, warnings, actual disasters/crises or emergencies.

Note: Blackboard Connect Emergency Notification System – Students, faculty, and staff are automatically signed up for Blackboard Connect. With the Blackboard Connect Emergency Notification System, you can get emergency information delivered immediately by text message and email. You will get information and instructions the moment they become available. *Information: [www.southeastmn.edu/StarAlert](http://www.southeastmn.edu/StarAlert)*

##### **Bomb Threat**

In the case of a bomb threat, the campus administrator in charge has the sole responsibility for determining whether or not a building should be evacuated. Typically, fire exit routes would be used. Local radio stations will alert students when it is safe to return to campus.

##### **Emergency Evacuation**

Campus evacuation plans addressing fire and weather-related emergencies are posted by the doors in main offices and classrooms. Each campus administrator or designee is responsible for initiating actions in accordance with the evacuation plan. Campus administrators are the VP of Academic Affairs for Winona and the Dean of Academics for the Red Wing campus.

##### **Fire Drill**

A fire drill on each MSC Southeast campus is conducted at least once per year in the fall. Concern for student and staff safety requires periodic fire drills. A continuous series of blasts from the alarm system signals that everyone must leave the building and await the all-clear signal. A fire drill schematic is posted in each room.

##### **Inclement Weather - Emergency Condition**

The following procedures are 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:

- **Closing the College:** Closing the college means closing all operations other than those operations deemed essential to the protection of life and property. Closing the college results in the cancellation of classes; student, faculty and staff activities; and all meetings. General offices are closed.
- **Delayed Opening:** Delayed opening refers to the 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 or Activities:** Cancellation of on- or off-campus classes may be of 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. In accordance with Minnesota State Policy 4.4, the authority to close the college campus, cancel classes or other activities when weather or other emergency exists resides with the college President or President's designee. The closure of state agencies by the Commissioner of the Department of Employee Relations does

not apply to MSC Southeast.

Note: Students should first check the college web site  
([www.southeastmn.edu](http://www.southeastmn.edu)) or their college student email account.

## **INCLEMENT WEATHER ANNOUNCEMENTS**

### **Blackboard Connect Emergency Notification System**

When an emergency happens, it is vital that you get the information you need as quickly as possible.

With the Blackboard Connect Emergency Notification System, you can get emergency information delivered immediately by text message and email. You will get information and instructions the moment they become available. Students will only receive a message in the event of an emergency or campus closure, including closures due to weather. To receive alerts, your phone or mobile device must be able to receive text communications. Messages are free, but your provider may charge a fee for text messaging (see your carrier's contract for details). MSC Southeast students, faculty, and staff are automatically signed up for Blackboard Connect. Information: [www.southeastmn.edu/StarAlert](http://www.southeastmn.edu/StarAlert)

### **Radio and TV Station announcements**

The college will try to get weather related announcements on the following stations:

#### *Red Wing Campus*

Red Wing: KCUE - 1250 AM and 98.9 FM; KWNG - 105.9 FM

Lake City: KLCH Lake Hits 95

Twin Cities: WCCO - 830 AM; WCCO TV; KSTP TV, Fox 9 News

Rochester: KROC - 106.9 FM; KTTC TV

Wabasha: WBHA 1190 AM and 99.7 FM

#### *Winona Campus*

Winona: 101.1 The River FM; Country 99 FM; KWNO AM 1230; KG Country 1380 AM; KG-95.3 FM

Rochester: KROC - 106.9 FM; KTTC TV

LaCrosse: WIZM - 93.3 FM; WXLN - 105 FM, 95.7 The Rock FM; KQ98 FM; 102.7 KQEG FM, 106.3 Kicks FM, Classic Rock 100.1 FM; WLFN -1490 AM; WXOW TV, WKBT TV

Wabasha: WBHA 1190 AM and 99.7 FM

### **Tornado Warning**

In conjunction with the statewide tornado drill, the college will conduct a mock tornado drill in the spring of the year. When a tornado warning is announced, students and staff will be directed to designated tornado protection central corridors/rooms by instructors and other personnel until the all-clear is sounded. A tornado evacuation plan is posted in each room.

## **PARKING**

In response to state statute, the college assesses a parking fee (as described above under Fees) to support the cost of annual and long term parking facility maintenance and renewal. This includes the use of motorcycles. Parking will be enforced from 7 a.m. to 10 p.m., Monday through Friday. The parking fee is set at \$1.50 per credit up to a maximum of \$24 per term. No fees are currently charged for summer term.

Snow removal:

- **PARKING ALONG SIDE THE BUILDINGS: DO NOT** park with the front of your car over the sidewalk.
- **LEAVING CARS PARKED OVERNIGHT:** If you need to leave your car parked overnight in the college parking lot, please be sure to inform the Maintenance Department. They will inform you of the best place to park in order not to be towed due to snow fall. Any car that is left overnight without prior authorization will be **TOWED AT OWNERS EXPENSE**. No exceptions will be made.
- **LAB AREAS:** Please remove all items outside of lab areas that would hamper snow removal.

Please note: The Maintenance Department is not authorized to provide car starting or towing assistance.\*

## **RIGHT TO KNOW**

The college complies with the provisions of right-to-know legislation whereby students and staff are informed of hazardous substances or harmful physical agents present in the workplace. MSC Southeast will not assume responsibility for any costs resulting from negligence on the part of the students. Costs for such occurrences are the responsibility of the student.

## **SOCIAL SECURITY NUMBER**

The college's student record system uses the Social Security number as a student's ID number. Prospective students without a Social Security number should apply for a Social Security card before applying to the college.

Note: Providing a Social Security number is voluntary. If students choose not to provide this number, their applications will still be processed. The Social Security number is requested for purposes of administration, financial aid, program evaluation, and consumer and alumni data. The number may also be used to create summary information about Minnesota State programs through data matches with other state agencies.

## **STUDENT DRESS**

The college does not have a specific general dress code other than the requirements of particular programs having uniform, eyewear, footwear, and other protective dress requirements. The college relies on the good judgment of each student in determining appropriate dress. The President or designee may bar dress that is determined to be extreme, distasteful, disrespectful to others, or disrupts the educational process.

## **STUDENT POSTING OF INFORMATION**

All information to be posted or broadcast must be submitted to the Receptionist Desk to obtain administrative approval.

## **TELEPHONE USAGE**

Classroom, office and shop telephones are for business use by college personnel and authorized students in the course of official college activities. Students are advised to tell their families and friends that no personal calls for students will be accepted except in an emergency.

## **POSTING FLYERS/SIGNAGE POLICY**

On-campus signage is one of many communication channels used to promote college information. Signage may only be posted on the following: bulletin boards, message rails, and digital signage. This policy does not apply to departmental bulletin boards, which are designated for department purposes only.

## **COLLEGE BULLETIN BOARDS AND MESSAGE RAILS**

### Bulletin Boards

- There are three classifications of bulletin boards for posting: Campus Information; Student Club & Organization Information; and Community Information.
- Campus Information: Designated for signage regarding official College information only, including College events and announcements.
- Student Club & Organization Information: Designated for signage regarding student club and organization information, including student club and organization events and announcements.
- Community Information: Designated for signage regarding official College information, as well as signage posted by the public.
- Signage cannot be larger than 11"x17"

- Signage can only be hung for a maximum of one month
- Signage must include a posting expiration date
- Removal of signage is the responsibility of the area posting the signage and must be removed within twenty -four (24) hours of expiration date
- Signage must adhere to Minnesota State policies and federal and state laws.

**Signage that does not meet the above regulations/specifications or is posted in locations other than bulletin boards and message rails will be subject to removal.**

### **Digital Signage System**

The digital signage system refers to the monitors located on campus and is designated for official College information only, including College events and announcements.

### **Highway Sign**

The LED sign refers to the LED display on the Red Wing campus and is designated for official College information only, including College events and announcements.

## **RESPONSIBLE USE OF INFORMATION TECHNOLOGY**

The information technology employed by the college is a critical asset of the institution governed by various laws of privacy, confidentiality, and non-disclosure. It is the common responsibility of all members of the college community to protect the institution's information assets and to ensure the proper and ethical use of information at all times. MSC Southeast information technology environment affords easy, anytime/anywhere access to information. This arrangement allows students, faculty, and staff to conduct business in an effective and efficient manner. These benefits are a privilege that is shared by the community as a result of a significant investment of college resources and comes with its own set of responsibilities.

Access to modern information technology is essential to the college's mission of providing the students with educational services of the highest quality. It is in this framework that students understand and comply with rules of conduct for computing and networking that permit all students to fully use this resource.

Software that resides on MSC Southeast computing network(s) is licensed by the college, or third parties, and is protected by copyright and other laws, together with licenses and other contractual agreements. Users are required to respect and abide by the terms and conditions of software use and redistribution licenses.

Unauthorized access to information resources, unauthorized use of college computing facilities, and intentional corruption or misuse of information resources is direct violation of the college's standards for computer use. Examples of inappropriate behavior include:

- Using MSC Southeast information technology resources to receive or distribute copyrighted material without proper authorization from the copyright holder is prohibited.
- Establishing services on non-college owned machines using campus facilities.
- Viewing, copying, altering, or destroying another's personal electronic files without permission.
- Using campus computers or networks to harass or defame another person.
- Sharing computer accounts, passwords, and other types of authorization assigned to individual users.

**Note: Students are responsible for any use of their account(s). If an account is shared or the password divulged, the holder of the account may be held responsible for any actions that arise from the misuse of the account.**

- Permitting unauthorized access: Students shall not run, operate or otherwise configure software or hardware to intentionally allow access by unauthorized users.
- Attempting to degrade or compromise in any manner the performance of a computer system or network or

to deprive authorized personnel of resources or access to any MSC Southeast computer or network is prohibited. Breach of security includes, but is not limited to: creating or knowingly propagating viruses, hacking, password cracking, unauthorized monitoring of electronic communications, or unauthorized viewing of other's files.

- Abusing campus computer resources including, but not limited to: propagating chain letters, posting a message to multiple list servers, distribution lists, or news groups with the intention of reaching as many users as possible, and the use of computing and networking resources for commercial purposes.
- Software: Students shall not install, run, or configure software that is not part of their instructor's curriculum
- Unauthorized distribution of copyrighted material including unauthorized peer-to-peer file sharing may subject the students to civil and criminal liabilities.

*Contact Information: Report any abuse, loophole, virus, or other possible security compromises to the Chief Information Officer at 877-853-8324 (toll free), 507.453.2700 (Winona) and 651-385-6300 (Red Wing).*

## **DEGREES AND AWARDS**

### **ASSOCIATE OF ARTS DEGREE (AA)**

An Associate of Arts degree is comprised of the 40 credit general education package known as the Minnesota Transfer Curriculum (MnTC) and 20 credits of electives. Coursework completed for an AA degree will transfer and be applied to a bachelor's degree.

### **ASSOCIATE OF SCIENCE DEGREE (AS)**

An Associate of Science degree is awarded upon completion of a 60 credit academic program in scientific, technological, or other professional fields designed to transfer in its entirety to a related baccalaureate program by way of an articulation agreement.

An Associate of Science degree program may be individualized according to the standards outlined in Minnesota State System Procedure 3.36.1, Part 5. Subpart C. Associate of Science individualized studies programs do not require an articulation agreement.

An associate of science degree may be awarded in either a broad or specific field of study. An A.S. degree may also be designed to prepare students for employment. An Associate of Science Degree is designed to provide a substantial Liberal Arts and Sciences component. Liberal Arts and Sciences courses shall be selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.

A waiver may be granted to exceed a length of 60 credits when the waiver criteria in Minnesota State Procedure 3.36.1, Subpart C are met and an articulation agreement specifies the transfer of a greater number of credits.

### **ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

An Associate of Applied Science degree is awarded upon completion of a 60 credit academic program in a named field of study in scientific, technological or other professional fields.

An associate of applied science degree prepares students for employment in an occupation or range of occupations. While Associate of Applied Science degrees are typically not designed for transfer, MSC Southeast has articulation agreements with other colleges and universities allowing students to transfer credits towards a baccalaureate degree. Students transferring credits through an articulation agreement must transfer the credits according to the terms and conditions of the articulation agreement. For more information concerning articulation agreements at MSC Southeast please visit the Student Services Office or call 877.853.8324

An associate of applied science degree requires a minimum of 15 general education credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 credits shall be in the academic program's occupational or technical field of preparation.

A waiver may be granted to exceed a length of 60 credits when the waiver criteria in Minnesota State System Procedure 3.36.1, Subpart C are met and an articulation agreement specifies the transfer of a greater number of credits.

**DIPLOMA**

A diploma is awarded upon completion of a 31 to 72 credit undergraduate academic program intended to provide students with employment skills. Graduates of a diploma program are prepared in a skilled or semi-skilled profession. Diplomas are typically not designed for transfer. Credits may be able to transfer through articulation agreements with other colleges and universities.

**CERTIFICATE**

Certificates are 9 to 30 semester credits in length and may be awarded for successful completion of a specialized program. A certificate provides entry-level skills. Certificates are typically not designed for transfer.