



ACADEMIC POLICIES

Attendance

Students are expected to attend all scheduled classes. In case of absence, it is the responsibility of the student to arrange for completion of class work. Attendance may affect the student's grade because of missed instruction and/or in-class or laboratory activities. Absences should be discussed with the instructor. It is the student's responsibility to read each instructor's syllabus at the beginning of each semester. This will indicate the effect of absenteeism on grade(s).

Semester System

Fond du Lac Tribal and Community College follows a semester calendar, with two academic terms scheduled between the end of August and the end of May.

A summer term is scheduled for June and July. A detailed calendar is included in this catalog.

Credit Load

The credit load for full-time students is usually from 12 to 18 credits per semester. Students who wish to register for more than 18 credits must discuss their plans with a counselor or advisor, and acquire approval in writing from the chief academic officer. Summer Session full-time credit load is 12 or more credits.

Credit Award Alternatives

Independent Study

The purpose of independent study is to permit a student to develop or expand an area of special interest beyond the course offerings at Fond du Lac Tribal and Community College.

Upon approval, students may register for one to three credits of independent study during any semester. Students may earn a maximum of nine elective credits through independent study. Independent study credits are accepted toward graduation; however, independent study credits are not included in the liberal education distribution.

Registration must be preceded by discussion with the supervising instructor in which the nature of the project, the number of credits to be awarded, and the evaluation procedures to be used are defined. The independent study plan is subject to the approval of the chief academic officer prior to the start of the semester during which the credits will be earned. To start the process, students must complete the Independent Study Course Registration Form.

Credit by Arrangement

Occasionally, students must complete courses within the Fond du Lac Tribal and Community College offerings, but cannot do so because of unavoidable scheduling conflicts. With the agreement of the supervising instructor, a student may register for courses in the curriculum "by arrangement."

Prior to the semester in which credits by arrangement are to be earned, a written plan must be submitted to the chief academic officer for review. This plan should provide details on alternate teaching/learning methods and evaluation criteria that assure consistency exists between the learning objectives and the expectations of students in regularly scheduled courses and those earning credit by arrangement. To start the process, students must complete the Independent Study Course Registration Form.

Credit for Prior Learning

Fond du Lac Tribal and Community College may accept the following as credit for prior learning:

- College Level Examination Program (CLEP)
- Advanced Placement (AP)
- International Baccalaureate (IB)
- Examinations covered in the American Council on Education's (ACE) Guide to Educational Credit by Examination
- Military Education Experience
- Credit by Examination (administered by FDLTCC faculty)
- Credit by Examination (nationally recognized)

Please refer to the sections in the catalog for more information about how credit for prior learning will be accepted and applied.

Credit by Examination

Students currently enrolled at Fond du Lac Tribal and Community College may petition for an examination granting credit for courses normally offered by the college. Normally, only students who have gained knowledge in certain fields through training or experience and who believe they have sufficient background in an area usually gained through a regular course offered by Fond du Lac Tribal and Community College should pursue this avenue.

Examinations will be offered at the discretion of the supervising instructor if he/she believes the student is adequately prepared and may succeed in the examination. Examinations may take the form of a written test, an oral examination, or some other demonstration of competency.

Special fees are attached to this service: A fee of \$50.00 for two (2) credits, and \$100.00 for every additional credit must be paid prior to the exam and is not refundable, even if the student does not pass the exam. Forms to request credit by examination are available in the Student Services Office. All credits earned through this procedure will be recorded on the student's official transcript clearly marked as "credit-by-exam."

Advanced Placement Program

Students whose scores on the College Board Advanced Placement Examination are rated three, four, or five will be considered for advanced placement and/or credit. Students who wish to apply for advanced placement should have their results sent to the Records Office.

International Baccalaureate Program

Students successfully completing the International Baccalaureate Higher Level Examination with scores of four, five, six, or seven will be considered for advanced placement and/or credit. Diploma or certificate copies should be sent to the Records Office.

College Level Exam Program (CLEP)

CLEP examinations are designed to assess student mastery of introductory college course material in particular subject areas.

A student who earns a score of 50 or higher on a non-language CLEP examination will receive college credit. In order to receive college credit for Level 2 foreign-language examinations, a student must earn a minimum score of 63 for German language, 62 for French language, and 66 for Spanish language. These scores are consistent with recommendations made by the American Council of Education (ACE).

Equivalent course credits shall be granted when a CLEP examination covers material that is substantially similar to an existing college course.

Elective course credits shall be granted when a CLEP examination covers material that is deemed to be college-level but is not substantially similar to an existing course.

A college or university shall not limit the total number of credits a student may earn through CLEP examination. However, credits earned through CLEP examinations are not resident credits and may not be used to satisfy resident credit requirements for graduation.

A student must provide the college with an official report of CLEP examination scores in order to receive credit.

Credit or Waiver for Armed Services Training

Credit or waiver of credit will be authorized using "A Guide to the Evaluation of Educational Experiences in the Armed Services," after consultation with appropriate faculty members. These credits will be granted on a Pass (P) basis.

Credit by Nationally Recognized Examination

Fond du Lac Tribal and Community College will also consider Thomas Edison College Examination Program (TECEP), Excelsior examinations, New York University Foreign Language Proficiency (NYUFLP) examinations, the National Occupational Competency Testing Institute (NOCTI) assessments, Defense Activity for Non-Traditional Education (DANTES), and DANTES Subject Standardized Tests (DSST). Official score reports for each of the above exam programs are required for transfer evaluation.

Grading System/ Grade Point Average (GPA)

Letter grades will be assigned in each course as an evaluation of student achievement. The student's overall progress is measured by the grade point average, which is determined by dividing the sum of the grade points earned in all letter-graded courses (A–F) by the sum of all credits earned in those courses. The following grading policy is used throughout the Minnesota State Colleges and Universities System.

Grade	Definition	Grade Points/ Credit
A	Superior	4.0
B	Above Average Achievement	3.0
C	Average Achievement	2.0
D	Below Average Achievement	1.0
F	Inadequate Achievement (assigned to courses numbered 1000 and above)	0.0
FN	Failure for Non-attendance	
NC	No Credit (not calculated into grade point average; may only be assigned to courses numbered below 1000)	
P	Passing (not calculated into grade point average; limited to approved courses; e.g., student request in Physical Education, Study Skills, workshops, or for those courses specifically designed as pass/no credit)	

In addition to grades, the following symbols may be used:

I (Incomplete) denotes lack of completion of the course during the semester in which it was offered. A student has the succeeding semester to complete the incomplete grade. Any incomplete grades carried beyond one semester will be changed to F, unless special arrangements have been made with the instructor.

AU (Auditor) denotes neither credit nor a grade. A student auditing a course registers and participates in the usual manner, but does not receive credit. Audits must be declared at the time of registration. Tuition and fees are assessed at the same rate as for students receiving credit for the course.

W (Withdrawal) denotes complete withdrawal from a course after the fifth day of the semester, but before the 60th day of the semester. A grade of W is non-punitive and is used only when the student completes the proper withdrawal procedure and when forms are processed by the Records Office. No indication of enrollment or withdrawal is made on the student's transcript for courses dropped during the first five days of the semester. Withdrawals are not permitted following the conclusion of a course.

Repeating a Course

Repeating a course for any reason (additional credit, grade improvement, or expiration of credit life) is subject to review as covered in the Satisfactory Academic Progress section of this catalog.

Repeating a course for additional credit

A student may enroll in some courses more than once. Courses in this category are specified in the course description section in this catalog. The maximum number of credits allowable is stated in the course description. For each enrollment, the student receives credit hours and a grade.

Repeating a course for improvement of grade

Students who received a C, D, F, FN, or NC may repeat the courses in which they received these grades. A student may repeat a course only once. **Additional repeats are allowed only if successfully petitioned.** A "Request to Repeat a Course" form is available in the Records Office and must be completed at the time of registration. Both the old and new grade will remain on the student's transcript, but the highest grade earned will be the student's official grade for the course and calculated into the overall GPA. No course or grade will be removed from the transcript. Courses in which a student has received a grade of A or B are not eligible to be repeated.

Intercollegiate Athletic Eligibility

Fond du Lac Tribal and Community College values both academic and co-curricular educational experiences and supports its students in and out of the classroom. As a member institution of the National Junior College Athletic Association (NJCAA) Fond du Lac Tribal and Community College is allowed to set stricter eligibility rules and grade point average requirements than those of the NJCAA. Fond du Lac Tribal and Community College has set the minimum grade point average requirement for student-athletes at 2.0.

To be eligible and maintain participation in athletics at Fond du Lac Tribal and Community College, all current student-athletes must have a minimum term and overall cumulative grade point average of 2.0. Transfer student-athletes with one or more college transcripts must have a cumulative minimum grade point average of 2.0 in all coursework taken.

To maintain athletic eligibility at Fond du Lac Tribal and Community College, student-athletes must enroll in and maintain 12 or more credits of college work during each term of athletic participation **and** meet additional eligibility guidelines as established by the NJCAA Eligibility Rules. For NJCAA eligibility rules, please see the head coach or co-athletic coordinator of the respective team at Fond du Lac Tribal and Community College. The current Eligibility Rules of the NJCAA can be found at:
http://www.njcaa.org/njcaaforms/080610_2_Eligibility%20Pamphlet%20-%2008-09.pdf

Satisfactory Academic Progress Policy

(Updated October 2008. This policy is subject to change.)

Fond du Lac Tribal and Community College maintains an open door admission policy, assesses students admitted, and provides developmental course work and other programs of assistance to support students' success. However, students must perform at an acceptable academic level to continue enrollment and to receive financial aid.

To earn a certificate or an associate-level degree or diploma from a Minnesota community college, a student must have a cumulative grade point average (GPA) of 2.0 or better in college-level courses. Students are considered to be making unsatisfactory academic progress whenever they fail to meet the standards listed below.

Students are primarily responsible for their own satisfactory academic progress and for seeking assistance when experiencing academic difficulty. Guidance is provided through the College's Student Services Office.

Requirements

Qualitative and Quantitative Measure

Students are required to meet the minimum levels of progress as follows:

Cumulative Registered Credits	Minimum Required Grade Point Average	Minimum Required Earned Percentage
1-999	2.00	67%

Maximum Time Frame

Students are expected to complete their degree/diploma/certificate (program) within an acceptable period of time. Financial aid recipients may continue to receive aid through 150% of Attempted Credits (including transfer, developmental, and repeat credits) required for their degree or certificate program.

Evaluation Period

Each student's cumulative Qualitative (grade point average, based on 0 to 4.0 scale) and Quantitative (completion rate, calculated by dividing earned credits by cumulative registered credits) academic performance and maximum time frame status are evaluated following every term. Only Financial Aid recipients in a program that is one semester in length will have their academic performance evaluated at the half-way point in their program.

Failure to Meet Standards

A student failing to meet the minimum Qualitative and/or Quantitative standards of academic progress is suspended immediately. A student on suspension is not eligible to enroll or receive financial aid. If the student is enrolled for classes when suspended, the student will be dropped from the classes if the student does not successfully complete the appeal process. A student exceeding the Maximum Time Frame is immediately suspended from financial aid but may still enroll in classes. A student may be immediately suspended from classes and/or financial aid in the event of extraordinary circumstances.

Notification

Students suspended due to not meeting the minimum Qualitative and/or Quantitative will be notified in writing by the Records Office. Students suspended due to exceeding the Maximum Time Frame, or are in a program that is one semester in length and are suspended due to not meeting the minimum Qualitative and/or Quantitative standard(s) at the half-way point in their program, will be notified in writing by the Financial Aid Office.

Appeals

Qualitative and Quantitative

A suspended student has the right to appeal based on extraordinary circumstances (death of family member, student's injury or illness.) There is no time limit on appealing. To appeal, the student must:

- Complete an Academic Appeal (Petition forms are available in the Records Office at Fond du Lac Tribal and Community College).
- Write a detailed explanation of the circumstances that affected academic progress. Include supporting documentation if applicable.
- Attend a Learning Seminar to identify issues blocking academic success.
- Meet with an Academic Advisor/Counselor and develop an Academic Plan and Academic Contract.
- Submit the Petition form, Academic Plan, Academic Contract and explanation to the Records Office at Fond du Lac Tribal and Community College.
- Appeals will be reviewed by an Appeal Committee comprised of the Chief Student Affairs Officer or designee, the Chief Academic Officer, and the Financial Aid Director.
- Results of an appeal will be mailed to the student. If an appeal is denied, the student has the right to appeal the decision to the President of the College.

Maximum Time Frame Appeals

A student whose financial aid is suspended due to Maximum Time Frame has the right to appeal based on extraordinary circumstances. There is no time limit on appealing. To appeal, the student must:

- Submit to the Financial Aid Office a written explanation of why the student has attempted so many credits but haven't completed the specified program.
- Have an academic advisor/counselor submit to the Financial Aid Office an academic plan listing the specific classes needed to complete each program major. This is a separate process that is not related to the Academic Appeal process.
- Appeals will be reviewed by the Financial Aid Director.
- Results of the appeal will be mailed to the student. If an appeal is denied, the student has the right to appeal the decision to an Appeal Committee comprised of the President of the College and the Chief Student Affairs Officer or designee.

Reinstatement

Qualitative and Quantitative, and Maximum Time Frame

A student suspended from enrollment and/or financial aid for not meeting any of the requirements and/or standards of this policy may re-enroll and/or receive financial aid only after receiving approval of the appropriate appeal(s).

Definitions/Conditions

Registered Credits: credits for which a student is officially enrolled at the end of the registration add/drop period each term.

Cumulative Registered Credits: total number of registered credits for all periods of enrollment, including summer terms, regardless of whether or not the student received financial aid during any of the terms.

Attempted Credits: credits for which a student is officially enrolled at the end of the registration add/drop period each term, as well as transfer, consortium, developmental/remedial, and repeat credits.

Completed Credits: credits completed that may be used to disburse financial aid retroactively; includes only A, B, C, D, F, P, and S; does not include AU, IP, NC, U, W and drops.

Earned Credits: successfully completed credits counted towards the required percentage of completion; includes only A, B, C, D, P (pass) and

S (satisfactory); does not include AU (audit), F (fail), FN (failed-never attended), I (incomplete), IP (in progress), NC (no credit), U (unsuccessful), W (withdraw), and Z (temporary.)

Grade Point Average (GPA): calculated using a grade point value for grades of A, B, C, D, F and FN (failed-never attended), based on 4.0 A to F grading scale. Although a P or S will count as a credit earned, P and S grades carry no grade point value. Grade point average is calculated by dividing grade point average points by grade point average credits.

Incompletes: temporary grade assigned only in exceptional circumstances, with approval of the instructor, where the student has completed the majority of the coursework. I grades automatically become F grades (or NC in the case of courses numbered below 1000) at the end of the next term (not including summer sessions) if requirements to complete coursework have not been met.

Z grades: a temporary grade listed on the transcript until the instructor turns in the final grade to the Registrar. Z's are included when evaluating a student's percent completion, but not when determining their GPA.

Withdraws (W): withdrawing from a course before the end of the term. W's are included when evaluating a student's percent completion, but not when determining grade point average. W's are included in the Maximum Time Frame calculation.

FN (failed-never attended) grades: a grade given when a student has never attended a class. FN's are included when evaluating grade point average, percent completion and maximum time frame. FN's are not eligible for financial aid.

Repeat Credits: Repeating a course for any reason (additional credit, grade improvement, or expiration of credit life) is subject to review as covered in the Satisfactory Academic Progress section of this catalog.

Repeating a course for additional credit:

A student may enroll in some courses more than once. Courses in this category are specified in the course description section in this catalog. The maximum number of credits allowable is stated in the course description. For each enrollment, the student receives credit hours and a grade.

Repeating a course for improvement of grade:

Students who received a C, D, F, FN, or NC may repeat the courses in which they received these grades. A student may repeat a course only once. Additional repeats are allowed only if successfully petitioned. A "Request to Repeat a Course" form is

available in the Records Office and must be completed at the time of registration. Both the old and new grade will remain on the student's transcript, but the highest grade earned will be the student's official grade for the course and calculated into the overall GPA. No course or grade will be removed from the transcript. Courses in which a student has received a grade of A or B are not eligible to be repeated.

English as a Second Language (ESL) credits: are included with registered credits.

Developmental Credits: remedial coursework (below 1000 level) is included with registered credits and is limited to 30 semester credit hours. Developmental courses are included in the Maximum Time Frame calculation.

Transfer Credits: credits earned at another college that meet degree requirements are not included when calculating grade point average or percentage of completion, but are included when calculating Maximum Time Frame. A 2.0 Minnesota Transfer Curriculum grade point average that includes all transfer course grades as well as Fond du Lac Tribal and Community College course grades is required for recognition of a student's completion of the entire Minnesota Transfer Curriculum with or without completing an associate degree. This grade point average calculation will be made in the general education requirement section of a student's degree audit.

Consortium/Joint Program Credits: credits accepted for purposes of processing financial aid are included with registered and attempted credits, and are included in the Maximum Time Frame calculation.

Audited classes/Enrichment: Classes audited, taken for no-credit, or taken only for personal enrichment with no intention of seeking a degree or diploma are not eligible for Financial Aid.

Academic Amnesty: Fond du Lac Tribal and Community College does not grant Academic Amnesty.

Post Secondary Enrollment Option (PSEO) and College in the High School: credits are included in the calculation and evaluation of the Qualitative, Quantitative, and Maximum Time Frame requirements.

Students have primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to keep a file of their grades and transcripts.

Other Academic Appeals

Students may appeal for exceptions to college procedures by obtaining a petition from the Student Services Office. Students shall discuss the circumstances of the petition with an academic advisor or counselor, and follow the appropriate steps for each type of appeal.

The Petition Committee will review all petitions, and the chief academic officer will be responsible for all final decisions.

Academic Alerts

To address student retention, instructors have the option to prepare reports on students who are not achieving at a satisfactory academic level. The academic alerts are submitted to the Student Services Office at any time during the semester if the instructor has a concern regarding a student's performance. Students are notified of the instructor's concerns and are encouraged to seek assistance from counselors or advisors or other campus or outside resources.

Time Limit for Meeting Graduation Requirements

Students attending Fond du Lac Tribal and Community College will have five years in which to complete their work under the terms of the catalog in effect at the time of their first enrollment. Students graduating more than five years after the date of first enrollment must meet the requirements of the catalog in effect for the year in which graduation occurs.

Dean's List

Shortly after the end of each semester, Fond du Lac Tribal and Community College publishes a list of full-time students (a minimum of at least 12 credits completed) who achieved a GPA of 3.0 or better during the semester.

Transfer Information

Minnesota's public colleges and universities are working to make transfer easier. Students are urged to plan ahead and ask questions.

General Transfer Information

The receiving college or university decides which credits transfer and whether those credits meet its degree requirements. The accreditation of both the originating and receiving institutions can affect the transfer of the credits earned.

Institutions accept credits from courses and programs similar to those they offer. They look for similarity in course goals, content, and level.

Not everything that transfers will help students graduate. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses, and electives. The key question is, will the credits fill the requirements of the degree or program chosen?

If a student changes a career goal or major, they might not be able to complete all degree requirements within the usual number of graduation credits.

Students who are currently enrolled in a college or university should:

- Confer with the campus transfer specialist about transfer plans and find out who can assist in selecting courses that will transfer.
- Visit the intended transfer college and pick up a college catalog and a transfer brochure.
- Call the intended transfer college and find out admissions criteria for the institution and major of interest. Request transfer application materials, find out what materials (e.g. portfolio, transcripts, test scores) may be required for admission, ask whether there is a deadline for all materials to be submitted, and request information about financial aid and application deadlines.
- Make an appointment to talk with an advisor/counselor in the college or program area of interest. Ask about course transfer and admission criteria. Prepare for this meeting by reading catalog information about the specific major or area of interest.

Applying for Transfer Admission

Application for admission is always the first step in transferring. Students desiring to transfer should fill out applications as early as possible prior to deadlines. The required application fee should be enclosed.

Students are required to send official transcripts from every institution they have attended. Students are required to provide a high school transcript or GED test scores as well.

Most colleges make no decisions until all required documents are in the student's file. Students should check to be certain the college or university received all the necessary paperwork.

If the intended college of transfer does not respond after one month, students should call to check on the status of their applications.

After the college notifies students that they have been accepted for admission, their transcribed credits will be evaluated for transfer. A written evaluation should indicate which credits do not transfer. Students with questions about their evaluations should call the Office of Admissions and ask to speak with a credit evaluator. Rationale for judgements regarding specific courses should be made available.

Transfer Student Rights

Transfer students are entitled to the following:

- A clear, understandable statement of an institution's transfer policy.
- A fair credit review and an explanation of why credits were or were not accepted.
- A copy of the formal appeals process. Usual appeals steps are:
 1. Student fills out an appeals form; supplemental information (syllabus, course description, or reading list) can help.
 2. Department or committee will review.
 3. Student receives, in writing, the outcome of the appeal. If a student is not satisfied with the transfer decision, the student may appeal the transfer decision at the college level to FDLTCC's Vice President of Academic Affairs. If the appeal is denied, the student may submit a request to the MnSCU Senior Vice Chancellor of Academic Affairs for a system-level appeal.

Beginning January 1, 2002, all Minnesota Transfer Curriculum courses offered by a Minnesota State Colleges and Universities System institution must transfer into the goal areas as designated by the original institution. If a student's evaluation does not reflect this, the student should meet with the transfer counselor.

More information regarding transfer, including FDLTCC's Minnesota Transfer Curriculum, can be found in this catalog under "Academic Programs" and "Graduation Requirements" and at www.mntransfer.org. For help with transfer questions or problems, the transfer specialist in Fond du Lac Tribal and Community College's Counseling Department may be consulted.

Fond du Lac Tribal and Community College Transfer Procedures

Admission in Good Standing

Applicants are admitted in good standing if they are eligible to return to the last institution(s) attended and have a 2.0 overall grade point average based on a 4.0 scale for all courses taken at all post secondary institutions attended.

The grade point average from the transfer institution is not used in computing the student's grade point average at Fond du Lac Tribal and Community College.

Transfer students may be given provisional admission until all transcripts are received by the college. Failure to supply the necessary transcripts may lead to suspension from the college.

Course Credit Transfer

Policy

Fond du Lac Tribal and Community College shall evaluate college-level course credits completed by an admitted student, as submitted on an official transcript, to determine if the credits shall be accepted in transfer. Once credits are accepted in transfer, they will be further evaluated for their applicability to the student's program and graduation requirements.

Fond du Lac Tribal and Community College shall evaluate credits in compliance with MnSCU Policy 3.21: Undergraduate Course Credit Transfer, and MnSCU Policy 3.37: Minnesota Transfer Curriculum.

Decisions on the transfer of credit shall involve the following considerations: Educational quality of the learning experience which the student transfers; comparability of the nature, content and level of the learning experiences offered at Fond du Lac Tribal and Community College; and appropriateness and applicability of the learning experience to the programs offered by Fond du Lac Tribal and Community College.

Students shall receive notification of the results of their transcript evaluation and have the opportunity to receive an explanation for the acceptance or non-acceptance of credits. Students may appeal an evaluation decision if not satisfied with the explanation. An appeal denied at the institution level may be brought to the system level using the procedure established by the Office of the Chancellor.

Procedures for Determining Transfer Credits

Determining Course Comparability or Equivalency

A course may be determined to be equivalent to Fond du Lac Tribal and Community College course if it meets a minimum of 75% comparable course content. For sequential courses, students need sufficient preparation to succeed in the next course in the sequence. A list of Fond du Lac Tribal and Community College's articulation agreements can be found at www.mntransfer.org.

Transferring technical, occupational or professional course credits

Credits from technical, occupational or professional programs or departments will be accepted in transfer as technical electives. A maximum of 16 credits of technical electives may be used as elective credit toward an associate of arts degree. Students transferring into a like program at Fond du Lac Tribal and Community College will have their technical, occupational or professional credits evaluated for equivalency to program course requirements. General studies credits of a non-technical nature will be evaluated for equivalency to general studies courses offered by Fond du Lac Tribal and Community College.

Credit Life

Occupational course credits, including prerequisites, earned more than five years prior to admission into a specific program need the program coordinator's approval to fulfill current program requirements. Certain occupational areas may have more stringent requirements. These requirements are detailed in the specific academic program's description in this catalog. If the program coordinator requires a course to be repeated to meet the current program requirements, a "Request to Repeat a Course" form must be completed at the time of registration. This form is available in the Records Office. Both the old and new grade will remain on the student's transcript, but the most recent grade earned will be the student's official grade and calculated into the overall GPA. No course or grade will be removed from the transcript.

Transferring Credit Granted by a Non-Regionally Accredited Institution

Fond du Lac Tribal and Community College will work with students desiring to have credits accepted from non-regionally accredited institutions, to be used towards degree or certificate requirements at Fond du Lac Tribal and Community College. Students with courses from non-regionally accredited institutions must demonstrate learning outcomes by choosing from Fond du Lac Tribal and Community College's Credit by Examination policy or by completing the petition process. The petition process includes: students completing the petition form. In addition, students should attach copies of the transcript, course descriptions, and course syllabi. Petitions will be reviewed by the Petition Committee. Additional information may be requested during the evaluation process.

Students wishing to transfer to a four-year institution should consult that institution's policies regarding transfer of credits from non-regionally accredited institutions. Depending on that institution's policies, credits earned from non-regionally accredited institutions may not be accepted at that institution.

Minnesota Transfer Curriculum goal areas granted by another MnSCU college or university as required by MnSCU Procedure 3.37.1: Minnesota Transfer Curriculum, Part 4D.

Transferring Credit Granted by an Institution Outside the United States

Fond du Lac Tribal and Community College may accept credits from colleges and universities outside the United States based on an evaluation of degree and course equivalency by a professional evaluation service. Students are required to provide an original transcript and an English translation (if applicable) to Fond du Lac Tribal and Community College, as well as to submit documents to and pay for a catalog match evaluation from Education Credential Evaluators, Inc. in Milwaukee, Wisconsin. The web address for this company is: www.ece.org.

Evaluating Developmental Courses

Developmental courses shall not be granted college-level credit and they shall not apply to certificate, diploma, or degree completion requirements. However, a developmental course appearing on a student's transcript shall be evaluated to determine the student's readiness for college-level coursework or further developmental-level placement.

Credit Limit

Fond du Lac Tribal and Community College does not limit the total number of credits a student may earn through transfer; however, the applicability of transfer credit to program and graduation requirements shall be consistent with Fond du Lac Tribal and Community College graduation requirements.

MnSCU System-Related Procedures

Procedures for Evaluating Credit

Fond du Lac Tribal and Community College shall follow the recommendations of the Joint Statement on the Transfer and Award of Credit, 2001, in implementing transfer policy and procedures: <http://www.acenet.edu>.

Degree Audit Reporting System

The Degree Audit Reporting System (DARS) is a self-directed, automated electronic tool for tracking a student's progress toward completing an academic program (degree, diploma or certificate). DARS includes a degree audit system and an automated transfer evaluation system that produces screen, print, and web degree audits and transfer evaluation reports. DARS is currently implemented at all Minnesota State Colleges and Universities institutions and the University of Minnesota. Students can print their own DARS report by accessing the student eservices link on the college website.

U.select

U.select is a multi-state online tool for students and advisors/counselors to use for determining course equivalencies, program requirements, and applicability of coursework when transferring between schools. U.select is a joint project of the Minnesota State Colleges and Universities and the University of Minnesota.

Student Responsibility

Transcripts and Supporting Documentation

The student is responsible for arranging for an official transcript and any other required supporting documentation from previously attended institutions.

Grade Requirements

All college courses in which a student has received a grade of A, B, C, or D shall be considered for transfer evaluation. Grades shall be accepted as earned credit. If the student's cumulative grade point average at the original institution is less than 2.0, no D grades will be accepted in transfer from that school. Students retain the right to appeal the acceptance of credits.

An exception to the policy occurs when Minnesota Transfer Curriculum courses are involved. An exception to this policy occurs with Minnesota Transfer Curriculum courses. FDLTCC shall accept Minnesota Transfer Curriculum courses with the passing grades earned at the sending institution regardless of FDLTCC's grading requirements. A 2.0 GPA in the Minnesota Transfer Curriculum courses is required for the recognition of a student's completion of the entire 40-credit Minnesota Transfer Curriculum.

Veterans

It is important for veterans to check with the transfer counselor regarding credit for previous education and training accomplishments.

Student Appeal

Transfer Evaluation Appeal

Students will receive written notification after their transcript evaluation has been completed. Information will be provided on the number of credits transferred, the equivalency status of each course, and the applicability of transfer work to the student's program of study. Students are encouraged to contact the Transfer Specialist if they have questions about their evaluations and/or wish to understand the rationale for evaluation decisions. In the event of disagreement with the outcome of the transcript evaluation, a student may appeal within one month of receiving the evaluation notice by completing a Petition form, which is available in the Records Office and attaching supporting documentation. The Petition Committee will review the petition.

System-Level Appeal

If the student is not satisfied with the Fond du Lac Tribal and Community College transfer appeal decision, the student may submit a request to the MnSCU Senior Vice Chancellor of Academic and Student Affairs for a system-level appeal.

Privacy of Education Records

Fond du Lac Tribal and Community College, a member of the Minnesota State Colleges and Universities system, complies with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, 34 CFR 99; the Minnesota Government Data Practices Act, (MGDPA) Minn. Stat. Ch 13, Minn. Rules Ch 1205; and other applicable laws and regulations concerning the handling of education records. Fond du Lac Tribal and Community College shall respect the privacy of education records and the rights of students to manage their records, as provided by applicable law. This policy is adopted in furtherance of those principles.

Definitions

The following definitions apply for the purpose of this policy:

Student means an individual currently or formerly enrolled or registered, applicants for enrollment or registration, or individuals who receive shared time educational services from Fond du Lac Tribal and Community College. Students include individuals who are taking instruction in any form including, but not limited to: in-person, correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies.

Educational data or education records means data in any form directly relating to an individually identifiable student maintained by or on behalf of Fond du Lac Tribal and Community College. Education records do not include:

1. financial records of the student's parents or guardian;
2. confidential letters or statements of recommendation placed in education records before January 1, 1975, or after January 1, 1975, if the student waived right of access;
3. records of instructional personnel that are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker and are destroyed at the end of the school year;
4. records of law enforcement units (if law enforcement unit is a separate entity and the records are maintained exclusively by and for law enforcement purposes);
5. employment records related exclusively to a student's employment capacity (not employment related to status as a student, such as work study) and not available for use for any other purpose;
6. medical and psychological treatment records that are maintained solely by the treating professional for treatment purposes;
7. records that are created or received by Fond du Lac Tribal and Community College after the individual is no longer a student in attendance and are not directly related to the individual's attendance as a student (alumni data).

Notice of Policy

Fond du Lac Tribal and Community College shall protect the rights of students regarding their education records, as provided by applicable law. Fond du Lac Tribal and Community College shall annually inform students of their rights in the student handbook and college catalog. Additionally, the handbook and catalog will be available for inspection through the Chief Student Affairs Officer.

Subject Access to Records

All students at Fond du Lac Tribal and Community College have the same rights regarding their education records regardless of age.

Consent for Release Generally Required

Fond du Lac Tribal and Community College will not disclose or permit access by a third party to personally identifiable information contained in education records without the written consent of the student except as permitted or required by applicable law. A copy of an informed consent release form is available in the Admissions Office. A written consent is valid if it: 1) specifies the records that may be disclosed; 2) states the purpose of the disclosure; 3) identifies the party or class of parties to whom the disclosure may be made; and 4) is signed and dated by the student. If the release is for disclosure to an insurer or its representative, the release must also include an expiration date no later than one year from the original authorization, or two years for a life insurance application. If the student requests, the school shall provide him or her with a copy of the records released pursuant to the informed consent.

Release without Consent

As allowed by the MGDPA and FERPA, Fond du Lac Tribal and Community College may release non-public information from education records without consent as follows:

1. to school officials who have a legitimate educational interest, including contractors, consultants, volunteers, or other parties to whom Fond du Lac Tribal and Community College has outsourced institutional services or functions if access to education records is required in order to perform their assigned responsibilities;
2. to officials of other schools in which the student seeks or intends to enroll, or where the student is already enrolled or receives services so long as the disclosure is for purposes related to the student's enrollment or transfer;
3. to federal, state, or local officials or agencies authorized by law;
4. in connection with a student's application for, or receipt of, financial aid;
5. to accrediting organizations or organizations conducting studies for or on behalf of Fond du Lac Tribal and Community College as permitted by law;
6. in compliance with a judicial order or lawfully issued subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena for law enforcement purposes specifically directs the institution not to disclose the existence of a subpoena;
7. to appropriate persons in connection with a health or safety emergency, as permitted by law;
8. to an alleged victim of a crime of violence (as defined in 18 U.S.C. Sect 16) or non-forcible sex offense, the final results of the alleged student perpetrator's disciplinary proceeding;
9. as permitted by law, a finding of a violation of the institution's rules or policies constituting a crime of violence or non-forcible sex offense as defined by federal law;
10. as permitted by law, information about sex offenders.

School Officials with legitimate educational interest

Fond du Lac Tribal and Community College will release information in student education records to appropriate school officials as indicated in (1) above when there is a legitimate educational interest. A school official includes, but is not limited to, a person employed by Fond du Lac Tribal and Community College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted for services (such as an attorney, auditor, technology services provider, or collection agent); a person serving on the Board of Trustees; or a student serving on an official college committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Record of Requests for Disclosure

Where required by law, a record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by the college's Registrar for each student and will also be made available for inspection pursuant to this policy. If the College discovers that a third party who has received student records from the institution has released or failed to destroy such records in violation of this policy, it will prohibit access to educational records for five (5) years. Records of requests for disclosure no longer subject to audit nor presently under request for access will be maintained according to the school's applicable records retention policy.

Directory Information

The following information on students at Fond du Lac Tribal and Community College is designated as public Directory Information, which is available upon request as required by the MGDPA:

1. student's name, address, telephone number; electronic mail address;
2. date and place of birth
3. major field of study
4. participation in officially recognized activities and sports
5. dates of attendance

6. most recent previous educational institution attended
7. grade level
8. degrees, honors and awards received
9. student ID number, user ID , or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (a student's SSN, in whole or in part, cannot be used for this purpose)
10. physical factors (height and weight) of athletes
11. photograph
12. enrollment status (e.g., undergraduate, graduate, full-time, or part-time)

Notice to Students of Right to Suppress Directory Information

Students may direct that any or all of the above-listed Directory Information be withheld from public disclosure by notifying the Records Office in writing. Fond du Lac Tribal and Community College shall honor such a non-disclosure request unless or until it is rescinded, including after the individual is no longer a student.

Access to Education Records by Student

Upon written request, the College shall provide a student with access to his or her education records. There is no charge for viewing the records even if the college or university is required to make a copy of the data in order to provide access. Responses to requests by students to review their education records shall be within ten business days.

Upon requests, the meaning of educational data shall be explained to the student by the Records Office personnel assigned to, and designated by, the appropriate office.

Students have the right to review only their own records. When a record contains private information about others, such information will be redacted before disclosure.

Students wishing to request access to their educational records should be directed to the appropriate offices.

- A. Academic Records
Records Office and Admissions:
See Registrar

- B. Student Services Records
Counseling Office:
See Chief Student Affairs Officer
Student Activities Office:
See Chief Student Affairs Officer
Student Services:
See Chief Student Affairs Officer
- C. Financial Records
Business Office:
See Chief Financial Officer
Financial Aid Office:
See Director of Financial Aid

Challenge to Record

Students may challenge the accuracy or completeness of their education records. Note: the right to challenge a grade may not be made under this policy unless the grade was allegedly inaccurately recorded. Other challenges to grades shall be according to the college's Grade Appeals process.

Students who believe that their education records contain information that is inaccurate, misleading, incomplete or is otherwise in violation of their privacy rights may challenge their record through the following procedure:

The student must submit a written request to the Fond du Lac Tribal and Community College official who is the custodian of the record, which is signed and dated by the student, and includes sufficient information to identify the challenged record and explanation of the reason that the amendment should be made. The student will be notified in writing within 30 days of the decision; if agreement is reached with respect to the student's request, the appropriate records will be amended, and a reasonable attempt will be made to notify past recipients of inaccurate or incomplete data, including recipients named by the student. If the record will not be amended as requested, the student will be informed of his/her right to a formal hearing and of the right to place a statement in the education record commenting on the information in the record and the reasons for disagreement with the decision. The statements will be placed in and maintained as part of the student's education records, and released whenever the records in question are disclosed.

Student requests for a formal hearing must be made in writing to the Minnesota Commissioner of Administration within 60 days of receiving the Fond du Lac Tribal and Community College written decision. The request must be directed to: Commissioner of Administration, State of Minnesota, 50 Sherburne Avenue, St. Paul, MN,

55155, who, within a reasonable period of time after receiving the request, will inform the student of further proceedings, which may include the date, place and the time of the hearing. The hearing will be conducted by the Office of Administrative Hearings (OAH) and according to the procedures set forth in Minn. Stat. Ch. 14.

The education records will be corrected or amended in accordance with the decision of OAH if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing officer, or both. The statements will be placed in and maintained as part of the student's education records, and released whenever the records in question are disclosed.

Copies

Students may have copies of their education records and this policy. The copies of records may be made at the student's expense, depending on the nature of the request. Official transcripts will be \$8.00.

Complaints

Complaints regarding alleged failures to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) may be brought to the college's Chief Student Affairs Officer or submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

Complaints about compliance with the Minnesota Government Data Practices Act (MGDPA) may be brought to the college's Chief Student Affairs Officer, or to the Minnesota Commissioner of Administration, or to the Minnesota Office of Administrative Hearings.

Student Rights and Responsibilities

The Minnesota State Colleges and Universities System adopted a policy which gives students, through their student government, the right to present their views and make written recommendations in decisions that affect them. At Fond du Lac Tribal and Community College, the Student Senate is the governing body for students. Students are elected to the Student Senate by the student body.

Fond du Lac Tribal and Community College expects its students to respect the rights and property of the community college and its students, and to know and observe federal, state, and local laws. Students violating any of the above can expect to be dealt with by campus officials or civil authorities.

Conversely, students who feel that they have been dealt with unfairly are provided with a process whereby their complaints or grievances can be heard. In the event of expulsion or suspension resulting from a college-related situation, the student may request a hearing which will be conducted pursuant to Minnesota Statute 15.051 Subdivision 3.

Student Conduct Code

Each student at Fond du Lac Tribal and Community College has the right to an education, and it is the responsibility of the college to provide an environment that promotes learning. Any action by a student that interferes with the education of any other student or interferes with the operations of the college in carrying out its responsibility to provide an education will be considered a violation of this code. Disciplinary action will be handled in an expeditious manner while providing due process. The complete Student Conduct Code is published in the Student Handbook. Students are responsible for understanding the Student Conduct Code and all information contained in the Student Handbook.

Drug and Alcohol-Free Campus Policy

Fond du Lac Tribal and Community College is committed to a standard of conduct which clearly prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and staff on campus premises, or in conjunction with any college-sponsored activity or event whether on or off campus.

Smoke-Free Campus

Fond du Lac Tribal and Community College is a smoke-free college. Smoking is allowed only in designated areas outside of campus buildings.

Campus Security

Fond du Lac Tribal and Community College encourages all students and college community members to be fully aware of the safety issues on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Pursuant to the Student Right to Know and Campus Security Act, Fond du Lac Tribal and Community College monitors criminal activity and annually publishes a Campus Security Report, maintains a three-year statistical history on campus and at off-campus property or facilities owned or used by Fond du Lac Tribal and Community College or recognized college organizations. Fond du Lac Tribal and Community College distributes a copy of this report to each current student and employee. A copy of this report is also available on the college website.

Fond du Lac Tribal and Community College currently has a variety of policies and procedures relating to campus security, and expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

Class Cancellation

Notification of class cancellations will be posted on campus. If no announcement is made, students should remain for ten minutes after the class is scheduled to begin unless a longer delay has been specifically announced.

Inclement Weather

It can be assumed that college classes will be held as scheduled unless announcements are made to cancel classes and activities. Students are advised to listen to Duluth-area radio stations or watch Duluth television stations for announcements of school closing. The stations used for such broadcasts include but are not limited to:

- KDAL 610 AM
- WEBC 560 AM
- WKLK 96.5 FM/1230 AM
- KRBR 102.5 FM
- KKCB 105.1 FM
- CBS 3 TV
- KBJR TV
- WDIO TV

Star Alert Emergency Notification System

Star Alert is an emergency notification messaging system used by Fond du Lac Tribal and Community College. The system uses text and email messaging to notify students of campus-related emergencies. In the event of an emergency, a text message will be sent to the cell number and/or an email will be sent to the email address provided.

The Star Alert system will be used only for emergencies. For example, if there is a crisis situation currently affecting the campus, a message will be communicated via the Star Alert system. It will also be used to notify students and employees when the campus is closed due to weather conditions.

Star Alert is an opt-in system and you must register in order to receive emergency alerts. Fond du Lac Tribal and Community College students are asked to sign-up for the Star Alert system via a link on the Student eServices page of the college website.

Computer Policy

Acceptable Use of Computers and Information Technology Resources Policy 5.22.1

Purpose

Acceptable use

This procedure establishes responsibilities for acceptable use of Fond du Lac Tribal and Community College information technology resources. College information technology resources are provided for use by currently enrolled Fond du Lac Tribal and Community College students, administrators, faculty, other employees, and other authorized users. College information technology resources are the property of Fond du Lac Tribal and Community College and are provided for the direct and indirect support of the College's education, research, service, student and campus life activities, administrative, and business purposes, within the limitations of available college technology, financial and human resources. The use of Fond du Lac Tribal and Community College information technology is a privilege conditioned on compliance with Policy 5.22.2, this procedure, and any procedures or guidelines adopted pursuant to this procedure.

Academic Freedom

Nothing in this procedure shall be interpreted to expand, diminish, or alter academic freedom provided under MnSCU Board policy, a system collective bargaining agreement, or the terms of any charter establishing a college library as a community or public library.

Applicability

This procedure applies to all users of Fond du Lac Tribal and Community College information technology, whether or not the user is affiliated with Fond du Lac Tribal and Community College and to all uses of those resources, wherever located. Fond du Lac Tribal and Community College is not responsible for any personal or unauthorized use of its resources, and security of data transmitted on its information technology resources cannot be guaranteed.

Definitions

Security measures:

Means processes, software and hardware used by system and network administrators to protect the confidentiality, integrity, and availability of the computer resources and data owned by the College or its authorized users. Security measures include, but are not limited to monitoring or reviewing individual user's accounts for potential or actual policy violations and investigating security related issues.

College Information Technology:

Means all facilities, technologies, and information resources used for information processing, transfer, storage and communications. This includes, but is not limited to, computer hardware and software, computer labs, classroom technologies such as computer-based instructional management systems, and computing and electronic communication devices and services, such as modems, e-mail, networks, telephones (including cellular), voicemail, facsimile transmissions, video, and multimedia materials.

Transmit:

Means to send, store, collect, transfer, or otherwise alter or affect information technology resources or data contained therein.

User:

Means any individual, including, but not limited to, students, administrators, faculty, other employees, volunteers, and other authorized individuals using College information technology in any manner, whether or not the user is affiliated with Fond du Lac Tribal and Community College.

Responsibilities of All Users

Compliance with applicable law and policy

Users must comply with laws and regulations, MnSCU, and Fond du Lac Tribal and Community College policies and procedures, contracts, and licenses applicable to their particular uses. This includes, but is not limited to, the laws of libel, data privacy, copyright, trademark, gambling, obscenity, and child pornography; the federal Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit hacking and similar activities; state computer crime statutes; Student Code of Conduct; applicable software licenses; and MnSCU Board policies 1.B.1, prohibiting discrimination and harassment; 1.C.2, prohibiting fraudulent or other dishonest acts; and 3.26, concerning intellectual property.

Users are responsible for the content of their personal use on College information technology, and any liability resulting from that use.

Users must use only College information technology they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information technology resources does not, by itself, imply authorization to do so.

Users are responsible for use of College information technology under their authorization.

Unauthorized use

Users must not:

- Use any account or password assigned by the college to someone else.
- Share any account or password assigned to the user by the college with any other individual, including family members; or allow others to use College information technology resources under their control in violations of this procedure or related laws and policies, including, but not limited to, copyright laws or license agreements.
- Users must not circumvent, attempt to circumvent, or assist another in circumventing security controls in place to protect the privacy and integrity of data stored on College information technology.
- Users must not change, conceal, or forge the identification of the person using the College information technology, including, but not limited to, use of e-mail.

- Users must not download or install software onto the College's information technology without prior authorization from appropriate campus or MnSCU officials, except when necessary to meet the academic mission.
- All electronic communicators, including e-mail, web postings, etc. are subject to libel laws, academic misconduct penalties, and harassment-related prohibitions as outlined in college policies.
- Users must not engage in inappropriate uses, including:
 - Illegal activities
 - Wagering or betting
 - Harassment, threats to or defamation of others, stalking, and/or illegal discrimination
 - Fund-raising, private business, or commercial activity unrelated to the mission of Fond du Lac Tribal and Community College, as determined by the President and Public Information Director
 - Storage, display, transmission, or intentional or solicited receipt of material that is or may be reasonably regarded as obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word, except as such access relates to the academic pursuits of a Fond du Lac Tribal and Community College student or professional activities of a Fond du Lac Tribal and Community College employee
 - spamming through widespread dissemination of unsolicited and unauthorized e-mail messages including chain letters
 - Promotional advocacy
 - Advertisement of events or items for sale or rent that result in personal gain or revenue for non-college departments, programs or approved organizations.

Protecting Privacy

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

Limitations on Use

Users must avoid excessive use of the College's information technology. Excessive use means use that is disproportionate to that of other users, or is unrelated to academic or employment-related needs, or that interfere with other authorized uses.

The college may require users to limit or refrain from certain uses in accordance with this provision. The reasonableness of any specific use shall be determined by the College's administration in the context of relevant circumstances.

Unauthorized trademark use

Users must not state or imply that they speak on behalf of the College, and must not use College trademarks or logos without prior authorization. Affiliation with the College does not, by itself, imply authorization to speak on behalf of the College.

Security and Privacy

Security

Users shall take appropriate security measures, including the appropriate use of secure facsimiles or encryption or encoding devices when electronically transmitting data that is not public.

Privacy

Data transmitted via college information technology are not guaranteed to be private. Deletion of a message or file may not fully eliminate the data from the system.

Right to employ security measures

The College reserves the right to monitor any use of the College's information technology, including those used for personal purposes. Users have no expectation of privacy for any use of the College's technology resources, except as provided under federal wiretap regulations (21 U.S.C. sections 2701-2711). The College does not routinely monitor individual usage of its information technology resources. Normal operation and maintenance of the College's information require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other activities that are necessary for such services. When violations are suspected, appropriate steps must be taken to investigate and take corrective action or other actions as warranted. College officials may access data on the College's information technology, without notice, for other business purposes including, but not limited to, retrieving business-related information, re-routing or disposing of undeliverable mail, or responding to requests for information permitted by law.

Application of Government Records Laws

Data practices laws

Government data maintained on the College's information technology is subject to data practices laws, including the Minnesota Government Data Practices Act and the federal Family Education Rights and Privacy Act, to the same extent as they would be if kept in any other medium. Users are responsible for handling government data to which they have access or control in accordance with applicable data practices laws. The College shall ensure the confidentiality of electronic data in accord with the Confidentiality of Student Records policy and related procedures.

Record retention schedules

Official College records created or maintained electronically are subject to the requirements of the Official Records Act, Minnesota Statutes section 138.17 to the same extent as official records in any other media. Official records must be retained in accordance with the applicable approved records retention schedule appropriate for the type, nature, and content of the record. Willful improper disposal of official records may subject an employee to disciplinary action.

Reporting of Illegal Activities

Illegal activities will be reported to appropriate authorities in accordance with local, state and federal law and MnSCU guidelines as determined by the College's administration.

Reporting of Complaints

Users and others who have questions, concerns or problems regarding the use of Fond du Lac Tribal and Community College information technology should contact the Information Services Director or the Vice President of Student Affairs or designee.

Reviewing Requests for Use of College Property

Requests to use trademarks or logos of the College shall be reviewed by the Director of Public Information.

Security and Integrity

The Fond du Lac Tribal and Community College Leadership Committee shall be responsible for establishing and implementing security policies, standards and guidelines to protect the integrity of Fond du Lac Tribal and Community College information technology and its users.

Policy Enforcement

Access Limitations

Fond du Lac Tribal and Community College reserves the right to temporarily restrict or prohibit use of its information technology by any user without notice.

Repeat violations of copyright laws

Fond du Lac Tribal and Community College may permanently deny use of the College's information technology by any individual determined to be a repeat violator of copyright law governing internet use.

Disciplinary proceedings

Complaints shall be investigated by the Information Services Director and/or designee who will make a recommendation to the appropriate administrator if sanctioning is warranted. Alleged violations shall be addressed through applicable college policies and procedures, to address allegations of illegal discrimination and harassment; Student Code of Conduct for other allegations against students; or the applicable collective bargaining agreement or personnel plan for other allegations involving employees. Appeals shall be heard in accordance with the College's non-discrimination policy, Student Code of Conduct or applicable collective bargaining agreements or personnel plans. Continued use of the College's information technology is a privilege subject to limitation, modification, or termination.

Sanctions

Violations of this policy are considered to be misconduct under applicable student and employee conduct standards. Users who violate this policy may be denied access to the College's information technology and may be subject to other penalties and disciplinary action, both within and outside of the College. Discipline for violations of this policy may include any action up to and including termination or expulsion.

Referral to Law Enforcement

Under appropriate circumstances, Fond du Lac Tribal and Community College may refer suspected violations of law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.

Email Account Policy

General Information

College use of email

Email is a mechanism for official communication within Fond du Lac Tribal and Community College. The College has the right to expect that such communications will be received, read, and acted upon in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the college community. The Fond du Lac Tribal and Community College Information Technology Department is responsible for directing the use of the email system. All account users must adhere to Fond du Lac Tribal and Community College Policy 5.22, Acceptable Use of Computers and Information Technology Resources.

Procedure for Implementation

Assignment of Student Email

Official Fond du Lac Tribal and Community College email accounts are created for all employees and for all admitted students. The official email address will be maintained in the MnSCU Information and Student Records System (ISRS). Official email addresses will be directory information unless the student requests otherwise.

Deletion of Student Email

Student email accounts are de-activated after one year of non-attendance.

Redirecting of Email

If a student or employee wishes to have email redirected from their official Fond du Lac Tribal and Community College address to another email address, they may do so, but at their own risk. The College will not be responsible for the handling of email by outside vendors. Having email redirected does not relieve a student from the responsibilities associated with official communication sent to his or her Fond du Lac Tribal and Community College email account.

Expectations about Student and Employee Use of Email

Students and employees are expected to check their email on a frequent and consistent basis in order to stay current with college-related communications. Students and employees have the responsibility to recognize that certain communications may be time-critical. All users are responsible for errors, forwarding mail, or email returned to the College because of full mailboxes. These examples and instances are not acceptable excuses for missing official College communications.

Authentication for Confidential Information

It is a violation of College policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a College office, faculty or staff member, or student.

Privacy

Fond du Lac Tribal and Community College cannot guarantee the privacy or confidentiality of electronic documents. Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the 'reply' command during email correspondence.

Educational Uses of Email

Faculty will determine how electronic forms of communications (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This policy will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official Fond du Lac Tribal and Community College email accounts are being accessed, and faculty can use email for their classes accordingly.

Users of computers and information technology resources are expected to be knowledgeable of and to fully comply with all aspects of the college's Acceptable Use of Computers and Information Technology Resources policy (Policy 5.22.1) which defines general standards and guidelines for use of the college's technology resources including email.