

Fond du Lac  College

**Student Handbook**



*Extraordinary Experiences.*



MINNESOTA STATE



# Student Handbook

## Fond du Lac Tribal and Community College

2101 14th Street • Cloquet, MN 55720

218-879-0800 • 1-800-657-3712

MN Relay 711 or 1-800-627-3529

[www.fdlccc.edu](http://www.fdlccc.edu)

The information in this student handbook was the best available at the time of printing. All information is subject to change.

*Updated July 2020*

### Mission

The mission of Fond du Lac Tribal and Community College is to provide higher education opportunities for its communities in a welcoming, culturally diverse environment.

To achieve this mission we will:

- Promote scholarship and academic excellence through transfer and career education, and provide access to higher education by offering developmental education.
- Respectfully promote the language, culture, and history of the Anishinaabeg.
- Provide programs which will celebrate the cultural diversity of our community and promote global understanding.
- Promote a sense of personal respect and wellness.
- Provide technological opportunities and experiences, preparing students for the future.
- Provide programs and baccalaureate degrees that fulfill our commitment to American Indian communities, our land grant status, and the union of cultures.

### Vision Statement

Fond du Lac Tribal and Community College offers a postsecondary education to honor the past for those living in the present and dreaming the future, through a spirit of respect, cooperation, and unity.

### Core Values

Respect: Manaaji'idiwin

Integrity: Gwayakwaadiziwin

Stewardship: Ganawenjigewin

Innovation: Maamamiikaajinendamowin

Compassion: Zhawenjigewin

## **Equal Opportunity Institution**

Minnesota State 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, gender identity or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law or familial status is prohibited.

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, gender identity, gender expression or familial status is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Complaints should be directed to:

Title IX Coordinator  
Anita Hanson, Dean of Student Services  
Office 147  
218-879-0805/anita.hanson@fdltcc.edu

If you require an accommodation for a disability, please contact:

ADA/504 Coordinator (Employees)  
Marisa Haggy, Director of Human Resources  
Office W110  
218-879-0879/mhaggy@fdltcc.edu

Disability Services (Students)  
Nancy Olsen, Disability Services Coordinator  
Office 134  
218-879-0864/nancy.olsen@fdltcc.edu

## **Accreditation**

Fond du Lac Tribal and Community College is a regionally-accredited institution through the Higher Learning Commission (HLC).

For additional information regarding regional accreditation, student success, and other areas related to academic accountability, contact the HLC at (800) 621-7440 or visit the website at [www.hlcommission.org](http://www.hlcommission.org). For more information about FDLTCC's regional accreditation status, see <https://www.hlcommission.org/component/directory/?Itemid=&Action=ShowBasic&instid=2141>.

Fond du Lac Tribal and Community College is a member of Minnesota State and the American Indian Higher Education Consortium.

Minnesota State comprises 37 state universities, community colleges, technical colleges and combined community and technical colleges located on 54 campuses across the state. The system serves approximately 350,000 students annually in credit-based courses and in non-credit courses.

**All policies and provisions within this publication are subject to change without notice.**

Fond du Lac Tribal and Community College is a Clery Act compliant campus and follows Title IX policies

## **General Information**

### **Accidents/First Aid**

A formal report of all accidents which occur during a sanctioned college activity must be made within 24 hours of the accident and reported to the Human Resources Office. Accident report forms are available in the Human Resources Office. A first aid station is located in the administration wing of the campus. All accidents must be reported to the Chief Student Affairs Officer or designee.

### **Attendance**

Students are expected to attend all 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. It is the student's responsibility to read each instructor's syllabus at the beginning of each semester. This will tell you the effect of absenteeism on grade(s).

### **Class Cancellation**

Notification of class cancellations by the instructor 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 all classes and campus 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:

WKLK FM 96.5, AM 1230  
KDAL AM 610  
KBJR-NBC  
WDIO-ABC  
KDLH-CBS  
KQDS-FOX

Official notices of campus closings will be posted on the college web site as soon as possible.

## **Emergency Notification System**

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

The emergency notification 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 system. It will also be used to notify students and employees when the campus is closed due to weather conditions.

The emergency notification system 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 emergency notification system via a link on the college web site. Emails are sent to students each semester to encourage students to sign up for the notification system.

## **Contacting Students on Campus**

Students may provide the main telephone number for FDLTCC (879-0800 or 800-657-3712) as an emergency contact phone number. This number should be used for emergencies only. Please do not give it out as a work or routine message number.

## **Child Care**

Licensed childcare services is available at the campus facility. The childcare service is operated on an independent contract and is not operated by FDLTCC. Need-based financial assistance is available to those who qualify. See the Financial Aid Director.

## **Emergency**

In the event of a fire alarm evacuate the building quickly, but as cautiously as possible. Do not use the elevator. Leave the building using the nearest exit. In case of a tornado stay away from interior locations that contain glass. Take shelter inside a classroom and/or hallway away from all swinging doors.

In case of an emergency, call 911. Other services may be available by contacting the Maintenance department at 590-3357, 879-0706, or 879-0705. Students may also contact the Dean of Student Services at 879-0805 or the campus switchboard at 879-0800 during regular business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday.

## **Food Service**

Meals are available for purchase Monday through Friday on days school is in session. Vending machines for soft drinks and snacks are available during building hours.

## **Housing**

Fond du Lac Tribal and Community College is proud to be offering on-campus housing. Housing will be available to any full-time students (12 or more credits) enrolled at FDLTCC. Policies for the housing facility may be found in the Housing Handbook. For more information, visit the housing office located inside the housing facility main entrance or call the housing director at 218-590-3345 (cell).

## **Identification Cards**

All students enrolling in classes at FDLTCC may obtain an official college identification card. Photos for student identification cards are taken at the beginning of each semester and during orientation sessions. For more information contact the Admissions Office at 879-0808.

## **Immunizations**

Minnesota state law requires students to be immunized against mumps, measles, rubella, diphtheria, and tetanus if they were born on January 1, 1957 (or later), in order to be enrolled in post-secondary institutions. The Immunization Law states that no student may remain enrolled in a post-secondary educational institution unless the student has submitted a statement that the student has received the appropriate medical exemption as outlined in the law, or the student submits a notarized statement that the student has not been immunized because of the student's conscientious-held belief. Immunization information will appear on the high school transcripts for students graduating from a Minnesota high school in 1997 or later, therefore these students do not have to complete a separate immunization form.

## **Library**

The Ruth A. Myers Library/Ojibwe Archives provides periodicals, books, CDs, DVDs, and online databases. The online databases include general periodical indexes and specialized subject indexes. CDs and films can be listened to and viewed in the library.

## **Lost and Found**

Students are cautioned not to leave valuables unattended on campus. The college is not responsible for lost articles. A Lost and Found service is located at the information desk in the main lobby.

## **Parking**

Parking and driving on campus are permitted in accordance with the following regulations:

1. Students and staff must honor the posting for Handicapped Parking, Fire Zones, Pick-Up and Drop-Off, and No Parking areas.
2. Parking is not allowed in yellow-lined areas.
3. Speeding and driving recklessly is strictly prohibited.
4. Vehicles may be towed at the owner's expenses.
5. Tickets may be issued to violators.
6. Overflow parking is available in the lot directly across 14th Street.

# Bookstore

The Fond du Lac Tribal and Community College Bookstore is located at the south entrance on the main floor of the campus. The College Bookstore is owned and operated by Fond du Lac Tribal and Community College and is dedicated to supporting the academic mission of the college.

## Textbook Purchasing Information:

Procedures and Useful Tips for Purchasing Textbooks

- Bring your personal class schedule to the College Bookstore to verify your course titles and numbers. Books are available for purchase one month before the semester begins.
- Students can view and purchase books and materials online via the College Bookstore web page.
- Semester booklists are posted in the bookstore window and on the college website. The booklist is alphabetized by course and lists the required textbooks for each course. Any optional textbooks, recommended by the instructor, will also be listed.
- The bookshelves are labeled in alphabetical order by course title, number, and section. Always cross-reference the semester booklist with your class schedule before purchasing your textbooks.
- If used textbooks are available for a class, they are always displayed first, and usually sell first.
- Book prices are marked and are listed on the semester booklist.
- When you are ready to purchase your books, please inform the bookstore staff of your method of payment (cash, check, or authorized financial aid award charge).
- Many students are eligible to charge their books and supplies against their financial aid award. To charge, you must have your financial aid award process completed (a list of eligible students is forwarded to the Bookstore prior to the start of the semester). Please note: Charging against your financial aid award ends on the fifth day of the semester.
- Keep your receipt! It is required for textbook returns. Please see Textbook Returns Policy for details.
- If at any time you need assistance, please do not hesitate to ask.

## Check Cashing Policy

Personal checks are accepted in the amount of purchase only. Two-party checks are not accepted. A twenty-dollar service charge will be assessed on all returned checks, and a hold will be placed on your records until restitution is made.

## Textbook Returns Policy

A student who drops a course may return their textbook for a refund by complying with the College Bookstore returns policy as follows:

- Textbook returns must be made within five (5) class days from the 1st day of the semester.
- New books must be in perfect condition to be returned. (Shrink-wrap must be intact, no writing or highlighting, complete).
- Students MUST HAVE a drop sheet from the records office.
- Students MUST HAVE original cash register receipt.
- Refunds will be made by check and mailed to the student or applied to the student's account. No cash refunds will be given. Refund amounts will first be applied to any outstanding balance owed to FDLTCC.
- Please return textbooks as early as possible for the benefit of other students who may need them.

### **Return of Merchandise other than Textbooks**

Merchandise may be returned for a refund or exchange within 30 days from the date of purchase. Merchandise must be accompanied by a dated cash register receipt. Any merchandise being returned must be in salable condition. Refunds will be made through the Bank Mobile system. Refund amounts will first be applied to any outstanding balance owed to FDLTCC.

### **Book Buy Back**

The College Bookstore works with a national used book company to offer the used book buy during final exam week each Fall and Spring Semester. During the scheduled buying period, FDLTCC students will have the opportunity to sell most of their used textbooks to the used book buyer. Specific dates and times are posted on campus and in the College Bookstore.

## **Student Activities**

### **Student Governance**

The Anishinaabe Student Council and the Student Senate comprise the student body governing structure at Fond du Lac Tribal and Community College. This dual governance advocates on behalf of and provides all students with representative leadership, avenues of communication, and representation to decision makers. Students enrolled at Fond du Lac Tribal and Community College can serve as members of Anishinaabe Student Council, Student Senate and Student Life Subcommittee. For more information, contact the Student Senate office at 218-879-0779, and the Anishinaabe Student Council at 218-879-0745.

The Anishinaabe Student Council ensures Native American representation and participation in the development of higher education process in affiliation with local, state, federal and tribal entities.

The Student Life Subcommittee is a cooperative group of the Anishinaabe Student Council and Student Senate. The Student Life Subcommittee is comprised of six students and two advisors. The Student Life Subcommittee organizational structure, responsibilities, and operating procedures are defined by the Student Life by-laws.



The Student Life Subcommittee is required to adhere to the policies for student life/activity committees as defined by the American Indian Higher Education Consortium and Minnesota State.

### **Student Clubs and Activities**

Fond du Lac Tribal and Community College offers a wide variety of clubs and activities based on student interest and initiative. Existing clubs include American History Club, American Indian Business Leaders, Anishinaabe Culture Club, Anishinaabe Student Council, Creative Writing Club, Environmental Science Club, Geographical Information Systems Club, Human Services Club, Journalism Club, Law Enforcement Club, Nursing Club, Phi Theta Kappa, Student Senate, Thunder Rocketry Club, Two Spirits Association, and Veterans Club.

### **Cultural Events and Activities**

Fond du Lac Tribal and Community College student organizations sponsor cultural events throughout the year. Fond du Lac Tribal and Community College has a college teaching drum, and students, staff and faculty participate in cultural events that are held on campus. Some of the activities include Welcome Week, annual Pow wow, Giving Thanks Feast, Veterans Feast, and Graduate Recognition Day.

### **Thunder Athletics**

Fond du Lac Tribal and Community College offers intercollegiate athletic programs as part of the student activities and student life program on campus. Teams work hard to establish a winning tradition and a reputation for excellence in the classroom, on the playing fields, and in the community. Fond du Lac Tribal and Community College has programs for football, women's softball, women's volleyball, women's basketball, and men's basketball. Students who are interested in playing for the Thunder are encouraged to contact the head coaches of the specific sports teams.

Fond du Lac Tribal and Community College competes at the National Junior College Athletic Association (NJCAA) Division III level and strongly adheres to the philosophy of the NJCAA Division III mission to create and provide opportunities for student participation in athletic activities. Athletic scholarships are not awarded at the NJCAA Division III level. Fond du Lac Tribal and Community College is a member of the Minnesota College Athletic Conference.

The Student Organization Office Area and Meeting Room is in Room 242.

## **Academic Advising and Instructional Information**

### **General Admission**

Fond du Lac Tribal and Community College is an open door institution and seeks to admit students in a manner designed to ensure the best opportunity for their educational success. Fond du Lac Tribal and Community College's academic offerings provide opportunities for training and education to students from a broad range of ability levels and interests.

## **Placement Policy and Procedures**

Assessment testing for basic skills in reading, writing, and mathematics will be administered to all students who enroll at Fond du Lac Tribal and Community College. Accuplacer test scores, along with high school grades and career goals, are used in the educational planning process involving the student and advisor. According to Minnesota State policy, the Accuplacer assessment is required for all new community college students unless: 1) the student can provide Fond du Lac Tribal and Community College with their scores from ACT, MCA, or SAT taken within the time periods outlined below; or 2) the student has passed a freshman composition course or a college level math course with a grade of “C” or higher. A student who places into a developmental education course as a result of their Accuplacer scores has the opportunity to retake the Accuplacer. Contact testing coordinator to schedule a re-test. Students needing disability-related testing accommodations or alternative formats should notify the Disability Services staff at least one week prior to testing. Accuplacer testing is scheduled throughout the year.

## **Academic Advising/Counseling**

Counselor/Advisors are available to assist students in a variety of ways. Advisors help students choose appropriate courses, and assist with transfer to other colleges. The counselor is available to assist students with adjusting to college life, helping solve personal or academic problems, and provides career counseling. Students should consult with a counselor or advisor prior to each registration period. A regular transcript review with an advisor/counselor is highly recommended.

## **Transfer Programs**

It is helpful for students to decide, as soon as possible, their academic major as well as the college to which they plan to transfer; to consult the college catalog for transfer policies; and to plan programs at FDLTCC with the assistance of an academic counselor/advisor, or with a program director.

## **Faculty Availability**

Students can confer with faculty during their scheduled office hours. Instructor schedules are posted on the bulletin board in the Faculty Office and on the college website.

## **Center For Academic Achievement**

The Center for Academic Achievement (CAA) offers many services to students free of charge. Help is offered for improving study habits, test taking skills, and time management. Trained peer and professional tutors are available.

## **Disability Services**

To be eligible for disability-related services at Fond du Lac Tribal and Community College, students must have a documented disability condition as defined by the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the ADA Amendments Act (ADAAA) of 2008. Under the ADA and Section 504, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities.

Under the ADAAA, major life activities were expanded and now include major

bodily functions. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major bodily functions include, but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

At least two weeks before the start of each semester, students should contact the Disability Services Coordinator in Disability Services in Office 134 at 218-879-0864, MN Relay 711, or [nancy.olsen@fdltcc.edu](mailto:nancy.olsen@fdltcc.edu) to request services. Students recently out of high school who received accommodations in high school need to submit copies of their 504 Plans or IEPs/Individual Education Plans (3-Year Review IEPs provide the information needed about the assessment of their disability). If students are transferring to Fond du Lac Tribal and Community College from another college or university, they should submit information about their disability and the accommodations they received from their previous college or university.

If students are not recently out of high school or college and/or if they have never received accommodations before, they need to request disability-related documents from the appropriate licensed professional to certify they have a disability and to determine reasonable accommodations. If initial documentation is incomplete or inadequate to determine the extent of the disability, Disability Services has the right to require additional documentation. The cost of obtaining documentation is at the expense of the student.

If students need accommodations that are more time consuming to set up, such as sign language interpreting or receiving PDFs of textbooks for use with text-to-speech software, it is best to contact Disability Services at least one month prior to the start of each semester so these services will be available to them at the beginning of each semester.

Disability Services may include, but are not limited to:

- Assistive technology
- Adaptive equipment
- Testing accommodations
- Note taking assistance
- Taped lectures
- Sign language interpreting
- Readers and scribes
- Document conversion
- PDFs of textbooks for use with text-to-speech software
- Referrals for assessment of suspected disabilities

## **TRIO: Student Support Services**

Adjusting to college life can be a difficult task. The transition is made easier at Fond du Lac Tribal and Community College through the supportive and caring environment created by the Student Support Services (SSS) program. TRIO: SSS is here to help students gain the confidence and skills necessary to succeed in college and accomplish their educational and professional goals.

TRIO: SSS provides resources, information, academic instruction, and support services to 182 eligible students each year. The purpose is to help low-income, first generation (neither parent has received a four-year degree), or students with disabilities achieve their educational goals.

When a student is eligible to become a TRIO: SSS student, they can receive professional tutoring from qualified instructors by signing up in the Center for Academic Achievement. Advisors can help students with year-long academic planning and educational goals, tutoring, transfer assistance, and financial literacy.

## **Career Resources**

Fond du Lac Tribal and Community College students have access to the resources and services of the Career Resource Center, located in the Student Services Department. Information on career exploration, labor market information, transfer requirements and job search techniques are available. Individualized career counseling is provided by the college counselor.

The Career Resource Center is managed and staffed by the counselor at the college. For more information, please contact any of the advisors or the counselor in the Student Services area on campus.

## **Student Success**

FDLTCC promotes access to higher education through its general education and academic programming. Four emphases cut across the curriculum: Ability to Communicate, Problem Solving, Information Literacy, and Culture. The college assesses students' knowledge in these "Competencies Across the Curriculum" at classroom, program, and institutional levels. In addition, the college monitors student success by reviewing data regarding retention, transfer, and completion rates; transfer profiles; performance on State licensure exams; and performance on national surveys such as the Community College Survey of Student Engagement (CCSSE), Survey of Entering Student Engagement (SENSE), and ETS.

The college also uses "hands on" measures to promote student success. The college employs professional and peer tutors to work individually and in study groups with students. Faculty and Student Services work jointly on the academic alert process to support students who experience academic difficulty from the start to the end of each semester. The college also monitors student progress by using an electronic reporting process at strategic points each semester. Faculty identify students who are not making academic progress by submitting information on current grade, attendance, and homework reports. In turn, Student Services and coaching staff follow-up with students who are not performing academically; to intervene and to recommend college services and resources in an effort to help a student get back on track.

The public can view FDLTCC's rated performance on student success measures, State licensure exams, and other accountability measures at <https://www.minnstate.edu/board/accountability/index.html>. Simply click on the "Accountability" link, which provides access to a variety of data about student success and performance at individual colleges and universities or across the Minnesota State Colleges and Universities system.

## Privacy of Education Records

FDLTCC accumulates personal information on each of the students enrolled. This 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, STAR 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. 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.

# **Changes In Registration**

## **Dropping and Adding a Class**

Students are entitled to attend the first class session without obligation. Students may drop or add classes at any time during the first five class days of each semester with no obligation for tuition or fees for the class. Students are obligated for any classes dropped after the first five class days of each semester. If a student is obligated for a dropped class, the amount of the tuition and/or fees for the dropped class may be applied to the cost of an added class for the current term.

If a fee for a dropped class is for the recovery of costs already incurred by the campus, refund of such fees is at the discretion of the president.

If students drop a course during the first five class days of the semester, no grade(s) will be recorded on their permanent record. Courses that are not officially dropped through the Records Office will be recorded on the student's permanent record with a grade of F or FN.

All changes in registration must be processed by the Student Records Office.

## **Withdrawal from a Class**

If students withdraw from one or more courses after the first five class days of each term, but no later than the day on which 80% of a course has been completed, a W (withdrawal) will be recorded. For Summer Session, students must withdraw no later than the day on which 80% of a course has been completed. Withdrawals are not permitted following the conclusion of a course.

Students who wish to completely withdraw from one or more courses are required to do so officially by completing the proper form in the Records and Registration Office. Students must consult with the instructor and a counselor/advisor before withdrawing from a course.

## **Total Withdrawal**

Tuition refunds for students who totally withdraw from all classes will be in accordance with the following schedule. This schedule does not apply to students who are subject to the requirements of the federal pro-rata regulations.

Fall and Spring terms and other terms at least 10 weeks in length:

<b>Withdrawal Period</b>	<b>Refund %</b>
1st through 5th class day of term	100
6th through 10th class day of the term	75
11th through 15th class day of the term	50
16th through 20th class day of the term	25
after 20th class day of the term	0

Summer sessions and other terms at least three weeks, but less than ten weeks in length:

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

Special terms less than three weeks in length:

<b>Withdrawal Period</b>	<b>Refund %</b>
1st day of term	100
2nd class day of the term	50
after 2nd class day of the term	0

## **Return of Title IV and State Funds Policy**

Any student who receives Federal Financial Aid (Title IV aid) and withdraws from all classes may be required to return Federal Financial Aid. Students who attend more than 60% of the term are considered to have fully earned their financial aid. However, students who did not attend classes until the 60% point of the term, have unearned financial aid that will need to be returned to the U.S. Department of Education (ED). The percent of the semester completed and correspondingly the percentage of aid earned, is calculated by taking the calendar days attended by the student, divided by the total number of calendar days in the term. FDLTCC returns all funds to ED, then bills the student for the amount returned.

For students who have unearned financial aid, it will be returned in the following order:

- Unsubsidized Direct Loan
- Subsidized Direct Loan

- Federal PLUS Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Iraq and Afghanistan Service Grants
- Official Withdrawal

When the student officially withdraws from all courses after the semester begins, the Financial Aid Office will use the date on the Total Withdraw Form to determine the portion of the Federal Title IV aid earned (or could have been earned).

### **Unofficial Withdrawal**

A student is said to have “Unofficially Withdrawn” if they stop attending and receive failing grades in all classes. For a student who has been determined to have unofficially withdrawn, the date of withdrawal for purposes of the Return of Title IV refund calculation is the latest date attended (last date of attendance or LDA) reported by faculty for that term.

### **Timeframe for R2T4**

Federal regulation requires the college to calculate the Return to Title IV refunds within 30 days of determining an official or unofficial withdrawal date. Federal regulation requires the college to refund the Title IV funds determined to be unearned to the U.S. Department of Education (ED) within 45 days of determining an official or unofficial withdrawal date.

### **Post Withdrawal Disbursement**

In some cases, a student may withdraw from all courses before aid has been disbursed. A post withdrawal disbursement is done when a student shows they have withdrawn from all of their classes prior to financial aid disbursement but began attendance in all courses and are qualified for some (earned) aid. For Title IV grant eligibility only, the earned portion of the grant is disbursed to the student account and a letter is sent to student to notify them of their eligibility and right to return funds within 45 days of the date the school determined the student withdrew.

For loan eligibility, a notice is sent to the students before any funding will be processed. The student must tell the college if they want it disbursed to them directly or to their student account. Loan funds accepted by the student will be disbursed within 180 days of the date the school determined the student withdrew.

### **State Funds**

If the student who totally withdrew (officially or unofficially) from classes received State financial aid funding (including State Grant, Child Care Grant, SELF Loan, Safety Officer’s Survivor’s Grant, Indian Scholarship, ACHIEVE Scholarship, and Learn and Earn), a portion of the unearned funds must be returned if the total withdrawal took place within the first 20 business days of the semester (full semester classes).

# Grading System

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 MNSCU.

Grade Definition	Grade Points/Credit
A Superior	4.0
B Above Average	3.0
C Average	2.0
D Below Average	1.0
F Inadequate (assigned to courses numbered 1000 and above)	0.0
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)	
FN Failure for Non-attendance	

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.
- V (Visitor or 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) Withdrawals are not permitted following the conclusion of a course. The final date for official course withdrawal is the last day on which students may officially terminate their enrollment in a course, and shall be the date on which eighty percent (80%) of the days in the academic semester have elapsed. For courses not on a standard academic semester schedule, the final date for official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed.

## 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 policy.

## **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 of the college 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.

## **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.

## **Grading Policy**

Because of its life-long presence on a student’s transcript, a grade is the sole tangible mark of the academic relationship between a faculty member and a student, between teaching and learning. In addition, grades signal to the public levels of competence for the pursuit of higher degrees, academic transfer, scholarships and other awards, or employment. Finally, taken as a whole on transcripts, grades collectively form the basis of conferring academic degrees and academic awards of other types, which are also public measures of academic competence and institutional integrity. For these reasons, the assignment of grades is of central importance to faculty, students, and the institution.

## **Grade Disputes**

In instances when a student believes that a grade has been assigned incorrectly, the student will first seek to resolve any concerns informally by speaking directly with the course instructor. If after speaking with the instructor the dispute has not been resolved, the student, within 30 calendar days after the grade posting, will meet with the vice president of academic affairs to present their concerns. The student will be notified of a decision within 10 working days.

If the student believes the grade in dispute is a product of general intimidation or harassment, the student, within 30 calendar days after the grade posting, can file a formal complaint and have the case heard through the college's complaint process. If the student believes the grade in dispute is a product of intimidation or harassment based on the student's protected class, the student can file a complaint pursuant to Board Policy 1.B1 of the Minnesota State Colleges and Universities system and have the complaint be investigated according to that policy.

## **Graduation Requirements**

Students must consult with counselors/advisors for specific graduation requirements and have a cumulative GPA of 2.00 to graduate. Some programs have more stringent requirements. In addition, students must have a cumulative 2.0 GPA in courses meeting the Minnesota Transfer Curriculum. Please refer to the College Catalog for further details. Students must complete the graduation application in order to receive a degree from the college.

## **Transcripts**

Students may view and print unofficial copies of their transcript through their Student Account.

If you need an official transcript from Fond du Lac Tribal and Community College for a Minnesota State System college or university, that institution will be able to obtain your transcript at no charge to you. Please contact the Admissions Office or Registrar at your receiving institution for further information.

To send an official transcript to another college, Fond du Lac Tribal and Community College has authorized the National Student Clearinghouse to provide transcript ordering via the web, which is the fastest way to get a transcript and is recommended. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed. The National Student Clearinghouse site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. A processing fee will be charged per recipient. Order updates will be emailed to you. You can also track your order online.

You can also complete a paper form in the Records Office to request official or unofficial transcripts from Fond du Lac Tribal and Community College. Please complete, print and submit the form as per the instructions.

Students with a business hold on their Fond du Lac Tribal and Community College record will not be able to get an official transcript from the Records and Registration Office until all holds have been cleared. Please contact the Business Office for further information at 218-879-0812.

## **Veterans' Resource Center**

Veterans, war orphans, and dependents of disabled or deceased veterans have the opportunity to continue their education under the various educational programs administered by the United States Veterans' Administration.

Veterans may be entitled to educational benefits passed by the federal and state legislatures and may obtain these benefits while pursuing a course of study at FDLTCC.

Certification of enrollment forms must be completed by the Student Records Office. All inquiries concerning the ongoing veterans' program should be directed to the Student Records Office. Contact 218-879-0885 or visit room 116.

## **Financial Aid**

Financial aid is intended to supplement the family when paying for college, but the family bears the primary responsibility to pay. Each student's eligibility is calculated based on the family size and income using a mathematical formula set in Federal Law called the Federal Methodology.

The Financial Aid Application process begins each year with the Free Application for Federal Student Aid (FAFSA).

It is ultimately the student's responsibility to seek information about the Financial Aid process and deadlines.

### **Types of Financial Aid**

FDLTCC offers a wide range of financial aid resources to students. Students are encouraged to thoroughly investigate and apply for multiple sources of financial aid. The following financial aid programs are available at FDLTCC:

#### **Grants**

Grants are monetary awards distributed to students, based on need, according to household financial information provided on the FAFSA. Grants do not need to be repaid. FDLTCC students may be eligible for several types of grants.

#### **Work Study Programs**

As part of a financial aid award package, some students may be eligible to work on-campus student jobs or off-campus community service jobs. Most students in Work Study employment spend about ten hours per week in their job. Work Study employment is largely based on financial need, and a limited amount is available to students who do not demonstrate need.

#### **Loan Programs**

Loans are available to FDLTCC students and/or parents of students. There are two types of loans available, defined as need-based loans and non-need-based loans. Loans must be repaid, with interest, typically starting after college graduation. FDLTCC students may access a number of loan programs.

#### **Scholarships**

Students research and apply for scholarships on their own. The Financial Aid Office staff at FDLTCC are available to assist in this process by directing students to appropriate sources.



Students are encouraged to apply for as many scholarships as possible. Scholarships do not need to be repaid. Loan and/or work-study awards may be reduced if a student receives additional funding from an outside source. Students must inform the Financial Aid Office if they are receiving funding from an outside source.

## **Institutional Scholarships at FDLTCC**

### **American Indian College Fund**

A grant to tribally affiliated Indian students.

### **Faculty Association Scholarship**

A scholarship donated by FDLTCC's faculty is awarded to students that are eligible for few or no grant funds, and show excellence in the classroom.

### **FDLTCC Foundation Scholarships**

Scholarships awarded from funds raised by the college Foundation.

## **Additional Sources**

There is a wide range of additional resources students may access to pay for costs related to a college education. Either on their own or with the assistance of Financial Aid Office staff, students should explore as many options as possible.

- Deferred Payment Plans
- G.I. Bill/Veteran's Benefits (Contact Amanda Olson, Records Office)
- Rehabilitation Services
- Minnesota Indian Scholarship Program
- Job Training Partnership Act Program
- Private foundations and corporations

## **General Financial Aid Information**

### **Disbursement of Funds**

Financial aid funds become available on a designated day each semester. Currently, initial disbursement falls on the ninth class day, subject to change. All financial aid is disbursed through Bank Mobile. All grants, scholarships and loans are first used to pay student tuition, fees, books and/or other charges. If a student has remaining financial aid funds, a refund is processed via Bank Mobile based on how the student requested the funds.

After the initial disbursement day of each term, financial aid is typically disbursed once weekly. Students can monitor when financial aid has been applied to their account and when a refund has been issued by reviewing their account on the student e-services website. Bank Mobile starter kits are sent to each student to the address on file with the college. It is important that students update the college with any change of address information.

## **Adding, Dropping and Withdrawing from Classes**

Adding, dropping and withdrawing from classes has an impact on your financial aid. Please review your Award Letter before making enrollment changes to determine the impact it will have on your financial aid. Your financial aid is disbursed based on the classes you are enrolled in at the end of the fifth day of the term. If you add or drop classes after disbursement, your financial aid may be adjusted. Also, if you withdraw before receiving your financial aid, your financial aid may not pay for the classes from which you withdrew. If you never attend a class(es) and receive Financial Aid for that class(es), you may have to refund some or all of your Financial Aid. Please refer to the college catalog for an explanation of the Federal, State and FDLTCC's Institutional Refund policy.

## **Academic Progress**

A student must be making satisfactory academic progress to be eligible to receive financial aid. FDLTCC's Satisfactory Academic Progress policy is included in this handbook and the college catalog.

## **Buying Books**

Books can be charged against your financial aid whenever the bookstore begins selling books for that term. Everyone who has their FAFSA completed may charge their books. A list of everyone who is eligible to charge books is given to the bookstore prior to this date, so students do not need to get a book voucher from the Financial Aid Office. You can only charge books through the fifth day of the term.

## **Paying for Tuition**

If you have an Award letter, a Student Aid Report, or are on FDLTCC's financial aid database, then you may have the payment of your tuition deferred until your financial aid is disbursed. Otherwise, you must complete and submit an 'Administrative Deferment Request' form to the Business Office and make the appropriate payment.

## **Rights and Responsibilities Regarding Financial Aid**

### **Students have the right to:**

- Receive sufficient information to understand FDLTCC's Financial Aid Policies and Procedures.
- Apply for Financial Aid.
- Receive fair and equitable consideration for Financial Aid on a first-come, first-served basis.
- Discuss eligibility with Financial Aid Staff.
- Request consideration of changes in your application information.
- Appeal decisions regarding your eligibility.
- Request information regarding your loan indebtedness, and repayment options.

**Students have the responsibility to:**

- Read and respond to all requests for information, notifications, emails, and letters.
- Become knowledgeable about the Financial Aid process and related policies by reading all of the school’s printed materials, reviewing information flyers posted outside of the Financial Aid Office, emails, and consulting with Financial Aid Staff.
- Become informed of the application process and eligibility requirements.
- Start a file for all Financial Aid forms, receipts, and records.
- Maintain Satisfactory Academic Progress as defined by the FDLTCC Academic Progress Policy printed in the College Catalog.
- Meet all application deadlines published by the Financial Aid Office.
- Consult with the Financial Aid Office BEFORE you change enrollment.
- Pay for your classes before the end of the drop-add period.
- Drop classes by submitting a Drop Slip to the Records Office.

## Satisfactory Academic Progress Policy

*(Updated April 2019. 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 required to meet the minimum levels of progress as follows during all terms:

<b>Cumulative GPA</b>	<b>Cumulative Earned Percentage</b>
2.00	67%

### Qualitative Measure

#### Grade Point Average (Cumulative GPA)

All students are required to maintain the minimum cumulative GPA of 2.0. All credits are included in the calculations. Determining satisfactory progress begins with the first credit. Grades of A, B, C, D, F and FN will be included in the GPA calculation.

## Quantitative Measure

### Required Completion Percentage (Rate or Pace)

All students are required to complete a minimum of 67% of cumulative registered credits. All credits are included in the calculations. Determining financial aid satisfactory progress begins with the first credit. At the end of each semester, the College shall compare the number of credits the student successfully completed to the number of credits the student attempted to determine whether the student is progressing at a rate that will allow completion of the program within the maximum time frame. Courses for which a student receives a letter grade of A, B, C, D, and P are included in the calculation of cumulative credit completion percentage as courses successfully completed. Courses for which a student receives a letter grade of I, IP, NC, W, F and FN will be treated as credits attempted but not successfully completed. Blank (Z) grades will be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted into the calculation.

### 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 required for their program(s), excluding the first 30 developmental credits. If students are pursuing multiple programs, their Maximum Time Frame will be based on their longest program (the program with the most credits). This table lists program lengths, in credits, and the corresponding Maximum Time Frame - maximum number of credits - (150% credit limit) they can attempt before being suspended from Financial Aid:

<b>Program Length (credits)</b>	<b>150% credit limit</b>	<b>Program Length (credits)</b>	<b>150% credit limit</b>
16	24	28	42
17	25.5	30	45
18	27	31	46.5
19	28.5	32	48
20	30	40	60
21	31.5	60	90
22	33	64	96
27	40.5	68	102

### Evaluation Period

Each student's cumulative Qualitative (i.e., grade point average) and Quantitative (i.e., completion rate) academic performance and maximum time frame status are evaluated following every term. Students 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

## Warning

### **Warning status**

If at the end of the evaluation period a student has not met either the grade point average standard or required completion percentage standard, that student can register for classes and retain his or her financial aid eligibility under a warning status for one evaluation period. Students will receive a letter indicating their Warning Status, with information on college resources, which they can utilize to avoid being placed on suspension status at the end their second semester.

### **Reinstatement of students on warning status**

If at the end of the warning period a student who has been on warning status has met both the cumulative grade point average (2.0 or higher) and cumulative completion percentage status (67% or higher), the student is no longer in a warning status.

### **Suspension of students on warning status**

If at the end of the warning period a student who has been on warning status has not met both the cumulative grade point average (2.0 or higher) and cumulative completion percentage standards (67% or higher), the student will be suspended immediately.

### **Suspension of students for other reason**

#### **Suspension for maximum time frame failure**

A student exceeding the Maximum Time Frame is immediately suspended from financial aid but may still enroll in classes. (Maximum time frame explanation is explained at top of page).

#### **Suspension for extraordinary circumstances**

A student may be immediately suspended from classes and/or financial aid in the event of extraordinary circumstances. Extraordinary circumstances may include, but are not limited to, acts of plagiarism, cheating on a test, any act of violence, assault, theft, harassing students, staff, or instructors, disrupting class, student behavior and/or attendance pattern that appears to be an abuse of the receipt of financial aid, and other circumstances.

#### **Suspension for inability to meet program requirements within the maximum time frame**

If at the end of any evaluation period it is not possible for a student to raise her or his GPA or course completion percentage to meet the standards before the student would reach the end of the program for which he or she is receiving financial aid, their financial aid eligibility will be suspended immediately.

# Appeals and Probation

## Appeals: Qualitative and Quantitative

A suspended student has the right to appeal based on extraordinary circumstances (death of family member, student's injury, illness, etc.) 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 an explanation of the circumstances that affected academic progress on the Petition form.
- Include supporting documentation if applicable. Also explain what has changed that would allow the student to be successful in their next term;
- Attend a Student Success Seminar to identify issues and barriers blocking academic success;
- Meet with an Academic Advisor/Counselor and develop an Academic Plan;
- Submit the Petition form and Academic Plan to the Records Office at Fond du Lac Tribal and Community College;
- Appeals will be reviewed by an Appeal Committee comprised of the Dean of Students or designee, the Vice President of Academic Affairs, and the Financial Aid Director or designee;
- If an appeal is denied, the student has the right to appeal the decision to the President of the College. If an appeal is approved, the student is placed on Probationary status.

## Probationary Status: Qualitative and Quantitative

A student who has successfully appealed their suspension status shall be placed on probation for one evaluation period. If at the end of the next evaluation period, a student on probation status:

- Has met the cumulative grade point average (2.0 or higher) and completion percentage standards (67% or higher), the student shall be taken off probation and returned to good standing, or
- Has not met the cumulative grade point average and completion percentage standards but has met all of the conditions specified in his/her petition and academic contract/plan, the student will remain on a probation status, and shall be able to register for classes and retain his/her financial aid eligibility for a subsequent evaluation period, (i.e. a new petition is not required if conditions of petition and academic plan are met), or
- Has not met the cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her petition and academic contract/plan, the student shall be re-suspended immediately upon completion of the evaluation and must appeal their suspension.

## **Appeals: Maximum Time Frame**

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 their program(s);
- Have an academic advisor/counselor submit to the Financial Aid Office an academic plan listing the specific classes needed to complete each program. This is a separate process that is not related to the Academic Appeal process;
- Maximum Time Frame Appeals will be reviewed by the Financial Aid Director or Financial Aid Specialist;
- 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 Dean of Students or designee.

## **Probationary Status: Maximum Time Frame**

Once a Maximum Time Frame appeal is approved, only the classes identified on the Academic Plan from their advisor will be financial aid eligible.

## **Notification of Status and Appeal Results**

### **Status**

#### **Notification of Warning**

The Records Office shall notify a student in writing any time the student is placed in a warning status and shall inform the student of the conditions of that warning status.

#### **Notification of Suspension**

The Records Office shall notify a student in writing any time a student is placed in a suspension status due to not meeting the Qualitative and/or Quantitative standards, and the Financial Aid Office shall notify a student if they have not met the Maximum Time Frame. Both shall inform the student of their right to appeal the respective suspensions.

#### **Notification of Probation.**

The Records Office shall notify a student in writing any time a student is placed in a probationary status and shall include the standards the student is expected to meet or the academic plan the student is expected to complete in order to register for classes and/or retain financial aid eligibility at the end of the next evaluation period.

## **Appeals**

### **Notification of Appeal Results**

The Records Office shall notify a student in writing of the result of a Qualitative and/or Quantitative appeal, and the Financial Aid Office shall notify a student in writing the result of a Maximum Time Frame appeal.

## **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).

### **Treatment of Grades and Credits, Definitions and Conditions**

Grades of A, B, C, D and F are included in the GPA calculation. Courses for which a student receives a letter grade of A, B, C, D, and P are included in the calculation of cumulative credit completion percentage as courses successfully completed.

Courses for which a student receives a letter grade of I, IP, N, NC, W, F, FN, and Z will be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted into the calculation.

### **Academic Amnesty**

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

### **Academic Plan**

A set of specific requirements that a student is required to follow, and/or a list of classes that the student needs to complete or retake in order to meet program graduation requirements, and/or the minimum term GPA the student must achieve to make satisfactory academic progress in order to be reinstated to full financial aid eligibility.

### **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 and are not included in satisfactory progress measurements.

### **Change in Major**

The qualitative and quantitative standards are a cumulative measure and are not affected by a change in major. Regarding Maximum Time Frame, we will calculate the Maximum Time Frame based on 150% of Attempted Credits (including transfer and repeat credits) required for the new degree, diploma, or certificate program. Up to 30 remedial/developmental credits must be excluded from the maximum time frame calculation.

### **Completion Percentage (Rate or Pace)**

Calculated using letter grade of A, B, C, D, S, and P as courses successfully completed.

### **Consortium/Joint Program Credits**

Credits accepted for purposes of processing financial aid are included in the cumulative GPA, completion percentage, and Maximum Time Frame calculations.

### **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.

### **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.

### **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 semester if requirements to complete coursework have not been met.

### **PSEO (Postsecondary Enrollment Option), Concurrent Enrollment, and College in the High School credits**

These credits are included in the calculation and evaluation of the Qualitative, Quantitative, and Maximum Time Frame requirements.

### **Remedial/Developmental credits**

Remedial/Developmental coursework (below 1000 level) is included in the GPA and completion percentage measurement of satisfactory academic progress. Up to 30 remedial/developmental credits must be excluded from the maximum time-frame calculation.

### **Repeat credits**

Repeated courses, whether they are for additional credit, grade improvement, or expiration of credit life, are included in the quantitative (completion rate) and maximum timeframe calculations. Only the highest grade earned, however, will be used to calculate of the GPA. Regardless of how many times a student is approved to repeat a class, a student shall not be permitted to receive financial aid for more than one repetition of a previously passed course.

### **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. Each time a course is taken, the credits are included in the quantitative (completion rate) and maximum timeframe calculations on the student's transcript.

## **Second Major**

The qualitative and quantitative standards are a cumulative measure and are not affected by pursuing more than one major. Regarding Maximum Time Frame, we will calculate the Maximum Time Frame based on 150% of Attempted Credits (including transfer and repeat credits) required for the major that requires the most credits. Up to 30 remedial/developmental credits must be excluded from the maximum time frame calculation.

## **Summer Session**

Except for Incompletes, Summer Session is treated the same as any other term in all aspects of this policy. (Incompletes from Summer Session must be completed by the end of the following Fall Semester).

## **Transfer Credits**

Credits earned at another college that meet degree requirements are not included when calculating grade point average but are included when calculating percentage of completion (i.e. completion rate) and 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.

## **Withdrawals (Ws)**

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.

## **"Z" grades**

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

**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, and regularly review their online student account.**

Minnesota State Board Policy: <http://www.minnstate.edu/board/procedure/209p1.html>  
April 24, 2019

## **Registration Cancellation for Non-Payment Policy**

*(Effective Fall Semester 2006)*

In certain circumstances, Fond du Lac Tribal and Community College has the right to drop a student for non-payment of costs associated with attending the college. Students who do not pay college costs in a timely manner will be subject to being dropped from classes. Students in this situation will be notified in writing. The complete drop for non-payment policy is available in the Business Office and Student Services Departments on campus.

## **Intercollegiate Athletics Eligibility**

Fond du Lac Tribal and Community College values both academic and co-curricular educational experiences and supports 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 GPA requirements than those of the NJCAA. Fond du Lac Tribal and Community College has set the minimum GPA requirement for our student-athletes at 2.0.

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

To maintain intercollegiate 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. The eligibility rules of the NJCAA can be found at: <http://www.njcaa.org>.

This Intercollegiate Athletics Eligibility policy was approved at Shared Governance meeting, November 2008.

## **Nondiscrimination in Employment and Education Opportunity**

**Minnesota State Colleges and Universities Board Policy 1B.1 and 1B.1.1)**  
**1B.1 Nondiscrimination in Employment and Education Opportunity**

### **Part 1. Policy Statement**

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

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

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

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

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

This policy supersedes all existing system, college, and university non-discrimination policies.

Affirmative Action Officer: Damien Paulson 218-879-0795 (Room 133)

Americans with Disabilities: Anita Hanson 218-879-0805 (Room 147)

Sexual Harassment Officer: Anita Hanson 218-879-0805 (Room 147)

Zero Tolerance of Campus Violence: Anita Hanson 218-879-0805 (Room 147)

## **Sexual Violence Policy and Procedure**

**(Minnesota State Colleges and Universities Board Policy 1B.3 and 1B.3.1)**

### **Part 1. Policy Statement.**

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Fond du Lac Tribal and Community College. Fond du Lac Tribal and Community College is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Fond du Lac Tribal and Community College provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

**Subpart A. Application of policy to students, employees, and others.** This policy and procedure is intended to further implement MnSCU Board Policy 1B.3 and Procedure 1B.3.1 and provides a process through which Fond du Lac Tribal and Community College students and employees alleging sexual violence may pursue a complaint. FDLTCC reaffirms the policy that sexual violence in all forms will not be tolerated and the College will take appropriate remedial action against any individual found responsible for acts in violation of this policy.

This policy applies to all Fond du Lac Tribal and Community College students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on System property. Incidents of sexual violence alleged to have been committed by a student at a location other than on System property are covered by this policy pursuant to the factors listed in Fond du Lac Tribal and Community College Board Policy 3.6. Incidents of sexual violence alleged to have been committed by a Fond du Lac Tribal and Community College employee at a location other than System property are covered by this policy.

Individuals alleged to have committed acts of sexual violence on System property who are not students or employees are subject to appropriate actions by Fond du Lac Tribal and Community College, including, but not limited to, pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Board Policy 1B.1.

**Subpart B. College Policy.** Fond du Lac Tribal and Community College has adopted a clear, understandable written policy on sexual violence that applies to its campus community, including, but not limited to, its students and employees. The policy content and implementation shall be consistent with the standards in this Policy and Procedure 1B.3.1. The complete policy can be found on the college website at [www.fdlccc.edu](http://www.fdlccc.edu). To report alleged violations to this policy, please contact the Dean of Student Services at 218-879-0805 (Room 147).

## Student Conduct Code

### Student Conduct Code Policy and Procedure

(Minnesota State Colleges and Universities Board Policy 3.6 and 3.6.1)

### Part 1. Student Conduct Policy

Fond du Lac Tribal and Community College has established a code of student conduct that states its student conduct policies and its procedures for the administration of student conduct proceedings. For the complete policy, see Fond du Lac Tribal and Community College's Academic and Campus Policies web page. Students shall be afforded appropriate due process in the resolution of any allegation(s) of violations of the code of student conduct. Students found responsible for violations are subject to sanctions, which in more serious cases may include removal from student housing or suspension or expulsion from the college. Annually, and upon amendment, FDLTCC shall notify its students of the availability and location of the code of conduct and a copy of the code shall be posted at appropriate locations on campus and on the college website. Allegations of discrimination, harassment, sexual violence, fraud or dishonest acts as defined in Board Policy 1C.2

shall be resolved pursuant to Board policy. Allegations of academic dishonesty may be resolved under separate procedures in accordance with FDLTCC's Academic Honesty and Classroom Conduct policy.

## **Part 2. Off-campus Conduct**

Fond du Lac Tribal and Community College may hold students accountable for a violation of the behavioral proscriptions contained in the Student Code of Conduct committed off campus when:

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

## **Part 3. Appeal**

Students found to be responsible for a conduct violation shall be provided an avenue of appeal within the institution. In addition, in cases involving sanctions of suspension for 10 days or longer, students shall be informed of their right to a contested case hearing under Minnesota State Statute 14.

## **Part 4. Procedures**

The chancellor shall establish procedures to implement this policy. The student conduct codes and procedures of the college and universities shall comply with Policy 3.6 and Procedure 3.6.1. The complete policy is found on the college website at [www.fdlccc.edu](http://www.fdlccc.edu).

# **Academic Honesty and Classroom Conduct**

The primary academic mission of Fond du Lac Tribal and Community College is the exploration and dissemination of knowledge. Academic honesty and integrity are integral to the academic process. Academic dishonesty—cheating, plagiarism, and collusion—are serious offenses which undermine the educational process and the learning experience for the entire college community.

Fond du Lac Tribal and Community College students are expected to understand and adhere to the concept of academic integrity and to the standards of conduct prescribed by the college's policy on Academic Honesty. Students are expected to assume responsibility for their work, and student materials submitted in fulfillment of course, program, and college academic requirements must represent students' own efforts. Any act of academic dishonesty attempted by a student at Fond du Lac Tribal and Community College is unacceptable and will not be tolerated.

## **Definitions**

The prevailing forms of academic dishonesty are cheating, plagiarism, collusion, and the submission of false information regarding admission, readmission, and academic appeals of petitions.

Cheating in the instructional setting is the unauthorized use or exchange of information by students in meeting academic standards or requirements. Examples include but are not limited to the following:

- copying other's work during an examination
- using unauthorized notes or aids during an examination
- taking an examination for another student
- collaboration with any other person during a test without instructor authorization
- unauthorized assistance on a take-home examination
- arranging for another student to take an examination
- attempting to obtain, or knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unreleased test or information about an unreleased test
- bribing any other person to obtain an unreleased test or information about an unreleased test
- submitting substantial portions of the same work for credit in more than one course, without consulting the instructors
- submitting research and assignments prepared by others e.g., purchasing the services of a commercial term paper company
- altering or forging an official college document.

Plagiarism is representing another person's words or ideas as one's own without proper attribution or credit. Other people's words or ideas must be given adequate documentation whether used in direct quotation or in summary or paraphrase. Plagiarism includes but is not limited to quoting written or oral materials without citation on an exam, term paper, homework, or other written materials or oral presentations for academic requirements; submitting a paper purchased from a term paper service as one's own; submitting anyone else's work as one's own. Any form of plagiarism constitutes an act of cheating.

Collusion is an agreement by two or more people to commit an act of academic dishonesty. The College will not attempt to distinguish between students who cheat or plagiarize and those who allow such behaviors to occur. A student who intentionally assists another in the act of cheating or plagiarism is subject to disciplinary action for abetting academic dishonesty.

The complete policy is on the college website at [www.fdlccc.edu](http://www.fdlccc.edu).

# **Student Complaints and Grievances Policy**

**(Minnesota State Colleges and Universities Board Policy 3.8 and Procedure 3.8.1)**

A Fond du Lac Tribal and Community College student has the right to seek a remedy for a dispute or disagreement, including issues of institutional or program quality such as an institution's compliance with the standards of an accrediting agency, or a claim of consumer fraud or deceptive trade practices, through a designated complaint or grievance procedure. Fond du Lac Tribal and Community College has established procedures, in consultation with student representatives and others, for handling complaints and grievances. These procedures shall not substitute for other grievance procedures specific in board, college policies or procedures, regulations or negotiated agreements. This policy does not apply to academic grade disputes. Grade appeals must be handled under a separate college academic policy. The complaint procedure is to be used when a student has a concern about his/her education at the college. The objective of the procedure is to resolve problems as quickly and efficiently as possible at the level closest to the student so the student's educational progress can continue. Nothing within this process precludes a student from seeking legal counsel at any step. Students can obtain the Student Complaint/Grievance form from any advisor/counselor or in the Chief Student Affairs Officer's or designee's office. The form is also available online on the Academic & Campus Policies webpage. The complete policy is on the college website at [www.fdlcc.edu](http://www.fdlcc.edu).

## **Academic Petitions**

Students wishing to request a waiver of a college rule or regulation for unusual or unforeseen circumstances should complete a "Academic Petition." Forms may be obtained at the records office or from advisors/counselor. Completed forms should be submitted to the Records Office.

## **Campus Security and Clery Report**

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. Our faculty, administration and staff are partners with students in this effort.

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 and Clery Report. This report is distributed by October 1 each year to registered students and current employees in compliance with several federal and state laws including the Drug-Free Schools and Community Act, the Student Right-to-Know, the Campus Security Act, the Drug-Free Workplace Act and the Family Educational Rights and Privacy Act. The information is also made available to prospective students and employees. A printed copy is available for review at the campus information window and in the chief student affairs officer's office. A copy of the report can be found on the college's Campus Security Report and Clery Report webpage.



## **How to Report a Crime**

To report a crime, call 911 as needed or contact the Student Services department in person, or via telephone at 218-879-0800 or 800-657-3712. Everyone on campus is encouraged to immediately report any criminal activity to the Campus Student Services Department and/or the appropriate local police department. Please notify the Chief Student Affairs Officer/Dean of Student Services anytime 911 services are requested (fire, police or ambulance) on campus. The form used to report a crime can be filled out and submitted online on the college website. The college also uses CampusEye, an online resource students and employees may use to report incidents on campus.

To directly report crimes to the Campus Security Report Compliance Officer, contact the Chief Student Affairs Officer/Dean of Student Services at 218-879-0805.

FDLTC 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.

For additional information about the college's emergency response, notification and evacuation procedures, please refer to the Campus Security and Clery Report located in the policies area of the college website.

Fond du Lac Tribal and Community College is a Clery Act compliant campus.

## **Zero Tolerance of Campus Violence Policy**

This policy of Fond du Lac Tribal and Community College is to achieve zero tolerance of campus violence. The policy and plan have been developed in accordance with state law.

### **Minnesota State Law**

In 1992, the Minnesota Legislature adopted the following into State statute (sections 1.50 and 15.90): "The State of Minnesota adopts a policy of zero tolerance of violence. It is State policy that every person in the State has a right to live free from violence."

In furtherance of that policy, Minnesota Statute 15.86 mandated each agency of State government adopt a goal of zero tolerance of violence in, and around, the agency location. Each such agency was also required to develop a plan describing how the agency will seek to eliminate any potential for violence (a) in and around the agency, and (b) affecting the attitudes and behavior of the people whom the agency serves or regulates.

### **Goals**

It is the goal of Fond du Lac Tribal and Community College to achieve an environment which is free from threats and acts of violence, whether perceived or real. Fond du Lac Tribal and Community College will not tolerate campus violence of any type or from any source, including threatening or violent action by (a) employees, whether directed against students, visitors, or other employees; or (b) student or visitors, whether directed against employees or other students or visitors.

## **Policy**

It is the policy of Fond du Lac Tribal and Community College and the responsibility of its employees, students, and visitors to maintain a campus free from threats and acts of violence. Fond du Lac Tribal and Community College will work to provide a safe campus for its employees, students and visitors.

Each employee, student, and visitor with whom we come into contact in our work at Fond du Lac Tribal and Community College deserves to be treated with courtesy and respect. This will be accomplished by encouraging mutual respect among all individuals, establishing open and honest communication, and enforcing zero tolerance for any type of violent behavior.

The complete policy and security reports are on the college's Campus Security and Clery Reports website at <http://fdltcc.edu/about-us/policies-reports/campus-security-policies-reports/>.

## **Drug And Alcohol Policy**

Fond du Lac Tribal and Community College does not encourage the use of, nor condones the misuse of, alcoholic beverages and other drugs. The unlawful use, possession, or distribution of alcohol or illegal drugs at College-sponsored events is prohibited by federal and state law. Students who use, possess or distribute alcohol or illegal drugs on campus will be subject to disciplinary action as set forth in the College's code of conduct and civil and state laws. This prohibition extends to any person on College grounds, whether he or she is a member of the College community or not. Minnesota statute defines "alcoholic beverage" as any beverage containing more than one half of one percent alcohol by volume. Sanctions may include but are not limited to:

- Confiscation of any alcohol, drugs, or paraphernalia
- Conduct warnings or probation
- Counseling or medical referral
- Removal from residence hall
- Suspension or expulsion from the college
- Referral to law enforcement agencies for prosecution of charges

Athletes are also subject to being declared ineligible for play for the remainder of the season or entire enrollment at Fond du Lac Tribal and Community College.

## **Philosophy**

The goal of FDLTCC is to create an environment which is free of alcohol and other drugs. The College supports those who choose a lifestyle free of chemicals and offers support groups on campus to those in recovery.

## **Drug and Alcohol Free Campus**

FDLTCC and Minnesota State prohibit the use and/or possession of alcohol and other drugs on campus. According to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquor Act, and 624.71 Liquors in Certain Buildings or Grounds, FDLTCC has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by its students and employees. Students and employees receive drug and alcohol education materials annually.

## **Standards of Conduct**

Standards of conduct, as outlined below, apply to all students, employees, and visitors at FDLTCC.

- No student, employee or visitor shall use, manufacture, sell, give away, barter, exchange or distribute: a controlled substance or drug paraphernalia as defined in Minnesota Statutes, Chapter 152, while on campus or while involved in a college activity, service, project, program, or work situation off campus.
- No student, employee, or visitor shall possess a controlled substance; 1) while on campus, or 2) while involved in college activity, service project, program, or work situation off campus except when the possession is for the person's own use and is authorized by law.
- Except as allowed by Minnesota Statute 624.701, no student, employee or visitor shall introduce upon, or have possession upon any college campus, or while involved in a college activity, service, project program, or work situation, any alcoholic beverage as defined in Minnesota Statute 340.101.
- Employees working on federal grants or contracts who are convicted of a criminal drug statute violation occurring in the work place are required to inform the principal campus administrator of the fact within five calendar days of conviction. The college will notify the federal government within ten days after receiving notice of such an employee being convicted of a criminal drug statute violation occurring in the work place.
- No employee shall report to work and no student or visitor shall report to campus while under the influence of alcohol or a controlled substance (except as prescribed by a physician), which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.

## **Sanctions**

College sanctions for housing and on-campus violations of the Drug and Alcohol Policy will result in the following consequences, with the possibility of other sanctions to be determined by the Dean of Student Services.

## First Offense

Student meets with the Dean of Student Services to review the violation and an investigation will occur. Students found in violation will receive a \$250 fine that will be added to the student's account. As a result of the violation, the student will be placed on disciplinary warning and will receive written notification. Campus support and community resources will be offered to the student. If no further violations occur during the school year, the fine will be removed from the student's account. However, a record of the violation will be maintained by the Housing Director and Dean of Student Services and another dorm violation in a subsequent school year may result in removal from the dorms.

## Second Offense

Student meets with the Dean of Student Services to review the violation and an investigation will occur. If the student is found to have violated policy for the second time, the student will be asked to leave student housing immediately, and the student will be provided a list of area housing resources. Fond du Lac Tribal and Community College is not responsible for locating new housing accommodations for the student. Also, the student will be trespassed from the residence halls for the remainder of the academic school year. If the student wishes to return to housing the following school year, an application can be submitted and will be reviewed by the Housing Director and Fond du Lac Tribal and Community College administration for approval. Students on campus who are found in violation of the drug and alcohol policy for a second time will be removed from their courses.

## Alcohol Violations

Minnesota has many statutes which regulate and control alcohol use and misuse. Fines and penalties are given on the basis of minimum requirements and prior violations. Some crimes and violations are as follows:

**Driving under the influence (blood alcohol content .08)** First offense: \$700 fine, maximum 90 days in jail, revocation of driver license minimum 30 days.  
Second offense (within 5 years): \$3,000 fine, maximum. One year in jail, revocation of license minimum 90 days.

**Persons under the age of 21 Misdemeanors:** Consumption and possession unless in parent or guardian's home, purchase or attempts to purchase alcohol, entering licensed premises, misrepresenting age.

**Aiding Minors Gross Misdemeanor:** To sell, furnish or give a minor alcohol, to induce a minor to purchase alcohol, to lend or permit use of license to a minor.

## Additional Risks

Many students consider drinking to be normal and respectable, but many people forget that the abuse of alcohol can cause serious physical and mental problems.

# Computer Information 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.

The complete policy is on the college website at [www.fdltc.edu](http://www.fdltc.edu).

## Email Accounts

### 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 Information and Student Records System (ISRS). Official email addresses will be directory information unless the students request 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, and forwarding mail. 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.

## **Video Surveillance and Recording Policy**

Fond du Lac Tribal and Community College recognizes the need to achieve a balance between an individual's right to privacy and the College's duty to promote a safe environment for all community members and to protect college property. In an effort to achieve this, an electronic video surveillance system is used at the college. The manner in which it is used should be as least intrusive as possible but still have the ability to gather useful information about the activities that occur on the college campus and grounds. This policy does not apply to legitimate uses of video cameras for college promotion, instruction or research purposes.

The purpose of the use of video surveillance is to: promote a safe college environment by deterring acts of harassment or violence; deter vandalism or theft of college property and to aid in the identification of individuals who commit such acts; and assist law enforcement officials in the investigation of any crime that may have been committed on college property.

The complete policy is found on the college website at [www.fdlccc.edu](http://www.fdlccc.edu).

## Important Phone Numbers

Admissions, Susan Bumann, Josh Cleveland	.879-0808
Affirmative Action Officer/Advisor, Damien Paulson (Room 133)	.879-0795
Bookstore, Bonnie Bernhardson	.879-0828
Business Office, Lori Driscoll	.879-0860
Paula Hagenah	.879-0809
Rose Kolodynski	.879-0798
Sheila Reed	.879-0812
Child Care	.879-0830
Counselor, Maggie Kazel	.879-0819
Dean of Student Services, Anita Hanson	.879-0792
Disability Services/Advisor, Nancy Olsen (Room 133)	.879-0864
Faculty Offices	.879-0700
Fax Number	.879-0814
Financial Aid, Dave Sutherland	.879-0816
Kathie Hill	.879-0780
Fiscal Operations, Bret Busakowski	.879-0810
Housing, Jesse Stirewalt	.879-0800
Human Resources, Marisa Haggy	.879-0879
Information Desk, Donna Isham	.879-0800 or 1-800-657-3712
Information Technology Staff, Chief Information Officer, Peter Angelos	.879-0839
eLearning Specialist, Robin Anderson	.879-0797
IT Specialist 2, Brad Bohlmann	.879-0711
Library, Keith Cich	.879-0837
President, Stephanie Hammitt	.879-0804
Retention Specialist, Erica Gelo	.879-0813
Sexual Harassment Officer, Marisa Haggy (Room W110)	.879-0879
Student Activities, Jesse Stirewalt	.879-0800
Social Worker, Ashley Tegels	.879-0898
Student Records Office, Amanda Olson	.879-0885
Title IX Coordinator, Anita Hanson	.879-0805
TRIO: Student Support Services, Director, Peggy Poitra	.879-0803
Academic Advisor, Kelly Bahen	.879-0806
Academic Advisor, Courtney Edwards-Johnston	.879-0872
Tutoring/Center for Academic Achievement	.879-0834
Vice President of Academics, Anna Fellegly	.879-0878



# Community Resources and Student Health Insurance

Since the enactment of the Affordable Care Act, students attending postsecondary institutions must demonstrate proof of health insurance or the student will incur a fine from the federal government. For more information, visit the websites at [www.mnsure.org](http://www.mnsure.org) and [www.healthcare.gov](http://www.healthcare.gov).

Students are encouraged to access available healthcare and personal well-being resources available in the community. Information about options for student healthcare insurance is available in the Admission Office and Records Office on campus.

Community Memorial Hospital 512 Skyline Blvd., Cloquet 218-879-4641

Fond du Lac Human Services, 927 Trettel Lane, Cloquet 218-879-1227

Human Development Center, 40 11th St. #105, Cloquet 218-879-4559

Equal Access Health Services, 1304 Cloquet Ave. Suite D, Cloquet 218-879-3900

Minnesota Domestic Violence Crisis Line 866-223-1111

United Way 24-hour Referral Line, Call 211