



Student Guide

2011-2012

RRCC is a member of Minnesota State Colleges and Universities.
We are an affirmative action, equal opportunity employer, and educator.
This information is available in alternate formats upon request

RRCC Student Guide
2011-2012
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Your Student Guide

Rainy River Community College is a member of Minnesota State Colleges and Universities. We are an affirmative action/equal opportunity employer and educator.

This Student Guide is dedicated to your success as a student. **You are responsible for the information in this guide.** We make every effort to be current with our information, policies, rules, and procedures in the guide. The college reserves the right to change any provisions or requirement at any time.

Changes in rules and policies made by higher levels of government may supersede the information printed in this guide. The latest policy updates are available at the Minnesota State Colleges and Universities Web site www.mnscu.edu.

The information in the handbook is available in alternate formats to individuals with qualifying disabilities who make a request to the college.

The policies, rules, and procedures presented on the following pages were formulated based on the most recent rules, regulations, laws, information, and dates available.

This guide should be used in conjunction with the college catalog and other official college documents to familiarize yourself with services, policies, and standards, which apply to you as a student.

Student Guide information is also available on the college's Web site www.rrcc.mnscu.edu, click on My RRCC, and then click on Student Guide.

About Rainy River Community College

Rainy River Community College was founded in 1967 by a group of dedicated individuals who wanted post secondary education offered in International Falls, on the Canadian border at the heart of Minnesota's beautiful north woods.

Vision: Rainy River Community College will inspire learners and their communities to achieve their full potential.

Mission: Rainy River Community College serves its communities by guiding learners to achieve their educational, career, personal, and civic goals.

Guiding Principals

Learner-Focus: We will focus on learners as the primary reason why the college exists. We will continually make decisions from the perspective of, "what is best for learners?"

Teaching and Learning: We will embrace teaching and learning in all forms as the primary way the college serves students.

Shared Leadership: We will share responsibility with learners and the community to lead and manage the college.

Cultural Diversity: We will recognize the diverse experiences, cultural/ethnic backgrounds, opinions, beliefs, and worldviews of different peoples.

Continuous Improvement: We will evaluate and continuously improve the college's programs, services, and processes.

Stewardship: We will oversee and demonstrate openly the wise and efficient use of the college's resources.

ACADEMIC CALENDAR 2011-2012

Fall Semester 2011

August 17,	Administrative Duty Day
August 18,19	Faculty Duty Day
August 22,	Fall Semester Classes Begins-New Student Orientation
August 26	Last Day to Add/Drop Classes (full-term only)
September 1	Financial Aid Disbursement
September 5	Labor Day– No Classes/COLLEGE CLOSED
October 10	Student Academic Conference Day/Canadian Thanksgiving: NO CLASSES, College Open
October 11-13	Mid-Term
October 20,21	MSCF – No Classes
November 11	Veterans Day – No Classes/COLLEGE CLOSED
November 17	Last Day to Withdraw (full-term only)
November 21	Spring Semester Registration Begins
November 24,25	Thanksgiving Holiday–No Classes/COLLEGE CLOSED
December 12-15	Final Exams
December 16,19	Faculty Duty Day
December 20	Final Grades Due from Instructors
Dec 16- Jan 8	Winter Break– No Classes

Spring Semester 2012

January 6	Faculty Duty Day- No Classes
January 9	Spring Semester Classes Begin
January 13	Last Day to Add/Drop Classes (full-term only)
January 16	Martin Luther King Day–COLLEGE CLOSED
January 20	Financial Aid Disbursement
February 17	Administrative Duty Day
February 20	President's Day –COLLEGE CLOSED
March 5-9	Spring Break – NO CLASSES/ College open
March 13-15	Mid-Term
April 6	Faculty Duty Day: NO CLASSES, College Open
April 9	NO CLASSES, College Open
April 13	Last Day to Withdraw (full-term only)
April 16	Summer/Fall Registration Begins
May 14-17	Final Exams
May 18	Commencement
May 18	Administrative Directed Day

*** Student Academic Conference days are non-class days specifically designed for students to be able to meet with instructors throughout the day to ask them questions about courses.**

Make the most of your time at RRCC. Your success as a student is the most important reason for being at this college. Whether you have an immediate or long-range goal, make the most of your learning experience.

Mailing Addresses

Rainy River Community College
1501 Highway 71
International Falls, MN 56649

Rainy Hall
1515 Highway 71
International Falls, MN 56649

Web Address

www.rrrc.mnscu.edu

Phone numbers

Main Campus Numbers
(218)285-7722
(800)456-3996 toll free
(218)285-2239 Fax

Emergency Numbers
from campus phones: 911
from residence hall: 911

Extensions on campus (all area code 218):

Admissions	285-2207
Advising	285-7722
Athletic Director	285-2240
Bookstore	285-2250
Business Office	285-2203
Computer Services	285-2253
Custodians	285-2230
Disabilities	285-2226
Faculty Secretary	285-2250
Financial Aid	285-2205
Library	285-2220
Minority Services	285-2208/285-2228
Provost's Office	285-2202
Records/Registration	285-2207
Residence Hall	283-6300
Student Life	285-2208

Directory

Administration & Professionals:

Emily Ahrens	Business Office Manager
Amy Amundsen	TRiO, PSEO Advisor/ Disability Services/Assessments
Julie Bartkowski	Enrollment Management/TRiO
Steve Briggs	Multicultural Services Director
Tim Brown	Groundskeeper
Dr. Sue Collins	President, Northeast Higher Education District

Tammy Cook	Director of Instructional Services/ Academic Advisor
Barb Fisher	Marketing/Recruiter/Foundation
Deseree Goulet	Building Maintenance Lead Worker
Berta Hagen	Registrar
LeAnne Hardy	Student Services Director/TRiO Director
Brad Krasaway	Academic/TRiO Advisor/ Student Life Director/Student Senate
Jackie McKelvey	General Maintenance Worker
Diane Raboin	Faculty/Library Secretary/Bookstore Manager
Scott Riley	Financial Aid Director/Housing Director/Facilities
Stephanie Sather	Rainy Hall Asst. Housing Director
Ken Simberg	Provost
Tammy Wood	Executive Secretary/Reception/Cashier

Faculty/Instructors:

Evan Amdahl	Physical Education/ Head Women's Hockey Coach
Jane Barrick	Developmental Ed. /English
Joe Chimeno	Chemistry
Joe Chlebeczek	History/Political Science
Jack Cook	Head Men's Basketball Coach
Scott Crowe	English
Rachel Hasbargen-Glowack	English
Marie Hultman	Business
Dieter Humbert	Head Women's Basketball/ Head Women's Softball Coach
Ellen Johnson	Practical Nursing
Robert Jornlin	Mathematics
Judy Junker	Coordinator, Practical Nursing
Josh Koenig	Head Baseball Coach
Tom Lundin	Industrial Technology
Melrene Millerbernd	Athletic Director/ Physical Education/ Head Volleyball Coach
Sue Nordquist	Speech/Spanish
Stephanie Olson	Library
Matthew Ray	English
Aaron Reini	English
Mark Rooney	Art/Psychology/Sociology
Kelly Sjerven	Biology
Pele Ugboajah	Speech
Jody Wagner	Indigenous Studies
Tom West	Accounting/Economics
Jeff Wickstrom	Mathematics

Faculty Office Hours

Office hours are posted outside faculty offices. Students are encouraged to seek assistance from their instructors.

Accuplacer® Computerized Placement Test (CPT)

Rainy River Community College requires all NEW students to complete the ACCUPLACER® Computerized Placement Test (CPT).

The purpose of the ACCUPLACER test is to provide you with useful information about your academic skills in math, English, and reading. The results of the assessment in conjunction with your academic background, goals, and interests are used by academic advisors and counselors to determine your course selection.

You cannot “pass” or “fail” the placement tests, but it is very important that you do your very best on these tests so that you will have an accurate measure of your academic skills. If your Accuplacer results recommend pre-college level courses in reading, English, and/or math, you will be required to take these prior to enrolling in college level courses.

Classification of Students/Credit Load

Students are classified as Full Time if registered for 12 credits or more (Recipients of a Minnesota Grant must take 15 credits or more to be considered full time.) Students are classified as Part Time if registered for 11 credits or less.

First year students are those who have earned 29 or fewer semester credits in their program. Second year students are those who have earned 30 or more semester credits in their program. To complete most programs within their scheduled timeframe, 15-18 of the required credits are needed each semester

Registration

Students are expected to register for classes and pay tuition before an academic semester begins. The last day to register is the fifth day of classes for full semester courses. . (There are different drop/add time-periods for night, late-start and block schedule classes. See registration for these rules.)

On-line Registration

Returning students who have completed one term or more will have the opportunity to register in person or on-line via the campus Web site (www.rrcc.mnscu.edu). New Students, PSEO and technical program participants must register in person. See academic advisors for information.

Address and Name Change

Students who have changed their name or address after registration should submit a Name and Address Change Form to the Registration Office. Any communication from the college using the name and address on file is considered to be properly delivered.

Schedule Changes

Students are allowed to add or drop classes without penalty for the first five days of each semester. (There are different drop/add time-periods for night, late-start and block schedule classes. See registration for these rules.)

Closed Classes

Students may check the status of closed classes at www.rrcc.mnscu.edu and if an opening occurs, they may add themselves. PSEO participants should check with the Registration Office regarding status of closed classes.

Cancelled Classes

Classes that are published in the semester schedule are subject to cancellation as deemed necessary by the college administration due to low enrollment or other valid reasons. Every effort will be made to notify students in the event of class cancellations prior to the start of the semester.

Withdrawal from Classes

If, following the fifth day of a semester, a student realizes they are unable to complete a course, they may withdraw from the course and receive a grade of W. There is no refund for withdrawn classes, except as allowed under the total withdrawal policy. If a student wishes to petition for tuition refund for withdrawn classes, they must see their academic advisor. Withdrawals must be completed within the allowed time which is listed in the academic calendar.

Transfer of Credit

Transfer of credit from other post-secondary institutions to RRCC is accomplished in accordance with Minnesota State Colleges and Universities and Rainy River Community College policies.

Anyone wishing to transfer credit to RRCC must provide an official transcript that is mailed directly to the RRCC Registration office with a course outline when required. Transfer credits from other MnSCU colleges are processed through E-Transcripts. Complete the E-Transcript request form at the registration office.

Transfer credit may be granted for work completed at other accredited institutions when:

- A grade of "C" (2.0) or higher has been earned; if a student's cumulative GPA at the originated institution is 2.0 or above, D grades will be accepted as earned credits.
- At least 75% of course content requirement is met;
- Course number is 1000 or higher.

Transfer credit requests should be done prior to registering for classes. Students may appeal any transfer decision by requesting a petition form from their academic advisor or the Registration Office.

Upon completion of a transfer evaluation, a Degree Audit Report (DARS) will be mailed to the student. DARS reports are also available via e-Services.

Transfer credits accepted by RRCC are not counted as credits attempted for calculation of cumulative completion percentage, and grades associated will not be used in calculating cumulative GPA but transfer credits accepted by RRCC and applied toward a student's degree requirements will apply toward the maximum time-frame calculation (i.e. 150%).

Credit for Military Experience

Any enrolled student may request an evaluation of military experience and schooling for college credit. This credit is evaluated and awarded by the college according to the standards of the American Council on Education.

Activity Participation Credit

A student may register for activity credit only during the semester in which the activity is completed. This must be done during the first five days of the semester. Students must go to the Registration window to enroll in an activity credit. Credits earned in activity courses may be used only as elective credits in any program.

Credit for Advanced Placement Testing

Rainy River Community College will award credit for Advanced Placement testing providing the student earned a score of 3 or higher on the exam. Approved credits will be transcribed as "Advanced Placement" credits. Students wishing to apply for Advanced Placement credit should request to have test results mailed to the Registration Office.

Tuition and Fees

At Rainy River Community College, the act of registration is considered an acknowledgement on the part of the student that he/she will attend and pay for the registered classes. Payment of tuition and fees must be made on or before the first day of each semester. The college may drop classes for students who have not paid, or made the appropriate arrangements for payment.

Payment Plan Charge

Beginning fall semester, ALL students that choose to participate in the FACTS payment plan available through RRCC, will pay a mandatory per semester fee of \$20.00.

Late Fee Charge

Beginning fall semester 2011, ALL students that have not paid their balance in full by the 10th day of the semester will be assessed a mandatory per semester late fee of \$30.00.

Students will not be dropped if:

- Student has completed the FAFSA in the Financial Aid Office and has sufficient award to cover balance due.
- **Student has entered into a payment plan with Nelnet. For more information on this external payment plan, see the college website www.rrcc.mnscu.edu.**
- Student has a scholarship or third party award on file with the college **in an amount sufficient to meet the amount due to the college.**
- Student is enrolled in the PSEO program.
- Student has paid a minimum of \$300 or 15% of their balance and arranged for payment of the additional balance with the Business Office.
- Failure to receive a tuition statement does not release the student from payment obligations. Tuition statements may be accessed via the college website. Log into e-Services using your Student Tech ID and PIN, click on the Bills and Payments link, then on Full Account Detail.

Students who are removed from on-campus housing due to conduct violations will be responsible for payment of rental fees through the full term of the contract. Students who are suspended or expelled will be held responsible for the tuition and fees for the semester in which the disciplinary action was taken.

Reciprocity Agreements

By completing the Reciprocity Program Application for Resident Fee Status form and being approved for reciprocity resident status, North Dakota, South Dakota, Wisconsin and Province of Manitoba residents may attend public institutions in Minnesota at special tuition rates. Reciprocity applications are available at www.getreadyforcollege.org.

RRCC offers resident tuition to students who are residents of the Province of Ontario, Canada.

Refund Policy

Refunds for Dropped Classes

A 100% refund of tuition and fees will be provided to students who reduce their course credit hours during the drop period. No refunds will be provided after that time.

Refunds for Total Withdrawals

The college will refund tuition for students who totally withdraw from registered classes during terms at least 10 weeks in length according to the following schedule:

- 1st through 5th class day of the 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 the 20th class day of the term 0%

The college will refund tuition for students who totally withdraw from registered classes during terms at least three weeks but less than ten weeks in length according to the following schedule:

- 1st through 5th class day of the term 100%
- 6th through 10th class day of the term 50%
- After the 10th class day of the term 0%

Financial Aid

Approximately 2 million dollars in financial aid is available at RRCC each year. The Free Application for Federal Student Aid (FAFSA), available at www.fafsa.ed.gov, must be completed by all students seeking assistance. This application applies to all forms of financial aid including: Pell Grants • State Grants • Loans • Work-Study.

A separate application is required for the ALLISS Grant and campus-based scholarships. Applications are available at reception and will be accepted until their posted deadlines. Many of the scholarships available to RRCC students are made possible through the generosity of donors to the RRCC Foundation.

Students receiving financial aid are required to make satisfactory academic progress.

Return of Federal Financial Aid

Any student considering totally withdrawing from the college must contact the Registration office before making a decision to totally withdraw.

Federal regulations require that students who totally withdraw from all classes on or before 60% of the completed term **must repay** a portion of their federal financial aid. Withdrawal on or before 60% of the completed term means that a student has not earned all of the financial aid they were paid.

Impact of Criminal Records

If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state and other higher education financial aid.

Grading Policy

Grades are assigned by faculty following each semester of enrollment. The following grades can be earned by students.

Grade	Meaning	Grade Points
A	superior achievement	4
B	above average	3
C	average	2
D	below average	1
F	inadequate achievement (failing)	0
NC	failing (for classes below 1000 level)	0
P (pass)	average (C or better –a grade of P counts as earned credit)	0
AU	audit a class (Auditing a course does not counts as earned credit)	0
I	work is not complete (Incomplete assigned only with a signed contract and converts to F if work is not completed when promised)	0
*	instructor did not assign grade	0
W	withdraw (counts as a registered credit)	0

Grade Point Calculation

To graduate from Rainy River, students must have at least earned a 2.0 (C) or better cumulative grade point average **and** a MTC GPA of 2.0 (C). GPA is figured by taking a total of the number of credits times the number of grade points for each course, and dividing by the total number of credits. Cumulative GPA is the total number of credits registered for divided by the total number of grade points earned.

Grade Reports

Students may receive semester grade reports via the web at rrcc.mnscu.edu, click on e-Services.

Grade Appeals

Grade appeal policy and forms are available at the Registrar's office and must be submitted to the Director of Instructional Services within 30 days of final grade posting.

Dean's List

The Dean's List will be published after each semester. Full-time students (those who have taken 12 or more graded college-level credits during the semester) will be listed if they have attained a semester grade point average of at least 3.25.

Repeating a Course

A course may be repeated for an improved grade. Only the most current grade earned will be counted toward degree credit and in the computation of the overall grade point average. All grades will appear on the transcript. Tuition and fees will be charged each time.

Rainy River Community College Satisfactory Academic Progress Policy

Rainy River Community College and MnSCU Board Policy 2.9 requires that all students make satisfactory academic progress toward a degree, diploma, or certificate to remain in good standing. Additionally, federal and state laws require that a recipient of financial aid must make the minimum satisfactory academic progress standards to remain eligible for financial aid. The College believes that students are responsible for their own academic progress and for seeking assistance when experiencing academic difficulty. The following academic standards are required of all students.

Satisfactory Academic Progress (SAP) measurements.

Part 1. SAP Qualitative Measure of Progress (GPA). All students are required to maintain a 2.0 cumulative grade point average (GPA). Students who do not meet the 2.0 minimum cumulative GPA standard will be placed on probation after they have attempted/registered for 1 or more credits. The College monitors students GPA each term. Grades of A, B, C, D, D, and F will be included in the GPA calculation.

Part 2. SAP Quantitative Measure of Progress.

Subpart A. Required Completion Percentage. All students are required to complete a minimum of 67% of their cumulative attempted-registered credits. Students who do not meet the 67% cumulative completion percentage will be placed on probation after they have attempted/registered for 1 or more credits.

Subpart B. Maximum Time Frame. All students are expected to complete their degree, diploma, or certificate within an acceptable time frame. The maximum time frame in credits for financial aid recipients is 150% of the published credit length of the program major. For example if a student's program is 60 credits in length, the student can receive aid through 90 credits.

Part 3. SAP Evaluation Period. The College evaluates Satisfactory Academic Progress at the end of each term; fall, spring and summer. Programs less than one year in length will be evaluated at the midpoint of the program. Non-standard sessions will be evaluated within the term in which they are transcribed (i.e. sessions that do not follow the normal start and end dates for the term).

Part 4. Failure to Meet SAP Standards

Subpart A.

1. Maximum Time Frame (150%). If at the end of the term a student has exceeded the standard for measurement of maximum time frame (equal to 150% of their program length), the student will be suspended from financial aid eligibility.

2. Qualitative (GPA) or Quantitative (completion) Percentage. If a student has failed to meet the Qualitative and/or Quantitative standard, they will be placed on probation.

3. Reinstatement of Students on Probationary Status. If a student who has been on probationary status has met the cumulative GPA and Completion Percentage standards, the student will be removed from Probation.

4. Suspension of Students on Probationary Status. If a student on probationary status has not met the cumulative GPA or Completion Percentage standards after the term of probation, RRCC will suspend the student upon completion of the evaluation, unless:

5. Continuation of Students on Probationary Status. If a student on probationary status completes the standards for the term (2.0 GPA and 67% completion rate), but has not met the cumulative standards they will continue on Probation until:

- The student has met the cumulative GPA and completion rate standards, at which time the student's financial aid eligibility shall be reinstated, or
- The student fails to meet the GPA and completion rate standards for the term (2.0 GPA and 67% completion rate), at which time the student will be suspended from financial aid eligibility immediately upon completion of the review, or
- It is determined that it is not possible for a student to raise her or his GPA or course completion percentage to meet the cumulative GPA and completion rate standards before the student would reach the end of the program for which he or she is receiving financial aid, at which time the institution shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

Subpart B. Suspension of Students for Extraordinary Circumstances. Any student may be immediately suspended from RRCC and/or financial aid eligibility in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

Part 5. Notification. The College will notify a student in writing any time they are placed on a probationary or suspension status. If a student is suspended, he or she will be provided information on how to appeal the suspension status.

Part 6. Appeals. A student who is suspended has the right to appeal. Appeals are based on unusual or extenuating circumstances such as:

- Death of a relative.
- Personal illness, hospitalization, or injury.
- Military leave.
- Changing majors or seeking to earn an additional degree.

All appeals must be submitted in writing and have documentation. Appeal forms can be found at the RRCC Records/Registration Office. The financial aid director or designee will review appeals weekly or as demand necessitates. Results of the appeals will be mailed to the student immediately following a decision. Appeals of adverse decisions shall be considered by the Appeal Review Committee.

Part 7. Reinstatement. To reinstate enrollment, a student must either meet the cumulative GPA and completion rate standards, or have an approved appeal. Neither paying for their own classes nor sitting out a period of time is sufficient to re-enroll in classes.

Part 8. Additional elements.

Subpart A. Treatment of grades.

- **Earned credits:** Courses for which a student receives a letter grade of **A, B, C, D, S or 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, or Z** will be treated as credits attempted but not successfully completed.
- **Attempted credits:** Credits for which a student is officially registered at the end of the drop period each term.
- **Grade Point Average (GPA):** Calculated using a grade point value for grades of A, B, C, D, and F. (P counts as credit earned, but carries no grade point value)

Subpart B. Academic Forgiveness (forgiveness of prior grades). This is not available for financial aid recipients.

Subpart C. Audited Courses. Audited courses will not be funded by financial aid and are not included in satisfactory academic progress measurements.

Subpart D. Consortium Credits. Credits for which financial aid is received under a consortium agreement are included in the cumulative GPA, completion percentage, and maximum time-frame calculations.

Subpart E. Remedial/Developmental Credits. Remedial/developmental credits are included in the cumulative GPA and completion percentage. Up to 30 developmental credits will be excluded from the maximum time frame calculation..

Subpart F. Repeated Courses. Courses may be repeated indefinitely for an improved grade. Only the highest grade attained will be counted on the student's transcript. All attempts at a course are considered when calculating the completion rate.

Subpart G. Transfer Credits. Transfer credits accepted by RRCC are not counted as credits attempted for calculation of cumulative completion percentage, and grades associated will not be used in calculating cumulative GPA but transfer credits accepted by RRCC and applied toward a student's degree requirements will apply toward the maximum time-frame calculation (i.e. 150%).

Subpart H. Withdrawals. Credits for which a grade of "W" is received are considered attempted credits but not successfully completed credits. Thus, a "W" does not impact the GPA but does negatively impact the cumulative completion percentage

Student Appeals and Petitions

Students seeking an exception to any academic or student services rule, policy or procedure may submit a Student Petition form to the Petition Committee. Forms may be obtained from academic advisors, and submitted to the Registration Office.

Graduation Requirements

Degrees, diplomas, and certificates awarded by RRCC meet the following requirements:

- **Associate in Arts (AA)** is awarded for successful completion of programs primarily intended to provide a broad liberal education background, and to constitute the first two years of four-year degree programs. Associate in Arts requirements include 60 semester credits at college level (courses numbered above 1000) with a grade point average of 2.0 or better. **At least 40 of these credits must be within the Minnesota Transfer Curriculum. A grade point average of at least 2.0 must be maintained within these 40 credits.** In addition, at least 20 credits of the degree must be taken at Rainy River Community College.

- **Associate in Science (AS)** is awarded for successful completion of programs with highly structured requirements. Recipients of the AS will be prepared for transfer to baccalaureate programs in a defined major as per articulation agreements that are campus specific. AS programs require 60 semester college level credits with a grade point average of 2.0 or better. At least 20 of these credits must be earned from RRCC.

- **Associate in Applied Science (AAS)** is awarded for successful completion of programs primarily intended to prepare people for employment. AAS programs include 60 semester college level credits with a grade point average of 2.0 or better. At least 20 credits must be earned in the RRCC program awarding the degree.

- **Diplomas** are awarded for successful completion of a program intended to provide students with either entry-level employment skills or upgraded employment skills. A diploma includes 30-64 semester college-level credits. At least one-third of the credits are taught by the faculty recommending the award of the diploma.

- **Certificates** are awarded for successful completion of occupational programs, which are 9-30 semester credits with an earned cumulative grade point average of 2.0 or better. Students must earn at least the lesser of 1/3 of the program requirements or 9 credits in the RRCC program awarding the certificate.

Application for Graduation

Students must meet with their advisor one semester prior to graduation to complete an application for graduation. Students must have a 2.0 grade point average or higher overall **AND** in the Minnesota Transfer Curriculum at the end of the semester prior to graduation. Associate Degree seeking students must be within 6 credits of completion, and have the majority of the Minnesota Transfer Curriculum completed to remain on the graduation list and be eligible to attend the graduation ceremony.

Students have up to five years to graduate under the degree plan in which they initially begin their college studies. Some programs may have more stringent requirements. Any variations from a published catalog or most recent degree plan must be documented by petition.

Attendance at Graduation

Attendance at our formal graduation ceremony is strongly encouraged. For graduation ceremony participation, see your academic advisor. Students must petition the Director of Instructional Services in order to graduate and receive a degree, diploma or certificate without attending the ceremony. All applicable graduation fees will apply.

Honors at Graduation

Highest honors are awarded to those students graduating with an RRCC cumulative grade point average of 3.75 or greater. Honors go to those students graduating with an RRCC cumulative grade point average of between 3.25-3.74.

Transfer Information

Minnesota's public colleges and universities are working to make transfers a seamless process. Students are urged to plan ahead, meet with an advisor, ask questions, refer to the college catalog/website to which you plan to transfer, and check course equivalencies at www.uselectmn.org.

Academic Advisors and Transfer

Each student is assigned an advisor. The advisor is familiar with the college program in the student's area of interest and should be called upon to assist with the following:

- Designing an educational plan to accomplish the student's objectives.
- Understanding the general educational program of the college.
- Planning for long-range educational goals.
- Questions, concerns or problems and academic alerts.

Your advisor is available by appointment to assist you during regularly scheduled office hours. Students are urged to meet with their advisor at least once per semester.

Transfer Credit/General Information

The following general information applies to Minnesota's public colleges and universities and is intended to assist students with transfer issues:

Ask for assistance with transfer questions from RRCC advisors and instructors. Consult the transfer Web sites at <http://www.mntransfer.org> or <http://www.uSelectmn.org>.

- Make sure you understand the criteria for admission to the institution you plan to transfer to and the major you plan to pursue.
- Find out which courses your transfer institution will accept for transfer.
- Understand and be prepared to use the appeals process at the institution to which transfer credits are to be sent.

The receiving college or university decides which credits transfer and whether those credits meet its degree requirements. They look for similarity or “equivalency” in course goals, content, and level of difficulty. If you are transferring to another MnSCU school, the receiving school must accept all courses with “C” grades or better in the goal areas assigned by the sending school.

If a student changes career goals or majors, he/she might not be able to complete all degree requirements within the usual number of graduation credits.

The following are the transfer student's rights:

- A clear, understandable statement of an institution's transfer policy; a fair credit review, and an explanation of why credits were or were not accepted;
- A copy of the formal appeal process; and
- A review of eligibility for financial aid or scholarships and the transfer of present financial aid records.

Note: If you have a hold at RRCC OR at another MnSCU college, transcripts cannot be sent or obtained.

Residency Policy

Students will be granted resident tuition if they meet the following criteria:

1. Have resided in Minnesota for at least one calendar year immediately prior to applying for admission.
2. Residence in Minnesota must not be merely for the purpose of attending a college or university.
3. Sources for financial support are generated within Minnesota

To determine eligibility, a written request for resident tuition should be submitted to the Registration Office. Students wishing to appeal resident status may do so by petition.

International and Canadian Students

Canadian students receiving an I-20 form are required to have it processed by the U.S. Customs Office at the International Bridge in International Falls where they will be issued a student J-1 VISA to cross the International Bridge daily to attend classes.

International students must follow international student admission guidelines to receive an Immigration I-20 form to enter the U.S. An I-20 form is requested from the Registration Office. If international students leave the U.S. for college breaks, etc., they must secure the Registrar's signature on the backside of the form so they may reenter the U.S.

International students wishing to receive any type of financial assistance, including student work-study, are required to have a U.S. Social Security number.

International students must also fulfill all of the requirements in the International admissions section.

International Admission

- Complete and submit the Minnesota State Colleges and Universities Application for Admission
- Submit the \$20 non-refundable application fee
- Submit certified high school and post-secondary transcripts – translated into English
- Submit proof of sufficient funds to cover all costs for an entire academic year
- Provide proof of English proficiency, such as Test of English as a Foreign Language (TOEFL) examination scores
- Provide proof of personal health insurance
- Submit the \$50 processing/mailing fee

NOTE: After you have completed the above steps and registered for classes, the Admissions/Registration office will issue you an I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status.

International students must attend Rainy River Community College on a full-time basis, maintaining at least 12 semester credits each term. If an international student leaves the U.S. for college breaks, etc., they must secure the signature of the Registrar on the backside of the I-20 form for re-entry into the U.S.

Auditing a Course

Registration for a course without credit or audit (AU grade) carries the same tuition and fees as courses taken for credit. Students must consult with the instructor concerning audit requirements and submit a special form with the instructor's signature to the Registration Office during the first five days of the semester or the first week of summer school. Once the registration is completed, the student cannot earn a letter grade. A course that has been previously audited may be taken later for credit and a letter grade.

Good Student Certificates

Requests for certification of good student standing for auto insurance discounts may be submitted to the Registration Office for completion.

Transcript Holds

Official transcripts of students with financial obligations to the institution are not released to third parties. Obligations may include but are not limited to, library and media materials, unpaid tuition and fees or other charges, and physical education or athletic equipment not returned. Students are mailed a copy of the administrative hold form when it is attached to their academic record. Any questions regarding administrative holds should be directed to the Registration Office.

Information privacy

RRCC complies with provisions of the Family Educational Rights and Privacy Act of 1974. The college rules and regulations to implement compliance procedures are available to interested parties.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Rainy River Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Rainy River Community College has designated the following items as Directory Information. As such, this information may be released to the public without the consent of the student:

- Name
- Date of birth
- Local and permanent address
- Major field of study
- Local and permanent telephone number
- Dates of attendance
- Full-time/Part-time status
- Previous college/university attended
- Degrees and awards
- E-mail address
- Height and weight information for athletic participants

All requests for directory information are made at the Registration Office. Students may submit a written request at the Registration Office to keep Directory Information private.

An Authorization to Release Student Information form is available from the Registrars Office. This form gives RRCC permission to release your educational records to a 3rd party.

Copyright Policy

Students should be aware that copyright laws exist and are posted on or near campus copy machines. Individual students are responsible to follow copyright laws when utilizing campus copy machines.

Student Attendance and Absence

Students are expected to attend all scheduled classes. In case of absence, it is the responsibility of the student to arrange for completion of class work. While attendance may not be graded, absenteeism affects a student's grade because of missed instruction and/or in-class or laboratory activities.

Cancelled Classes/Instructor Absence

Notification of unplanned class cancellations will be posted on the television monitors and on the door in which the class is held and on the RRCC website www.rrcc.mnscu.edu . When known in advance, instructors will notify students during the class period and give alternate assignments.

If no announcement is made, students are expected to remain for ten minutes after the class is scheduled to begin.

Weather and Other Emergencies

Rainy River Community College follows MnSCU policy in situations when it becomes necessary to close the college or cancel classes and/or nonacademic activities or delay the opening of the college due to inclement weather or other emergency conditions. Students should check their campus email for notification. Notification will also be posted on the RRCC website at rrcc.mnscu.edu. Students who are registered for STAR Alert will receive a text message, voice mail or email notification.

STAR Alert

Stay Informed of campus wide closings and/or emergencies. STAR Alert is an emergency notification text messaging/email system used to notify students and staff of campus related closings/emergencies. This is a FREE service to ALL RRCC students.

To sign up, see the website at www.rrcc.mnscu.edu, click on the Current Students tab and then Emergency Information~Star Alert. Click on the Sign Up Here box and input your information.

Closing, Delayed Opening, Cancellation

Closing means to close all operations other than those deemed essential to the protection of life and property. Closing the college results in the cancellation of classes, student, faculty and staff activities, and meetings.

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

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

In the event of a closing or delayed opening of the college, students and staff will be notified through announcements on the following radio and television stations and via campus email.

<u>Radio</u>	<u>Television</u>	<u>Website</u>
KGHS/KSDM, International Falls	KBJR, Duluth	rrcc.mnscu.edu
B93 FM, Fort Frances, Ontario	KDLH, Duluth	
KBHW/KXBR, International Falls	WDIO, Duluth	

The determination of closing or delayed opening is made as early as possible and students are encouraged to tune in to these stations for information regarding closing or delayed opening of campus.

The decision to cancel one, several or all classes (on and off campus), in the absence of closing the college, is made by the Provost or designee. The decision to cancel a nonacademic event, in the absence of closing the college, will be made by the director of the activity. Notification of event cancellation may be broadcast on the above-listed stations.

Inclement Weather When the College is Not Closed, Delayed or Classes Cancelled

Students are encouraged to use good judgment in traveling long distances to attend classes. Personal safety and welfare of the individual are always paramount concerns.

Fire/Tornado Alarm

When the fire alarm rings — short intermittent blasts, all individuals should evacuate the building and remain in the designated safe zone until reentry is authorized. Failure to leave the building when the fire alarm is sounded can result in legal action through the city and/or campus judicial processes. Unauthorized sounding of a fire alarm or tampering with fire extinguishers is a violation of Minnesota law. Violators will be subject to disciplinary action by the college as well as civil authorities. (M.S. 299F.30, M.S. 609.686)

The tornado alarm — uninterrupted long blast, signals that all individuals in the buildings should move to an interior room without windows until the all clear signal is given.

Emergency Calls/Messages

Messages may be taken for students in case of medical and life-threatening situations. Medical emergency telephone calls may be made to 285-7722. The following procedure is in place:

In case of emergency, staff will check classrooms in an attempt to locate the student.
In case of traumatic situation, the provost or designee will work with the student.

Health and Accident Insurance

A student accident and health insurance plan is available to students, on a voluntary basis, through an approved MnSCU group plan. Some courses and/or activities may require health and/or liability insurance. Athletes and International students are required to carry accident and health insurance. Policy information can be found in Student Services Information area.

Student Travel

All student travel must have prior approval. Students are required to sign a "Transportation Waiver" form prior to any travel. A college vehicle should be used for student travel. If a college vehicle is not available, the most economical means of travel should be used. If students are required to use their own vehicles, they may be reimbursed at a rate that is set by the State of MN.

Authorized drivers and all passengers in college vehicles must be state employees on duty for the college or students who have been given permission by the college administration. A copy of a valid driver's license and insurance verification for all drivers must be presented to the college administration prior to receiving keys to the vehicle. Unauthorized drivers may not be covered under our motor vehicle insurance policy.

When meals aren't provided, the rate is \$4.00 for breakfast, \$5.00 for lunch and \$6.00 for dinner. Whenever practicable, students will be required to stay four to a room when overnight lodging is provided by the college. A requisition must be completed one week prior to the travel, and a purchase order will be issued directly to the hotel.
No expenses will be paid for deviations from group travel policies.

Bookstore

Students may purchase textbooks, school supplies, RRCC apparel and novelties, as well as locker rentals at The Voyageur Bookstore. The Voyageur Bookstore is open Monday through Friday. See posted hours. The bookstore will be open for extended hours the first four days of each semester. Refunds/credits will be given for the full purchase price for new, unmarked, wrapped books returned during the drop/add period. No refunds will be given after the drop/add period.

The bookstore purchases used books from students at the end of each Semester. Only books in good condition that will be used the following semester will be purchased.

See the RRCC website www.rrcc.mnscu.edu under Bookstore for an option to sell your books online.

PSEO students must return all of their books at the end of each semester. Failure to do so will result in charges assessed to the student in the amount of the total cost of the books.

Cashier's Office

Payments for tuition, fees, housing rent, and other college charges should be made at the Cashier's Office, located at the main reception desk in the admissions office. Cash, check, MasterCard, VISA, and Discover are accepted for payment. Financial aid and scholarships will be disbursed from this office. Be sure to check your eServices account for this information.

Library

The Rainy River Community College Library contains a variety of information resources that are available through hard copy books, journals, periodicals, maps, newspapers, on-line references and resources, along with the privilege of using the inter-library loan system. Our Librarian and Librarian Technician assist students with course work, research projects, recreational information, as well as educating our students on how to do an effective search for information. They are focused on providing assistive services that attend to the unique, yet personal needs of each student. All students and community members are welcome to utilize the Rainy River Community College library,

There are computers located in the library for student use. The library's open days and hours are posted throughout the campus. All student and community members are welcome to utilize Rainy River Community College's library.

Veterans Services

Students seeking assistance through the Veterans Administration for educational costs may pick up an application for education benefits from the Registration Office. Students are responsible for completing the application and sending to the Veterans Administration office. Once the veteran student has registered for their initial semester, the Registrar will complete the enrollment certification form and forward it to the Veterans Administration Regional Office. A Veterans Services Office is located in the basement of Koochiching County Courthouse for information. Veterans may also contact Wes Judkins, North Higher Education Veterans Programs at 218-262-6739 or at wjudkins@mdva.state.mn.us . For further information visit: www.gibill.va.gov.

Multicultural Services

The Minority Services program seeks to provide a setting that fosters the development and success of minority and indigenous students by working to ensure a stable, strong, and supportive environment. The Minority Services office invites and encourages the entire RRCC campus community to develop an awareness and appreciation of the diverse cultures. The services to minority and indigenous students include academic advising, career planning and counseling, cultural awareness and support, scholarship/financial aid information, outreach/recruitment, and transfer information. For more information, contact Brad Krasaway at 218-285-2208 or at bkrasaway@rrcc.mnscu.edu. Or Steve Briggs at 218-285-2228 or at sbriggs@rrcc.mnscu.edu

TRiO -- Student Support Services

Adjusting to college life can be a difficult task. It is possible, however, to make this transition easier through a supportive and caring environment. It is the goal of Student Support Services to help students gain the confidence and skills necessary to succeed in college and transfer smoothly. SSS, through a U.S. Department of Education grant, offers many specific services to students who qualify by meeting one of the following criteria:

- low income
- first generation college student
- documented physical or learning disability
- homeless youth or student in foster care
- United States Citizen

Student Support Services is committed to helping you succeed in college. To learn more and/or enroll in the program, contact a RRCC SSS staff member or look on the RRCC website www.rrcc.mnscu.edu TRiO link.

Student Life

The Student Life program at Rainy River Community College is designed to contribute to and enhance the overall development of the individual student. Inherent in that philosophy is the proven research that there is a positive relationship between involvement and achievement, “the greater the degree of campus student involvement, the greater the amount of student learning.”

Our program extends the learning environment from the classroom to the campus and the community, which promotes a positive feeling of campus community and pride that can be shared by students, faculty, staff, and the surrounding area. For additional information take a look at our website www.rrcc.mnscu.edu under student life.

Athletics

The college fields teams in volleyball, women’s softball, men’s and women’s basketball and baseball. These teams compete in the Minnesota Community College Conference and are sanctioned by the National Junior College Athletic Association (NJCAA). Interested students must meet eligibility requirements. The college also has an AAJC sanctioned team in women’s hockey and an extramural men’s club hockey team.

Student Clubs

The *Anishinaabe Student Coalition* is a student-organized club devoted to: 1) assisting Native American students in their growth and development so they can achieve their goals at RRCC; 2) developing cross-cultural awareness and respect for Native American traditions and education, and 3) encouraging Native American students to share their heritage with others.

The *Black Association of Students* is a student-organized club dedicated to maintaining a forum in which the African-American perspective is allowed expression, where culture thrives, and where diversity is not merely accepted, but celebrated. This club is a source of African-American pride and leadership open to all Rainy River students, staff, and faculty choosing to participate.

Phi Theta Kappa is an international honors society for two-year colleges. Rainy River's award winning chapter, Alpha Rho Alpha, was formed to recognize and encourage four hallmarks: scholarship, leadership, service, and fellowship. To be eligible for invitation, students must have completed 12 or more credits toward a degree, diploma, or certificate with a minimum 3.5 cumulative grade point average. Students must also maintain a cumulative 3.25 to remain a member. (Membership is by invitation only.)

Student Senate is the representative voice of the student body in campus governance issues. The Senate is a member of the statewide Minnesota State College Student Association (MSCSA) and its membership is filled by elections in the fall and spring. The group meets weekly and all students that are interested are encouraged to join. The RRCC Student Senate was proudly crowned "2009-2010 MSCSA Student Senate of the Year".

On-Campus Parking

Student parking areas on campus are not designated. Students may park in all lots and must observe fire lanes, handicapped spaces, and other signs. Visitor parking at the main entrance has limited time parking and posted limits must be observed. Vehicles may be fined, immobilized, and towed at the owner's expense if parked in these areas. Fees are assessed each semester by credit.

Lockers

Lockers are available for rent. Students should contact the bookstore for rental.

Bulletin Boards/Posting Policy

Materials and notices to be posted on RRCC facilities or Visual Information System (VIS) must be for purposes that do not conflict with the general aims and purposes of College policy or local, state, and federal law.

The following rules and precautions apply to all information posted on College facilities and the Visual Information System:

- All informational notices and posters must be approved for posting by college personnel. Materials to be posted must be left at the College Switchboard for approval. Approved printed materials will be stamped and will be available for pickup at the college switchboard within 24 hours. Approved VIS information will be posted on the monitors within 24 hours.
- Posters and/or informational notices *WILL NOT be taped* or placed on campus *WINDOWS*.
- Posters and/or informational notices *WILL NOT be taped* or placed on campus *WALLS*.

- Posters and/or informational notices *WILL NOT be taped* or placed on campus *WOODWORK OR DOORS*.
- Posters and/or notices *WILL be placed on bulletin boards or the display runners* located throughout the campus.
- Posted material must be removed from display immediately upon completion of the event and by the date indicated in the approval stamp.

Rights & Protections Provided by the Americans With Disabilities Act (ADA)

Rainy River Community College does not discriminate on the basis of disability in admission, access to treatment, or employment in its programs or activities. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, is available from the ADA/Section 504 Coordinator, Amy Amundsen, 1501 Highway 71, International Falls, Minnesota 56649, phone (218)285-2226 (voice) or by using Minnesota Relay. Minnesota Relay provides free and full telephone accessibility to anyone who is hard of hearing, deaf or speech disabled. To make a relay call dial: 711 or 800-627-3529. Individuals with a documented disability may request reasonable accommodations from the above coordinator. Students who have any disability, which might affect their performance in a class, are encouraged to seek help from the instructor or the ADA/Section 504 Coordinator at the beginning of the semester.

Identification and Assessment of Limited English Proficiency Students

Limited English Proficiency students are identified through the assessment process or by self-identification. Students scoring below the developmental course placement level on reading or writing assessments meet with a counselor/advisor to discuss possible reasons, pre-requisites, alternatives, resources, and support services available.

Students may self-identify as Limited English Proficiency through the questions accompanying the assessment or directly to an advisor.

An advisor meets with all students identified as LEP, regardless of assessment scores, to ensure students are aware of community and College resources and services available (English as a Second Language (ESL) classes through the Adult Basic Education, literacy centers in the area, developmental courses, peer and professional tutors, course pre-requisites, etc.)

The advisor monitors students' progress. LEP students meet at least twice per semester with the advisor to assess progress and review academic planning. Additional appointments may be required during the semester. Students are directed to appropriate developmental courses in reading and basic English. Instructors provide mid-term reports and academic alerts for students having difficulty in their coursework. Advisors discuss concerns with the students to determine possible remedial action.

Information Technology

Computer and information technology resources are provided for use by currently enrolled RRCC students, administrators, faculty, other employees, and other authorized users. These information technology resources are the property of Rainy River Community College, and are provided for the direct and indirect support of RRCC's educational, research, service, student and campus life activities, and administrative and business purposes. The use of Rainy River Community College information technology resources is a privilege conditioned on compliance with Minnesota State Colleges and Universities' Policy 5.22, compliance with current RRCC procedure and any

procedures or guidelines adopted pursuant to this procedure. RRCC encourages the use of information technology as an effective and efficient tool within the framework of applicable State and federal laws, policies, rules and other necessary restrictions.

Rainy River Community College provides all students with a campus network account. The account is used to provide access to campus computers, networks, printers, file storage, online course material, email, and the internet. To login, use your username (lastname.firstname) and password (birthdate YYMMDD).

All of your RRCC accounts will expire 4 months after you are no longer a currently registered student.

RRCC Email

All students are provided an email account on the RRCC mail server. **This is the official means of communication of RRCC.** The campus will use your college-provided email account for all official communication with you. It is your responsibility to check your email on a regular basis.

Instructors **will not** respond to/accept email from any other source (ie. Gmail, yahoo, hotmail etc.).

The email system is web-based, allowing you to log in to your RRCC email account from anywhere in the world, provided you have access to the internet. Access your RRCC email account at the My RRCC E-mail link on the homepage.

Online Learning

RRCC utilizes Desire2Learn (D2L) for online learning. D2L can be used by your instructors to provide course content, online discussions, links to electronic resources, grade books, and quizzes.

Check with instructors to find out which D2L tools they use to augment their classroom instruction. Access your D2L account via the internet from a link on the RRCC website. Login to the D2L system using the same username and password as you use for your RRCC network account.

Student e-Services

e-Services are provided to RRCC students through the Minnesota State Colleges and Universities System. You can use e-Services to register for courses, check grades at the end of a semester, request transcripts, view your business office account, check your financial aid information and more.

All students are issued an eight digit Tech ID when accepted as a student at RRCC. Students use their Tech ID to log into e-Services. You can find instructions and access to e-Services from the My RRCC section of the RRCC website using the MY e-Services link.

Information Technology Acceptable Use Policy

Rainy River Community College has adopted MnSCU's Acceptable Use of Computers and Information Technology Resources policy and procedure. The complete text of the policy and procedures can be found at <http://www.mnscu.edu/board/policy/522.html> and <http://www.mnscu.edu/board/procedure/522pl.html>.

Acceptable Use

In general, the MnSCU procedure establishes responsibilities for acceptable use of Rainy River Community College's information technology resources. Computer and information technology resources are provided for use by currently enrolled RRCC students, administrators, faculty, other employees, and other authorized users. These information technology resources are the property of Rainy River Community College, and are provided for the direct and indirect support of RRCC's educational, research, service, student and campus life activities, and administrative and business purposes. The use of Rainy River Community College information technology resources is a privilege conditioned on compliance with Minnesota State Colleges and Universities' Policy 5.22, compliance with current RRCC procedure and any procedures or guidelines adopted pursuant to this procedure. RRCC encourages the use of information technology as an effective and efficient tool within the framework of applicable State and federal laws, policies, rules and other necessary restrictions.

Academic Freedom

Nothing in this procedure shall be interpreted to expand, diminish, or alter academic freedom, articulated under MnSCU Board policy and collective bargaining agreements.

Rainy River 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.

Responsibilities of All Users

1. Users must comply with laws and regulations, RRCC policies and procedures, contracts, and licenses applicable to their particular uses. This includes, but is not limited to, the laws of libel, data privacy, copyright, trademark, gambling, obscenity, and child pornography; the federal Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking" and similar activities; state computer crime statutes; student conduct codes; applicable software licenses; and MnSCU Board policies 1.B.1, prohibiting discrimination and harassment; 1.C.2, prohibiting fraudulent or other dishonest acts; and 3.26, concerning intellectual property.
2. Users are responsible for their personal use of RRCC information technology, and may be subject to liability resulting from that use.
3. Users must use only information technology they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information technology resources does not, by itself, imply authorization to do so.
4. Users are responsible for use of RRCC information technology resources under their authorization.

Unauthorized Use

Users must abide by the security restrictions on all systems and information to which access is authorized by Rainy River Community College.

1. Users must not:
 - use any account or password assigned by the college to someone else;
 - share any account or password, assigned to the user by the college, with any other individual;
 - allow others to use RRCC information technology under the user's control;
 - use remote computer services for personal use unless specifically authorized by RRCC or State policy or procedure.
2. Users must not circumvent, attempt to circumvent, or assist another in circumventing security controls in place to protect the privacy and integrity of data stored on RRCC systems.
3. Users must not change, conceal, or forge their identification using RRCC information technology, including, but not limited to use of e-mail.
4. Users must not knowingly download or install software onto RRCC computers unless it has been approved by the Information Technology Director. Users who knowingly or negligently do not comply may be held responsible for damages, cost of system debugging, and payment of software fees, licenses, and infringement penalties.
5. Users must not engage in activities that interfere with or disrupt network users, equipment, or service; intentionally distribute viruses, worms, trojans, or other malicious code; or install software or hardware that permits unauthorized access to RRCC information technology.
6. Users must not engage in inappropriate uses, including:
activities that violate state or federal law or regulation;
 - wagering or betting;
 - harassment, threats to or defamation of others, stalking, and/or illegal discrimination;
 - fund-raising, private business, or commercial activity, unless it is related to the mission of the college. Mission related activities are determined by the college and include activities of authorized campus or RRCC-sponsored organizations;
 - storage, display, transmission, or intentional or solicited receipt of material that is or may be reasonably regarded as obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word, except as such access relates to the academic pursuits of an RRCC student or professional activities of an RRCC employee;
 - "spamming" through widespread dissemination of unsolicited and unauthorized e-mail messages.

Limitations on Use

Users must avoid excessive use of RRCC information technology, including but not limited to network capacity. Excessive use means use that is disproportionate to that of other users, or is unrelated to academic or employment-related needs, or that interferes with other authorized uses. RRCC may require users to limit or refrain from certain uses in accordance with this provision. The reasonableness of any specific use shall be determined by the college in the context of relevant circumstances.

RRCC Policies & Procedures

- Possible illegal activities observed must be reported to the college's Director of Information Technology or to the college Provost.
- RRCC will implement MnSCU security policies, procedures, standards, and guidelines to protect the integrity of RRCC information technology and its users' accounts as applicable and necessary.

- Rainy River Community College users will ensure that government data in electronic format is handled in accordance with its classification under the Minnesota Government Data Practices Act, Family Education Rights and Privacy Act, and other applicable law or policies.
- Users may contact the college Information Technology Director with questions, concerns, or problems regarding the use of RRCC information technology, or concerning intended or unintended interruptions of service.
- Information regarding applicable RRCC information technology policies and procedures will be provided to users via the following means:
- Links to relevant policies and procedures will be placed on the active desktop of student computers.
- The college Director of Information Technology is designated to make decisions regarding approved hardware and software use, minimum computer hardware configurations and permitted software applications. The college administrative team and other stakeholders will be solicited for input related to hardware, software and other information technology standards.

Enforcement

Conduct which involves the use of information resources to violate an RRCC policy or procedure, or state or federal law, or to violate another's rights, is a serious abuse and is subject to limitation or termination of user privileges and appropriate disciplinary action, legal action, or both.

RRCC reserves the right to temporarily restrict or prohibit use of its information technology resources to any user without notice.

Alleged violations shall be addressed through applicable RRCC and MnSCU procedures, including but not limited to MnSCU Procedure 1.B.1.1 to address allegations of illegal discrimination and harassment; student conduct code for other allegations against students; or the applicable collective bargaining agreement or personnel plan for other allegations involving employees. Continued use of RRCC information technology is a privilege subject to limitation, modification, or termination.

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

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

Student Rights and Responsibilities

A major function of the College is to guarantee student rights and to demand student responsibility in regard to appropriate behavior and involvement in our learning environment. As an institution dedicated to teaching and learning, Rainy River Community College has a vested interest in maintaining an environment where students and staff are free to pursue their academic and professional interests and goals. Conduct that unreasonably restricts such freedom and interferes with the college's mission of promoting student learning is subject to regulation and/or sanction by the College. The creation of such an environment is premised on the assumption that students have both rights and responsibilities. The rights of Rainy River Community College

students derive both from their status as students and from their status as citizens of the state and nation. These rights include, but are not limited to, the following:

Freedom to Learn

In addition to the basic constitutional rights enjoyed by all citizens, students in colleges and universities have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

Freedom of Expression

Individual students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. In the classroom, students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment and matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Freedom of Association

Students are free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional policies, local ordinances, or state and federal laws.

Student-Sponsored Forums

Students have the right to assemble, to select speakers, and to discuss issues of their choice. The college or university shall establish reasonable time, place, and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The provost or designee may prohibit any forum when holding the event, in his or her judgment, would result in physical harm or threat of physical harm to persons or property. Prior to any such prohibition, the provost or designee shall make his or her best effort to consult with a designated member of the student association.

Student Publications

Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college system or student body.

Catalog and Course Information

To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions will be accurate and based on information existing at the time of publication. Course descriptions can be found on the RRCC website at www.rrcc.mnscu.edu under Academics. To the extent possible, class schedules will list the names of faculty teaching courses.

Academic Information

Students have access to accurate information about general requirements for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing and information regarding graduation requirements.

This information can be found in your eServices account under Grades and Transcripts: Degree Audit Report (DARS). Your Degree Audit Report is a self-directed electronic tool for tracking progress toward completing an academic program (degree, diploma, certificate).

Academic Evaluation

Student academic performance is evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or Student Guide. Students have protection against prejudiced or capricious evaluation and are not evaluated on the basis of opinion or conduct in matters unrelated to academic standards. Students will have the right to review their corrected examinations or other required assignments used by the faculty in evaluating academic performance.

Property Rights

Term papers, essays, projects, works of art, and similar property including property in which the student has intellectual property rights pursuant to Board Policy 3.26 shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

Off-campus Conduct

Students who violate a local ordinance or state law risk the legal penalties prescribed by civil authorities. The college may take disciplinary action against students for off-campus behavior, following the procedures of the RRCC code of conduct.

Student Responsibilities

All students, as a member of the College community, have responsibility for the following:

- To attend all classes, except when excused, and to be on time to all classes and any other required college function.
- To make necessary arrangements for making up work when absent.
- To assist RRCC staff in running a safe college for all enrolled students.
- To be aware of all college policies, regulations and procedures and to conduct oneself in accordance with them.
- To be aware of and comply with local, state and federal laws.
- To respect and maintain college property.
- To express ideas in a manner that will not offend or slander others.

- To recognize and respect the rights of others.

College Jurisdiction

The college has the right to take necessary and appropriate action to support and protect the safety and well-being of the college community. All students are expected to be familiar with and to comply with the student **Code of Conduct**.

Students are expected to abide by local, state, and federal laws and the Minnesota State Colleges and Universities Board policies. Should a violation of civil or criminal law by a student involve college interests, the college has the right to proceed with disciplinary action without regard to civil or criminal proceedings.

- The Conduct Officer is the person designated by the Provost of the College to review conduct issues other than those pertaining to the residence hall. This person is responsible for administration of the Student Code of Conduct on campus. The Residential Life Director is designated by the Provost to be the “conduct officer ” at the residence hall. This Director is responsible for the administration of the Student Code of Conduct at the residence hall.

Student Code of Conduct

The conduct code prohibits and covers judicial action for:

- Violation of published Minnesota State Colleges and Universities and/or Rainy River Community College policies or regulations.
- Violation of local, state, or federal law on college property.
- Disruption of operations of the College.
- Acts of dishonesty, including but not limited to the following: cheating, plagiarism or other forms of academic dishonesty; furnishing false information to any Rainy River Community College official, faculty member or office; forgery, alteration, or misuse of any Rainy River Community College document, record, or instrument of identification; tampering with the election of any Rainy River Community College recognized student organization.
- Failure to comply with the directions of College officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
- Unauthorized possession, duplication or use of keys to any Rainy River Community College property or unauthorized entry into or use of Rainy River Community College property.
- Use, possession or carrying of weapons including, but not limited to: firearms including “look-alikes,” incendiary devices, smoke devices, knives, explosives, combustible or chemical agents, bows and arrows or other dangerous weapons or devices while on college property or at college sponsored or supervised activity. A weapon is defined as a device or instrument that, in the manner in which it is used or intended to be used, is calculated or likely to produce death or bodily harm. “Firearm” means a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, electricity, a gas or compressed air.
- Use, possession, distribution or presence of alcoholic beverages on college property or while involved in a college activity, except as expressly permitted by the law.
- Use, possession or distribution of narcotic or other controlled substances or being under the influence of these drugs on college property or while involved in a college activity.
- Attempted or actual theft or unauthorized use of, or damage to, property of the college or of a member of the college community or other personal or public property.

- Abuse of the judicial system.
- Knowingly furnishing false oral or written information to the College.
- Conduct which results in injury or death to a member of the College community.
- Engaging in brawling or fighting; disturbing any class, meeting, assembly or other college activity; or engaging in any obscene, lewd, profane or abusive language, or in boisterous or noisy conduct reasonably intending to arouse alarm, resentment or anger on College property or at College sponsored or supervised activities.
- Participation in a demonstration which disrupts the normal operations of the College and/or infringes on the rights of other members of the college community.
- Continued willful and disruptive behavior, or open or persistent defiance of the authority of college personnel.
- Violations of college regulations regarding the use of tobacco products on college property.
- Gambling for money or other things of value, except as permitted by law.
- Hazing: An act which endangers the mental or physical health or safety of a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a student group, organization, or athletic team.
- Violation of MnSCU and/or Rainy River Community College policies and guidelines for computer use.
- Engaging, individually or in concert with others, in sexual misconduct; i.e., non-consensual physical conduct of a sexual nature including, but not limited to sexual physical abuse, rape or any other form of sexual assault, or threat of sexual violence.
- Persistent Violations: repeated conduct or action in violation of the above code is relevant in determining a student's membership in the College community.
- Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by, the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
- Any violation of the College Computer Use Policy or Board Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources.
- Abuse of the student conduct system, including but not limited to:
 - a. Failure to obey the notice from a student conduct panel or college official to appear for a meeting or hearing as part of the student conduct system.
 - b. Falsification, distortion, or misrepresentation of information before a student conduct panel.
 - c. Disruption or interference with the orderly conduct of a student conduct panel proceeding.
 - d. Institution of a student conduct code proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participation in or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a student conduct panel prior to, and/or during the course of the student conduct panel proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of the student conduct panel prior to, during, and/or after a student conduct code proceeding.

- h. Failure to comply with the sanction(s) imposed under the student code.
- i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

Sanctions

A Student conduct Officer or adjudication panel may impose any of the following possible sanctions as warranted by the facts, evidence and type and severity of the offenses. Previous incidents of misconduct by the accused student may also be considered in arriving at the applicable sanction(s).

Warning — A notice in writing to the student that the student is violating or has violated institutional regulations.

Probation — A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

Loss of Privileges — Denial of specified privileges for a designated period of time.

Fine — A monetary sanction may be imposed

Restitution — Compensation for loss, damage or injury. Monetary payment, material replacement, or appropriate service is required to the college or other persons, groups, or organizations for damages incurred.

Discretionary Sanctions — Work assignments, service to the college, counseling or referral to community agencies or other related discretionary assignments (such assignments must have the prior approval of the conduct office). Failure to participate as directed may result in the imposition of additional sanctions.

Residence Hall Suspension — Separation of the student from the residence hall for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.

Residence Hall Expulsion — Permanent separation of the student from the residence hall.

College Suspension — Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

College Expulsion — Permanent separation of the student from the college

Confiscation — Confiscation of property or goods used or possessed in violation of college rules and may not be subject to return to the student.

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

Other than college suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall be come part of he student's confidential record. Upon graduation, the student's confidential record of disciplinary actions other than residence hall

suspension or expulsion may be sealed upon application to the conduct officer. Cases involving the imposition of sanctions other than residence hall suspension or expulsion, college suspension or expulsion shall be sealed three years after the final disposition of the case.

Revocation of Admission and/or Degree -- Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree or for other serious violations committed by a student prior to graduation.

Withholding Degree -- The college may withhold awarding a degree otherwise earned until the completion of the process set forth in this student conduct code, including completion of all sanctions imposed, if any.

The following sanctions may be imposed upon groups or organizations: Those sanctions listed above, as well as,

Deactivation — Loss of all privileges, including college recognition, for a specified period of time. In each case in which a conduct officer or adjudication panel determines that a student has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the conduct officer or adjudication panel. Following the determination and imposition of sanctions, the conduct officer or adjudication panel shall advise the accused in writing of the determination and of the sanction(s) imposed, if any.

Student Rights and Due Process

Each person involved in the administration of the Student Code of Conduct at Rainy River Community College will be fair, take an objective and humane approach in all conduct cases. Consistent treatment in disciplinary action is another goal. Each case, however, must be recognized as a highly individual matter, and consistency for the sake of consistency should not be the dominant concern.

If a student is charged only with an off-campus violation of federal, state, or local law, but not with a violation of this Code, disciplinary action may be taken and sanctions imposed for misconduct which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges without actually admitting guilt (e.g. "no contest").

Following the filing of an accusation against a student, the conduct officer involved will conduct an investigation of the charges. If the accusation seems unwarranted, the conduct officer will discontinue proceedings. If there is sufficient evidence to support the accusation, the conduct officer will offer the accused student an opportunity to resolve the violation at an informal meeting. Prior to this meeting the student will be given oral or written notice of the specific charges against him/her and of the evidence available to support the charge. If the sanction is less than expulsion or a nine-day suspension, the student does not receive a formal hearing but instead may appeal through appeal procedures. A student may request a formal hearing before the student conduct panel only if the sanction is expulsion or suspension of more than nine days.

Summary Suspensions

In certain circumstances, the administration of Rainy River Community College may impose a summary suspension prior to the informal or formal proceedings. A summary suspension may be imposed when, in the judgment of the administration, the accused student's presence on the College campus would constitute a threat to the safety and well-being of members of the campus community. Prior to the implementation of the summary suspension, the accused student will be given oral or written notice of the intention to impose the summary suspension and will be given an opportunity to present oral or written arguments against the imposition of the suspension. After the student has been summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the administration.

Formal Adjudication Process

The Judicial panel at Rainy River Community College includes:

- Student – appointed by the Student Senate
- Faculty member
- Residential Life Director
- Director of Student Services
- Academic Services Director

Students referred for a formal hearing shall be given adequate advance notice in writing of the time, place, and date of the hearing. A student's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.

Within a reasonable time prior to the hearing, the student will be informed of the charges; the evidence to be presented against him/her; and list of witnesses and the nature of their testimony.

The student will be given the opportunity to speak in his /her own defense and to question any witnesses and may have an advisor present. The advisor may provide advice to the student, but may not participate in any questioning. When there is likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advisor.

A written notice of findings and conclusions will be provided to the student within a reasonable time after the hearing. The notice shall inform the student of any sanction to be imposed.

Note: Conduct appeal hearings may take place without the full representation of the Conduct Appeal Committee.

Appeals

A student who wishes to appeal a decision resulting from a meeting before a conduct officer or a proceeding before an adjudication panel must submit a written request for an appeal within five school days after receiving official written notification of the sanction(s). The written request shall be directed to the Provost. An appeal shall stay the imposition of sanction(s) until the judicial process is completed except in cases involving summary suspension or suspension from the residence hall.

The hearing procedures for conduct appeal decisions are as follows.

- Students requesting an appeal hearing before the Provost shall request such hearing in writing within five (5) school days of notification of sanction. Following the written request, the Provost shall set the date for the hearing and give written notice of the time set for the hearing. The hearing must be held not less than three (3) or more than fifteen (15) school days of receipt of student's request for hearing.
- A student's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.
- At the appeal hearing, the student shall be given the opportunity to speak in his /her own defense and may have an advocate present. The advocate may provide advice to the student but may not participate in any questioning or give an opening or closing statement. An appeal shall be limited to review of the record of the meeting or hearing and the written appeal for one or more of the following purposes:
 - To determine whether the original meeting or hearing was conducted fairly in light of the charge and evidence presented, and in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and present a rebuttal of the charge and evidence.
 - To determine whether the decision reached regarding the accused student was based on evidence that demonstrated it was more likely than not that the student violated the Student Code of Conduct.
 - To determine whether the sanction imposed was appropriate for the violation of the Student Code of Conduct which the student was found to have committed.
- Appeal hearings normally will be conducted in private.
- Admission of any person to the appeal hearing shall be at the discretion of the Provost.
- In appeal hearings involving more than one accused student, the Provost has the discretion to permit the hearing concerning each student to be conducted separately.
- After the appeal hearing, the Provost shall determine whether the conduct officer's determination of violation of code and/or imposition of sanctions stands. The Provost may uphold the determination and sanction(s), may declare that the determination was reached in error or inappropriately, or may declare that the sanction(s) are inappropriate. In the latter case, the Provost may issue lesser sanction(s). If the Provost believes that the sanction(s) were reached in error or inappropriately, the Provost may choose to exonerate the students or require that the student's case be heard again. The Provost shall notify the student in writing of the appeal decision and any new sanction(s) imposed. In cases involving sanctions of suspension for ten (10) days or longer, the college shall inform the student that he or she has the right to a contested case hearing under Minnesota Law (Chapter 14, MSA).
- There shall be a single record all appeal hearings before the Provost. The record shall be the property of the College.

Student Complaints and Grievances Procedures

A student has the right to seek a remedy for a dispute or disagreement with an employee through a designated complaint or grievance procedure. Rainy River Community College has established the following procedures in consultation with student representatives, faculty, and professionals for handling complaints and grievances. These procedures shall not substitute for other grievance procedures specific in college or board 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. Contact the Director of Instructional Services for grade appeal process.

Part 1: Definitions:

Appeal: A request for reconsideration of a grievance decision

Complaint: An oral or written claim concerning a Rainy River Community College issue initiated by a student alleging improper, unfair, or arbitrary treatment.

Grievance: A written claim raised by a student alleging improper, unfair, or arbitrary action by an employee involving the application of a specific provision of a Rainy River Community College rule/regulation or a MnSCU Board policy or procedure. This policy does not apply to those Rainy River Community College rules and regulations or to board policies and procedures that inherently include an appeal or grievance process.

Retaliation: Retribution of any kind taken against a student for participating or not participating in a complaint or grievance.

Student: An individual who is enrolled at Rainy River Community College, a group of such individuals or the campus student government.

Part 2: Notification and Publication: The Rainy River Community College policy and procedures for complaints and grievances are in the student handbook which is available online at www.rrcc.mnscu.edu. A written copy may be requested from LeAnne Hardy, Student Services. The policy and procedures are also found in the staff handbook. Grievance forms may be obtained from Tammy Cook, Director of Instructional Services.

Part 3: Complaints – Informal Resolution: Students are encouraged to resolve differences or complaints with an employee on an informal basis and as early as possible. If the complaint is not resolved between the student and the employee, or if the student is not willing to meet with the employee, the student should meet with the designated college administrator to discuss the issue and prepare a written complaint. The administrator will then meet with the employee and student to discuss a solution or course of action. If not resolved through this informal discussion, a complaint may become a grievance if the complaint involves the application of a Rainy River Community College rule or regulation.

In no way does the informal resolution procedure take away the student's right to proceed directly to a written grievance.

Part 4. Grievances:

Subpart A. Timeframe: A student has twenty (20) school days after the occurrence of the event giving rise to a grievance to submit the grievance in writing. The Provost shall meet with the student to discuss the grievance within five (5) school days at a time mutually agreeable to both parties. If no agreement is reached, the Provost shall give a written answer to the student within five (5) school days. The grievance process includes an appeal timeframe.

Subpart B. Grievance process: A grievance shall be submitted in writing. The Rainy River Community College grievance form provides an explanation of the grievance step procedures and timelines. At the conclusion of the grievance process, the response of the college shall be in writing and sent to the grievant.

The grievance shall be submitted to the Provost. No grievance shall be considered or processed unless it is submitted within twenty (20) school days after the occurrence of the event giving rise to the grievance. The written grievance shall set forth the nature of the grievance, the facts on which it is based, the alleged violation, and the remedy sought. The Provost shall discuss the grievance within five (5) school days with the student at a time mutually agreeable to both parties. If at this meeting a settlement is reached it shall be reduced to writing and signed by the Provost and the student. If no agreement is reached, the Provost shall give a written answer to the student within five (5) school days. In either case, a copy shall be provided to the student and a second copy retained by the Provost.

Subpart C. Appeals: The grievance procedure includes an opportunity for a student to appeal a grievance decision of the Provost. If no agreement is reached, the student may, within ten (10) school days of the receipt of the written answer from the Provost, present the grievance in writing to the Northeast Higher Education District designee. The designee shall discuss the grievance within ten (10) school days with the student at a time mutually agreeable to both parties. If at the meeting a settlement is reached, it shall be produced in writing and signed by both parties. If no agreement is reached, the designee shall give a written answer to the student within ten (10) school days. The decision of the Northeast Higher Education District designee is final and binding.

If the grievance involves a board policy or the actions of the Rainy River Community College Provost or Northeast Higher Education district designee a student may further appeal the college decision to the chancellor of the Minnesota State Colleges and Universities system. The decision of the chancellor is final and binding.

Part 5. Retaliation Prohibited. No retaliation of any kind shall be taken against a student for participating, or refusing to participate, in a grievance. Retaliation may be subject to action under appropriate student or employee policies.

Nondiscrimination in Employment and Education Opportunity

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

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission is prohibited. Sexual violence has no place in a work or learning environment. Further, the Minnesota State Colleges and Universities works to eliminate violence in all forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property. The system office, colleges, and universities have complaint processes to review complaints of discrimination/harassment or sexual violence. Complaints should be made to the College's sexual harassment officers, Scott Riley, 218-285-2205 and Tammy Wood, 218-285-2204. Complaint forms are available on the campus Web site: www.rrcc.mnscu.edu

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching, and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation, or coercion. Discrimination and harassment are not within the protections of academic freedom.

In instances where an individual believes she/he personally has been subjected to behavior prohibited by the nondiscrimination policy, that individual may voluntarily choose to directly address the offensive behavior. In such a situation, she or he should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and that it stops.

Care will be taken to keep investigation discussions sufficiently broad to protect the complainant's identity when appropriate. Information gathered during the investigation will be handled in accordance with federal and state data privacy laws. No retaliation, reprisal, or intimidation in conjunction with a complaint of discrimination/harassment will be tolerated by the system office, colleges, or universities.

The complainant and respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the provost or designee within ten class days after notification of a decision.

Policy 1B.1 Nondiscrimination in Employment and Education Opportunity

No person shall be discriminated against or harassed in the terms and conditions of employment, personnel practices, educational opportunity or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission.

A copy of the policy is contained at: <http://www.mnscu.edu/board/policy/1b01.html>

Rainy River Community College is committed to a policy of nondiscrimination in employment and education opportunity. To seek fair and equitable solutions to problems of discrimination/harassment, the 1B.1 policy is available to all students. Complaints will be processed in accordance with appropriate procedures.

How to Report/file a Claim:

Any student or other interested party has the right to report or file a complaint. Complaints may be filed with:

Scott Riley, Financial Aid/Housing Director
Office: SS122, 1501 Hwy 71, International Falls, MN
Telephone: 218-285-2205; email: sriley@rrcc.mnscu.edu

Tammy Wood, Administrative Secretary
Office: SS111, 1501 Hwy 71, International Falls, MN
Telephone: 218-285-2204; email: twood@rrcc.mnscu.edu

Smoking/Tobacco Use

Philosophy: Rainy River Community College is committed to promoting the benefits of a clean, safe, and healthy living, learning, and working environment to students, employees, and visitors. Rainy leads by example in promoting lifetime wellness.

Policy: Smoking or use of smokeless tobacco products is prohibited on college property including all grounds, the residence hall, and college vehicles. However, individuals may use tobacco while in their private motor vehicles.

Definitions:

Smoking: The burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.

Smokeless tobacco products: Smokeless tobacco consists of the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco.

Policy Enforcement: Enforcement of this policy depends upon the cooperation of all employees, students, and visitors. Individuals should encourage others to respect and comply with the policy in order to provide a clean, safe, and healthy environment in which all may work, study, and live.

Should violations to this policy occur, the student or employee shall be informed of the College Smoking and Tobacco Use Policy. In addition, sanctions will be applied as follows:

- 1st Offense: Verbal reminder/reprimand
- 2nd Offense: Written reprimand and \$25 fine
- 3rd Offense: Fine and sanctions up to, and including suspension or dismissal for the student.

Visitors and outside contractors shall be informed of the College Smoking and Tobacco Use Policy and requested to respect this policy.

Policy Exceptions: This policy does not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 USC, sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the provost of the college or his/her designee. Any other research, educational, and/or artistic purposes that involve the use of tobacco on campus must be approved in advance by the provost or his/her designee. Such use must be preceded by reasonable advance notice to the public.

Drug and Alcohol-free Campus Policy

Rainy River Community College is committed to a standard of student and staff conduct that prohibits the unlawful possession, use, or distribution of alcohol and other drugs at any college-sponsored activity or event on or off the campus.

The College will take proactive measures to educate all members of the college community about the mental and physical health risks associated with alcohol and drug abuse.

The College will impose administrative and legal sanctions on those who violate this policy. Disciplinary action may include the required completion of a rehabilitation program, written reprimand, suspension or dismissal, and referral for prosecution under local state and federal law.

Disciplinary Sanctions

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

According to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquors in Certain Buildings or Grounds, Rainy River Community College will implement a program to prevent the use of illicit drugs and the abuse of alcohol by its students and employees.

Standards of Conduct as outlined below, apply to all students and employees at Rainy River Community College:

- No student or employees shall use, manufacture, sell, give away, barter, deliver, exchange or distribute; or possess with the intent to use, manufacture, sell, give away, barter, deliver, 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 or employee shall possess a controlled substance, except when the possession is for that person's own use and is authorized by law while on campus or while involved in a college activity, service, project, program or work situation off campus.
- Except as allowed by Minnesota Statute 624.701, no student or employee 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 340A.101

The College will work with local and state law enforcement agencies to enforce State underage drinking laws.

An employee working on federal grants or contracts who is convicted of a criminal drug statute violation occurring in the workplace is required to inform the principle campus administrator of this fact within five (5) calendar days of the conviction. The College will notify the federal government within ten (10) 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 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.

Administrative and legal sanctions up to and including termination of employment for employees and expulsion for students, and referral for prosecution will be imposed on students and employees who violate the above standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as

heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more. The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .10 or more) may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

Drug and Alcohol Programs

The college provides periodic information and training for employees and information to students that foster a drug- and alcohol-free environment.

Policy Information on Alcoholic Beverages or Controlled Substances is available in the staff policy manual, new employee training and handbook, student handbook, crisis manual. Review of policy completed at Fall Administrative Duty Day.

All employees and staff are sent Alcoholic Beverage or Controlled Substance policy via email distribution each fall.

A counselor is available to assist students deal with personal concerns the might interfere with their academic work. Services are free and confidential and can be arranged by contacting the Counseling Department.

The Employee Assistance Program (EAP) is available to all MnSCU employees. EAP can assist employees by providing a professional assessment of a possible alcohol or drug problem. The mission of EAP is to provide confidential, accessible services to individual employees and state agencies in order to restore and strengthen the health and productivity of employees and the workplace. For additional information, contact the Human Resources Department.

Community area substance abuse treatment center referrals include:

Northland Counseling Center Backus Community Center 900 5 th Street, Suite 305 Int'l Falls 24 hrs/7days week emergency 283-3406 or 1-800-626-0377	Pineview Recovery Center 912 Main Street, Littlefork, MN 56653 218-278-4607
Blue Heron Counseling 1516 2 nd Ave W Int'l Falls, MN 56649 218-283-9041	Range Treatment Center 750 E 34 th Street, Hibbing, MN 55746 218-362-6663 or 1-800-450-7646
Minnesota Chippewa Tribe 218-283-4744	Rationale Alternative Inc. Box 229, 206 14 th Street, Int'l Falls, MN 56649 218-285-7029

Violence

The State of Minnesota has adopted 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. Violence is the abusive or unjust exercise of power, intimidation, harassment, and/or the threatened or actual use of force which results in or has a high likelihood of causing hurt, fear, injury, suffering, or death. The State further mandates that each agency of state government adopt a goal of zero tolerance in, and around, the workplace.

Sexual Violence Policy

For complete information about the Sexual Violence Policy see MnSCU Board Policy 1B.3 <http://www.mnscu.edu/board/policy/1b03.html>

Campus Security Report

Rainy River Community College (RRCC) encourages all students and College community members to be fully aware of the safety issues on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community. Pursuant to the Student Right to Know and Campus Security Act, RRCC monitors criminal activity, publishes a report, and maintains a three-year statistical history on the main campus, the residence hall and at off-campus property or facilities owned or used by RRCC or recognized College organizations. The College distributes a copy of this report to each current student and employee. RRCC will notify prospective students and employees of its availability, and will provide a copy of the report upon written request.

All criminal activity occurring on campus should be reported immediately to the Provost's Office (285-2202), a campus designee and/or to the International Falls Police Department. The Provost or designee will assist the complainant in completing criminal reports. These reports will also be forwarded to the International Falls Police Department.

More information can be found in **The Students Right to Know Information** booklet which is available from college staff.

Personal Safety Recommendations

- Need someone to accompany you to your car or to Rainy Hall? The college's maintenance staff (285-2230, 218-324-1217/days, 218-324-1059/nights) will provide this service upon request. Hours are 5:00 p.m. to 10:00 p.m., M-Th.
- Lock your door – even if you are only going out for a short time or only going a short distance.
- Walk along well-lit routes.
- Report all thefts and property loss immediately to the Provost's Assistant: Tammy Wood

On-campus telephones are located in the Student Services and Student Center, Humanities and Science buildings for emergency calls. College emergency phones are also located outdoors by the commons (Door 5) and the science building (Door 9). These telephones automatically dial 911.