HIBBING
COMMUNITY COLLEGE

2016-2017
Student Planner

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Information in the Hibbing Community College Student Handbook will be updated annually. All policies are subject to change. This handbook was last updated June 2016 and put on the HCC website. <u>The most up-to-date version can always be found on the HCC website under Student Handbook.</u>

2016–2017 HCC ACADEMIC CALENDAR

August 22	First Day of Semester
August 26	Last Day to Add/Drop
September 5	Labor Day Holiday (offices closed/no classes)
October 20-21	Education MN/MEA (offices OPEN/no classes)
November 11	Veterans Day (offices closed/no classes)
November 23	Last day to Withdraw
November 24-25	Thanksgiving (offices closed/no classes)
December 14-16	FINAL Exams
December 26	Christmas Holiday observed (offices closed)
Dec. 19 – Jan 6	Winter recess (offices open)
January 2	New Year Holiday observed (offices closed)
January 9	Spring Semester classes begin
January 13	Last day to Add/Drop
January 16	Martin Luther King Day (offices closed/no classes)
February 20	Presidents Day (offices closed/no classes)
March 6-10	Spring Break (offices OPEN/no classes)
April 20	Last Day to Withdraw
May 9-12	FINAL Exams
May 12	HCC Graduation
May 29	Memorial Day (Offices closed/no classes)
June 5	Summer semester classes begin
June 9	Last day to Add/Drop – Summer
July 4	Independence Day observed (office closed/no classes)
July 19	Last day to Withdraw – Summer

Note:

August 17, 18, 19, 2016	**Faculty/Staff Days (offices open/no classes)**
September 30, 2016	**NHED Prof. Dev.Day(offices open/no classes)**
January 4, 5, 6, 2017	**Faculty/Staff Days (offices open/no classes)**
May 15, 2017	**Faculty/Staff Day (offices open/no classes)**

ANNUAL NOTIFICATION & ACCESS TO INFORMATION

Hibbing Community College makes available or distributes the following information to all students, employees, prospective students and prospective employees. All reports may be obtained in alternative formats from the Dean of Liberal Arts and Student Affairs.

Campus Security Report – This report provides information about crime prevention programs, crime reporting procedures, emergency response, and a three-year statistical history of criminal activity on campus. A copy of the Campus Security Report is available at: http://www.hibbing.edu/assets/files/pdf/Security/HCCCampusSecurity2015AnnualReportwith2014Statistics-%2001-27-16.pdf or http://ope.ed.gov/security/

Directory Information - The following is designated as Directory Information: Student name, address, telephone number, email address, date and place of birth, full-time, part-time, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photographs (stills or motion). Limited Directory Information will include a student's StarID. The College may disclose any of these items without prior written consent, unless Student Services is notified in writing to the contrary. A Request to Withhold Directory Information is available at: http://www.hibbing.edu/assets/files/pdf/Forms/Student%20Forms/no_release_of_information.pdf

Drug Free Workplace and School - This policy is in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D), and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). Drug Free Workplace information can be found in the Student Handbook located at http://www.hibbing.edu/current-students.html .

NOTE: Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property.

Equity in Athletics Disclosure Act – This report discloses athletic participation rates and financial data related to athletics. The report is available at: http://ope.ed.gov/athletics/

Family Education Rights and Privacy Act (FERPA) - The purpose of the Family Rights and Privacy Act is to afford certain rights to students concerning their education records. These rights include: the right to inspect and review the education records, the right to seek to have the

records corrected, and the right to have some control over the disclosure of directory information from the records. Rights can be found at: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/ps-officials.html

Student Right to Know - The purpose of this information is to disclose annual student completion and graduation rates, including graduation rates. This report is at: http://www.mnscu.edu/board/accountability/index.html . This information is posted on the HCC website under the top tab of Academics – Students Right to Know.

Career Planning and Placement –Resource to help guide the exploration of majors and degree programs, planning for careers, and getting jobs after graduation include ISEEK (www.iseek.org), MNCareers (www.mncareers.org), CareerOneStop (www.careeronestop.org), and mySkillsmyFuture (www.mySkillsmyFuture.org).

Emergency Notification - Star Alert is the emergency notification messaging system. In the event of an emergency, a text message will be sent to the cell number and/or email address that you provide. **The Star Alert system will only be used in emergency situations. Students, faculty and staff need to activate their accounts at:** https://hibbing.bbcportal.com/ Instructions for updating/changing the listed notification information will be given out to students and employees on the HCC website homepage, at Cardinal Kickoff, on bulletin boards, etc.

A complete listing of student policies, in electronic format, is located at: http://www.hibbing.edu/current-students.html under Student Handbook. HCC will provide a paper copy upon request or the Student Handbook & Planner is available to everyone and can be picked up in Student Services, Building M.

Students can contact Ann Johnston in Financial Aid, Building M, on Financial Aid information, Title IV, HEA Loans/Financial Aid information.

Please note that email is used as the official method for communication at Hibbing Community College (see online HCC Student Handbook – page 40). If you do not have access to e-mail or are unable to comply with this policy, please make written request to: Dean of Liberal Arts and Student Affairs.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT

Hibbing Community College (HCC) is an Affirmative Action and Equal Opportunity institution. Consistent with college policy, everyone shall have equal access to educational programs, facilities, and employment without regard to race, religion, color, gender, national origin, ethnic heritage, handicap/disability, age, marital status, sexual orientation, status with regard to public assistance, or other factors irrelevant to participation in its programs. HCC complies with all statutes and regulations relating to affirmative action and equal opportunity.

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

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

A complete listing of student policies, in electronic format, is located at: http://www.hibbing.edu/current-students.html or under Student Handbook. Alternate formats are available by contacting Student Services at 218-262-6712.

DISCRIMINATION/HARASSMENT STATEMENT

Hibbing Community College (HCC) appreciates our rich and diverse society and promotes an atmosphere of acceptance and respect. Every student is valued as an individual, regardless of race, religion, color, gender, national origin, ethnic heritage, handicap/disability, age, marital status, sexual orientation, status with regard to public assistance, or other factors irrelevant to participation in its programs.

HCC is committed to providing access and does not discriminate against qualified students or employees with disabilities. Admissions decisions and access to programs are based on a policy of non-discrimination. (Section 35.107, Dept. of Justice regulations). As stated in section 504 of the Rehabilitation Act of 1973, "no otherwise qualified handicapped individual shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance."

HCC regards sexual harassment and sexual violence as unacceptable behavior. Any individual, student, staff or administrator, who is subject to such treatment, is encouraged to inform the designated Harassment Officer. This Officer can provide information about sexual harassment, advice and assistance in filing a complaint. Students may also speak with a member of Student Services staff as the initial step. Sexual harassment is a violation of both state and federal laws. Harassment and discrimination will not be tolerated. For more information contact:

- Dave Olds, Harassment Officer, M-173, or call 218-262-6759.
- Office of Disability Services, M166, or call 218-262-6712.
- See pages 34-40 for procedures.

ACADEMIC INFORMATION

Academic Forgiveness Policy

Students may drop out of college after a semester or more of poor academic performance. Upon attempting to resume education at a later date, previous academic performance may hinder admission to programs, application for scholarships, and overall grade point average. Academic forgiveness seeks to respond to students who want an opportunity to start over with academic forgiveness.

Academic forgiveness does not apply to course work from other post-secondary institutions. Academic forgiveness will only be applicable to HCC and does not impose any decision on any other institution the student may subsequently attend. A student may only receive academic forgiveness once and is non-reversible. Students must apply and include specific terms for which forgiveness is sought. Academic forgiveness does not apply to individual courses. Academic forgiveness does not apply to financial aid eligibility.

The student must be seeking a degree/diploma from HCC. A student who has already graduated may not request academic forgiveness. Other criteria will include: completion of a minimum of twelve (12) consecutive credit hours from HCC with a minimum of 2.00 GPA, 100% completion rate, and not have enrolled at HCC for a minimum of 18 months.

Academic Forgiveness applications are submitted to the Records/Registrar's Office and must include an advisor's recommendation. If academic forgiveness is approved, the Records/Registrar's Office will make the appropriate adjustments to the student's transcript. All previous work, whether from HCC or transfer, will remain on the student's permanent record.

Add/Drop/Withdraw

Please refer to the Academic Calendar for the dates related to a specific term.

Add: If you would like to add a class after the first five (5) class days of the semester, you must submit an Add/Drop/Withdraw form with appropriate required signatures. Add/Drop/Withdraw forms are available in Student Services or online at www.hibbing.edu.

Drop: The drop period for full-term courses shall be five (5) class days from the start of fall, spring and summer terms. A class day shall be defined as any weekday in which the college is in full-operation and classes are in session (thus excluding holidays, breaks, Saturdays, Sundays, and in-service days) and is limited to the normal hours of operation as determined by the college.

The drop period for partial-term courses shall be three (3) class days, including the first meeting date of the course. Partial-term courses are those that last longer than three weeks but do not last the entire length of the term. If a course lasts less than 3 weeks, students must drop prior to the second scheduled meeting time of the course. If the course lasts only one weekend, students must drop prior to the start of the course.

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

To view the exact withdrawal date for a specific course, refer to the online Course Schedule, select the appropriate course and click on the title.

Attendance/Non-Attendance

It is expected all students enrolled in courses are present, on time, and complete all assigned work. The degree to which student absences affect course grades will be specified in writing and given to students on the first day of the class in the course syllabi.

Students who register for a class and stop attending or never attend without officially dropping or withdrawing, will be held responsible for payment and receive an earned grade for the classes. A grade of FN will be recorded for courses a student never attends without officially withdrawing.

Correction of Education Records

Students have the right to request records be corrected if believed to be inaccurate, misleading or a violation of privacy rights. The procedure for the correction of records is as follows:

- A student must request the Dean of Liberal Arts and Student Affairs amend a record. The student should identify the part of the record to be amended and specify why it is believed to be inaccurate, misleading or in violation of privacy rights.
- If HCC decides not to comply, the student will be notified and advised of rights to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
- Upon request, HCC will arrange for a hearing, notifying the student, reasonably in advance, of the date, place and time of the hearing.
- The hearing will be conducted by an officer who is a disinterested party; however, the officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
- HCC will prepare a written decision based solely on the evidence presented.
- If HCC decides the information is inaccurate, misleading or in violation of the student's right of privacy, the record will be amended and the student notified, in writing, of the amendment.
- If HCC decides the information is not inaccurate, misleading or in violation of the student's right of privacy, the student will be notified of their right to place a statement in the record commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
- The statement will be maintained as part of the student's education records as long as the challenged portion is maintained. If HCC discloses the contested portion of the record, it must disclose the statement.

Course Registration

Course schedule information is available online prior to the registration period for each term. Registration for Fall Semester begins in April; registration for Spring Semester begins in November; registration for Summer Session begins in February. HCC prepares a schedule listing courses, number of credits, class times, instructors' names, special fees, and prerequisites. To view the schedule, visit www.hibbing.edu . Students are encouraged to work with an advisor or counselor when planning classes. Please call 218-262-7292 to make an appointment. Students are liable for tuition/fees for any registered course. The college reserves the right to cancel course registration for non-payment and withhold registration privileges from any student with unpaid financial obligations. Students are encouraged to access the HCC website for the most current information.

Dean's List

Students maintaining a 3.25 grade point average during Fall or Spring semester while carrying a minimum of 6 credits will be recognized on the Dean's List. Courses taken Pass/No Pass/Audit are not included in the 6 credits.

Degrees, Diplomas and Certificates

The following is in accordance with MNSCU Policy 3.36:

Academic program: Academic program means a cohesive arrangement of college-level credit courses and experiences designed to accomplish predetermined objectives leading to the awarding of a degree, diploma, or certificate. Undergraduate degree programs shall include a general education component. The purpose of an academic program is to: increase students'

knowledge and understanding in a field of study or discipline, qualify students for employment in an occupation or range of occupations, and/or prepare students for advanced study.
Academic program inventory: Academic program inventory means the official list of academic programs offered by system colleges and universities.
Credit: Credit means a quantitative measure of instructional time assigned to a course or an equivalent learning experience such as class time per week over an academic term.
General education: General education means a cohesive curriculum defined by faculty through system college or university procedures to develop reasoning ability and breadth of knowledge through an integration of learning experiences in the liberal arts and sciences.
Authorized Academic Awards: System college and university award authority**.** System colleges and universities have authority to confer academic awards only as specified below.
Community colleges: Community colleges have the authority to confer undergraduate certificates, diplomas, associate in arts, associate in fine arts, associate in science, and associate in applied science degrees.
Technical colleges: Technical colleges have the authority to confer undergraduate certificates, diplomas, associate in science, and associate in applied science degrees.
Academic program credit length limits: Academic programs that lead to an associate degree shall be limited to 60 credits. The chancellor may grant a waiver based on industry or professional accreditation standards. The chancellor shall set program credit length requirements and waiver criteria for undergraduate certificates, diplomas and graduate level awards.

Grading Information

Grading Symbols:
A = 4.00 grade points per credit
B = 3.00 grade points per credit
C = 2.00 grade points per credit
D = 1.00 grade points per credit
F = 0.00 grade points per credit
I = 0 (non-punitive) except GPA
W = Withdraw
AU = Audit
P = Pass
FN = Failure for Non-Attendance, 0.00 grade points per credit
Grading System: The following applies to all students for each course in which they are registered:

- There are five permanent passing grades: A , B, C, D, and P, one of which is assigned to students who have satisfactorily completed the course requirements. The grade of "P" shall be assigned for courses in which credits are earned by special examination.
- A temporary grade of "I" may be assigned when the course requirements are not completed. Students receiving an "I" must satisfactorily complete the course requirements the following semester (not including Summer) to receive a permanent grade. Unsatisfactory completion will result in the automatic replacement of the temporary symbol "I" by the permanent symbol "F".
- The final date for official course withdrawal is the last day on which students may officially terminate their enrollment in a course, and shall be the date on which eighty percent (80%) of the days in the academic semester have elapsed. For courses not on a standard academic semester schedule, the final date for official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed. To view the exact withdrawal date for a specific course, refer to the online Course Schedule, select the appropriate course and click on the title.
- A permanent grade of "AU" is assigned when students audit a course. Students registered for an audit have all the rights and privileges of students registering for credit

in a course. Auditing students have the additional right to choose the class activities in which they will participate.

- A grade of FN will be recorded for students who never attend, and do not officially withdraw. If a student registers for a class and stops attending without officially dropping or withdrawing, they will be held responsible for payment and receive an earned grade for the classes.
- If a course is repeated, only the highest grade is used in the computation of the GPA.

Grading on Attendance: If grades are based, in part, on attendance, students must have advance notice. The attendance policy (requirements) must be in writing in the course syllabi and provided to students on the first day of class. The policy explains how a course grade would be impacted by non-attendance and defines excused and unexcused absences. In addition, information should be provided regarding reporting excused absences and make-up opportunities. HCC and individual instructors must apply the attendance policy evenly. Attendance records must be carefully kept and enforcement must be consistent. Students who wish to challenge any grading process or policy can do so through the Student Petition process.

Graduation Requirements

To graduate from HCC with an Associate Degree, Diploma, or
Certificate, students must complete all program requirements with a minimum of 2.00 (C) GPA.
The following are also necessary:

- Students must have made up all failures and/or incompletes in required curricula.
- Students must have removed all financial obligations to the College prior to graduation.
- Twenty semester credits must be taught by the faculty recommending the award of the degree.
- Degree candidates must earn at least 20 semester credits at HCC.
- Courses numbered below 1000 may not be used to fulfill Associate Degree, Diploma, or Certificate requirements.
- Students must file an Application for Graduation in the Records Office prior to the requested graduation date.
- Students who have applied to graduate but have not met all requirements will receive a letter identifying the missing requirement(s).

Academic honors will be granted to those meeting the following based on cumulative GPA:

- Distinction 3.25 - 3.49 GPA
- High Distinction 3.50 - 3.74 GPA
- Very High Distinction 3.75 - 4.00 GPA

When a student enrolled in a program misses two consecutive semesters of coursework at HCC, they can 1) adopt the program plan in place at the time of re-enrollment, or 2) adopt any revised plan put in place after re-enrollment. The student must fulfill requirements of the chosen plan in its entirety within 5 years of initial enrollment in the program. If a course is no longer available to fulfill requirements, the college will identify an appropriate replacement.

When graduation requirements for a program change after a student's initial enrollment, the student can adopt the program plan in place when the student enrolled or adopt any revised program plan in place after initial enrollment. The student must fulfill requirements of the chosen plan in its entirety within 5 years of initial enrollment in the program. If a course is no longer available to fulfill requirements, the college will identify an appropriate replacement.

In cases in which the student's program and required courses have been modified by conversion to semesters or other revisions during an extended interruption in attendance, the student must meet with an advisor to determine how remaining graduation requirements may be fulfilled.

A Commencement Ceremony is held once each year at the end of Spring Semester. All candidates enrolled during the academic year may participate. Students must indicate intent to participate by submitting an Application for Graduation.

Satisfactory Academic Progress (SAP)

Part 1. Introduction

Hibbing Community College, MnSCU Board Policy 2.9, Federal and State law require that a student must make satisfactory academic progress toward a degree, diploma, or certificate to remain in good standing and/or receive financial aid. The standards defined below are cumulative and include all periods of enrollment, whether or not a student received financial aid. Hibbing Community College evaluates progress each term. The College believes that students are responsible for their own academic progress and for seeking assistance when experiencing academic difficulty.

Part 2. Qualitative Measure of Progress (Grade Point Average-GPA):

All students are required to maintain a 2.0 cumulative grade point average (GPA). Satisfactory Academic Progress (SAP) monitoring begins with the first attempted credit, and will be reviewed once they have attempted 5 or more credits. Grades of A, B, C, D, F, and FN, will be included in the GPA calculation.

Part 3. Quantitative Measure of Progress (Completion Percentage and Maximum Timeframe):

Subpart A. Completion Percentage. All students are required to complete a minimum of 67% of their cumulative/attempted-registered credits. Monitoring begins with the first attempted credit, and will be reviewed once they have attempted 5 or more credits. Grades of F, FN, I, N, NC, W, Z and IP (or blank or missing) are treated as registered credits but NOT earned credits and thus negatively impact the completion percentage.

Subpart B. Maximum Time Frame. All financial aid recipients are expected to complete their degree, diploma or certificate at Hibbing Community College 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. If at any time prior to reaching the 150%, it is determined that the student is unable to complete the program within the maximum timeframe, the student will be suspended from receiving financial aid.

Subpart C. Change of Degree Major or Additional Degrees. For the purpose of maximum time frame calculation each major or degree will be evaluated individually. This means that any credits that were completed prior to beginning the new degree or major that count toward the new degree requirements will be included as attempted and completed credits whether taken at HCC or transferred from another institution.

Part 4. Evaluation Period. The College evaluates Satisfactory Academic Progress at the end of each term: fall, spring and summer, for all students who have registered credits. Programs less than one year in length will be evaluated at the midpoint of the program. Non-standard terms will be evaluated at the end of the payment period.

Part 5. Failure to Meet Standards

Subpart A: Warning.

- If at the end of the evaluation period a student has not met either an institution's GPA or completion percentage standard, the student will placed on Warning for one evaluation period. Students on warning are eligible to register and receive financial aid.
- If at the end of the warning period a student who has been on warning has met both the cumulative GPA and cumulative completion percentage standards, the warning status is ended and the student is returned to good standing.

Subpart B: Suspension of Students on Warning Status.

- At the end of the warning period, a student who has been on warning status must meet both the cumulative grade point average and completion rate standards.
- Students that do not meet both standards shall then be suspended. Students on suspension are not eligible to register or receive financial aid.

Subpart C: Suspension of Students Not on Warning Status.

- **Suspension for Exceeding the Maximum Time-Frame.** If at the end of the evaluation period a student has failed to meet the institutions standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility.
- **Suspension for Inability to Meet Program Requirements within the Maximum Timeframe.** If at the end of the evaluation period the institution determines it is not possible for a student to raise their GPA or course completion percentage to meet the institutions standards before the student completes their program of study at HCC, the student shall be immediately suspended from financial aid.
- **Suspension for Extraordinary Circumstances.** Institutions may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

Part 6. Appeals and Probation

Appeals. A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on specific, unusual or extenuating circumstances such as: a death in the family, student injury or illness or other specific circumstances as determined by the institution.

- The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress. If it is not possible for the student to regain SAP in the following payment period, the appeal must contain an academic plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.
- The appeal must include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress standards at the end of the next evaluation period.
- Supporting documentation beyond the written explanation is strongly encouraged.
- Initial consideration of appeals will be undertaken by an Appeal Committee. If appeal is denied, it may be resubmitted for consideration by the Provost.

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

- Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- Has not met the institution's cumulative grade point average and completion percentage standards, but has met the conditions specified in their academic plan, the student shall retain their registration and financial aid eligibility and is considered to be making satisfactory academic progress in the second and subsequent terms of an academic plan.
- Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in their academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

Part 7. Notification of Status and Appeal results. The College will notify all students in writing any time the student is placed on warning, suspension or probationary status.

Status Notification. Students are notified via their student e-mail account when the evaluation of satisfactory academic progress results in warning, suspension or probation. The notice includes the conditions of the current status and conditions necessary to regain eligibility for registration and financial aid. Notice of suspension also includes the right and process necessary to appeal the suspension.

Appeal Result Notification. The institution shall notify a student via their student e-mail account of the results of the appeal. Approved appeals include the conditions under which the appeal was approved and any conditions necessary to retain eligibility for registration and financial aid. Denied appeals include the reason for denial and the process to appeal the denial.

Part 8. Reinstatement. A student who has had their academic and financial aid eligibility suspended may be reinstated after an appeal has been approved or the minimum cumulative GPA and completion percentage standards have been achieved. Neither paying for their own classes nor sitting out a period of time is sufficient to re-enroll in classes.

Part 9. Treatment of Grades and Credits

Subpart A. Treatment of grades. Courses for which a student receives a letter grade of A, B, C, D, and P are included in the calculation of cumulative credit completion percentage as courses successfully completed. Courses for which a student receives a letter grade of I, IP, N, NC, W, Z, F, FN, will be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted.

Subpart B. Academic Forgiveness/Amnesty (forgiveness of prior grades). Credits for which a student has been granted academic forgiveness **WILL** be included in all financial aid satisfactory academic progress measurements.

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 shall be recorded in the Student Data System to be included in cumulative GPA, completion percentage, and maximum time-frame calculations.

Subpart E. Remedial/Developmental Credits. Developmental credits are those awarded for remedial course work (i.e. below the 1000 level). Students may receive financial aid for developmental classes up to a maximum of 30 credit hours. These credits are included in all satisfactory academic progress measurements. However, up to 30 developmental credits are excluded from the maximum timeframe calculations.

Subpart F. Repeated Courses. Courses may be repeated for an improved grade. Only the highest grade attained will be counted on the student's GPA calculation. Repeated courses are included in the completion rate calculation and maximum timeframe calculations. A student shall not be permitted to receive financial aid for more than one repetition of a previously passed course.

Subpart G. Transfer Credits. Transfer credits accepted by the institution and applied to the student's program requirements shall be counted as credits attempted and completed for calculation of cumulative completion percentage. Grades associated with these credits shall not be used in calculating cumulative GPA. Transfer credits accepted by the institution and applied by the institution toward a student's general education, program, or degree requirements shall apply toward the maximum timeframe calculation.

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.

Subpart I. Incompletes. The mark of "I" (Incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to a student who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An "I" grade will automatically become an "F" grade at the end of the next term (not including summer sessions) if requirements to complete the coursework have not been satisfactory met. Instructors have the option of setting an earlier completion date for the student.

Subpart J. In-Progress grade. The mark of "IP" is a temporary grade which is assigned only in extremely exceptional circumstances. It will be given only to a student who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. The instructor should form an agreement with the student on when the coursework shall be completed.

Definitions:

Academic Plan - a student who successfully appeals for reinstatement of financial aid eligibility may be required to complete, during a probationary period, specific requirements contained in an academic plan developed for that student by the institution.

Evaluation Period – Hibbing Community College measures Satisfactory Academic Progress at the end of each academic term or at the mid-point of programs less than one year in length.

Financial Aid Suspension of Students on Warning Status - A student on financial aid suspension status is not eligible to receive financial aid. Students whose financial aid eligibility has been suspended may regain his or her eligibility only through the institution's appeal process or when they are again meeting the institution's financial aid satisfactory academic progress cumulative grade point average and completion percentage standards.
Maximum Time Frame - the maximum number of cumulative attempted credits within which a student must complete his or her academic program.
Probation Status - a status under which a student who has successfully appealed a suspension shall regain his or her financial aid eligibility for one evaluation period, after which he or she must either have met the institution's cumulative GPA and Completion Percentage standards, or have successfully completed the requirements of an academic plan developed for that student by the institution.
Qualitative Measure - the Grade Point Average (GPA) a student must maintain in order to retain financial aid eligibility.
Quantitative Measure - the "Pace" at which a student must progress through his or her program in order to retain financial aid eligibility.
Required Completion Percentage - the percentage of cumulative attempted credits that a student must successfully complete in order to retain financial aid eligibility.
Warning Status - a status under which a student shall continue to retain her or his financial aid eligibility for one-evaluation period despite a determination that she or he has not met either an institution's grade point average standards, or completion percentage standard or both.

Student Assistance/Intervention

HCC faculty, staff and administration recognize that a wide range of challenges, not directly associated with college, can have an effect on academic performance. Health, marital factors, legal issues, financial worries, alcohol and drug abuse, etc., are all difficulties that professional people can help solve.
HCC believes it is in the best interest of students and families to provide services to assist with such issues. HCC faculty, staff and administration recognize that almost any problem can be successfully resolved, provided it is identified in its early stages and referral is made to an appropriate person or agency. If any issue is affecting academic performance, students are encouraged to voluntarily seek counseling or information from a counselor or designated agency. Confidentiality will be protected in compliance with Data Privacy Laws.

Student Records Policy and Procedure

Students may inspect and review their education records upon request to the Dean of Liberal Arts and Student Affairs, Registrar, or counselor. Students must submit a written request which identifies the specific record or records he or she wishes to inspect. Arrangements for access will be made as promptly as possible and the student will be notified of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her. Refer to the Data Access Policy for Members of the Public on the HCC website.

Below is a list of the types, locations, and custodians of records maintained at HCC:
Admission Records: Student Services; Dean of Liberal Arts and Student Affairs
Cumulative Academic Records: (Current students and 5 years after graduation or withdrawal; and former students, over 5 years or withdrawal); Student Services; Dean of Liberal Arts and Student Affairs
Financial Aid Records: Financial Aid Office; Financial Aid Director
Placement Records: Student Services Office, Dean of Liberal Arts and Student Affairs
Disciplinary Records: Student Services; Dean of Liberal Arts and Student Affairs

Disability Records: Disability Services Office
Occasional Records: The appropriate office will collect records, direct the student to their location, or otherwise make them available for inspection and review.
Disclosure of Education Records: In compliance with FERPA, HCC will disclose information from a student's education records only with written consent from the student, **except** that records may be disclosed without consent when the disclosure is to school officials who have a legitimate educational interest in the records. A school official is:

- A person employed by the College in an administrative, supervisory, academic or research or support staff position, including health or medical staff.
- A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.
- A student serving on an official committee, such as a disciplinary or grievance committee or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is:

- Performing a task specified in his or her position description or contract agreement.
- Performing a task related to a student's education.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- Maintaining the safety and security of the campus.

Other circumstances when records may be disclosed without consent include:

- To officials of another school, upon request, in which a student seeks or intends to enroll.
- To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or Federally supported education programs.
- In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid.
- To State officials or authorities if specifically required by a State law that was adopted before November 19, 1994.
- To organizations conducting certain studies for or on behalf of the College.
- To accrediting organizations to carry out their functions.
- To parents of an eligible student who is claimed as a dependent for income tax purposes.
- To comply with judicial order, lawfully issued subpoena, or in compliance with Federal legislation.
- To appropriate parties in a health or safety emergency.
- To individuals requesting directory information so designated by the College.
- The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

Requests for Disclosure: HCC will maintain a record of all requests for and/or disclosures of information from students' education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

Transfer Information

HCC offers knowledgeable staff and support for transfer in and out of HCC. For help with transfer questions, please visit the transfer specialist, an advisor, or counselor.
Transfer of Credit: The accreditation of both sending and receiving institution can affect the transfer of credits earned. College level credits and courses are evaluated for transfer to HCC based on official transcripts received from institutions previously attended.

Not every course that transfers will help a student graduate. If students change career goals or program of study, all degree requirements may not be completed within the usual number of graduation credits.
HCC shall accept in transfer, for full credit, college-level courses offered by colleges with regional accreditation to provide transfer-level courses leading to a degree, diploma or certificate.
HCC shall accept for transfer as electives leading to an Associate in Arts Degree, a maximum of 16 semester credits of college-level vocational or technical courses.
Accreditation: Transfer of credit will be considered for college level coursework completed at accredited institutions. Examples of accreditation include:

- **Regionally Accredited**: Degree-granting public, private, nonprofit and for-profit, two- and four-year institutions in the United States conferred by the Higher Learning Commission and/or parallel accrediting agencies in other regions of the United States.
- **Non-Regionally Accredited**: Specialized institutions, including distance learning providers and professional schools recognized by the Council of Higher Education Accreditation (CHEA) and the U.S. Department of Education (USDE). Coursework will be evaluated on a course-by-course basis and a determination will be made if courses are comparable or equivalent to courses offered at HCC.

HCC guarantees transfer of credits for students completing an Associate in Arts Degree to any of the following universities: Bemidji State, MN State- Mankato, MN State-Moorhead, St. Cloud State, Southwest MN State, and Winona State. In addition, HCC is a part of the Minnesota Transfer Curriculum agreement which guarantees transfer of the 40 liberal education credits to any public college or university in Minnesota. These credits will fulfill the general education requirements for a baccalaureate degree.
Students who expect to continue a course of study at a four-year college or university are urged to plan with advisors and counselors when selecting classes. Students are encouraged to study the catalog of the institution they intend to transfer and confer with the counselors and academic advisors in student services, along with the institution they plan to transfer to.
Transfer of Credit Policies: Transfer of credit and courses will be evaluated based on academic policies and procedures as outlined in HCC's Academic Catalog, MNSCU system policies and the Family Educational Rights and Privacy Act (FERPA).
Transfer Course Evaluation: Courses approved for transfer must be comparable in nature, content, level, and match at least 75% of the content and goals of the course syllabus for which the student is seeking equivalent credit. The number of transfer credits granted per course will not exceed the number granted by the originating institution. The conversion of quarter hours to semester hours is 0.667 for each quarter hour.
Courses will be reviewed and considered for transfer as follows:

- General education coursework completed at Minnesota State Colleges and Universities and fulfills the Minnesota General Education Transfer Curriculum (MnTC) will be accepted at HCC based on the completion of the MnTC at the originating college or university. General education and elective credits have no transfer time limit.
- General education coursework completed at the University of Minnesota or other institutions outside the Minnesota State Colleges and Universities system will be considered for transfer as: equivalent to a HCC general education course and MnTC Goal Area, OR not equivalent to a specific HCC course, but fulfill a MnTC Goal Area.
- Coursework that is not general education will be considered for transfer as: equivalent to a specific course in a career program (within five years of course completion, if in a technical program) OR elective credit that does not apply toward general education or career course requirements (including technical courses over five years old).
- Generally a maximum of 16 semester credits (24 quarter credits) will be accepted and considered elective credit. Students may petition to accept additional credits for those courses that are judged to be comparable or equivalent to courses offered at HCC.

- When a course transfers as equivalent to a HCC course and that course is later repeated at HCC, only the credit and grade earned from HCC will be granted. Students receiving financial assistance from an outside agency should check for agency rules regarding payment for courses that are taken more than once.

Minnesota Transfer Curriculum (MnTC): Minnesota State Colleges and Universities (MnSCU) have developed a common general education curriculum called the Minnesota General Education Transfer Curriculum or MnTC. Completion of all or part of defined 40 credits, distributed among ten goal areas, at one institution enables a student to transfer lower-division general education coursework to any Minnesota public college or university. The Associate in Arts Degree (AA Degree) is the transfer degree which includes the entire MnTC and will satisfy general education requirements for graduation from the Minnesota State Colleges and Universities. Other private and out-of-state colleges and universities also accept in transfer the completion of Hibbing's MnTC or AA Degree. For complete information about Minnesota Transfer Curriculum, please visit http://www.mntransfer.org/students/students.php

Resident Credit Requirement: To earn a degree through HCC, at least 15 semester credits must be earned at HCC. Students transferring a minimum of 9 semester credits from Minnesota State Colleges and Universities may reduce the residency requirement from 15 to 11 credits. Students are responsible for collecting and providing necessary supporting information to HCC, which enables satisfactory consideration of transfer credit and courses. Students may be asked to provide a course outline or syllabus, course description or reading list to determine course comparability.

Transfer GPA/Grades: All college level courses, in which a student has received a grade of A, B, C, D or P may be considered for transfer evaluation. No F grade courses will be accepted for transfer. Transfer credit grades will not be used in computing a student's HCC cumulative GPA except for admission to special programs requiring calculation of GPA for application to the program. Only earned transfer credits (not grade point credits or grade points) will be recorded on the official HCC transcript.

Transfer Credit Appeals: Students have the right to appeal transfer evaluations. Complete and submit a Transfer Course Evaluation Appeal form provided by the transfer specialist in the Student Services Department to the Transfer Specialist.

MNSCU System level appeal: If the student is not satisfied with the college or university transfer appeal decision, the student may submit a request to the Senior Vice Chancellor of Academic and Student Affairs for a system level appeal of the college or university transfer appeal decision.

Credit for Prior Learning: Credit achieved through college level alternative or nontraditional education experiences are considered for transfer, according to published national standard guidelines established by the American Council on Education (ACE) or other similar national organizations.

Examples of credit for prior learning include:

Advanced Placement (AP): The Advanced Placement program is administered by the College Entrance Examination Board to high school students completing college level courses and demonstrating a specified level of performance on AP exams. An AP exam score of 3 or higher on a 5 point scale will be considered for transfer. To receive credit, official AP score reports must be sent directly to HCC. A complete list of AP exams and how they transfer to HCC is available through Transferology.

College Level Examination Program (CLEP): The College Level Examination Program is administered by the College Entrance Examination Board. Any student has the opportunity to demonstrate college level achievement through a program of exams in undergraduate college courses. A CLEP exam score of 50% or higher will be considered for transfer. To receive credit, official CLEP score report must be sent directly to HCC. A list of CLEP exams and how they transfer to HCC is available through Transferology.

DANTES/DSST: The Defense Activity for Non-Traditional Education Support program sponsors a wide range of examination programs to assist military personnel in meeting educational goals.

DANTES and DSST exam scores that meet ACE minimum score recommendations are considered for transfer.

International Baccalaureate (IB): The International Baccalaureate Organization's (IBO) Diploma Program (DP) is a course of study for students, age 16 to 19, leading to examinations in various subjects. Students who participate in the full Diploma Program are required to study and take examinations in six different academic subjects. Exams with a score of 30 or higher and higher level exams with a score of 4 or higher will be considered for transfer.

Military: Credit achieved through military training will be considered for transfer according to the Guide to the Evaluation of Educational Experiences in the Armed Services by ACE.

Tech Prep: Successful completion of designated courses (grade of B or higher) through Tech Prep at Northeast Metro Career and Technical Center and/or Northeast Metro Tech Prep Consortium may substitute for specific college courses, or as elective credits in some programs at HCC.
Tech Prep must submit an original Tech Prep College Credit Certificate or Northeast Metro Career and Technical Center transcript to HCC to be considered for transfer.

Credit by Exam: Applicable college level coursework recorded as "Credit by Examination" on a student's transcript from another college or institution may be considered for transfer.

Transfer Student Rights: Transfer students have a right to:

- A clear, understandable statement of an institution's transfer policy.
- A fair credit review and an explanation of why credits were or were not accepted.
- A copy of the formal appeals process.
- Appeal of transfer credit by doing the following:
    - Completing an appeals form and providing supplemental information such as a syllabus, course outline, course description, and/or reading list.
    - An academic department or committee will review.
    - Student will receive, in writing, the outcome of the appeal.
    - Student can appeal initial decision to the Provost.
    - A review of your eligibility for financial aid or scholarships may be requested

FINANCIAL INFORMATION

Eligibility

To be eligible to receive federal financial aid students must have earned a high school diploma or GED. For more information, please contact the Admissions Office in Building M, 218-262-7207, or admissions@hibbing.edu.

Tuition Costs

Note: Tuition/fees subject to change.

Total Tuition & Fees is currently $175.39 per credit for residents and $214.40 for non-residents.

- Tuition is currently $156.04 per credit for residents and $195.05 for non-residents
- Student Life Fee is $7.00 per credit
- Technology Fee is $10.00 per credit
- Parking Fee is $2.00 per credit
- Student Association Fee is $.35 per credit

Online Students

Total Tuition & Fees for Online Students is currently $198.39 per credit for residents and $237.40 for non-residents.

- Tuition is currently $181.04 per credit for online classes ($220.05 per credit for non-residents)
- Student Life Fee is $7.00 per credit
- Student Association Fee is $.35 per credit
- Technology Fee is $10.00 per credit

*Differential Tuition Rates Are: Law Enforcement, Skills - on-campus: $250.93; Law Enforcement, Skills - off-campus, Mankato: $267.99/credit; Firearms: $235.00/credit; Basic Firearms: $235.00/credit; and Nursing, $178.13/credit.

*All courses in the following technical programs have a differential tuition rate of $12.00 on top of the base tuition:

Automotive, Culinary Arts, Dental Assistant, Diesel Mechanics/Heavy Equipment Maintenance, Electrical Maintenance and Construction, Heating & Cooling, Industrial Systems Technology, Information Technology Networking & Security, Law Enforcement, Medical Laboratory Technician, Nursing Assistant/Home Health Aide, Pharmacy Technician, Professional Truck Driver (CDL)

Any student whose tuition and other financial obligations remain unpaid at the start of the term will be denied entrance into class. If a student owes money from a previous term, registration will be denied until payment has been received or arrangements made with the Business Office.

Special Fees

- Students in specific program majors may have additional costs pertinent to their program. Check your program major and consult an advisor for any additional costs. Students in the trades courses are required to furnish their own basic set of hand tools at an approximate cost of $300-$2000. Students may also need to obtain safety equipment as required by various departments
- Individual applied music lessons is $62
- Other (workshops and physical education courses such as bowling, canoeing, outdoor activities) varies
- Test Out is $50 per credit

Other expenses included in Financial Aid cost of attendance: (Estimates)

- Books - $1050/year
- Room & Board - $675.00/month
- Transportation Expense - $225/month
- Miscellaneous Expense - $250/month

Financial Aid

The purpose of student financial aid is to provide financial resources to students who would otherwise be unable to pursue post-secondary education. The primary responsibility for meeting educational expenses, however, rests with the student and the student's family. All funds are awarded to students in accordance with federal, state and institutional guidelines.

Most financial assistance is based on demonstrated need (the difference between resources as calculated by the Department of Education and the total cost of attending HCC). Depending on demonstrated need, an award may include grants, scholarships, loans, and/or work study.

Applying for Financial Aid: It is important to apply early for financial aid. Students are required to complete the Free Application for Federal Student Aid (FAFSA) to be considered for loans, work study, scholarships or grants. To access the FAFSA, go directly to *FAFSA on the Web* www.fafsa.ed.gov or HCC's Financial Aid website. Please use HCC's school code of 002355.

To assist with the financial aid process, the financial aid staff is available to answer questions before it is sent to the processor. Please bring supporting documentation, such as tax returns and other income statements.

Application Process: After completing the FAFSA, students will receive a Student Aid Report from the FAFSA processor. HCC also receives and enters the information electronically. Students may be asked to submit further information before HCC calculates awards and eligibility for loans and work-study. When all required information has been received, an award letter will be sent listing grants and other aid for which students may be eligible. Anytime financial aid awards changes, students will receive notification via institutional student e-mail.

Students can apply for a student loan after receiving an award letter. Instructions for completing a loan application are included in the award letter. First time borrowers are required to complete Federal loan entrance counseling and Master Promissory Note.

Award letters may indicate work-study eligibility. Work-study involves employment at an approved work site and being paid an hourly wage. If the award letter lists work study eligibility and students would like to apply for a work-study job, contact the Financial Aid Office for an application/contract. Work-study eligibility allows students to apply for work-study positions but does not guarantee employment. If you are interested in working but work-study is not listed on your award letter, please contact Financial Aid and your eligibility will be reviewed.

To apply for HCC Foundation Scholarship, download the application from the Financial Aid website.

Scholarship applications should be submitted to Financial Aid between January 1 and March 15.

Financial aid awards will be disbursed after the drop/add period of each semester in the Business Office. For questions about financial aid, you may contact the Financial Aid Office at 218-262-7378, toll-free at 800-224-4422, or e-mail finaid@hibbing.edu.

Please contact Financial Aid Staff if you are considering withdrawing from all courses. You may have to repay financial aid you have received.

Sources of Financial Aid: Various types of financial aid are available. Examples include:

Federal: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Stafford Loans (subsidized & unsubsidized), Federal Parent Loans, Federal Perkins Loans, Federal Work Study

State: Minnesota State Grants, Minnesota Postsecondary Child Care Grants, Student Educational Loan Fund (SELF Loan), Minnesota Work Study

Institutional: ALLISS Grants, HCC Foundation Scholarships, Institutional Work Study

Outside Agencies: Workforce Initiative Act (WIA) Grants, Division of Rehabilitation Services (DRS) Grants, Minnesota Indian Scholarships, Indian Tribal Grants, Veterans Benefits (Contact HCC Records Office or call 262-6735)

Rights and Responsibilities of Students Receiving Financial Aid: Students receiving financial aid have the right to ask HCC:

• Information about accrediting organizations, programs, instructional, laboratory, and other physical facilities; and its faculty.

• Cost of attendance and the policies regarding refunds to students who drop out.
• The financial assistance available, including information on all federal, state, local, private, and institutional financial aid programs.
•What the procedures and deadlines are for submitting applications for each available financial aid program and how/when students will be paid.
• The criteria used to select financial aid recipients and how financial need is determined and the process regarding how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in financial aid budget. It also includes what resources (such as parental contribution, other financial aid, assets, etc.) are considered in the calculation of financial need.
• How much of financial need, as determined by Financial Aid, has been met and reconsider a financial aid package students believe a mistake has been made.
• To explain each type and amount of assistance in a financial aid package.
• The right to know the interest rate of a loan, the total amount to be repaid, the length of time to repay your loan, when repayment begins, and any cancellation and deferment provisions that apply.
• To obtain a work-study job, the right to know the type of job, work hours, job duties, pay rate, and how and when students will be paid.
• Determinations of satisfactory progress and consequences for not meeting those determinations
It is a student's responsibility to...
• Review and consider all information about HCC.
• Pay special attention to application for student financial aid, complete and submit it on time to the right place. Errors can delay receipt of financial aid.
• Provide all additional documentation, verification, corrections and/or new information requested by either Financial Aid or the agency
• Read and understand all forms completed and keep copies of them.
• Accept responsibility for all agreements signed.
• Notify Financial Aid Staff or any lenders of changes in name, address, or school status
• Perform, in a satisfactory manner, work that is agreed upon in accepting a college work-study job.
• Know and comply with the deadlines for application or reapplication for aid.
• Know and comply with HCC's refund procedures.

Residency Requirements

Students shall be eligible to pay in-state tuition if they meet the criteria of Minnesota State Statute 135A.031, subd. 2. Those criteria are as follows:

Demonstrating domicile: Students may establish eligibility for in-state tuition by demonstrating domicile in Minnesota before the beginning of any semester or quarter. Domicile is the place to which a person intends to return after temporary absences. A person may have only one domicile at a time. Students have the burden of proving domicile for purposes of instate tuition. Students who seek to qualify for in-state tuition must first meet the following threshold requirements:

- Students must have resided in Minnesota for at least one calendar year immediately prior to applying for in-state tuition.
- Residence in Minnesota must not be merely for the purpose of attending a college or university.

Each of the following additional facts and circumstances will be considered when responding to a petition for instate tuition. No one of these factors is either necessary or sufficient to support a claim for instate tuition:

- Continuous presence in Minnesota during period when not enrolled as a student.
- Sources for financial support are generated within Minnesota.
- Domicile in Minnesota of family, guardian, or other relatives or persons legally responsible for student.
- Ownership of a home in Minnesota.
- Permanent residence in Minnesota.

The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to affect eligibility for instate tuition under these regulations but may be considered as part of the demonstration of the facts and circumstances listed above.

- Voting or registration for voting.
- The lease of living quarters.
- A statement of intention to acquire a domicile in Minnesota.
- Domicile of student's spouse in Minnesota.
- Automobile registration.
- f. Other public records, e.g., birth and marriage records.

Exceptions: Individuals in the following categories shall qualify for instate tuition rates:

- Students who qualify under a Board-approved agreement between a governmental subdivision and a college or university.
- Colleges and universities may adopt a policy to exempt high ability students who are in the top 15 percent of their high school class or who score above the 85th percentile on a national standardized achievement test and who reside in states that do not have reciprocity agreements with Minnesota.
- Students who qualify under a college or university affirmative action program consistent with law and approved by the Chancellor or designee.
- Nonimmigrant Japanese students who have completed a program of study of at least one academic year at Akita campus and have been recommended by the provost for transfer to a Minnesota state college or university and who retain their legal visa status.
- Students who are recognized as refugees by the Office of Refugee Resettlement of the U. S. Department of Health and Human Services.
- Colleges and universities may adopt a policy to exempt nonimmigrant international students classified under 8., U.S.C. 1101 (a) (15) (B), (C), (D), (F), (H), (J), and (M). U.S. military personnel serving on active duty assignment in Minnesota, and their spouses and dependent children.

Tuition & Fees

Tuition is projected to be $156.04 per credit for residents and $195.06 for non-residents. Required fees will be approximately $19.35 per credit. Some classes may also have special course fees. Please refer to Estimated Cost of Attendance. Any student whose tuition and other financial obligations remain unpaid at the start of the term may be denied entrance into class. If a student owes money from a previous term, registration will be denied until payment has been received or arrangements made with the Business Office.

Tuition will be collected in accordance with the following guidelines:

- Students enrolling at HCC must pay tuition on or before the first day of the term
- Tuition payment may be delayed by providing a guaranteed document that the tuition will be paid by a designated agency (WIA, PELL, DRS, Minnesota State Grant, BIA, etc.) It is the responsibility of the student to confirm this with the Financial Aid Office.
- Any student whose tuition and other financial obligations remain unpaid at the start of the term will be denied entrance into class.
- If a student will be receiving financial aid or agency funding and wishes to defer payment until such funding arrives, please contact the Business Office.
- A late fee of $25.00 will be assessed on any unpaid balances in accordance with policy stating all colleges and universities shall charge these fees consistent with Minnesota statutes, board policies, and system procedures. This fee will be charged to students as of the following dates: Fall Semester: October 1, Spring Semester: March 1, Summer Semester: June 15.

If you have any questions, please contact the Business Office at (218) 262-7205 or (218) 262-6736.

Tuition Payment & Book Deferment

HCC is required to cancel student registration after the fifth (5th) day of the semester unless one of the following has been completed:

- Tuition and fees have been paid in full.
- Made a minimum down payment of 15% OR $300.00 (whichever is less) of tuition and fees.
- Have a FAFSA (Free Application for Federal Student Aid) on file with Financial Aid.
- Authorization for third-party or other agency funding has been received prior to the fifth (5th) day of the semester.
- Student is enrolled in Post-Secondary Enrollment Option Program (PSEO).
- Student is enrolled in an active external payment program, such as FACTS MANAGEMENT/E-CASHIER. For enrollment information please go to www.hibbing.edu.

Once a student is dropped from courses, at least one of the minimum requirements above must be met before a student can petition to reinstate course registration, provided classroom space is available.

Students may defer the cost of books if sufficient funds, grants and/or loans awarded and certified cover tuition and fees in addition to the cost of books. If you cannot afford to buy your books during the first week of class, you may inquire at the HCC Library for a list of books on reserve. For your convenience, the bookstore accepts VISA and MasterCard.

Waivers & Refunds

HCC will refund tuition for complete withdrawal in accordance with a prescribed schedule set by MNSCU and HCC Business Office.

Financial Aid Impact for Complete Withdrawal/Return to Title IV Funds: Any student who receives Title IV financial aid in an enrollment period and subsequently totally withdraws from those courses are identified for the purpose of calculating the "Return to Title IV funds" (R2T4). Software provided by the Department of Education (DOE) is used to calculate the amount of funds to be returned by the school and (if necessary) the student. The refund of Federal Funds will be in the following order:

Unsubsidized Federal Direct Loans
Subsidized Federal Direct Loans
Perkins Loans
Federal PLUS Loans
Federal Pell Grants
Federal Supplemental Educational Opportunity Grants (FSEOG)

A student is "officially" withdrawn when they officially begin the process to withdraw from all their courses. A student is "unofficially" withdrawn when they receive all "F", "FN" or "W" grades in a given enrollment period.

The report that identifies these students is to be run by the financial aid office on at least a monthly basis. The students who "unofficially" withdraw are identified at the end of the semester when the grades are entered by the instructors. Any instructor who enters an "F" or "FN" must also enter a last day of attendance (LDA) based on last day of academically-related activity for that student. This latest date provided by the professors becomes the student's official withdraw date on the R2T4 calculation.

Title IV financial aid is "earned" as a student progresses through the semester. The calculation of the Title IV refund is determined by taking the total tuition, fees, book charges (if applicable) and dorm charges (if living on campus) and multiplying it by the "unearned" percentage of the semester and comparing that result to the same "unearned" percentage multiplied by the total Title IV grants and loans the student had received. The school will return the lesser of these two calculations.

Example: Student withdraws after attending 30% of the semester
Total tuition & fees = $2500.00 x .7 = $1,750.00
Total Title IV grants and loans received = $4,000.00 x .7 = $2,800.00
The school would return $1,750 to the appropriate loan or grant in the order listed above.

Hibbing Community College is not required by federal or state regulations to take attendance. HCC does not have any approved "leave of absence" from our programs. HCC does not have any academic program that designates the courses as offered in "block" or "module" format. For purposes of the R2T4 calculation, "institutional charges" are any tuition, fees, books (if charged to student account), and room charges from on-campus housing, if applicable.
The student is immediately notified the results of the R2T4 calculation. This creates a balance due to Hibbing Community College that needs to be repaid by the student. Students who withdraw after 60% of the term will not have to repay any Federal funds.
In limited circumstances the student may be owed a "post-withdrawal" disbursement. These circumstances would include grant funds that the student was eligible for but had not yet been disbursed. If a loan had been certified but not disbursed prior to the student's withdrawal, the school will notify the student that they have 30 days to request a portion of those funds as well. If a student was subject to verification but had not submitted all the paperwork, the student must do so within 30 days in order to be eligible to receive post-withdrawal grant funds they are eligible for based on the percentage of the semester that was completed prior to withdrawal. There would not be any loan eligibility because loans are never certified prior to the completion of verification.
If student who owes an overpayment to the Department of Education as a result of their "official" or "unofficial" withdrawal; they are immediately notified that they have 45 days to repay the debt. If this is not done, the debt will be turned over to the Department of Education for collection within 30 days. Any overpayment that is not paid in full in 45 days is reported on NSLDS.

Waivers: Waivers may be granted for a variety of reasons and only under special circumstances as deemed appropriate by the Provost.

POLICIES, PROCEDURES, & RESPONSIBILITIES

Absences

Class Absences

It is expected each student enrolled will be present, on time, and complete all assigned classwork. The degree to which student absences affect course grades will be specified in writing in the course syllabi and given to students on the first class day.

Excused Class Absences

Participation in intercollegiate activities, co-curricular activities, field trips, etc. authorized by the college will be excused from class attendance, but not from the responsibility for work assigned during absence. Instructors, advisors, or coaches requesting the absence of students for co-curricular events shall inform the Provost or Dean of Liberal Arts and Student Affairs in writing at least five (5) class days before the time of the absence. If these absences are authorized, the lists of students must be to all faculty at least three (3) class days prior to the absence. Emergency situations may affect the ability to follow the notification timeline; however, all efforts for timely notification will be made.

For intercollegiate activities, the Athletic Director will distribute team lists and athletic schedules to faculty prior to the start of the respective season. Athletic events outside of the regular schedule shall not be held during the academic year if they require student athletes to miss regularly scheduled classes unless approved by college administration.

Instructors are expected to make every effort possible for students to make up work missed due to authorized absences. Students missing classes above are encouraged to contact their instructors, counselor, or advisor.

A student who has ceased attending classes may not receive a financial aid disbursement unless the Federal Refund / Repayment calculation shows eligibility. If the student disputes that they have ceased attending, they may appeal utilizing the Student Petition process.

The nature of certain classes make it impractical, if not impossible, to make up missed class time and related assignments. Students' grades may be negatively impacted in those classes regardless if the student absence is excused or unexcused. Course syllabi will identify grade implications and impact of student absences.

Academic Evaluation

Student academic performance shall be evaluated solely on the basis of academic standards including any requirements noted in the catalog, course syllabus, or student handbook. Students have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

Accidents

In the event of injury, students should dial 911 or contact any of the Hibbing clinics or Fairview University Medical Center-Mesabi. In the event you are injured on campus, file a formal Incident Report in the Business Office within 24 hours.

Campus Security Report

The purpose of this report is to inform the campus of campus crime prevention programs, crime reporting procedures, emergency response, and a three-year statistical history of criminal activity on campus. A copy of the Campus Security Report is available at:
http://www.hibbing.edu/assets/files/pdf/Security/SecurityReport.pdf or http://ope.ed.gov/security

Change of Address

For purposes of administration and emergencies, it is expected that all students report changes of address and telephone number to the Student Services office.

Code of Conduct

Students at HCC are expected to conduct themselves as mature citizens both on and off campus. Each student is expected to abide by the rules, regulations, and policies established by the College for the benefit of the entire campus community. HCC is committed to creating and maintaining an environment in which students are free to pursue their academic, social and personal goals. Violations of the following rules and/or regulations will result in disciplinary action. Violations may include but not be limited to:

- Academic dishonesty, including but not limited to, cheating, plagiarism, misrepresentation of student status, furnishing false information to the college.
- Unauthorized entry or use of college facilities; intentional obstruction that unreasonably interferes with freedom of either pedestrian or vehicular movement on campus.
- Theft or other abuse of computer time, including but not limited to unauthorized entry into a file, unauthorized use of another's password, or use of computer facilities to interfere with the normal operation of the College computer system.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities on or off campus, or other authorized non-College activities on campus.
- Violation of MnSCU Board of Trustees and college policies, rules and/or regulations.
- Use of any tobacco in college buildings. Tobacco use includes the carrying of a lighted cigarette, cigar, or pipe and use of any smoking material, as well as smokeless tobacco.
- Use, possession, manufacturing, distribution or being under the influence of alcoholic beverages (except as expressly permitted by College or MnSCU regulations), public intoxication, or violation of Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
- Use, sale or possession of drugs and/or narcotics, or paraphernalia on campus not prescribed by a physician.
  NOTE: Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property.
- Act of hazing or endangering the mental or physical health or safety of a student, or destroying public or private property, for the purpose of initiation, admission to, affiliation with, or as a condition for continued membership in, a group or organization. Disciplinary action can be taken against both individuals and organizations, with the officers of the organization serving as representatives during any hearing.
- Use of fireworks, firearms, ammunition or weapons of any sort.
- Physical or psychological/emotional abuse including, but not limited to, stalking, intimidation, or harassment.
- Gambling for money or other things of value on campus or at college-sponsored activities except as permitted by law.
- Failure to comply with directions of College officials acting in the performance of their duties.

- Disorderly, inappropriate, lewd, indecent or obscene conduct or expression on college-owned or controlled property or at college sponsored or supervised functions.
- Theft or damage of College or College community property.
- Misuse of registration system.

Sanctions: One or more of the following sanctions may be imposed upon any student found to have violated the Code of Conduct. Sanctions include but are not limited to:

- Referral: A student is required to seek counseling or education on campus or within a community agency, and follow the recommendation of that agency. The student must allow the agency to notify the Dean of Liberal Arts and Student Affairs, in writing, of compliance.
- Warning: A notice in writing to a student who is violating or has violated college rules or 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 college rules or regulations during the probationary period. This may restrict participation in college activities, clubs, etc.
- Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or material replacement.
- 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.
- Expulsion: Termination of student status for an indefinite period.

Due Process: Fair treatment will be afforded to all students under any and all circumstances while attending the College. Any action which results in a negative impact on a student or in temporary or permanent suspension from college activities will contain the following elements:

- Written documentation by appropriate college personnel.
- Written and timely notice to the student of the specific grounds and the nature of the evidence on which the proceedings are based.
- An opportunity for a hearing when the student can present explanations and evidence.
- Action will be taken only on grounds which are supported by substantial evidence.
- Any action, if taken, shall be commensurate with the severity of the offense.
- Written notification to the student outlining decisions and resulting consequences.

Investigation and Informal Process: Following the filing of a complaint against a student, the Dean of Liberal Arts and Student Affairs shall conduct an investigation of the complaint. If the accusation seems unwarranted, the proceedings will discontinue. If there is sufficient evidence to support the accusation, the Dean of Liberal Arts and Student Affairs shall offer the accused student an opportunity to resolve the violation at an informal meeting. Prior to this meeting the student shall be given oral or written notice of the specific behavioral proscriptions she/he is accused of having violated and of the evidence available to support the accusation. If a mutually acceptable resolution cannot be reached during the informal meeting, including any applicable sanctions, the case shall be referred to the applicable appeals, or formal hearing due processes.

Formal Hearing and Due Process Rights: A formal hearing (closed to protect the confidentiality of those involved) will occur and conclude within 30 school days of the date it was determined the informal process was not successful in cases of **suspension or expulsion**. A judicial panel will be convened. The judicial panel will include the following representatives: three students appointed by the Student Senate and three college employees appointed by the Provost or designee. Notice of a formal hearing will be served to the student(s) within 5 school days after the determination has been made to move to the formal process. The notice will include the time, place, and date of the hearing. The student's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.

Within 5 school days of the notice of a formal hearing, the student will be informed in writing of the following: 1) the complaint, 2) the evidence to be presented against him/her, 3) a list of witnesses and the nature of their testimony. The student shall be given the opportunity to speak in his/her

own defense, to present witnesses, to question any witnesses, and may have a support person present. The support person 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 shall be provided to the student within a reasonable time after the hearing. The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding the applicable appeals process if the student is found responsible for a violation. In cases involving suspension for 10 days or longer, students shall be informed of their right to request a contested case hearing under Minnesota State Statute 14.

Appeals: If a student found in violation of the Code of Conduct wishes to appeal the sanction, they must request in writing, within five (5) business days, to the Dean of Liberal Arts and Student Affairs, a formal appeal.

Grounds for Appeal: An appeal opportunity is afforded to students disciplined for an alleged violation of the Student Code of Conduct. The student must submit an appeal in writing within 5 business days to the Dean of Liberal Arts and Student Affairs. An appeal is not a rehearing of a case. An appeal must be based on an error in the disciplinary process that substantially impacted the outcome. An appeal hearing will be scheduled only if there is sufficient reason to believe that one or more of the grounds articulated in the student's appeal letter may have merit.

The following will be allowed as grounds for appeal:

1. New evidence not reasonably available at the time of the hearing.
2. Evidence of a procedural error in the student disciplinary process that *substantially* impacted the outcome.
3. Evidence that the sanction is excessively severe.

Grounds for appeal do not include the stress, expense and inconvenience of relocation, contract termination or suspension; the cost of educational sanctions, disruption to studies; separation from friends; lack of familiarity with rules; good character; or a personal commitment to behaving better in the future. Sanctions are intended to have significant impact in order to effectively deter students from engaging in future misconduct. A student who fails to appear for a conduct meeting may appeal but not on the grounds of "new evidence not reasonably available at the time of the hearing."

For cases involving expulsion or suspension of 10 days or longer, an appeal hearing is a student right if an appeal letter identifying permitted grounds is submitted by the deadline noted in the hearing outcome letter.

Possible appeal outcomes include: 1) upholding the previous decision; 2) changing or decreasing the sanction; 3) changing or increasing the sanction; 4) referring the case back for a new hearing.

Off Campus Conduct: The College reserves the right to hold students accountable for a violation of the behavioral proscriptions contained in the Code of Conduct committed off campus when:

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

Summary Suspensions: In certain circumstances, the administration may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the 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. Before implementing the summary suspension,

the accused student shall be given oral or written notice of the intention to impose the summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of suspension. However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension.
Notice of the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed 9 days. During the summary suspension, the student may not enter the campus or area of campus specified without obtaining prior permission from the administration.
Appeals: Students shall be provided an avenue of appeal within the college for any adverse outcome of a conduct proceeding. In cases involving sanctions of suspension for 10 days or longer, students shall be informed of their right to a contested case hearing under Minnesota law (Chapter 14, MSA).

Computer Lab Policies & Procedures

The student computer laboratories at HCC are used by students for course work and research. In order to provide students with equitable access to campus resources and to ensure the areas provided maintain an atmosphere suitable for academic work the following policies and procedures have been adopted and implemented.
Enforcement of Policies and Procedures: The Lab Assistant with the assistance of Workstudy personnel is primarily responsible for enforcing the Computer Lab Policies and Procedures. The Lab personnel are in charge of the computer lab and their instructions must be followed. Noncompliance with the policies and procedures will be grounds for revoking lab privileges and may result in referral for disciplinary action. The Workstudy will endeavor to provide basic help to students. Basic assistance covers basic computer operations such as locating applications, starting and exiting applications, printing and saving work, etc. Troubleshooting software and hardware problems is the responsibility of the HCC IT staff.
ID Access Required: The computer labs are open to HCC students, faculty and staff only. Anyone who is a student of HCC will be required to surrender his/her Student ID card to the Lab personnel while using the computer labs during open lab hours. Anyone who does not have or refuses to provide a Student ID will not be allowed to use the lab. The Lab personnel will collect Student IDs from students upon entering the lab. If the Lab personnel are not on duty, they are required to collect ID's upon returning. If the Lab personnel leave the lab they will return the ID's back to their owners.
Rules of Conduct: Participating in behavior or activities that disturb others or disrupt the operations of the lab is not permitted. This includes, but is not limited to: loud music, talking, or using computer labs for socializing. Other rules of conduct include:

- Respect other students, faculty and staff when working in the lab.
- Disruptive behavior, such as shouting or cursing will not be tolerated.
- Conduct conversations with others in a quiet manner. Disruptive students will be asked to leave.
- Audio CDs or applications with audio output may only be used with headphones.
- All cell phones are to be turned off or set to silent while in the lab. If receiving a phone call, exit the lab and carry on conversation somewhere outside the lab.

Activities Prohibited in the Computer Labs: Prohibited activities include but are not limited to:

- Eating, drinking or use of tobacco products.
- Accessing pornography, profane or other obscene material
- Playing music and accessing other forms of entertainment that is disruptive
- Printing files that are larger than 5 pages not related to classroom assignments
- Unauthorized copying of licensed software from the lab hard disks or file servers is a violation of Federal copyright laws. Software license agreements and copyright laws will be strictly enforced in the college computer labs.

- Data files created in the lab should be saved directly on a jump drive or network drive. Any files saved to computer hard drives will be deleted.
- Changing hardware and software configurations in the computer labs is prohibited. This includes modifications of the settings, configurations of printers and modification of system software. Violators of this policy will be referred to the proper authority for appropriate action, which may include the loss of computer privileges.

Activities which may violate State or Federal law:

- Accessing someone else's account, directory, private files, or e-mail without permission from the owner.
- Misrepresenting one's own identity in electronic communication.
- Violating copyright and/or software agreements.
- Using computing resources to threaten or harass others.
- Violating lab and systems policies, procedures, and protocol.

Violations of the preceding rules and regulations will result in disciplinary action. Disciplinary action will include but is not limited to verbal warning, being asked to leave the computer lab, notification to the proper authorities for appropriate action

Acceptable Use Policy: Hibbing Community College (HCC, "we," "the College," "our") provides numerous information technology resources for use by HCC to support its educational mission. The use of these resources must be consistent with the goals of the College. Members of the HCC community are expected to act responsibly and to follow the College's guidelines, policies and procedures in utilizing information technology and electronic networks accessed by such technology. The College's acceptable use policy includes the following guidelines and applies to each HCC community member, including faculty, students, staff or other users:

• Respect the rights of others. 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 system information technology.

• Respect copyright and other intellectual-property rights. Copying of files or passwords belonging to others will be considered a violation of College policies, a violation of the law and may constitute fraud, plagiarism or theft. Software licensed by HCC must only be used in accordance with the applicable license. Modifying or damaging information without authorization (including but not limited to altering data, introducing viruses or simply damaging files) is unethical, a violation of College policies and may be a felony in Minnesota.

• Users must identify themselves clearly and accurately in electronic communication. Anonymous communications appear to dissociate users from responsibility for actions and are inappropriate. Concealing identity or misrepresentation of name or affiliation to mask or attempt to distance oneself from irresponsible or offensive behavior is a serious abuse and violation of College policies. Using identifiers of other individuals constitutes a violation of College policies and constitutes fraud.

• Abide by security restrictions on all systems and information. Distributing one's password or another person's password or access code available to others or otherwise attempting to evade, disable or "crack" password or other security provisions or assisting others in doing so threatens the work, privacy and well-being of many others and is a serious violation of College policies, grounds for immediate suspension of your access privileges and other disciplinary action.

• Use resources efficiently. Accept limitations or restrictions on computing resources, such as storage space, time limits, amount of resources consumed, when so instructed by the College. Such restrictions are designed to ensure fair access for all users.

• Recognize limitations to privacy in electronic communications. Users may have an expectation that the contents of what is written or created, stored and sent is seen only by those to whom intend or permission given; however, the security of electronic information on shared systems and networks is approximately that of paper documents in an unsealed envelope — generally respected, but breach able by someone determined to do so. Also note that, as part of their

responsibilities, technical managers or other persons may need to view the contents to diagnose or correct problems.

• Accept responsibility for one's work by learning appropriate uses of software to maintain the integrity of what is created. Keep archives and backup copies of important work. Learn and properly use the features for securing or sharing access to your information on any computers used.

Resources may be used for lawful and permitted purposes only. Use of resources for unlawful purposes or for uses not specifically permitted by the College, or assisting another in such use, is a serious violation of College policies and grounds for disciplinary action and other sanctions. The College extends College policies and procedures for use and access to information technology and systems outside the College accessed via College facilities. Network or computing providers outside the College may additionally impose their own conditions or appropriate use, for which users are responsible.

When necessary, in the College's discretion to maintain continued reasonable services to the rest of the community, or in cases of irresponsible use, units providing resources, such as Academic Computing, may suspend privileges and may disallow connection of computers (even personal ones) to the campus network or take or recommend other action necessary or appropriate. Users are expected to cooperate with investigations by resource managers or others at the College, either of technical problems or of possible unauthorized or irresponsible use as defined in these guidelines, in its other guidelines, policies or procedures, or as may otherwise be identified by the College from time to time; failure to do so may be grounds for suspension or loss of access privileges and other disciplinary action as indicated in the acceptable use policy, below in the on-line network services policy or as otherwise determined by the College. The Harassment Officer will investigate and document apparent or alleged violations of the Sexual Harassment and Sexual Violence policies as they apply to technology use. The Human Rights Officer will investigate and document all other apparent or alleged violations of this policy.

Online Network Use: HCC has computers capable of accessing the Internet, and other online computer networks (collectively, "on-line networks"). We encourage members of the College community to use on-line networks for educational purposes under the appropriate circumstances. However, in order to protect our rights and the rights of others and to lessen exposure to potential liability resulting from the nature and use of information a student or faculty member posts on or transmits through on-line networks, certain rules must be followed. Anyone who violates College policies including those set forth in the HCC Student Handbook, others adopted from time to time or applicable law, shall be subjected to sanctions, including without limitation, prohibiting connection to or use of any campus network, disallowance of the privilege to connect computers to the campus network, prohibiting use of any of our computers to access any on-line network, fines, restitution, probation, suspension, expulsion, termination of employment or other action (or any combination thereof).

Passwords: Users may be given passwords selected for accessing on-line networks. Users are responsible for maintaining all passwords in confidence and not to disclose or make available any to third parties without our prior written consent. Users will be held responsible and will be liable for any harm resulting from disclosing or allowing disclosure or improper use of a password.

An I.D. sign-in procedure is necessary in all open labs (labs not part of any particular class). You must present your student I.D. card to be held by the person in charge of the lab.

The person in charge will assign to you the use of a specific computer. When you are ready to leave, you must pick up your I.D. card.

Online Conduct: On-line networks shall be used only as permitted by the College, only in accordance with applicable College policies and only for lawful purposes. Any material which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable law or College policies. We reserve the right to restrict and/or interrupt communications through or by use of any of our computers or computer services, which we believe to be harmful to the College or to others using the applicable on-line network or a violation of

College policies or any third party's rights. More specifically and without limitation, the following conduct violates College policies and is not permitted:

- Users must comply with the laws of other jurisdictions, systems or networks when communicating electronically within those jurisdictions, systems or networks. Users are responsible for the content and any liability resulting from that use.
- Users must not engage in inappropriate use in harassment, threats to or defamation of others, stalking, and/or illegal harassment or discrimination.
- Transmitting through or posting on any on-line network sexually explicit images.
- Communication under a false name or designation or a name or designation you are not authorized to use, including instances in conjunction with representing that you are somehow acting on behalf of or under the auspices of HCC.
- Transmission of chain letters and pyramid schemes of any kind are prohibited. Certain chain letters and pyramid schemes are illegal. Letters or messages that offer a product or service based on our utilizing the structure of a chain letter are also of questionable legality.
- Use of any on-line network to send unsolicited advertising, promotional material or other forms of solicitation to others is prohibited, except as permitted by law and when not prohibited by College policies and in those areas that are designated for such a purpose, for example, a classified ad area.

Improper use of copyright or proprietary information: Users may, subject to College policies and authorization, upload to software files or otherwise distribute on online networks only information, software, photographs, videos, graphics, music, sounds and other material (collectively "content") not subject to any copyright, trademark, trade secrets or other proprietary rights of others, or content in which the author has given express written authorization for on-line distribution. Any copyrighted content submitted or used with the consent of the copyright owner should contain a phrase such as "Copyright owned by [name of owner]; used by permission." Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial part of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Use of Hibbing Community College name: Users may not under any circumstances, without the College's prior written consent, use the name "Hibbing Community College" in any form or use any symbol or logo or graphic used by or associated with Hibbing Community College alone or with the name "Hibbing Community College" or any name, symbol, logo, graphic confusingly similar to Hibbing Community College's name, symbols, logo or graphics as part of an e-mail address, a "home page" or a second or higher level domain name for any on-line network utilized, originated or registered with Internet or similar authority. Unauthorized use of the name "Hibbing Community College" or any symbol, logo, graphic used by or associated with the College or any confusingly similar thereto, is a violation of College policies and subject to sanction.

Directory Information

HCC designates the following as Directory Information: Student name, address, telephone number, email address, date and place of birth, full-time, part-time, grade level, major field of study,

participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photographs (stills or motion). Limited Directory Information will include a student's StarID. The College may disclose any of those items without prior written consent, unless notified in writing to the contrary. A Request to Withhold Directory Information is available at: http://www.hibbing.edu/assets/files/pdf/Forms/Student%20Forms/no_release_of_information.pdf

Discrimination/Harassment Investigation & Resolution

Contact: HCC's Designated 1B.1 Officer at 218-262-6759 or M-173
Policy found at: http://www.mnscu.edu/board/procedure/1b01p1.html

Procedure 1B1.1 Report/Complaint of Discrimination/ Harassment Investigation and Resolution

Part 1. Purpose and Applicability.

Subpart A. Purpose.

This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Subpart B. Applicability.

This procedure shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of Board Policy 1B.1, conduct must be considered sufficiently serious to deny or limit a student's or employee's ability to participate in or benefit from the services, activities, or privileges provided by Minnesota State Colleges and Universities.

Subpart C. Scope. This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

Part 2. Definitions. The following definitions in Board Policy 1B.1 also apply to this procedure:

Subpart A. Designated officer. Designated officer means an individual designated by the president or chancellor primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

Prior to serving as the designated officer, the individual must complete investigator training provided by the system office.

Subpart B. Decision maker. Decision maker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether Board policy 1B.1 has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings. Prior to serving as a decision maker for complaints under this procedure, administrators must complete decision maker training provided by the system office.

Subpart C. Retaliation. Retaliation is as defined in Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education policy.

Part 3. Consensual Relationships. Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to:

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person's supervision.
- A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.
- If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent event creates a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Reporting Incidents of Discrimination/ Harassment.

Subpart A. Reporting an Incident. Any individual who believes she or he has been or is being subjected to conduct, prohibited by Board Policy 1B.1, is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the system office, college, or university.

Subpart B. Duty to Report. Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 to the designated officer or in consultation with the designated officer may inquire into and resolve such matters.
Subpart C. Reports against a President. A report/complaint against a president of a college or university shall be filed with the system office. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or nonrenewal, and the president had no other substantial involvement in the matter.
Subpart D. Reports against System Office Employees or Board of Trustees. For reports/complaints that involve allegations against system office employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.
Subpart E. False Statements Prohibited. Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.
Subpart F. Withdrawn Complaints. If a complainant no longer desires to pursue a complaint, the system office, colleges, and universities reserve the right to investigate and take appropriate action.

Part 5. Right to Representation. In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.
Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law.
Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 6. Investigation and Resolution. The system office, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.
Subpart A. Personal Resolution. This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Board Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.
Subpart B. Information Privacy. Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.
Subpart C. Processing the Complaint. The designated officer must be contacted to initiate a report/complaint. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. **Jurisdiction**. The designated officer shall determine whether the report/complaint is one which should be processed through another system office, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.
2. **Conflicts.** The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the

designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.

3. **Information Provided to Complainant.** At the time the report/complaint is made, the designated officer shall: a) inform the complainant of the provisions of the Board Policy 1B.1 and this procedure; b.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant; c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and d.) inform the complainant of the provisions of Board policy 1B.1 prohibiting retaliation.
4. **Complaint Documentation.** The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the system office, college or university.
5. **Information provided to the Respondent.** At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:
   a.)provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
   b.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
   c.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
   d.) determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement;
   e.) and inform the respondent of the provisions of Board policy 1B.1 prohibiting retaliation.
6. **Investigatory Process.** The designated officer shall:
   a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
   b.)inform the witnesses and other involved individuals of the prohibition against retaliation;
   c.) create, gather and maintain investigative documentation as appropriate;

d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law;
e.) and handle all data in accordance with applicable federal and state privacy laws.

7. **Interim Actions.**
   a.) **Employee Reassignment or Administrative Leave.** Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
   b.) **Student Summary Suspension or other Action.** Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the

report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

8. **No Basis to Proceed.** At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1 the designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.
9. **Timely Completion.** Colleges, universities and the system office must provide resources sufficient to complete the investigative process and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. The designated officer shall notify the complainant and respondent if the written response is not expected to be issued within the 60 day period. The college, university or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.

Subpart D. Resolution. After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate system office, college or university personnel;
4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. system office, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. Upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

Subpart E. Decision Process. If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1.) **Designated Officer**. The designated officer shall: a.) prepare an investigation report and forward it to the decision maker for review and decision; b.) take additional investigative measures as requested by the decision maker; and c.) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.

2.) **Decision maker.** After receiving the investigation report prepared by the designated officer, the decision maker shall: a) determine whether additional steps should be taken prior to making the decision. Additional steps may include: 1.a request that the designated officer conduct further investigative measures;

2. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose

to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
3.a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.
b.) take other measures deemed necessary to determine whether a violation of Policy 1B.1 has been established; c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors; d.) determine the nature, scope and timing of disciplinary or corrective action and the process; determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;
e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated. f.) Conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate.

Part 7. System Office, College, or University Action. The system office, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board policy 1B1.1, as well as allegations of retaliation.
Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the system office, college or university. In accordance with state law, the system office, college or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

Part 8. Appeal.
Subpart A. Filing an Appeal. The complainant or the respondent may appeal the decision of the decision maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision maker.
Subpart B. Effect of Review. For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes §14.
Subpart C. Appeal Process. The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

Part 9. Education and training. The system office, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment,

such as educational seminars, peer-to-peer counseling, and operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board policy 1B.1 and this procedure. All colleges and universities and the system office shall promote awareness of Board policy 1B.1 and this procedure, and shall publicly identify the designated officer.

Part 10. Distribution of Board Policy 1B.1 and this Procedure. Information regarding Board Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the system office and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.
Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements.

Part 11. Maintenance of Report/Complaint Procedure Documentation. During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the system office, college or university in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

Drug Free Workplace Policy

The purpose of this policy is to set forth the college's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D), and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). Alcoholic beverages and other drugs are prohibited on campus or at any college function. Students using alcohol or drugs on campus are subject to disciplinary action.
NOTE: Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property.

E-Mail as Official Means of Communication

E-mail is an official method for communication at Hibbing Community College (HCC). HCC may send communications to students via e-mail. Students are responsible for the consequences of not reading in a timely fashion college-related communications sent to their official student e-mail account.
Assignment of e-mail: Information Technology Services (ITS) will assign all students an official HCC e-mail address. It is to this official address that HCC will send e-mail communications; this official address will be the address listed in the college's directory for that student. A student may have e-mail electronically redirected to another e-mail address. If a student wishes to have e-mail redirected from his or her official address to another e-mail address (e.g., @aol.com,

@hotmail.com, or an address on a departmental server), they may do so, but at his or her own risk. Having e-mail redirected does not absolve a student from the responsibilities associated with communication sent to his or her official e-mail address.

Expectations regarding student use of email: Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with HCC communications. The campus recommends checking e-mail once a week at a minimum; in recognition that certain communications may be time-critical. Faculty may determine how e-mail will be used in their classes. It is highly recommended that if faculty has e-mail requirements and expectations they specify these requirements in their course syllabus. Faculty may expect students' official e-mail addresses are being accessed and faculty may use e-mail for their courses accordingly.

Appropriate use of student email: In general, e-mail is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security. Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of e-mail, including use for sensitive or confidential information, will be consistent with FERPA. E-mail shall not be the sole method for notification of any legal action.

If students do not have access to e-mail or are unable to comply with this policy, please make written request to: Dean of Liberal Arts and Student Affairs, 1515 East 25th Street, Hibbing, MN 55746

Phone: 218-262-7200

E-Mail: lisabestul@hibbing.edu

Equity in Athletics Disclosure Act

The purpose of this information is to disclose athletic participation rates and financial data related to athletics. The report is available at: http://ope.ed.gov/athletics/

Family Education Rights & Privacy Act (FERPA)

The purpose of the Family Rights and Privacy Act is to afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records corrected, and the right to have some control over the disclosure of information from the records. To review the complete federal policy, go to: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Grade Appeal Policy (response to MNSCU policy 3.8)

Hibbing Community College recognizes the long-standing and widely accepted practice that the individual classroom instructor is the final authority in evaluating student performance in his/her courses.

It follows that this right brings with it a responsibility to provide students with a clearly stated course grading policy, and be fair and consistent in applying this policy. This also means the student has a right to receive from an instructor an explanation of any grade received.

Students have the right to submit a formal grade appeal when they believe their final course grade has been awarded under one or more of the following conditions:

> ***Error:*** the final class grade reflected a mistake in fact (calculation error, omission, etc.) or the instructor applied grading standards different from those listed in the course syllabus.
>
> ***Arbitrariness:*** the final class grade represented such a substantial departure from accepted academic norms that the instructor's peers deem the instructor's discretion unacceptable.
>
> ***Prejudice:*** the final class grade awarded was motivated by discriminatory actions directed at the student.

The student bears the burden of proving sufficient evidence existed, which warrants a grade change. The grade appeal procedure will meet the criteria of due process for both the student and the faculty member.

Grade Appeals Procedure
After a student has informally attempted to resolve the grading issue with the instructor, a student may appeal a final course grade by following these steps in order.

- The student must submit a written petition to the instructor of the course within 30 calendar days of the final day of the semester in which the grade was awarded. This petition should contain the nature of the problem, relevant information that supports the appeal, and the remedy sought. The student should retain a copy of the appeal for her/his file. While the student and instructor may meet to discuss the situation, the instructor will respond in writing to the student within two weeks (10 instructional days) of the decision reached. If the student is not satisfied with the outcome, she/he may proceed to step two.
- The student must submit a copy of the written petition to the Dean of Liberal Arts and Student Affairs. The instructor will also be contacted by the Dean to submit a written statement concerning her/his position. The Dean will convene a meeting of the College Grade Appeals committee. Within two weeks (10 instructional days) of receiving the appeal, the Dean will respond to the student and faculty in writing of the decision reached. If the student is not satisfied with the outcome, she/he may proceed to step three.
- The student can make a final appeal to the college Provost. If the student chooses to take this step, she/he should contact the Dean of Liberal Arts and Student Affairs who will arrange a meeting between the Provost and the student.

Faculty Right to Appeal
The instructor of the class may make written appeal to the Provost (if not satisfied with the outcome at step 2) or to the NHED President (if not satisfied with the outcome at step 3).

Grade Appeals Committee
The appeals committee will consist of a subgroup of three Academic Affairs Standards Council (AASC) faculty members chosen by and including the AASC chair. The AASC chair will also serve as the chair of the appeals committee. Two current students will serve on the committee chosen by the AASC Chair or designee. The Dean of Liberal Arts and Student Affairs will serve in a non-voting, advisory capacity on the appeals committee.

Immunization Requirements
State law requires that if you were born after 1956, you must provide proof of immunization for diphtheria, measles, mumps, rubella and tetanus. This should be submitted during the admission or registration process. See HCC application for certain specified exemptions from requirements.

Instructor Absences

If an instructor is unable to be present for a scheduled class, efforts will be made to inform students in advance. If no announcement is made, students are required to remain for ten minutes after the class is scheduled to begin unless a longer delay has been specifically announced. Course cancellations are available on the HCC website.

Insurance

Health insurance is available to students at discounted rates. Additional information is available in Student Services.

Nondiscrimination Policy

Contact: HCC's Designated 1B.1 at 218-262-6759 or M-173
Policy found at: http://www.mnscu.edu/board/policy/1b01.html

1B.1 Equal Opportunity and Nondiscrimination in Employment and Education

Part. 1 Policy Statement

Subpart A. Equal Opportunity for Students and Employees. Minnesota State Colleges and Universities has an enduring commitment to enhancing Minnesota's quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees.

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

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

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

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

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

Part 2. Definitions.

Subpart A. Consensual Relationship. A sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to Board Policy 4.10, Nepotism.

Subpart B. Discrimination. Discrimination means conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or

benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

Subpart C. Discriminatory Harassment. Verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State Colleges and Universities has further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

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

Subpart D. Employee. Minnesota State Colleges and Universities personnel include all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

Subpart E. Protected Class. For purposes of this policy:

1. Protected class includes race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, membership or activity in a local human rights commission is a protected class in employment.
2. This policy prohibits use of protected class status as a factor in decisions affecting education and employment where prohibited by federal of state law.

Subpart F. Retaliation. Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she:

a) made a complaint under this policy;
b) assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated;
c) associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation or national origin; or
d) Made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or stated nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.

Subpart G. Sexual Harassment and Violence as Sexual Abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse. Board Policy 1B.3 Sexual Violence addresses sexual violence.

Subpart H. Student. For purposes of this policy, the term “student” includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university;

2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university;
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are living in a college or university residence hall although not enrolled in, or employed by, the institution.

Part 3. Consensual Relationships. An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Retaliation. Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

Part 5. Policies and Procedures. The chancellor shall establish procedures to implement this policy. The equal opportunity and nondiscrimination in employment and education policy and procedures of colleges and universities shall comply with Board Policy 1B.1 and Procedure 1B.1.1.

HCC is committed to providing access and does not discriminate against qualified students or employees with disabilities. For more information contact the Director of Disabilities Services, in the Academic Center (Office #M-166), or call 218-262-6712.

HCC appreciates our rich and diverse academic community and promotes an atmosphere of inclusiveness and respect. Harassment and discrimination will not be tolerated. For more information or to report suspected harassment or discrimination, contact the designated harassment officer, at 218-262-6759 or the Dean of Liberal Arts and Student Affairs at 218-262-7200.

1B.1.2 Preferred Name

System Procedures
Chapter 1B - Equal Education and Employment Opportunity
Board Policy found at: http://www.mnscu.edu/board/procedure/1b01p2.html

Part 1. Purpose.

Minnesota State Colleges and Universities recognizes and supports the members of its community who wish to use preferred names where legally permissible. This procedure outlines a process by which individuals in the system may designate a preferred name to be used in the course of system business and education.

Part 2. Definitions.

Preferred Name: A preferred name is a name that a person has chosen to identify themselves within the MnSCU system that is different, in whole or in part, from their legal name.

Part 3. College, University, of System Office Action

Each college, university, and the system office shall adopt, maintain, and disseminate a procedure for individual employees, students, and alumni, where applicable, to choose a preferred name that will be used for identification within the system except where a legal name is required by system business or legal needs, or where technical constraints exist. Where a preferred name is used, the legal name should not be displayed in the same field.

Requests for use of a preferred name must be submitted in writing to the designated campus or system official; identification may be requested for security purposes. Campus registrars shall be

responsible for handling preferred name requests from students and alumni; human resources offices shall be responsible for handling preferred name requests from employees.

Part 4. Designating a Preferred Name

An individual shall generally be permitted to designate any preferred name, including first, middle and/or last name. Minnesota State Colleges and Universities reserves the right to deny an inappropriate preferred name including, but not limited to, those that: avoid legal obligations, misrepresent, or violate other system policies, etc. Preferred names may not be used for commercial or promotional purposes and thus may not be a company name, group name, or message.

Colleges, universities, and the system office shall use preferred names for e-mail address, online directory, class rosters, and other functions where technically and legally possible.

Legal names shall be used by default in all cases except where specifically identified in the preferred name list. This list shall be periodically reviewed and updated as necessary to achieve the overall goal of this Procedure, which is to provide for the use of "preferred names where legally permissible."

Part 5. Implementation

The system office information technology division will be responsible for implementing the use of preferred names within IRRS. Each college and university is responsible for implementing the display of preferred names in their local applications. Implementation of preferred names shall be phased in over time as technical resources are available.

Each college, university, and the system office shall be responsible for disseminating information about this procedure to its community members. Information about this procedure shall be included in new student and employee orientation.

The system office shall develop template forms for use by individuals who wish to request a preferred name.

Off-Campus Conduct

The College reserves the right to hold students accountable for a violation of the behavioral proscriptions contained in the Code of Conduct committed off campus when:

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

Personal Property

HCC is not responsible for the security of personal property. Lost or stolen property costs are a student's responsibility. Personal property may be insured through homeowners or renters insurance. Consult an insurance agent for information.

Property Rights

Term papers, essays, projects, works of art, and similar property 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.

Release of Information

Students must sign an authorization form every time Non-Directory information is released to a third party. **Education records are protected under the provisions of the Family Rights of Privacy Act.** To review the complete federal policy, go to: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Safety Requirements

HCC follows the following safety guidelines. Specific programs, courses, and students involved with work study may require additional safety precautions and personal protective equipment.

Eyewear: Every student shall wear industrial quality eye protective devices when participating in, observing or performing any function in connection with any courses or activities taking place in eye protection required areas. Eye protection areas shall include, but are not to be limited to shops, science or other college laboratories, or other areas where activities are taking place and materials are being used involving hot molten metals; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials; gas or electric arc welding; repair or servicing of any vehicle or mechanical equipment; any other activity or operation involving work in any area that is potentially hazardous to the eye.

To comply, HCC requires students to purchase and wear industrial quality safety glasses with side-shields that meet the ANSI standard.

Footwear: No one is allowed in the college barefoot. ANSI requires students in certain programs wear leather boots or safety footwear in shops, labs, or other areas where foot injuries could occur.

Dress: It is necessary to prevent accidents and promote good health. Students must be groomed and dressed in a manner that does not increase the chances of an accident or impairment of health in any program area.

Sexual Violence Policy

Policy found at: http://www.mnscu.edu/board/policy/1b03.html

Procedures at: http://www.mnscu.edu/board/procedure/1b03p1.html

1B.3 Sexual Violence Policy

Part 1. Policy Statement. Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State Colleges and Universities is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State Colleges and Universities provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

Subpart A. Application of Policy to Students, Employees, and Others: This policy applies to all Minnesota State Colleges and Universities students and employees and to others, as appropriate, where incidents of sexual violence on system property have been reported. Reports of sexual violence committed by a student at a location other than on system property are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Reports of sexual violence committed by a system employee at a location other than system property are covered by this policy.

Reports of sexual violence committed on system property by individual who are not students or employees are subject to appropriate actions by Minnesota State Colleges and Universities, including, but not limited to, pursuing criminal or civil action against them.

Subpart B. College and University Policies. Each Minnesota State Colleges and Universities college and university shall adopt a clear, understandable written policy on sexual violence that applies to its campus community, including, but not limited to, its students and employees. The policy content and implementation shall be consistent with the standards in this Policy and Procedure 1B.3.1.

Part 2. Definitions. The following definitions apply to this Policy and Procedure 1B.3.1.

Subpart A. Sexual Violence. Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, as well as aiding acts of sexual violence.
Subpart B. Sexual Assault. Sexual assault means an actual, attempted, or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State Colleges and Universities student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Subpart C. Dating and Relationship Violence. Dating and relationship violence includes physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota state law.
Subpart D. Stalking. Stalking is conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for her or his safety or the safety of others or to suffer substantial emotional distress.
Subpart E. Consent. Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.
Subpart F. Non-forcible sex acts. Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.
Subpart G. System property. "System property" means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities, its Board of Trustees, system office, colleges and universities.
Subpart H. Employee. "Employee" means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and system office, including student workers.
Subpart I. Student. The term "student" includes all persons who:

1. Are enrolled in one or more courses, either credit or noncredit, through a college or university;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code:
3. Are not officially enrolled for a particular term but who have continuing relationship with the college or university; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not college or university employees and are not enrolled in the institution by live in a college or university residence hall.

1B.3 Sexual Violence Procedure

Procedure 1B.3.1 Sexual Violence Procedure

Part 1. Purpose. This procedure implements Board Policy 1B.3 that prohibits sexual violence. This procedure provides a process through which individuals alleging sexual violence may pursue a complaint.

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

Part 2. Definitions.

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

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

Part 3. Reporting Incidents of Sexual Violence.

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

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

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

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

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

Part 4. Confidentiality of Reporting.

Subpart A. Confidential reports. Because of laws concerning government data contained in Minnesota Statutes Chapter §13, the Minnesota Government Data Practices Act, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or health care professionals.

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

Subpart C. Required reports. Any campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence shall follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to other school officials, as appropriate, such as the campus affirmative action office, the campus office responsible for administering the student conduct code, and/ or the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures. Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

Part 5. Policy Notices.

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

Subpart B. Distribution of policy to employees. Colleges, universities and the system office shall make available to all employees a copy of its sexual violence policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet Web site, provided all employees are directly notified of the exact address of the policy and procedure and that they may receive a paper copy upon request.

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

1. **Notice of complainant options.** Following a report of sexual violence the complainant must be promptly notified of:

   a. Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.

   b. Where and how to report incidents of sexual violence to local law enforcement officials, and/ or appropriate college, university, or system contacts for employees, students and others. Such contacts should be identified by name, location and phone number for 24-hour availability, as applicable.

   c. Resources for where and how complainants may obtain on or off campus counseling, mental health or other support services.

2. **Notice of complainant rights.** Complainants must be notified of the following:

   a. Their right to file criminal charges with local law enforcement officials in sexual assault cases;

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

Part 6. Investigation and Disciplinary Procedures.

Subpart A. Immediate Action. A college or university may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated Board Policy 1B.3, in accordance with the procedures in System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.
A college or university may summarily suspend or take other temporary measures against a student alleged to have committed a violation of Board Policy 1B.3, in accordance with System Procedure 1B.1.1 or Board Policy 3.6.
Subpart B. General principles. Colleges, universities and system office shall use system procedure 1B.1.1. Report/ Complaint of Discrimination/ Harassment Investigations and Resolution when investigating complaints of sexual violence. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization.
College and university investigation and disciplinary procedures concerning allegations of sexual violence against employees or students must:

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

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

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

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

Subpart D. Memorandum of understanding with local law enforcement

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

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

Subpart F. Withdrawn Complaint. If a complainant no longer desires to pursue a complaint through the colleges or university's proceeding, the college or university reserves the right to investigate and resolve the complaint as it deems appropriate.

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

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

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

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

Part 7 Sexual Violence Prevention and Education.

Subpart A. Campus-wide Training. Colleges, universities, and the system office shall:

1. Include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents.
2. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided this training.

3. Emphasize in their educational programs the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

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

Subpart C. Training for individuals charged with decision making authority. Prior to serving as either an investigator or decision maker for complaints under this procedure, administrators shall complete investigator or decision maker training provided by the system office. Investigators/ decision makers, campus security officers, and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Part 8. Maintenance of Report/Complaint Procedure Documentation.

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

Information on reports of incidents of sexual violence that are made to Campus Security Authorities must be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 USC §1092 (f). Such information will be used to report campus crime statistics on college and university campuses as required by the Act. Minnesota State Colleges and Universities shall annually report statistics on sexual assaults to the Minnesota Office of Higher Education. Additionally, the report must be published on each college and university website in accordance with state law.

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

For questions about sexual violence, please see a Counselor for assistance. Please call 218-262-6786 or 218-262-6752, visit Student Services, Building M, or contact Dave Olds, Harassment Officer: Hibbing Community College, 1515 East 25th Street, Hibbing, MN 55746, 800-224-4422 or 218-262-6759 or e-mail davidolds@hibbing.edu

Student Complaints, Grievances, & Petitions

A student has the right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. HCC has established procedures for handling complaints and grievances. These procedures shall not substitute for other grievance procedures specific in MnSCU policy or negotiated agreements. Students should use available means to have decisions reconsidered before filing a complaint or grievance. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. These procedures shall also comply with data privacy rights. Academically related issues including grading will be referred to the Dean of Liberal Arts and Student Affairs. If the issue is not resolved, it may be referred to the Provost or Academic Affairs Standards Council (AASC).

Definitions: The following are applicable definitions:

Appeal: A request for reconsideration of a grievance application of a policy or procedure.

Complaint: An oral claim by a student alleging improper, unfair, arbitrary, or discriminatory treatment.

Grievance: A written claim raised by a student alleging improper, unfair, arbitrary or discriminatory action by an employee involving the application of a specific provision of HCC's rule/regulation or a board policy or procedure.
Retaliation: Retribution of any kind taken against a student for participating in a complaint or grievance.
Student: An individual student, a group of students, or student government.
Notification and Publication: HCC shall inform students of the established complaints and grievances procedures. These procedures will be made available to all students at www.hibbing.edu. The objective of the procedure is to resolve problems as quickly and efficiently as possible at the level closest to the student so the student's educational progress can continue. Nothing within this process precludes a student from seeking legal counsel at any step. The student(s) with a complaint may either go to an instructor, advisor, minority advisor, harassment officer or counselors. Staff members attempt to work with the student and any other persons who are involved to resolve the problem within five (5) school days. If the complaint is not answered satisfactorily, the student may file a grievance using the following procedure.
Grievance Procedure and Time Lines: The grievance process will be coordinated by the Dean of Liberal Arts and Student Affairs. If the grievance is against the Dean of Liberal Arts and Student Affairs, the Provost will take the role of coordinator.

- The student requests a hearing from the grievance coordinator. Grievance Forms are obtained from Student Services.
- Return the competed form to the office of the Dean of Liberal Arts and Student Affairs. The Dean of Liberal Arts and Student Affairs has seven (7) school days in which to respond to the grievance.
- The student with the grievance and the person (or office) against whom the grievance is presented shall each choose a committee representative from the following list: Student Senate Officers, Administrative Staff, Instructors/Student Services, or Support Staff. The third, fourth and fifth persons on the grievance committee shall be chosen by lot.
- The initial committee meeting will be held as soon as calendars of committee members can be coordinated, but not more than 15 school days after the hearing was requested in writing. The student with a grievance may ask any HCC student or faculty member to accompany them to the meeting. The grievance committee may call on persons for pertinent testimony. The grievance coordinator shall attend all meetings, and four members of the committee shall constitute a quorum.
- The decision must be made in writing within five (5) school days after the conclusion of the meetings.
- Should the Dean of Liberal Arts and Student Affairs determine that the Committee's decision is not in the best interest of HCC or the student, and that a dangerous precedent is being set, it will be the Dean of Liberal Arts and Student Affairs duty to reverse the committee's decision within ten (10) school days. Unless the Dean of Liberal Arts and Student Affairs reverses the committee's decision, it will stand as final. Appeals can be made to the College Provost. If the grievance involves a board policy or the actions of a college provost, a student may further appeal the college decision through the chancellor to the board. The decision of the board is final and binding.

Student Academic Petitions: Students wishing to waive a college rule or regulation for unusual or unforeseen circumstances should complete a Student Petition form. Student Petitions include, but are not limited to readmission after suspension, adding or dropping a class after the deadline, requests for financial aid exceptions and requests for academic related holds. Forms are available in Student Services or at www.hibbing.edu, and submitted to the Registration Desk.

Student Right to Know

The purpose of this information is to disclose annual student completion and graduation rates. This report is available at http://nces.ed.gov/collegenavigator/

Tobacco Regulations & Policy

Tobacco use is prohibited in all Hibbing Community College (HCC) facilities and vehicles. For purposes of this policy, "tobacco use" is defined as the personal use of any tobacco products whether intended to be lit or not. Tobacco products include such items as cigarettes, cigars, pipes, electronic cigarettes (or other simulated smoking devices), and smokeless tobacco (snuff, chewing tobacco, smokeless pouches, loose-leaf, and other smokeless tobacco products). Tobacco use at HCC is allowed outside only in the designated smoking areas situated on the campus grounds.

Violators of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Definitions:

"**Smoking**" is defined as inhaling, exhaling, burning, or carrying any lighted for heated cigar, cigarette, pipe, or any other lighted of heated tobacco or other product intended for inhalation, in any manner or any form, or the use of any oral device for the purpose of circumventing the prohibition of smoking in the policy.

"**E-Cigarette**" means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances for inhalation. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor, but does not include any product specifically approved by the U.S. Food and Drug Administration for use in medical treatment, such as an asthma inhaler.

Unplanned Campus Closing

The decision to close or delay opening of the College is made by the Provost or the Provost's designees. The Provost or the Provost's designee shall inform employees of the emergency at the time of closing through the appropriate supervisory channels. The determination to close or delay opening will be made as early as possible. Employees and students will be notified through Star Alert, HCC website and announcements on radio and television: KBJR Channel 6, WDIO/WIRT Channel 10/13; WTBX (93.9 FM), USA (99.9 FM), WMFG (1240 AM). To receive text message or e-mail alerts please register for Star Alert at https://hibbing.bbcportal.com/

Unresolved Questions or Grievances

Discrimination complaints, or grievances not addressed or processed by means of this policy, may be referred to: Commissioner of Human Rights, MN Department of Human Rights, 500 Bremer Tower, 7th Place and Minnesota Street, St. Paul, MN 55101, 1-800-657-3704.
Questions about sexual harassment and sexual violence can be directed to:
Office of the Attorney General
102 State Capitol; St. Paul, MN 55155-1002
612-297-4193 or 1-800-657-3787
Sexual Assault Program of Northern St. Louis County
505 12th Avenue West; Virginia, MN 55792
218-749-4725 or 1-800-300-3102

Video and Audio Recordings of Classroom Lectures

Purpose

To improve student learning and the retention of students.

Application

This policy applies to all faculty members who voluntarily agree to record their classroom lectures at Hibbing Community College and students accessing or participating in the recorded classroom lectures.

Background

This policy manages recorded classroom lectures in the same manner as course materials developed by faculty members. Pursuant to Board Policy 3.26 Intellectual Property, faculty members typically own their scholarly work which includes the course materials they develop. This policy also seeks to preserve a balance of intellectual property and privacy rights of the faculty member, the privacy rights of the students present in the classroom and the educational goals of Hibbing Community College.

Definitions

Classroom Lecture: Class room lectures are lectures provided by a faculty member in his or her role as an instructor in a classroom or classroom setting as part of a course with enrolled students.

Public Lecture: Public lectures are typically open to the public and a speaker presents in his or her professional role as a scholar or expert, rather than as an instructor as part of a course.

Student Participation: Students will be deemed "participating" in a classroom lecture if their image or voice is captured in the recording.

Policy

Recording Classroom Lectures

Faculty members may voluntarily make audio or video recordings of classroom lectures for instructional purposes related to their courses at Hibbing Community College. Students are not permitted to record classroom lectures using personal recording devices (e.g. Ipod, video/camera phone, digital recorder, etc.) unless permission is obtained from the faculty member and there are no objections from any of the students present in the class. Permission to record a classroom lecture that a faculty member grants to a student is limited to the student's own personal use to achieve the educational goals of the course.

If a student receives permission from a faculty member to record a lecture using equipment not provided by Hibbing Community College and there are no objections from the students in the class; downloading such a recording to a computer or other electronic device, distributing the recording or derivative work of the recording to any other person, or using the recording for any purpose other than the student's own personal education is prohibited unless written permission is obtained from the faculty member and the students participating in the recording. Unauthorized downloading, file sharing or distribution of all or any portion of a recorded classroom lecture may be deemed a violation of the Student Code of Conduct and other applicable policies and laws.

Students may record a classroom lecture as part of an accommodation under the Americans with Disabilities Act. Permission should be coordinated among Hibbing Community College, the faculty member and student.

Use of the Video or Audio Recording

A recorded classroom lecture may not be used for any purpose except to meet the educational objectives of that particular class.

A faculty member's audio and video recording of his/her lecture that includes student participation may only be used by Hibbing Community College students for their personal educational benefit. The faculty member shall control how the recorded lecture is used at Hibbing Community College. For example, what classes may use it, the retention period, other faculty who can access it, etc.

Audio and video recordings of faculty lectures that DO NOT include student participation may be used by the faculty member in the same manner as other course materials owned by the faculty member. The faculty member has the freedom to control their recorded lecture, to delete it after the semester or preserve it for use in future semesters. Recorded lectures will be automatically deleted if a faculty member leaves Hibbing Community College unless the faculty member provides written permission for the continued non-profit educational use of the recorded lecture to Hibbing Community College.

Additional Uses
Use of a recorded lecture that INCLUDES student participation may not be used, shown or distributed to any other individual or group without the express written permission of the faculty member, every student recognizable in the audio/video recording and Hibbing Community College. All requests for use of a recorded lecture involving only the faculty member shall be handled by the faculty member.

Procedure
Permission and Consent
Faculty lectures may only be recorded after obtaining the permission of the faculty member and the consent of the students (if present). Student consent shall be implied when a student enrolls in a course in which the course description publicizes that recording of course lectures may occur during the class. Faculty members should also provide notice in their syllabi that their classroom lectures may be recorded and discuss this issue on the first day of class. Absent proper notice to students of recording classroom lectures, students shall sign a Hibbing Community College consent form allowing their voice and images to be recorded and the recorded lecture to be used only for non-profit educational purposes at Hibbing Community College.
Content Used in Recorded Lecture
All content used in a recorded lecture shall be free of copyright infringement. Faculty members shall clear the copyright of any materials planned for use in their lectures prior to recording the lecture. See System Procedure 3.27.1 Copyright Clearance.
Use of Audio/Video Recording Equipment and Technology
Use of any recording equipment and technology owned, leased or licensed by Hibbing Community College shall be for the non-profit educational purposes of students enrolled at Hibbing Community College. Any other proposed use of this equipment requires written permission from a person with signatory authority at Hibbing Community College.
Student Viewing and Listening To A Recorded Lecture
Students who receive or are provided access to a recorded lecture are prohibited from downloading the recorded lecture to a computer or other electronic device, circumventing technology controls, or distributing the recorded lecture or any portion thereof to anyone.

Cross Reference
Board Policy 3.26 Intellectual Property
Board Policy 3.6 Student Conduct
Board Policy 5.22 Acceptable Use of Computers and Information Technology Resources
System Procedure 3.27.1 Copyright Clearance
System Procedure 3.6.1 Student Conduct
System Procedure 5.22.1 Acceptable Use of Computers and Information Technology Resources

ADDITIONAL INFORMATION

Community Resources

The following community resources are available to assist students:

Chemical Abuse Information and Referral	888-762-3750
Fairview University Medical Center-Mesabi	218-262-3441
Eating Disorders Awareness & Prevention	800-931-2237
Housing and Redevelopment Authority	218-263-3661
Legal Aid Services	218-749-0762
Range Mental Health Centers	218-263-9237
Sexual Assault Program	800-300-3102
St. Louis County Social Services	218-262-6000
Suicide/Crisis Hotline	800-273-8255

Drug & Alcohol Abuse and Prevention Information

HCC is concerned about students' and employees' health, ability to learn, and ability to gain skills that will lead to productive lives.

Possession, Use, Distribution: HCC prohibits students and employees from possessing, using, and/or distributing illegal drugs and the illegal use of alcohol on the College grounds, in school vehicles and at all College sponsored activities. HCC cooperates with local, state, and federal law enforcement agencies to arrest and prosecute students or other people involved with the possession, use and distribution of illegal drugs and/or illegal use of alcohol.

NOTE: Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property.

Expulsion and Loss of Financial Aid: In addition to legal prosecution, students who violate HCC's rules prohibiting the possession, use and distribution of illegal drugs and illegal use of alcohol will be held responsible for their actions. These students may receive disciplinary actions which could include expulsion and loss of financial aid.

Promote Health: HCC cares about the health and well-being of students and employees. A variety of counseling, support and referral services, including chemical abuse counseling or referrals, is offered to students to maximize each student's efforts to study and learn. In addition to on-campus counseling, HCC cooperates with other community agencies.

HCC recognizes the many severe health and psychological risks associated with the use of illegal drugs and abuse of alcohol. These risks have been outlined by many health care agencies including the Office of the Surgeon General. In addition to these risks, the use of illegal drugs and abuse of alcohol contributes to a negative environment which does not promote the pursuit of an education. We will continue to implement services and policies that will ensure a drug-free environment for students and employees.

Facts Associated with the Use and Abuse of Drugs and/or Alcohol: It is impossible to list all the effects of drugs and alcohol. The worst victims are often families and children. The use and abuse of these substances can break families, destroy careers, and limit educational opportunities for a better life. Our desire is for all members of the HCC community to act responsibly. The following facts are associated with the use and abuse of drugs and alcohol:

- Alcohol is the most abused drug in the United States currently.
- Alcohol is a drug that acts on the brain. It is potentially addicting, both physically and mentally.

- Alcohol abuse is drinking which harms or endangers the drinker and/or other people.
- Alcoholism is a disease characterized by a physical and mental dependence on alcohol. About one in ten drinkers become alcoholic.
- Alcohol consumed in heavy amounts over a period of years can result in damage to health. It can cause malnutrition; brain damage; cancer of the mouth, stomach and esophagus; heart disease; liver damage; ulcers and gastritis, as well as damage to other body organs.
- Prolonged excessive drinking can shorten the life span by 10-12 years.
- Drug abuse is a major problem that results when drugs are used improperly.
- Drug abuse is using natural or synthetic chemical substances for non-medical reasons to affect the body, mind, or behavior.
- Abusing drugs can be dangerous, especially when they are taken for a long time or they are used in the wrong combination or excess.
- Taking drugs involves a risk of overdose and dependence, both physical and psychological.
- Long-term drug abuse can lead to mental illness, malnutrition, and organ damage.
- The risk of HIV, hepatitis, and other diseases increases if drugs are injected.
- Drugs cause individuals to lose control. These individuals may do things beyond their abilities and may take foolish risks. Accidents and injuries to users and others can result.
- The 1998 Higher Education Reauthorization Act has a provision which denies financial aid to students who are convicted of a drug offense. See the Financial Aid Officer for more details.
- Individuals who use drugs often need help. Breaking a drug habit without outside help can be both dangerous and difficult because of withdrawal symptoms and psychological need.

Alcohol and Drug Resources: The following is a limited number of suggested resources students may use to seek assistance with problems dealing with drugs and alcohol.

- Student's physician
- HCC Counselor 262-6752 or 262-6786
- Alcohol Detox/Range Treatment Center 1-800-450-7926
- Drug Abuse Hotline 1-800-662-4357

Freedom of Association

Students shall be free to organize and join college organizations to promote their common and lawful interests, subject to HCC policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate HCC regulations.

Freedom of Expression

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

Freedom to Learn

In addition to the basic Constitutional rights enjoyed by all citizens, students at HCC 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.

Student Involvement in Decision Making

HCC and the MnSCU System value student participation and involvement. Student representatives are a part of decision making on the Board of Trustees, at the system level and on campuses. Some issues require on-going student participation, and other issues require student review or consultation.

Participation: Student participation means students are invited to serve as members of appropriate system, college or university committees through the entire process of the work group. (Ex: search committees for certain employees, policy development committees, strategic planning committees, etc.

Review and Consultation: To provide a mechanism for student review and consultation, college and university administrators meet regularly with student representatives appointed by the campus student associations. At the system level, the Chancellor meets regularly with the statewide student association leadership. The purpose of these meetings is to provide information and to exchange views and concerns among administrators and students.

Review: A review is an information report by the administration and includes an opportunity for students to ask questions on the information presented. The review process is used to inform the student association of an issue of potential concern to the students. Prior to the meeting, the student association is notified of the agenda items (Ex: the review of a campus bonding request that is being formulated.)

Consultation: Consultation means the administration seeks an opinion from the campus student association and considers that information in the decision making process. Consultation includes presentation of materials, discussion and an opportunity for students to ask questions. The consultation process is used to gather student input and/or recommendations and can provide a forum for the developing agreement between the administration and the student association. Prior to this meeting, the student association is notified of the agenda items. Background materials are provided in advance of the meeting if possible. If a resolution or agreement is proposed, students have a reasonable amount of time to discuss and consider the issue. (Ex: consultation on a change in tuition or fees; agreement to establish an athletic fee.)

Student Organizations

HCC encourages students to use their talents and interests inside and outside the classroom. College activities are an important part of student development creating a well-balanced program of involvement and learning. HCC offers a schedule of activities to complement the interests of students including:

Clubs & Organizations: Engineering and Science Club, Honors Society - Phi Theta Kappa, Student Senate, Student Nurses Association, Campus Environmental Awareness Club, Law Enforcement Club, L.G.B.T. Club, Multicultural Club, Pharmacy Technician Club, Culinary Arts Club, Veterans Club, Vocational Industrial Clubs of America (VICA) and intramurals**.**

Club Team Sports: Men's and Women's Club Soccer.

Division 3 Intercollegiate Athletics: Men's Varsity Basketball, Baseball, & Golf; Women's Varsity Volleyball, Basketball, Softball, and Golf.

To explore all activities at HCC go to www.hibbing.edu