## Summer Session 2021

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>June 7</td>
<td><strong>Summer Session I Begins</strong></td>
</tr>
<tr>
<td>Friday</td>
<td>June 11</td>
<td>Last Day to Drop/Add Classes</td>
</tr>
<tr>
<td>Monday</td>
<td>June 21</td>
<td>Maymester &amp; SS I Financial Aid Overage Disbursement Begins</td>
</tr>
<tr>
<td>Thursday</td>
<td>July 1</td>
<td><strong>End of Summer Session I</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>July 5</td>
<td>Independence Day, <strong>College Closed</strong></td>
</tr>
<tr>
<td>Tuesday</td>
<td>July 6</td>
<td><strong>Summer Session II Begins</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>July 12</td>
<td>Last Day to Drop/Classes With a Refund</td>
</tr>
<tr>
<td>Tuesday</td>
<td>July 20</td>
<td>SS II Financial Aid Overage Disbursement Begins</td>
</tr>
<tr>
<td>Friday</td>
<td>July 30</td>
<td><strong>End of Summer Session II</strong></td>
</tr>
</tbody>
</table>

## Fall Semester 2021

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>August 2</td>
<td>Financial Commitment Date</td>
</tr>
<tr>
<td>Mon - Fri</td>
<td>August 17-21</td>
<td>Administrative Days, Faculty Report</td>
</tr>
<tr>
<td>Monday</td>
<td>August 23</td>
<td><strong>Fall Semester Begins</strong></td>
</tr>
<tr>
<td>Friday</td>
<td>August 27</td>
<td>Last Day to Add Classes Without Instructor Permission</td>
</tr>
<tr>
<td>Friday</td>
<td>August 27</td>
<td>Last Day to Drop Classes With a Refund</td>
</tr>
<tr>
<td>Friday</td>
<td>August 27</td>
<td>Process Begins for Canceling Class Registrations Due to Non-Payment</td>
</tr>
<tr>
<td>Monday</td>
<td>September 6</td>
<td>Holiday, Labor Day, <strong>College Closed</strong></td>
</tr>
<tr>
<td>Tuesday</td>
<td>September 7</td>
<td>Financial Aid Overage Disbursement Begins</td>
</tr>
<tr>
<td>Monday</td>
<td>September 27</td>
<td>Balance of Tuition &amp; Fees Due; Late Fee Will Be Assessed</td>
</tr>
<tr>
<td>Monday</td>
<td>October 18</td>
<td>Spring Registration Begins – Current Students</td>
</tr>
<tr>
<td>Thurs - Fri</td>
<td>October 21-22</td>
<td>EM Break, <strong>No Classes</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>October 25</td>
<td>Spring Registration Begins - New Entering Students</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>60 + 1 day for courses that meet all semester</td>
</tr>
<tr>
<td>Monday</td>
<td>November 1</td>
<td>Spring Registration Begins - PSEO Students</td>
</tr>
<tr>
<td>Monday</td>
<td>November 1</td>
<td>Spring Registration Begins - Non-degree Seeking Students</td>
</tr>
<tr>
<td>Tuesday</td>
<td>November 23</td>
<td>Last Day to Withdraw from Course that Meets all Semester</td>
</tr>
<tr>
<td>Wed - Fri</td>
<td>November 24-26</td>
<td>Thanksgiving Day Holiday, <strong>College Closed</strong></td>
</tr>
<tr>
<td>Mon - Thurs</td>
<td>December 13-16</td>
<td><strong>Final Exam Days</strong> (see Exam Schedule)</td>
</tr>
<tr>
<td>Friday</td>
<td>December 17</td>
<td>Administrative Day, <strong>No Classes</strong></td>
</tr>
</tbody>
</table>
## Winter Term 2021-2022

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 27 - January 5</td>
<td>Winter Term Classes in Session</td>
</tr>
</tbody>
</table>

## Spring Semester 2022

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>December 16</td>
</tr>
<tr>
<td></td>
<td>Financial Commitment Date</td>
</tr>
<tr>
<td>Friday</td>
<td>January 7</td>
</tr>
<tr>
<td></td>
<td>Administrative Day, <strong>No Classes</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>January 10</td>
</tr>
<tr>
<td></td>
<td><strong>Spring Semester Begins</strong></td>
</tr>
<tr>
<td>Friday</td>
<td>January 10</td>
</tr>
<tr>
<td></td>
<td>Last Day to Add Classes Without Instructor Permission</td>
</tr>
<tr>
<td>Friday</td>
<td>January 14</td>
</tr>
<tr>
<td></td>
<td>Last Day to Drop Classes with Refund</td>
</tr>
<tr>
<td>Friday</td>
<td>January 14</td>
</tr>
<tr>
<td></td>
<td>Process Begins for Canceling Class Registrations Due to Non-Payment</td>
</tr>
<tr>
<td>Monday</td>
<td>January 17</td>
</tr>
<tr>
<td></td>
<td>Martin Luther King Day Holiday, <strong>College Closed</strong></td>
</tr>
<tr>
<td>Tuesday</td>
<td>January 25</td>
</tr>
<tr>
<td></td>
<td>Financial Aid Overage Disbursement Begins</td>
</tr>
<tr>
<td>Monday</td>
<td>January 29</td>
</tr>
<tr>
<td></td>
<td>Summer &amp; Maymester Registration Begins - Returning Students</td>
</tr>
<tr>
<td>Monday</td>
<td>February 14</td>
</tr>
<tr>
<td></td>
<td>Summer &amp; Maymester Registration Begins – New entering, Non-degree seeking &amp; Visiting students</td>
</tr>
<tr>
<td>Monday</td>
<td>February 14</td>
</tr>
<tr>
<td></td>
<td>Balance of Tuition &amp; Fees Due; Late Fee Will Be Assessed</td>
</tr>
<tr>
<td>Monday</td>
<td>February 21</td>
</tr>
<tr>
<td></td>
<td>President's Day Holiday, <strong>College Closed</strong></td>
</tr>
<tr>
<td>Mon - Fri</td>
<td>March 7-11</td>
</tr>
<tr>
<td></td>
<td>Spring Break, <strong>No Classes</strong></td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>Fall Registration Begins - Returning Students</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>Fall Registration Begins – New Students</td>
</tr>
<tr>
<td>Friday</td>
<td>April 1</td>
</tr>
<tr>
<td></td>
<td>Fall Registration Begins – PSEO Students</td>
</tr>
<tr>
<td>Friday</td>
<td>April 15</td>
</tr>
<tr>
<td></td>
<td>Easter Break, <strong>No Classes</strong></td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>60 + 1 day for courses that meet all semester</td>
</tr>
<tr>
<td>Monday</td>
<td>April 18</td>
</tr>
<tr>
<td></td>
<td>Last Day to Withdraw from Course that Meets all Semester</td>
</tr>
<tr>
<td>Thurs – Wed</td>
<td>May 5, 9-11</td>
</tr>
<tr>
<td></td>
<td><strong>Final Exam Days</strong> (see <a href="#">Exam Schedule</a>)</td>
</tr>
<tr>
<td>Friday &amp; Thursday</td>
<td>May 6 &amp; May 12</td>
</tr>
<tr>
<td></td>
<td>Administrative Day, <strong>No Classes</strong></td>
</tr>
</tbody>
</table>

## Maymester Term 2022

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16 - June 3</td>
<td>Maymester Term Classes in Session</td>
</tr>
</tbody>
</table>

## Summer Sessions 2022

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>June 6</td>
</tr>
<tr>
<td></td>
<td><strong>Summer Session I Begins</strong></td>
</tr>
<tr>
<td>Friday</td>
<td>June 10</td>
</tr>
<tr>
<td></td>
<td>Last Day to Drop/Add Classes</td>
</tr>
<tr>
<td>Monday</td>
<td>June 20</td>
</tr>
<tr>
<td></td>
<td>Maymester &amp; SS I Financial Aid Overage Disbursement Begins</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 30</td>
</tr>
<tr>
<td></td>
<td><strong>End of Summer Session I</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>July 4</td>
</tr>
<tr>
<td></td>
<td>Independence Day, <strong>College Closed</strong></td>
</tr>
<tr>
<td>Day</td>
<td>Date</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>Tuesday</td>
<td>July 5</td>
</tr>
<tr>
<td>Monday</td>
<td>July 11</td>
</tr>
<tr>
<td>Tuesday</td>
<td>July 19</td>
</tr>
<tr>
<td>Friday</td>
<td>July 29</td>
</tr>
</tbody>
</table>

**STAY CONNECTED**

[Facebook](#) [Twitter](#) [Instagram](#)
Weather / Emergency Alerts

Weather and other emergency alerts are sent through the StarAlert system. If you want to update your profile, please set up your account preferences at https://mnwest.bbcportal.com/. Note that you will receive alerts for ALL of our campuses and centers as a default. Log in and change which alerts you want to receive, if needed.

Go to the StarAlert site (https://mnwest.bbcportal.com/) and click Sign Me Up. The two pieces of information you need are your student email firstname.lastname@GO.minnstate.edu and your starID (the system will ask for an identification code – this is your StarID). Follow the instructions to complete your profile, including setting up what campuses from which you want to get notifications. Note: you are automatically signed up for ALL alerts from ALL locations.

DO NOT uncheck OUTREACH or you will not get any text messages or email.

***If you are getting more messages than you want to receive, you can easily fix this by logging in and changing your subscriptions.

Other Helpful Information

♦ A detailed user guide, including screen shots, is available at StarAlert Account Setup (http://www.mnwest.edu/images/information-technology/star_alert_account_setup.pdf).
♦ The College will continue to post closure and late start information to radio and television stations identified in Student Policy 4.4.
♦ If you have any issues with your messaging/alert settings, please contact the Help Desk through AskJay (http://mnwest.custhelp.com).
Minnesota State, as a system, is committed to ensuring that all of our colleges and universities provide a safe environment for learning, working, and collaborating. Each academic year brings with it many new opportunities. However, it also has the potential to bring new risks.

The Sexual Violence Prevention Training addresses one of those risks – personal violence. It will provide you with information regarding crimes such as sexual assault, rape, dating and relationship violence, stalking, and sexual harassment. By completing this course, you will increase your ability to work and learn in a safe and healthy environment.

The Sexual Violence Prevention Training is located in your D2L Brightspace Account. This course is comprised of three modules, each of which contains a 10 – 15 minute video and a self-assessment review. To complete the course, view the videos and complete the assessments. (NOTE: new incoming students will not be loaded into this training until the beginning of the semester)

Minnesota Legislature has mandated that this training be administered to all new incoming students. The training must be completed within the first ten days of each semester or a registration hold will be placed on the student's account.
As a college, our goal is to help each and every one of our students succeed. We know that everyone faces different challenges when it comes to accessing higher education. However, our goal is to make higher education attainable to all students regardless of whether they have a disability or not.

The Office of Accessibility and Disability Services (ADS) is here to assist students with disabilities to help meet their needs and provide the tools necessary for them to participate in the academic environment.

The following are some examples of qualifying disabilities:

- Blindness or Limited Vision
- Deafness or Impaired Hearing
- Mobility Impairments
- Neurological Disorders
  - Multiple Sclerosis
  - Epilepsy
  - Cerebrovascular diseases
  - Parkinson’s Disease
  - ABI-Acquired Brain Injury/TBI-Traumatic Brain Injury Disability
- Learning and/or Intellectual Disabilities
- Mental Health Disorders
  - ADHD/ADD-Attention Deficit Hyperactivity Disorder/Attention Deficit Disorder
  - Autism
  - Post-traumatic Stress Disorder
  - Anxiety Disorders
- And more

Some of the accommodations that we offer are:

- Limited alterations to a classroom environment or task such as extended test time, private room testing, etc.
- Materials in alternative formats such as large print, e-books, read-out-loud features, captioning.
- Removal of physical barriers.
- Provision of auxiliary aids and services such as tutors, proctoring services, interpreters, etc.
- And more

If you have a documented disability, please contact the ADS Coordinator directly to discuss your needs, talk about what services are available, and develop a plan to assist in your success at Minnesota West. For more information refer to our website at: https://www.mnwest.edu/student-services/disability-services or contact the ADS Coordinator directly:

Salome Chonko
Accessibility and Disability Services Coordinator
salome.chonko@mnwest.edu
507-847-7970
MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
STUDENT SUPPORT FORM

Our staff invites you to share information about any health condition, disability, or situation that could affect your education. This form assists us with your needs and potential accommodations. You are not required to give this information in order to be enrolled at Minnesota West and will not prevent you from receiving services at a later date if you choose the no services option. All information will be kept confidential. We look forward to working with you as you begin your program at Minnesota West.

Name____________________________________ Star ID or Student ID # ____________________________

Address___________________________________ City/State/Zip____________________________________

Email_______________________________________ Phone__________________________________________

Program____________________________________ Start Date_______________________________________

☐ Disability Services – Yes, I wish to request accommodations to enable me to participate in school. I understand that I must provide documentation of my disability and will allow enough time for the college to respond to my accommodation request.

Examples of accommodations for disabilities:
➢ Audio Testing/Textbooks
➢ Tutoring
➢ Interpreter for students who are deaf or hard of hearing
➢ Physical accessibility to classrooms, labs, etc.
➢ Testing accommodations

☐ Extra Help Only – I do not have a disability, but would like to talk to someone about extra help support services such as tutoring, study skills or computer assistance. I will contact the Library and Academic Resource Center (LARC) staff to discuss my concerns or to schedule an appointment.

☐ Single parent, displaced homemaker or single pregnant woman - Contact Student Service Advisor concerning services and support.

☐ Student of diversity

☐ I will not need any services at this time

Do you have any health problems that may result in an emergency that we should know about?
☐ No ☐ Yes If yes, please describe your health problem:______________________________________________________________________________

I understand that the information on this form is voluntary and confidential and is to be used only for planning support services for me. I give the college permission to call or write me concerning these services.

Signature_________________________________________________________ Date________________________

RETURN FORM TO STUDENT SERVICES AT:
Canby Campus
1011 First St West
Canby, MN 56220
Granite Falls Campus
1593 11th Avenue
Granite Falls, MN 56241
Jackson Campus
1593 11th Avenue
Jackson, MN 56143
Luverne Center
311 N Spring St
Luverne, MN 56156
Pipestone Campus
PO Box 250
Pipestone, MN 56164
Worthington Campus
1450 Collegeway
Worthington, MN 56187

Deaf and Hard of Hearing Minnesota Relay Service 800-627-3529
Revised Nov. 2020
Student Data Privacy

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the Minnesota Government Data Practices Act, (MGDPA), and Minn. Stat. Ch 13 are federal and state laws that provide for the review and disclosure of student educational records. In accordance with these and other applicable laws, Minnesota West Community & Technical College has adopted the following policy.

Definitions

The following definitions apply for the purpose of this policy:

Student means individuals currently or formerly enrolled or registered, applicants for enrollment registration at a public educational agency or institution, or individuals who receive shared time educational services from a public agency or institution. All students at a higher education institution have the same rights regarding their educational data irrespective of age.

Educational data or educational records means data in any form directly relating to an individual student maintained by a public educational agency or institution or by a person acting for the agency or institution.

Educational records do not include:

1. Financial records of the student's parents or guardian.
2. Confidential letters or statements of recommendation placed in education records before January 1, 1975, or after January 1, 1975, if the student waived right of access.
3. Records of instructional, administrative, and educational personnel which are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker and are destroyed at the end of the school year.
4. Records of law enforcement units (if law enforcement unit is a separate entity and the records are maintained exclusively by and for law enforcement purposes).
5. Employment records related exclusively to a student’s employment capacity (not employment related to status as a student, such as work study) and not available for use for any other purpose.
6. Medical and psychological treatment records, which are maintained solely by the treating professional for treatment purposes.
7. Records that only contain information about a student after that individual is no longer a student at the institution (alumni data).

Notice of Policy

Students are informed of their rights under federal and state privacy laws through this policy.

Access to Student Records

Minnesota West will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party, except as authorized by the MGDPA and FERPA or other applicable law. A copy of an informed consent release form is available from the Registrar’s Office. A written consent generally must: 1) specify the records that may be disclosed; 2) state the purpose of the disclosure; 3) identify the party or class of parties to whom the disclosure may be made; and 4) be signed and dated by the student. If the release is for disclosure to an insurer or its representative, the release must also include an expiration date no later than one year from the original authorization, or two years for a life insurance application. If the student requests, the school shall provide him or her with a copy of the records released pursuant to the informed consent.
Release without Consent

As allowed by the MGDPA and FERPA, Minnesota West will release student records without consent as follows:

1. To appropriate school officials who require access to educational records in order to perform their legitimate educational interest” (see explanation below).
2. To other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment and transfer.
3. To federal, state, or local officials or agencies authorized by law.
4. To complete a student's application for, or receipt of, financial aid.
5. To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained.
6. Upon adequate proof, to the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954.
7. To comply with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena.
8. To appropriate persons in an emergency situation if the information is necessary to protect the health or safety of the students or other persons.
9. To an alleged victim of a crime of violence (as defined in 18 U.S.C. Sect 16) or non-forcible sex offense, the final results of the alleged student perpetrator's disciplinary proceeding may be released.

**School Officials with a “legitimate educational interest”**

Minnesota West will release information in student education records to appropriate school officials as indicated in (1) above when there is a legitimate educational interest. A school official is a person employed by Minnesota West in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

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

**Credit Card Issuers Notice**

2007 Minnesota Law, Chapter 144, Article2, Section 9 {135A.145}

Minnesota West Community and Technical College including its agents, employees, student or alumni organizations, or affiliates may not sell, give, or otherwise transfer to any card issuer the name, address, telephone number or other contact information of students enrolled at Minnesota West without the student’s consent. Minnesota West will also not enter into any agreement to market credit cards to our students.

**Directory Information**

Student directory information may be released without the student’s written consent. Students who do not want their directory information released must notify the Office of the Registrar in writing. Directory Information includes:

1. Name
2. Address
3. Telephone number
4. Major field of study
5. Participation in officially recognized activities and sports - including height and weight of athletes
6. Classification (freshman, sophomore)
7. Enrollment status
8. Dates of attendance or graduation
9. Degrees, certificates and awards received
Limited Directory Information
Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members:

1. Student name
2. Email address
3. Student change code
4. Star ID
5. Tech ID

Star ID and Tech ID numbers are defined as Limited Directory Data for enterprise technology related purposes internal to the Minnesota State Colleges and Universities system that are approved by System Office IT, including, but not limited to, inclusion of email addresses and star ID numbers in a directory accessible to Minnesota State students and Employees.

Student contact information, including personal email address, will be available to the Minnesota West Foundation. Student contact information, including personal email address and StarID, will be available to third party vendors that provide services for the college.

Procedure for Requesting Data

1. The Minnesota West Community and Technical College posting of the Minnesota Government Data Practices Act (MGDPA) includes the responsible authority to which data requests are to be made. There are separate responsible authorities for personnel data and student data.
2. All requests under the MGDPA must be made in writing.
3. Minnesota West designees will respond promptly to all data requests.
   i. If necessary, requesters may be asked for clarification of their requests.
   ii. If necessary, the Office of General Counsel (OGC) or Attorney General’s Office (AGO) may be contacted for assistance.
   iii. If the request is extensive, the responsible authority will provide an estimated time table.
   iv. Where applicable, copy charges will be estimated. The subjects of the data may personally receive one copy of their records without charge. 100 or fewer copies will be charged at $0.25 per page ($.0.50 for two sided copies). Requests for more than 100 copies, and alternative media requests, and two or more copies for the data subject will be estimated at the time of the request and will be based on allowable actual costs, with staff time in increments of ½ hour.
   v. Cover letters that list the data provided will be sent with the responses to data requests and citations to the applicable provisions of MGDPA if access is denied.
4. Requests for data and a copy of the response will be kept for two years.
5. The College must immediately notify the OGC and AGO if notice of complaint filing with Office of Administrative Hearings (OAH) is received. They must fax a copy of the complaint, request, and response to legal counsel, and assist assigned legal counsel in collecting other data and information as needed.

Should you have questions concerning your rights, contact:
Katie Heronimus, FERPA Coordinator
507-372-3455
katie.heronimus@mnwest.edu
Minnesota West Community and Technical College

Authorization to Release Student Information

I ___________________________________________ (student’s name), ______________________ (student’s ID#)

hereby authorize Minnesota West Community and Technical College to release and/or orally discuss the education
records described below about me to: (list names of both parents or guardians, and 3rd party if applicable)

Name: ________________________________ Relationship to Student (parent, employer, etc.):

______________________________ ________________________________

______________________________ ________________________________

______________________________ ________________________________

The specific records covered by this release:

☐ All records - includes the following:
  ▪ Accounts Receivable (itemized charges or credits)
  ▪ Financial Aid (itemized charges, credits, and refunds)
  ▪ Housing (charges, credits, and itemized damage charges)
  ▪ Registration (number of credit hours, add/drops)
  ▪ Telephone of Charges for other electronic resources
  ▪ Grade Information

☐ Other – please specify: ____________________________________________________________

I understand that the student records information listed above includes information which is classified as private
under Minnesota Statute § 13.32 and the Federal Family Education Rights and Privacy Act. I understand that by
signing this Informed Consent Form, I am authorizing Minnesota West to release to the persons named above and
their representatives, information which would otherwise be private and not accessible to them.

I understand that, at my request, Minnesota West must provide me with a copy of any educational records it
releases to the persons named above pursuant to this consent. I understand that I am not legally obligated to
provide this information and that I may revoke this consent at any time. This consent expires after one year or until I
withdraw my consent, whichever comes first. A photocopy of this authorization may be used in the same manner
and with the same effect as the original document.

I am giving this consent freely and voluntarily and I understand the consequences of my giving this consent.

Student Signature: ________________________________ Date: ___________________________

RETURN FORM TO STUDENT SERVICES AT:

Canby Campus
1011 First St West
Canby, MN 56220

Granite Falls Campus
1593 11th Avenue
Granite Falls, MN 56241

Jackson Campus
113 N Spring St
Jackson, MN 56143

Luverne Center
311 N Spring St
Luverne, MN 56156

Pipestone Campus
PO Box 250
Pipestone, MN 56164

Worthington Campus
1450 Collegeway
Worthington, MN 56187

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An Affirmative Action Equal Opportunity Educator/Employer

Revised Nov. 2020
State law (Minnesota Statutes 135A.157) requires all postsecondary educational institutions located in Minnesota to provide notice to all students at or before the time of admission and at or before the time a major is selected, informing them that arrests, charges or convictions for criminal offenses may limit employment possibilities in specific careers or affect a student’s eligibility for federal, state or other financial aid.

The purpose of this notice is not to discourage students with previous violations from pursuing postsecondary education or applying for financial aid, but to encourage students to investigate any possible negative effects on financial aid eligibility and employment before they begin a particular field of study. We encourage all students to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. However, students with previous arrests, charges or convictions should investigate any possible impacts on financial aid eligibility.

With respect to future employment possibilities in your field of study, we encourage you to visit https://www.revisor.leg.state.mn.us/statutes/?id=609B for state laws regarding the effects of previous violations on future employment in Minnesota. Since there may be other fields affected by previous violations that are not included on this page, or you may end up working in another state, it is your responsibility to research the impact of previous violations on your chosen field of study by contacting a private attorney, professional association of licensing board. We also encourage you to contact the college’s program director or department chair for your selected field of study on campus for additional information regarding what impact, if any, previous violations may have on employment possibilities in that field.
Minnesota West Community & Technical College adheres to Minnesota State policy of maintaining an open door admissions policy, assessing students, and providing developmental coursework and other programs of assistance to support student success. However, students must perform at an acceptable academic level and program completion level to continue enrollment and be eligible to receive financial aid.

Minnesota West believes that students are responsible for their own academic progress and for seeking assistance when experiencing academic difficulty. The College has an established procedure for placing students on academic warning, academic suspension, financial aid warning, and financial aid suspension.

**FAILURE TO MEET STANDARDS**

**Academic and Financial Aid Warning and Suspension**

**WARNING**

A student will be placed on Academic and Financial Aid Warning for one term if he/she fails to meet set standards at the end of the review period. Students on warning are eligible to receive financial aid. To be removed from warning, a student must meet the SAP standards at the end of their warning period.

If a student fails to meet the SAP standards at the end of their warning period, he/she will be placed on Academic and Financial Aid Suspension. SAP standards are based on Federal requirements and Minnesota State Board Policy and are available online at [www.mnwest.edu/policies/29](http://www.mnwest.edu/policies/29).

**SUSPENSION**

**Academic and Financial Aid Suspension:** A student will be placed on suspension if: he/she does not satisfactorily remove him/herself from Academic and Financial Aid warning.

**Financial Aid Suspension:** He/she has reached 150% of credits attempted for Financial Aid suspension or MWCTC has determined it is not possible for the student to raise their GPA or completion rate to meet the college's standards prior to the end of the program for which the student is receiving financial aid.

A student does not have to be placed on academic suspension to be placed on financial aid suspension.

**APPEAL PROCESS:**

The appeal of academic suspension and appeal of financial aid suspension are separate processes. Approval of an academic appeal does not guarantee approval of a financial aid appeal. By federal regulations, the guidelines for approval of financial aid appeals are more restrictive.

There is also an appeal process for academic/financial aid suspension based on unusual or extenuating circumstances. Appeal forms for both academic and financial aid issues are available online at [www.mnwest.edu/images/student-forms/reinstatement_appeal.pdf](http://www.mnwest.edu/images/student-forms/reinstatement_appeal.pdf).

Updated: 11/21/2017
Minnesota West Community & Technical College  
Educational Policy 3.6 Code of Conduct

Minnesota West Community and Technical College has a responsibility to provide a safe learning environment for all students. The College, therefore, reserves the right to take necessary and appropriate action to support and protect the safety and well-being of the College community: its students, faculty, staff, facilities, and its programs. Students are expected to abide by local, state, and federal laws, and the College’s rules.

Should the violation of a civil or criminal law by a student involve College interests, the College has the right to proceed with disciplinary action without regard to civil or criminal proceedings. These regulations apply on campus and at all College sponsored activities, and at activities sponsored by College clubs or organizations, on or off-campus, except where specifically limited. Students shall be subject to College discipline for violation of any of the Student Code of conduct, including hazing, that occurs on or off College-controlled premises at College approved or sponsored functions.

Any disciplinary action occurring with Minnesota West Community & Technical College will be administered in the context of a unified and coordinated set of campus regulations and processes to ensure fair, equitable, and legal outcomes.

DEFINITIONS AND PROCEDURES FOR POLICY 3.6

ARTICLE I: DEFINITIONS

1) “College” means Minnesota West Community & Technical College.
2) “Administrator” means the campus administrator who has been designated by the College President to be responsible for the administration of the Student Code.
3) “Cheating” includes, but is not limited to:
   a) Using any unauthorized assistance in taking quizzes, tests, or examinations.
   b) Using sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
   c) Acquiring, without permissions, tests or other academic material belonging to a member of the College faculty or staff.
   d) Engaging in any behaviour specifically prohibited by a faculty member in the course syllabus or class discussion.
4) “Expulsion” means permanent denial of the privilege of enrollment at the College.
5) “Hazing” means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or destroys or removed public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.
6) “Policy” means the written regulations of the College and the Minnesota State Colleges and Universities (“MnSCU”) as found in, but not limited to, the Student Code, Residence Life Handbook, the College and MnSCU webpages, MnSCU Policy Procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus, MnSCU Policy and Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources, and the college catalog.
7) “Preponderance of evidence” means a standard of responsibility to show it is more likely than not that the code has been violated.
8) “Plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
9) “Student” includes all persons who:
   a) Are enrolled in one or more courses, either credit or non-credit, through the College.
   b) Withdraw, transfer, or graduate after alleged violations of the student conduct code.
   c) Are not officially enrolled for a particular term but who have a continuing relationship with the College.
d) Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
e) Are living in a College residence hall although not enrolled in the institution.

10) “Student organization” means any number of persons who have complied with the formal requirements for recognition by the College.

11) “Summary suspension” means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the College community.

12) “Suspension” means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.

13) “Chapter President” refers to the MSCF elected representative for respective campuses. There is a Northern and a Southern Chapter.

ARTICLE II: PROSCRIBED CONDUCT

A. Jurisdiction of the College Student Code

1) The College Student Code shall apply to conduct that occurs on College remises, at College sponsored activities, and to off-campus conduct in the following circumstances:
   a) Hazing is involved.
   b) The violation is committed while participating in a College sanctioned or sponsored activity.
   c) The victim of the violation is a member of the College community.
   d) The violation constitutes a felony under state or federal law.
   e) The violation adversely affects the educational, research, or service functions of the College.
   f) The administrator shall decide on a case by case basis whether the Student Code shall be applied to conduct occurring off campus.


B. Conduct—Rules and Regulations

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

1) Acts of dishonesty, including but not limited to the following:
   a) Furnishing false information to any College official, faculty member, or office.
   b) Forgery, alteration, or misuse of any College document, record, or instrument of identification.

2) Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.

3) Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person. Verbal and written harassment or intimidation via electronic media (email, text messaging, Interactive Television, Facebook, Twitter) will be considered misconduct and rules governing discipline will be applied.

4) Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.

5) Hazing.

6) Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

7) Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
8) Violation of any college or MnSCU policy, rule, or regulation published in hard copy or available electronically on the College or MnSCU website.

9) Violation of any federal, state or local law.

10) Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.

11) Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College or MnSCU regulations), public intoxication, or violation of MnSCU Policy and Procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

12) Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

13) Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

14) Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

15) Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: any unauthorized use of electronic or other devises to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to surreptitiously taking pictures of another person in a guy, locker room, or restroom.

16) Any violation of the College computer Use Policy or MnSCU Policy and Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources.

17) Abuse of the Student Conduct System, including but not limited to:
   a) Failure to obey the notice from a Student Conduct Panel or College official to appear for a meeting or hearing as part of the Student Conduct System.
   b) Falsification, distortion, or misrepresentation of information before a Student Conduct Panel.
   c) Disruption or interference with the orderly conduct of a Student Conduct Panel proceeding.
   d) Institution of a student conduct code proceeding in bad faith.
   e) Attempting to discourage an individual’s proper participation in, or use of, the student conduct system.
   f) Attempting to influence the impartiality of a member of Student Conduct Panel prior to, and/or during the course of, the Student Conduct Panel proceeding.
   g) Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Panel prior to, during, and/or after a student conduct code proceeding.
   h) Failure to comply with the sanction(s) imposed under the Student Code.
   i) Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

18) Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

C. Violation of Law and College Discipline

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

A. Investigation and Informal Process

1) Any member of the College community may file a written complaint alleging that a student or student organization has violated student conduct proscriptions. Any complaint should be submitted as soon as possible after the event takes place. Persons filing complaints shall be informed of their rights under the Minnesota Data Practices Act. Following the filing of a complaint against a student or student organization, the Administrator shall conduct an investigation of the allegations.

2) If the complaint seems unwarranted, the Administrator may discontinue proceedings.

3) If there is sufficient evidence to support the complaint, the Administrator shall offer the accused student an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student shall be given written notice of the specific complaint against him/her and the nature of the evidence available to support the complaint and provided with a copy of the code of conduct. During the meetings the Administrator shall review the complaint and the evidence with the student and allow the student to present a defense against the complaint. Within a reasonable time period following the meeting, the Administrator shall inform the accused student in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing. The Tennessen Warning form regarding confidentiality shall be used at the outset of interviews.

4) A student who is subject to a sanction of expulsion or suspension, except summary suspension, for more than nine days may agree to accept the sanction, or may request a formal hearing prior to implementation of the sanction. Other sanctions shall be accepted or may be appealed in accordance with the institution’s appeal procedures.

5) If the accused student fails to appear for the informal hearing, the Administrator may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.

6) A sanction shall not become effective during the time in which a student seeks an appeal or formal hearing, unless, in the discretion of the Administrator, it is necessary to implement an immediate sanction for the safety and welfare of the college community.

B. Formal Hearing

1) The College President or designee determines the composition of the Student Conduct Panel. The Student Conduct Panel shall consist of two students, two faculty, and the appointed Administrator. The Chapter President will appoint three faculty from each campus to serve for one year; two will be called for a hearing. The Student Senate on each campus will appoint from its body three students to be trained to sit on the panel; two will be assigned per hearing. One student will accompany the presiding Campus Administrator or designee from another campus, and the other student will be from the campus/center where the accused student is registered. Student Conduct Panel Hearings shall be conducted by the Student Conduct Panel according to the following guidelines:

a) Student Conduct Panel Hearings normally shall be conducted in private and chaired by a college Administrator not of the campus involved in the proceedings.

b) Students or organizations referred for a formal hearing shall be given adequate advanced notice in writing of the time, place, and date of the hearing. A student or organization’s failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.

c) Within a reasonable time prior to the hearing, the student must be informed in writing of the complaint, the evidence to be presented against him/her, a list of witnesses, and the nature of their testimony.

d) In hearings involving more than one accused student or organizations, the Administrator in charge of the hearing, at his/her discretion, may permit the hearing concerning each student to be conducted either separately or jointly.

e) The student shall be given the opportunity to speak in his/her own defense, to present witnesses and to question any witnesses and to have an advocate present. The advocate may provide advice to the student, but may not participate in any questioning. When there is likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advocate.
f) A written notice of findings and conclusions shall be provided to the student within a reasonable time after the hearing. The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding the applicable appeal process.

g) The hearing Administrator may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing for the presence of law enforcement and/or security, by conducting the interviews in separate facilities, using a visual screen, and/or granting permission for witnesses to participate by telephone, videophone, closed circuit television, video conferencing, videotape, audiotape, written statement, or other means as determined to be appropriate.

C. Sanctions

1) The following sanctions may be imposed upon any student found to have violated the Student Code:
   a) Warning - a notice in writing to the student that the student is violating or has violated institutional regulations.
   b) Probation - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The college may impose specific written conditions for the probation.
   c) Loss of Privileges – denial of specified privileges for a designated period of time.
   d) Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
   e) Discretionary Sanctions – work assignments, essays, service to the College, or other related discretionary assignments.
   f) Residence Hall Suspension – separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
   g) Residence Hall Expulsion – permanent separation of the student from the residence halls.
   h) Suspension – denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified. Suspension for disciplinary reasons shall be noted on the transcript per the authorization of the Campus Administrator.
   i) Expulsion – permanent denial of the privilege or enrollment at the College. Expulsions for disciplinary reasons shall be noted on the transcript per the authorization of the Campus Administrator.
   j) Revocation of Admission and/or Degree – admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by the student prior to graduation.
   k) Withholding Degree – the College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

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

3) The following sanctions may be imposed upon groups or organizations:
   a) Those sanctions listed above.
   b) Loss of selected rights and privileges for a specified period of time.
   c) Deactivation: loss of all privileges, including College recognition, for a specified period of time.

D. Summary Suspension

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

E. Appeals

1) A decision reached by the Student Conduct Panel or a sanction imposed by the Administrator in charge of the hearing may be appealed by the accused student(s) or complainant(s) to the College Provost within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Administrator or his/her designee.

2) Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
   a) To determine whether the Informal or Formal Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
   b) To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
   c) To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
   d) To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Informal or Formal Hearing.

3) If a student's appeal is not upheld, the matter shall be considered final and binding upon all involved except in cases involving sanctions of suspension for 10 days or longer. Students shall be informed by an Administrator of their rights to a contested case hearing under Minnesota State Statute 14.57. The Administrator will explain the procedure for initiating the process.

ACADEMIC INTEGRITY POLICY

Academic integrity, one of the most important values in higher education, requires that each student's work represents his/her own personal efforts and that the student acknowledges the intellectual contributions of others. Minnesota West Community & Technical College students are expected to honor the requirements of this policy. The following are unacceptable academic practices that are policy violations.

Definitions

The prevailing forms of academic dishonesty are cheating, plagiarism, collusion, and the submission of false information regarding admission, readmission, and academic appeals of petitions. Cheating in the instructional setting is the unauthorized use or exchange of information by students in meeting academic standards or requirements; examples include, but are not limited to, the following:

- Copying other’s work during an examination.
- Using unauthorized notes or aids during an examination.
- Taking an examination for another student.
- Collaboration with any other person during a test without authority.
- Unauthorized assistance on a take home examination.
- Arranging for another student to take an examination.
- Attempting to obtain, or knowingly obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of an unreleased test or information about an unreleased test.
- Bribing any other person to obtain an unreleased test or information about an unreleased test.
- Submitting substantial portions of work for credit in more than one course, without consulting the instructors.
• Submitting research and assignments prepared by others (e.g., purchasing the services of a commercial term paper company).
• Altering or forging an official college document.

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

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

**Procedure:**
1) The faculty member will confront the student regarding the specific charge, meet with the student to discuss the charge, consider the evidence, and hear the student’s explanation.
2) If the faculty member determines that the student has violated the Academic Integrity Policy, the faculty member will inform the student of the consequences of the violation and the course-related sanctions the faculty member will impose. A course instructor, convinced that an act of academic dishonesty has occurred, has the authority to implement any of the following responses:
   a) Reprimand.
   b) Assignment of substitute and/or additional work.
   c) Re-examination.
   d) Lowering the grade of the assignment and/or course.
   e) Failure and/or dismissal from the course.
   f) Report to Administration.
3) Referrals to Administrators
   a) Should the academic offense be so egregious that it warrants further sanctions, the issue must be referred to the Campus Administrator, Vice President of Instruction, or Provost of the College by completing the Academic Integrity Infraction form.
   b) The Provost will inform the student in writing that the report has been filed. The Provost or other presidential designee may impose sanctions in addition to those imposed by the faculty.
   c) The student has the right to appeal the sanctions by using the process outlined in the Grade Appeal Form.
   d) The Campus Administrator is responsible for keeping records regarding the adjudication.

**Appeals:**
If the student disagrees with either the determination of a violation of the policy or with the sanction, the student may appeal the instructor decision. Refer to the Grade Appeal Form.
Part 1. General Statement of Policy
A student has the right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. Each college and university shall establish procedures in consultation with student representatives and others, for handling complaints and grievances. These procedures shall not substitute for other grievance procedures specific in board, college, or university regulations or negotiated agreements. Students are encouraged to use available informal 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.

Part 2. Procedures
The chancellor shall establish procedures to implement this policy. Each college and university shall inform students of the established complaints and grievance policies and procedures. These procedures should be publicized to students at least annually and include information for students about how and where to obtain grievance forms.

The student grievance policy and procedures of colleges and universities shall comply with these procedures:

Definitions

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

Complaint: An oral claim concerning any college or university issue brought by a student alleging improper, unfair, arbitrary or discriminatory treatment.

Confidentiality Release Form (Tenessen Warning): This Tenessen Warning Form will be used to request information from an individual during an investigation of complaints. It is not a required release but aids in investigative work.

Day: A day is a class/work day. Weekends, vacations and days when classes are not in session or faculty are not under contract are not included under this definition.

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 a college or university rule/regulation or a board policy or procedure.

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

Student: An individual student, a group of students, or the student government.

Complaints
A student may complain concerning any college or university issue and discuss it with the appropriate employee(s) and/or administrator(s) as established by college procedure. A complaint may constitute a grievance if it is not resolved and if the complaint falls within the definition of a grievance.

Grievance
This grievance procedure is established as an orderly means for considering and resolving grievances rising from an allegation(s) of discriminatory acts within Minnesota West and is available to all students and employees of the College. The discriminatory acts may be based upon sex, race, color, religion, marital status, creed, age, disability, national origin, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local commission as defined by law, within Minnesota West and is available to all students and employees of the College. The use of this procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil
Rights (OCR), Commission of Human Rights, Equal Employment Opportunity Commission (EEOC) or the courts. Hearings and conferences under this procedure shall be conducted at a time and place that will allow a fair and equitable opportunity to all persons.

**Privacy** - During the grievance procedures, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information. The [Confidentiality Release Form (Tennessen Warning)](http://example.com) will be used to request information from an individual during an investigation of complaints. It is not a required release but aids in investigative work.

**Remedial Action** - If the Campus Administrator or College President or designee determines reasonable cause exists to believe that a discriminatory practice has occurred or is occurring, a serious determined effort will be made to eliminate the alleged practice by conference, conciliation and persuasion. Appropriate action for remedy and relief will be taken. The Campus Administrator, College President or designee will obtain proof of compliance before the grievance case is closed.

The Campus Administrator or designee on each campus will be the Title VI, Title IX, Section 504 and Sex Equity Coordinator. Grievance Report forms may be obtained in the Administration office from the Campus Administrator.

**Reprisals and Retaliation** - Retaliation is any action taken against a student for participating in a complaint or grievance. Participants in a grievance submitted shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student’s personal records.

**Right to Information** - Unless state laws and right-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance procedure.

**Right to Present Witnesses and Evidence** - Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.

**Right to Representation** - Grievant(s) will have the right to be represented.

### Steps in Filing a Grievance

The college or university shall develop and publish a timeframe that establishes reasonable time requirements for each step of the process. All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision on a grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an abandonment of the grievance. These procedures do not deny the right of any individual to pursue other avenues of recourse that may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state and federal law.

**Step I:**
A student may discuss a complaint with the appropriate employee(s), and/or administrator(s) as established by the following college procedure. A complaint may constitute a grievance, if not resolved, and if the complaint falls within the definition of a grievance. Students utilizing this grievance procedure shall discuss the issue orally with their immediate advisor/counselor at a mutually agreeable time within ten (10) days from the time the grievant has become aware of the issue giving rise to the disagreement through reasonable diligence. The advisor/counselor shall respond orally, not later than five (5) days from the time of the discussion with the grievant.

**Step II:**
A meeting with a Campus Administrator must be held within five (5) days from the referral and an oral response made within five (5) days.
Step III:
If the issue cannot be resolved informally, a written grievance, dated and signed, may be submitted by the student(s) to the Campus Administrator within ten (10) days of the receipt of the informal response from Step II. All grievances must be submitted in writing. The grievance issue should be described as specifically and completely as possible. Include the names of all witnesses and chosen representative, if any. A meeting with the grievant(s) and the designated administrator shall be held within ten (10) days at a mutually agreeable time. The response of the college or university shall be in writing at the conclusion of the grievance process. A written response shall be submitted to the grievant(s) within ten (10) days.

Step IV:
If the grievance is not resolved satisfactorily at STEP III, the grievant(s) may appeal in writing to the College President. A meeting shall be called within ten (10) days at a mutually agreeable time and minutes of the meeting recorded. A written response shall be submitted to the grievant(s) within an additional five (5) days.

Step V:
If the grievant(s) is not satisfied with the decision of the President or chooses not to use the local grievance procedure, appeal or counsel may be obtained by contacting one or more of the following offices:

- Minnesota Department of Human Rights
- Army Corps of Engineers Center
  190 East 5th Street
  St. Paul, MN 55101
  651-296-5663 or 800-657-3704
  TTY: 651-296-1283

- Office of the Chancellor
  350 Wells Fargo Place
  30 Seventh St. East
  St. Paul, MN 55101

- Director of the Office of Civil Rights Equal Employment Opportunity Commission (EEOC)
  300 South Wacker Drive
  Chicago, IL
  Regional Office, 310 West Wisconsin
  Suite 800
  Milwaukee, WI 53202
  414-281-1111

Appeals

The grievance procedure shall include an opportunity for a student to appeal a grievance decision. The individual to whom an appeal is directed should be identified by the college or university for the issue(s) in question.

If the grievance involves a college or university rule or regulation, a student may appeal an official grievance through procedural steps up to the College President or designee. The decision of the College President or designee is final and binding.

If the grievance involves a board policy or the actions of a college or university president, an issue of institutional or program quality such as an institution's compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the college or university decision to the chancellor. The decision of the chancellor is final and binding.

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