

Hibbing Community College  
A Technical and Community College  
**HIBBING COMMUNITY COLLEGE**  
a Technical & Community College

Student Handbook  
2008-2009

1515 East 25<sup>th</sup> Street  
Hibbing, MN 55746

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1-800-224-4422  
[www.hibbing.edu](http://www.hibbing.edu)

Information in the Hibbing Community College (HCC)  
Handbook will be updated regularly. All policies are  
subject to change. The handbook was last updated  
September 2008.

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### **Message from the Provost**

Welcome, I'm Ken Simberg, Provost of Hibbing Community College, and I thank you for your interest in Hibbing Community College (HCC).

Since 1916, HCC has been providing quality higher education opportunities. Although much has changed over the years, excellence in education and concern for students' success remains at the heart of what we do.

Whatever you are considering, Liberal Arts courses that transfer on into a Bachelor's degree, or technical education preparing you for employment, HCC is a great place to start. Dedicated faculty and staff, excellent facilities, and support systems are available to help ensure you a successful educational experience.

Your college education can prepare you for a lifetime, and I hope you'll consider HCC. You'll find an exciting campus environment, poised for the future and ready to help you achieve your personal and career goals.

I wish you a successful and satisfying educational experience.

Best wishes to you and I hope to see you on campus.

Sincerely,

Dr. Ken Simberg  
Provost

## ***2008-2009 HCC Calendar***

<b><i>August 25</i></b>	First Day of Semester
<b><i>August 29</i></b>	Last Day to Drop/Add
<b><i>September 1</i></b>	Labor Day Holiday (offices closed/no classes)
<b><i>October 16-17</i></b>	MEA (offices open/no classes)
<b><i>November 11</i></b>	Veterans Day (offices closed/no classes)
<b><i>November 13</i></b>	Last day to Withdraw
<b><i>November 27-28</i></b>	Thanksgiving (offices closed/no classes)
<b><i>December 15-18</i></b>	FINAL Exams
<b><i>December 19</i></b>	Duty Day (no classes) (Classes resume 01-12-09)
<b><i>December 25</i></b>	Christmas (offices closed)
<b><i>January 1</i></b>	Happy New Year! (offices closed)
<b><i>January 12</i></b>	Spring Semester Classes begin
<b><i>January 16</i></b>	Last day to Drop/Add
<b><i>January 19</i></b>	Martin Luther King Day (offices closed/no classes)
<b><i>February 16</i></b>	Presidents Day (offices closed/no classes)
<b><i>March 9 – 13</i></b>	Spring Break (no classes/offices open)
<b><i>April 10</i></b>	Duty Day (no classes/offices open)
<b><i>April 16</i></b>	Last day to Withdraw
<b><i>May 18 – 21</i></b>	FINAL Exams
<b><i>May 22</i></b>	HCC Graduation

**Affirmative Action/Equal Opportunity Statement**

Hibbing Community College 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. Hibbing Community College complies with all statutes and regulations relating to 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.

Hibbing Community College is committed to providing access and does not discriminate against qualified students or employees with disabilities. For more information contact the Coordinator of Disability Services, located in C-239, or call 218-262-6712.

Hibbing Community College appreciates our rich and diverse society and promotes an atmosphere of acceptance and respect. Harassment and discrimination will not be tolerated. For more information regarding harassment/discrimination (race, color, national origin, sex) contact the Harassment Officer, located in Building M, or call 218-262-7292.

## **The Mission, Goals & Commitments of the College**

### **Mission:**

“Hibbing Community College (HCC), a technical & community college, provides excellence in lifelong educational and career opportunities in a responsive learning environment.”

The faculty, staff and administration are committed to providing a complete educational experience that will help students meet their individual goals. An open-door institution, HCC provides classes students need to earn a two-year degree, to transfer to a four-year institution, to prepare for a career, and to get a general education.

HCC is also a center for cultural enrichment, providing facilities, activities, and services for residents in surrounding communities.

### **Goals:**

In order to fulfill its Mission, Hibbing Community College provides:

**A Student Centered Environment** — Experiences, services and opportunities to enhance self-development, physical well-being, cultural appreciation, and good citizenship in a changing multicultural world.

**Career Education** — Career-oriented programs emphasizing knowledge, decision-making, and technical skills needed to enter and advance in professional, technical and service careers.

**Transfer Education** — Liberal arts transfer programs equal in quality to the first two years of baccalaureate education at a four-year college or university.

**Life Long Learning** — Customized training and continuing education emphasizing job training, retraining, partnerships with business and industry, personal growth and enrichment.

### **Commitments:**

Hibbing Community College, a technical & community college, is committed to:

- excellence in teaching and learning;
- a supportive learning environment for students of diverse ages, abilities, ethnicities, interests, and backgrounds;
- a regional center for social and cultural interaction;
- support economic development of the community and region;
- high academic standards;
- student development and success;
- open-door admissions;
- faculty and staff development;
- academic freedom and diversity of thought;
- modern learning facilities, equipment and technology;
- collaborative partnerships with higher education, secondary education, business, industry and governmental agencies;
- promoting economic growth.

### **HCC Values Diversity**

Hibbing Community College 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. Harassment and discrimination will not be tolerated. For more information regarding harassment / discrimination (race, color, national origin, sex) contact the Harassment Officer, located in Building M, or call 218-262-7292.

### **HCC Promotes Rights & Protections Provided by ADA**

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 For more information contact the Coordinator of Disability Services, located in C-239, or call 218-262-6712.

**HCC Ensures Freedom from Sexual Harassment**

Hibbing Community College 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 , located in Building M, or call 218-262-7292. . This Officer can provide information about sexual harassment, advice and assistance in filing a complaint. Students may also speak with a member of the Student Services staff as the initial step. Sexual harassment is a violation of both state and federal laws. See the non-discrimination/harassment policy on page 7 of this handbook.

**We're Affordable! Costs & Financial Aid Information**

**Ability to Benefit**

To be eligible to receive federal financial aid you must have earned your high school diploma, GED, or pass an approved ability to benefit test administered by HCC. Please contact the Admissions Office in Building M, 218-262-7207 for more information.

**Books**

If you cannot afford to buy your books during the first week of class, check with the HCC Library or at the information desk in Student Services for a list of texts on reserve. For your convenience, the bookstore accepts VISA and MasterCard.

**Fees**

Individual applied music lessons:	\$62
Other (workshops, physical ed. courses such as bowling, canoeing, curling, golf, skiing, outdoor activities)	Varies
Online Course Fee	\$25 per credit
Application fee	\$20 (non-refundable)

MnSCU Board of Trustees has set a non-refundable application fee of \$20 for all credit seeking applicants. The application process will not be considered complete until payment is received. This fee may be waived for students who attend non-credit workshops, seminars, continuing education classes, or customized training courses, and for non-matriculated students (post-secondary options students) taking courses for credit.

Parking fee	\$1.00/credit
Student Life	\$6.50 / credit
Student Association	\$0.31 / credit
Technology fee	\$10.00/ credit
Senior Citizen	\$20.00 / credit plus fees
Test Out	\$50/credit
Transcript	
Official (Scrip-Safe)	\$3.00

Students at Hibbing Community College will receive official academic transcripts per the following policy:

1. Graduates will receive one (1) official transcript on Scrip-Safe paper upon graduation at no charge. An explanation of grades will be included and the official college seal will be affixed to the transcript.
2. Students/Graduates requesting additional official transcripts will be charged \$3 per transcript. Official transcripts will be mailed directly to the receiving institution, employer or individual listed in the request.

### **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. Financial assistance from the HCC Financial Aid Office is intended to supplement funds provided by those sources. 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 your resources as calculated by the Department of Education and the total cost of attending HCC). Depending on your demonstrated need, your award may include grants, scholarships, loans, and/or work study.

### **How to Apply for Financial Aid**

It is important to apply early for financial aid. You are required to complete the Free Application for Federal Student Aid (FAFSA). You may go directly to FAFSA on the Web by going to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or you may access it through the HCC Financial Aid homepage <http://www.hibbing.edu/payCollege/financialAid/>. Be sure to indicate HCC's school code of 002355. You can complete the FAFSA before you are accepted to college. You may even list several colleges you might want to attend and still change your mind at a later time.

To help students avoid problems and/or delays with the financial aid process, the financial aid staff is available to review your completed FAFSA or answer questions before it is submitted. It is best to make an appointment, but walk-in appointments are usually available. Please bring supporting documentation with you, such as tax returns and other income statements. Complete and submit the FAFSA online as soon as possible.

### **What to Expect**

In approximately 4 days, you should receive a Student Aid Report from the FAFSA processor. About the same time, HCC receives the information electronically in our database.

Once your information enters HCC's system, your financial aid file is started. You may be asked to submit further information before HCC calculates your awards and eligibility for loans and work-study. When all required information has been received and your file is complete, the Financial Aid Office will send you an award letter listing grants and other aid for which you may be eligible. Anytime your financial aid award changes, you will receive an amended award letter.

You can apply for a student loan after you have received your award letter. Instructions for completing a loan application are included in the award letter. First time borrowers are required to complete a HCC loan entrance counseling session.

Your award letter may indicate work-study eligibility. Work-study is a financial aid program that involves employment at an approved work site and being paid an hourly wage. If your award letter lists work study eligibility and you would like to apply for a work-study job, contact the Financial Aid Office for an application/contract. Work-study eligibility allows you to apply for a work-study position but does not guarantee employment.

HCC's Foundation Scholarship applications can be picked up at the Financial Aid Office or requested via e-mail, mail or phone.

Students with their financial aid completed will have awards disbursed after the drop/add period of the semester at the Business Office. The exact schedule is determined by the Business Office and will be posted.

If you have questions about HCC financial aid, you may contact the Financial Aid Office at 218-262-7378, toll-free at 800-224-4422, or e-mail Paul Hatch, Director of Financial Aid at [paulhatch@hibbing.edu](mailto:paulhatch@hibbing.edu).

### Miscellaneous Costs

Students in specific programs or majors may have additional costs pertinent to that program. Students in career or technical programs/courses are required to furnish their own basic set of hand tools. Students may also have to obtain safety equipment as required by various departments. Please consult a counselor for any additional costs related to programs or majors.

### Technical or Career Programs with Extra Costs

	<b>Estimated Costs</b>	<b>Item Description</b>
Auto Mechanics	\$2000	Tools
Culinary Arts (first year)	\$750	Knives/uniforms/misc.
Culinary Arts (second year)	\$600	Uniforms/misc.
Dental Assistant	\$790	Uniforms/teeth
Diesel Mechanics (first year)	\$1,600	Tools
Electrical Maintenance (first year)	\$395	Tools
Law Enforcement (first year)	\$485	Uniforms/misc.
Law Enforcement (second year)	\$785	Uniforms/misc.
Multi-Media	\$200	misc. supplies
Nursing	please refer to the nursing packet: <a href="http://www.hibbing.edu/pdf/Associate_Degree_Nursing_Program_Admissions_Packet_08.pdf">http://www.hibbing.edu/pdf/Associate_Degree_Nursing_Program_Admissions_Packet_08.pdf</a>	
Refrigeration/Heating/Air Conditioning	\$1175	Tools

### Refunds for Complete Withdrawal from HCC

Hibbing Community College will refund tuition for students who totally withdraw in accordance with the following schedule.

#### Fall, Spring & Summer Semester and other terms at least 10 weeks in length:

<b>Withdrawal Period</b>	<b>Refund Percent</b>
1st through 5th class day of semester	100
6th through 10th class day of semester	75
11th through 15th class day of semester	50
16th through 20th class day of semester	25
After 20th class day of semester	0

#### Partial term courses and other terms at least 3 weeks but less than 10 weeks in length:

<b>Withdrawal Period</b>	<b>Refund Percent</b>
1st through 3rd class day of semester	100
4 <sup>th</sup> through 11th class day of semester	50
After 11th class day	0

### Financial Aid Impact for Complete Withdrawal from HCC

If you totally withdraw or stop attending classes federal regulations require that financial aid is “earned” based on the student’s days of attendance. A student who completely withdraws prior to completing 60% of the term is required to repay a portion of financial aid. A student who stops attending classes without an official withdrawal is also subject to a refund/repayment calculation. Any student receiving all F’s in a term must have documented attendance beyond 60% of the term. Below is an example of a student who withdrew approximately one month into the semester.

Jane Doe enrolled in 12 credits

- % of the term completed: 25.9%
- % of aid NOT earned: 74.1%
- Costs with books: \$2,175.00
- Total Pell & Loan: \$3,839.00
- Total Federal aid not earned: \$2,845.00
- Amount to be returned by the HCC:\$1,612.00\*

\* This amount is returned to the bank that holds the student's Stafford Loan. This reduces the student's indebtedness to the loan, **but creates a balance due in the same amount to HCC.** In addition, in this example the student owes a repayment to the Federal Government of \$68.00. Failure to pay this will result in cancellation of financial aid at any future college or university.

**Please contact the Financial Aid Office if you are considering a total withdraw from all courses. If you are able to remain enrolled in just one course successfully you could save yourself a substantial amount of money!**

### **Rights and Responsibilities of Students Receiving Financial Aid**

#### **You Have the Right to Ask HCC...**

- The names of its accrediting organizations.
- About its programs, instructional, laboratory, and other physical facilities; and its faculty.
- The 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.
- The criteria used to select financial aid recipients.
- How your financial need is determined. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget. It also includes what resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.
- How much of your financial need, as determined by the Financial Aid Office, has been met.
- How and when you will be paid.
- To explain each type and amount of assistance in your financial aid package.
- If you have a loan, you have the right to know the interest rate, the total amount to be repaid, the length of time you have to repay your loan, when you must start paying back, and any cancellation and deferment provisions that apply.
- If you obtain a work-study job, you have the right to know the type of job, work hours, job duties, pay rate, and how and when you will be paid.
- To reconsider your financial aid package if you believe a mistake has been made.
- How it determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities/services are available to students with disabilities?

#### **It is your responsibility to...**

- Review and consider all information about HCC.
- Pay special attention to your application for student financial aid, complete and submit it on time to the right place. Errors can delay your receipt of financial aid.
- Provide all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
- Read and understand all forms you are asked to sign and keep copies of them.
- Accept responsibility for all agreements you sign.
- Notify the Financial Aid Office of changes in your name, address, or school status, and also notify the lender if you have a loan.
- 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.

### **Sources of Financial Aid**

Before you can be considered for any of the following types of aid, you must complete the Free Application for Federal Student Aid — FAFSA.

#### • **Federal**

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Federal Academic Competitiveness Grant
- 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)/Job Training Partnership Act (JTPA) Grants
- Division of Rehabilitation Services (DRS) Grants
- Minnesota Indian Scholarships
- Indian Tribal Grants
- Veterans Benefits (Certification forms are available in the HCC Records Office or call 262-6735).

### **State Residency Requirements**

#### **Part 1. Definition of Domicile.**

A person's true, fixed and permanent living place. Domicile is the place to which a person intends to return after temporary absences. A person may have only one domicile at a time.

#### **Part 2. Determination of In-State Tuition.**

**Subpart A. Statute.** Students shall be eligible to pay in-state tuition if they meet the criteria of [Minnesota State Statute 135A.031, subd. 2.](#)

**Subpart B. Demonstrating domicile.** Students may establish eligibility for instate tuition by demonstrating domicile in Minnesota before the beginning of any semester or quarter. Students have the burden of proving domicile for purposes of instate tuition.

1. Students who seek to qualify for instate tuition must first meet the following threshold requirements:
  - a. Students must have resided in Minnesota for at least one calendar year immediately prior to applying for instate tuition.
  - b. Residence in Minnesota must not be merely for the purpose of attending a college or university.
2. 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.
  - a. Continuous presence in Minnesota during period when not enrolled as a student.

- b. Sources for financial support are generated within Minnesota.
  - c. Domicile in Minnesota of family, guardian, or other relatives or persons legally responsible for student.
  - d. Ownership of a home in Minnesota.
  - e. Permanent residence in Minnesota.
3. 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.
- a. Voting or registration for voting.
  - b. The lease of living quarters.
  - c. A statement of intention to acquire a domicile in Minnesota.
  - d. Domicile of student's spouse in Minnesota.
  - e. Automobile registration.
  - f. Other public records, e.g., birth and marriage records.

**Subpart C. Exceptions.** Individuals in the following categories shall qualify for instate tuition rates;

1. Graduate students appointed to graduate assistant positions.
2. Students who qualify under a Board-approved agreement between a governmental subdivision and a college or university.
3. 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 nationally-normed, standardized achievement test and who reside in states that do not have reciprocity agreements with Minnesota.
4. Students who qualify under a college or university affirmative action program consistent with law and approved by the Chancellor or designee.
5. 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.
6. Students who are recognized as refugees by the Office of Refugee Resettlement of the U. S. Department of Health and Human Services.
7. 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).
8. U.S. military personnel serving on active duty assignment in Minnesota, and their spouses and dependent children.

**Tuition**

1. Tuition is projected to be \$131.58 per credit for residents and 164.48 for non-residents pending MnSCU Board approval. Required fees will be approximately \$17.81 per credit. Some classes may also have special course fees. See “Fees” on page 9.
2. 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:

1. Students enrolling at HCC must pay tuition on or before the first day of the term.
2. 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.
3. Any student whose tuition and other financial obligations remain unpaid at the start of the term will be denied entrance into class.
4. 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.

### **Tuition Payment**

Because of new legislation, state colleges, including Hibbing Community College, are being required to drop students from classes after the fifth (5<sup>th</sup>) day of the semester unless you have completed one of the following:

- 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. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Authorization for Agency Funding has been received by college prior to the fifth (5<sup>th</sup>) day of the semester
- Student is enrolled in Post Secondary Enrollment Option Program (PSEO)
- Student is enrolled in an active external payment program (FACTS MANAGEMENT/E-CASHIER) Please go to: [www.hibbing.edu](http://www.hibbing.edu) for enrollment information.

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. .

### **Book Deferment**

Students may defer the cost of their books subject to the following: There must be enough funds, grants and/or loans awarded and certified to cover tuition and fees in addition to the cost of books.

Hibbing Community College  
2008 - 2009 Two Semesters  
**Estimated Cost of Attendance**  
Based on 15 credits per semester

<u>Component</u>		<u>Per month/Credit</u>
Resident Tuition	\$3947	\$131.58/credit
Fees	\$535	\$17.81/credit
Books	\$825	
Room & Board	\$5,300	\$589.00/month
Miscellaneous Expense	\$1,800	\$200.00/month
Transportation Expense	<u>\$1,750</u>	\$194.00/month
<b>Budget Total</b>	<b><u>\$14,157</u></b>	

### **Waivers**

The Provost may waive amounts due to the college for the following reasons:

- Employee Benefit Provided by a Bargaining Agreement
- Death of a Student
- Medical Reasons
- College Error
- Employment Related Conditions
- Significant Personal Circumstances
- Course Conditions -- when the location or timing of the course results in the student not being able to use the services intended by a fee.
- Resident Hall Fees
- Natural disasters or other situations beyond the control of the campus.

## **Directory of Student Services**

HCC's Student Services and activities program are designed to meet the unique needs of students and provide an environment of growth. The student services staff at Hibbing Community College will help you meet your needs outside the classroom. Services include programs and activities that will enhance your college experience ranging from academic and career advising and academic support, to intercollegiate athletics, fine arts activities, student government, student clubs and Phi Theta Kappa.

We invite you to explore the possibilities HCC offers. You'll find the support and the challenges that will make your education at HCC a time of growth.

The following services are provided.

### **Academic Advising:**

Schedule an appointment: 218-262-6774

Building M

Monday – Friday 8 a.m.– 4:30 p.m.

Advising is an integral part of student success at HCC. All students have an opportunity to discuss educational, personal, and career interests and goals with advisors or counselors. Other advising services include assistance with course selection, transfer, study skills, goal setting, time management, and motivation.

### **Academic Center:**

Phone: 218-262-6745 or 218-262-6712

Room: C239

Monday – Friday 8:00 am – 4:30 pm

The Academic Center offers many services to students for improving study skills, test-taking skills, and time management. Trained peer and professional tutors are available, at no charge to students, to assist with specific subjects. Study groups also meet in the Academic Center.

### **Activities:**

Phone: 218-262-7636

Building M

Activities for students are coordinated through the activities director. Contact this person with any programming suggestions.

### **Admissions:**

Phone: 218-262-7247

Building M

Monday – Friday 8:00 a.m. – 4:30 p.m.

Applications for admission, information on programs, course catalogs, and housing information are available from this department. Students can also change their major with the Admissions Office.

### **Athletics:**

Phone: 218-262-6749

PE Building

Intramural sports and activities for students are coordinated through the activities director. Contact this person for more information. Participants in NJCAA must maintain academic standards to maintain eligibility for competition. Varsity men's athletics include basketball, golf, and baseball. Varsity women's athletics include volleyball, basketball, golf, and softball. Club activities consist of men's and women's soccer as well as men's ice hockey. Intramural offerings include 3-on-3 basketball, co-ed volleyball, bowling, indoor soccer, and open gym nights.

**Bookstore:**

Phone: 218-262-6706

Room: C115

Monday – Friday 8 a.m. – 2:30 p.m. Additional hours will be available at the beginning of each semester. The HCC Bookstore stocks new and used books required to complete coursework and various items including supplies, clothing, and backpacks.

**Business Office:**

Phone: 218-262-7205 or 218-262-6736

Building M

Monday – Friday 8:30 a.m. – 3 p.m.

Tuition and fees due to HCC are paid at the Business Office. All financial aid awards are issued through this office.

**Career Center:**

Phone: 218-262-6775

Building M

Monday – Friday 8 a.m. – 4:30 p.m.

Students are encouraged to use the Career Center. There is information on HCC programs, two and four-year college catalogs, career exploration, job information, and computers available for career or job searches.

**Computer Labs & Services:**

Phone: 218-263-2970

Hours are posted next to computer labs in D132 and C222

Monday - Friday

HCC provides computer facilities for classroom instruction and student applications. The computer labs offer a broad spectrum of current software for student use as well as Internet access and E-mail capabilities. Lab assistants are available to offer assistance. Students experiencing difficulty with their on line courses, may contact computer services.

**Community Resources**

The following community resources are available to assist students.

- Chemical Abuse Information and Referral 1-800-543-7709
- Eating Disorders Information and Referral 1-800-543-7709
- Fairview University Medical Center-Mesabi 218-262-4881
- Housing and Redevelopment Authority 218-263-3661
- Legal Aid Services 218-749-3270
- Range Women's Advocates 218-254-3377
- Range Mental Health Centers 1-888-344-9237
- Sexual Assault Program 1-800-300-3102
- St. Louis County Social Services 218-262-6000
- Suicide/Crisis Hotline 1-800-450-2273

**Counseling Services:**

Phone: 218-262-6752 or 218-262-6786

Building M

Monday – Friday 8 a.m. – 4:30 p.m.

Counselors are available by appointment or on a drop-in basis to discuss personal, academic, and career concerns. Information about transferring is also available.

**Disability Services:**

Phone: 218-262-6712

Room: C239

Monday – Friday 8 a.m. – 4:30 p.m.

HCC is committed to meeting the needs of students and staff with disabilities. HCC complies fully with the provision of Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, which mandates equal access for physically and learning disabled persons in educational program.

Accommodations and support for students with disabilities are available through the Disability Services Office and the Student Support Services Program. Services include assistance with application and registration procedures, career and academic counseling, auxiliary aids and adaptive equipment, classroom and testing accommodations, advocacy, accessibility information, and referrals to community agencies. It is the responsibility of the student to request services of accommodations and to provide documentation of the learning or physical disability. All information is kept confidential.

**Financial Aid:**

Phone: 218-262-7378 or 218-262-6731 or 218-262-6733

Building M

Monday – Friday 8 a.m. – 4:30 p.m.

The financial aid office assists full and part-time students in obtaining financial assistance in the form of grants, loan, scholarships, and employment through work-study in order to ensure their ability to access education.

**Food Service:**

Phone: 218-262-7228

The Culinary Arts Department provides service for snacks, rolls, lunches, and grill. This is available to students, staff, and guests. Beverages are also available including coffee, juices, fountain pop, etc.

Vending machines are available throughout the campus with snacks and bottled water, juices, and soft drinks.

**Forms:**

The following forms are available in student services: registration; drop/add; transcript request; change of major; withdraw; refund; tuition waivers for employees; petitions; academic progress; grade change; course variances; re-admittance; applications for admission; applications for graduation; and insurance.

**Graduation:**

Phone: 218-262-6735

Building M

Monday – Friday 8 a.m. – 4:30 p.m.

Questions regarding diplomas and applying to graduate are referred to the records office.

**Harassment:**

Phone: 218-262-7292

Room: M166

Monday – Friday 8 a.m. – 4:30 p.m.

Students needing to discuss harassment issues should see the harassment officer.

**Housing/Residence Life:**

Phone: 218-263-2911

1601 E 25<sup>th</sup> Street

Monday – Friday

HCC has on-campus housing available to students. The housing facility provides a comfortable, private environment at a reasonable cost and is operated by trained staff under the direction of the Housing Director. Laundry facilities and community room are available.

**ID Cards:**

Phone: 218-262-6774

Building M

Students receive photo ID cards. There is a \$5 reprint fee for lost or stolen cards.

**International Students Advisor:**

Phone: 218-262-7292

Building M

Monday – Friday 8 a.m. – 4:30 p.m.

International students with questions regarding admission, academic planning, and advising are encouraged to meet with this advisor.

**Library:**

Phone: 218-262-6746 (Library Technical Assistant) 218-262-6747 (Librarian)

Building L

Academic Year Hours: Monday-Thursday 8 a.m. - 8 p.m.; Friday 8 a.m. – 4 p.m.; Saturday/Sunday Closed (all hours subject to change)

This library is a vital part of the college's instructional program. The librarian cooperates with classroom instructors to assure that students develop skills in information literacy appropriate to their career and professional goals. An extensive collection of books, periodicals, audiovisual materials, and electronic resources are available to students, staff, and community. Library resources are accessible via MnPALS at <http://hibbing.mnpals.net> as well as other databases. The HCC collection is accessed from locations on and off campus via the Interlibrary loan allowing for identification and borrowing of materials from regional, state, and national academic, public and special libraries. The HCC library also has textbooks and special resources on reserve for students to use in the library for most HCC courses.

**Lost and Found:**

Check with Receptionists in Building C or Building M for lost items.

**Multi-Cultural Services:**

Phone: 218-262-6712

Room: C239

Monday – Friday 8 a.m. – 4:30 p.m.

This advisor provides assistance in securing financial aid, housing, transportation, admissions and program information, personal and academic advisement and community resource referrals. The advisor acts as an advocate for students with faculty and staff and serves as a liaison with federal, state, tribal and special scholarship funding agencies.

**Placement Services:**

Phone: 218-262-6775

Room: M163

Monday – Friday 8 a.m. – 4:30 p.m.

HCC has a placement service to aid students in seeking positions. Services include job search, resume writing assistance, mock interviews and distribution of employment opportunities. A job board is located in Building M.

**Placement Testing:**

Phone: 218-262-6774

Building M

Monday – Friday 8 a.m. – 4:30 p.m.

Assessment tests are administered to all new students enrolling at HCC and are used to determine placement levels in Reading and Math. The Disability Services Director needs any request for testing accommodations; accommodations for students with physical or learning disabilities need to be requested by the student.

**Records Office:**

Phone: 218-262-6735

Building M

Contact the records office with questions regarding grades, grade changes, diplomas, transfer credits and Veteran's benefits.

**Recruiting/Campus Tours:**

Phone: 218-262-6713 or 218-312-1508

Room M 148-149

Monday – Friday 8 a.m. – 4:30 p.m.

Visitors are always welcome at HCC. Contact the HCC recruiter for campus visits. College visits are hosted by staff members who will acquaint prospective students with the college, answer questions, and visit with program instructors.

**Registration:**

Phone: 218-262-7210

Building M

Monday – Friday 8 a.m. – 4:30 p.m.

Students can have PIN numbers reset, change address, verify enrollment for insurance, and request transcripts. Students can also receive assistance with computer registration. Contact this department or the records office regarding holds, student status, or background checks. The registration department should be contacted to reach students in emergency situations.

**Service-Learning:**

Phone: 218-263-2966

Hibbing Community College is committed to community involvement and collaboration. As part of that commitment, HCC encourages student participation in community activities. One avenue of participation is through service-learning, a teaching/learning method by which students learn and develop through active participation in thoughtfully organized service experiences. A growing number of instructors are incorporating service-learning components into their curricula. Some examples are nursing, composition, health, and law enforcement. The student/community partnership is one of mutual reward.

**Student Support Services:**

Building M

Monday – Friday 8 a.m. – 4:30 p.m.

The SSS Program is funded by the Department of Education and provides eligible students with a variety of services. All services and activities are provided at no charge to the students. To be eligible, students must meet one of the following criteria: first generation (neither parent had a 4-year degree by the time the student turned 18 years old), be low income, or have a documented disability. SSS provides: academic, career, personal, transfer, and financial aid advising; tutoring and study groups; campus visits; workshops; Transition to College and Choosing A Major/Career courses; and cultural activities. Program participants apply to the program and are contacted by the SSS Director if they meet eligibility requirements.

**SSS Staff:**

Director 262-6759

Advisor 262-7363

Secretary 262-6774

Advisor 262-6732

Counselor 262-6786

Disability Services 262-6712

**Transcripts:**

Phone: 218-262-7210

Building M

Request forms are located in Student Services or at <http://www.hibbing.edu> and should be turned in at Student Services. There is a \$3 fee for official transcripts and \$1 for a student copy. Students have access to print their own transcripts and DARS reports at [www.hibbing.edu](http://www.hibbing.edu) under Cardinal E-Services.

**Tutoring Services:**

Phone: 218-262-7211 or 218-262-6745 or 218-262-6712

Building: C239

Monday – Friday 8:00 am – 4:30 pm

For academic assistance, test proctoring, and tutoring, visit the Academic Center

**Veterans Benefits**

Phone: 218-262-7210

Building M

Hibbing Community College is approved by the Minnesota State Approving Agency for Veterans' Educational Benefits. Veterans can receive up to 45 months of educational assistance through the GI bill for full-time attendance. Benefits are also paid for part-time attendance. The veteran must notify the Records Office when they register, add, drop or withdraw from classes or of address changes or of any change in dependents. The Veterans Administration, Fort Snelling, provides work-study jobs for full-time student veterans. Veterans can earn up to \$1,800 each semester enrolled. Students must be enrolled full time to be eligible.

**Work-Study Paychecks:**

Phone: 218-262-7200

Building C Reception

Students will pick up work-study checks at the main reception desk located in Building C.

Additional information regarding other services is provided below:

**Athletics (Intercollegiate, Club, Intramurals)**

HCC has a complete and competitive athletic program for both women and men. Participants must maintain academic standards set by NJCAA to be eligible to play. As a Division III school, HCC does not award athletic scholarships. Men's varsity athletics include, basketball, golf and baseball. Women's varsity athletics include volleyball, basketball, golf and softball. Club activities include men's and women's soccer and men's hockey.

If you enjoy athletics but don't have the time to devote to varsity-level play, the intramural program offers a variety of options, including table tennis, 3-on-3 basketball, co-ed volleyball, bowling, floor hockey, weight lifting, and family recreation nights.

**Fitness Facilities**

Our fully-equipped fitness center is located in the HCC physical education building. You can build a personal fitness program around life-cycles, elliptical machines, stair steppers, free weights, as well as Nautilus-like equipment. When you've finished your work-out, you can refresh in the saunas in both the men's and women's locker rooms. All HCC students, staff, and faculty are welcome to use the facilities whenever they are available. There is no charge.

**Food Service**

During the academic year, HCC's Culinary Arts program provides food service, including breakfast and lunch, to the campus community. Hours of operation are 9:00 a.m. to 1:00 p.m. In addition, vending machines are conveniently located throughout the campus.

## **Library**

The Learning Resource Center includes the library and campus audio-visual/media services. The library contains approximately 30,000 units of print and non-print material and subscriptions to over 300 periodicals, including local and national newspapers. Library resources are accessible via WebPALS ([www.pals.msus.edu](http://www.pals.msus.edu)), an on-line public access catalog and MnLINK ([www.mnlink.org](http://www.mnlink.org)). Continued participation with MnSCU/PALS, as the primary library catalog, interlibrary loan and circulation system, provides library users access to over 125 Minnesota academic, public, school libraries and state agency centers and subscription database files. Subscription services to WebPALS database files, such as GENERAL Magazine Index, HEALTH Index, BUSINESS Magazine Index, COMPANY PROFILES, and ERIC, provide library users access to unlimited resources. MnLINK is a computer gateway system to numerous library collections in Minnesota and provides licensed and public domain reference databases to help locate articles found in serials, journals, magazines and newspapers.

HCC library subscription services include Ohio College Library Center, Cumulative Index to Nursing and Allied Health Literature, AccuNet/AP Photo Archive, PoemFinder, and many others. World Wide Web links provide access to the Library of Congress, Colorado Library System, MELVYL (University of California), and several other libraries. Interlibrary Loan is accomplished through WebPALS, MnLINK and MINITEX. Through participation in MINITEX, access to and delivery of requested items from the collections of major libraries, such as the University of Minnesota, is provided free to library users.

The library has a good environment for study, research and reference work. Additional resources are provided for upper-division and graduate level students enrolled in programs offered through the Arrowhead University Consortium. The library has carrels and tables (some of which are equipped for AV use), a conference room for group study and video viewing, microfiche readers/printers, a photo copy machine and several campus networked computers.

The Audio-Visual Department is located on the lower level of the library building and supplies audio-visual equipment and media services.

## **Student Organizations**

### **Choir - 262-6729**

The College choral group performs at special campus events and a grand-scale community-wide performance (such as Handel's Messiah) is planned with the community for each spring. Selected members of the choir and band participate in the Spring Fine Arts Festival.

### **Drama - 262-7377**

Each year, the HCC theater department stages a season of productions, showcasing college and community talent. Past shows include "The Blues Brothers", "The Kentucky Cycle," "Marvin's Room," "Frankenstein," and the musicals "Tommy", "HAIR.", and "Beauty and the Beast" You are invited to participate in all phases of theater production, from scene construction to starring roles.

### **Honors Society (Phi Theta Kappa) - 262-7270**

The national honors society for community college students, Phi Theta Kappa, recognizes students who maintain high academic standing and have demonstrated leadership and service learning in the college and community. Students who have maintained a 3.35 GPA after earning 12 credits are invited to become members.

### **Student Senate - 262-6741**

The HCC Student Senate is a student run organization managed and operated by an elected Student Executive Board and student representatives. It is a campus wide organization affiliated with Minnesota State Colleges Student Association. The purpose of the Student Senate is to: 1) Represent the student body and affiliated student organizations in all matters of mutual concern and to be the voice of the students; 2) Recommend social, cultural, and athletic activities for the student body in the interest of promoting better inter- and intra-collegiate relations; 3) Act as an advocate for the student body and directly represent the students in relation to the faculty and staff in the general interest of continued harmony and respect.

## **Vocational Industrial Clubs of America -**

Students in Automotive, Diesel, Refrigeration, Multimedia, Microcomputer, and Cisco programs form VICA chapters. Club activities promote leadership, skill development, social, and interpersonal activities. Industry highly supports VICA and members may participate in state skills contests, and winners advance to national competitions.

## **Academic Information**

### **Academic Forgiveness Policy**

#### Philosophy

Students often drop out of College after a semester or more of poor academic performance. Upon attempting to resume their education at a later date, their previous academic performance hinders 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 a clean slate.

#### General Information

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

#### Criteria

The student must:

1. Be seeking a degree/diploma from HCC. A student who has already graduated may not request academic forgiveness.
2. Have, since the most recent HCC admission, completed a minimum of twelve (12) consecutive credit hours from HCC with a minimum of 2.0 grade point average with a 100% completion rate.
3. Not have enrolled at HCC for a minimum of 18 months.

#### Procedure

1. Submit a completed Academic Forgiveness form, available in Records/Registrar's Office.
2. The current advisor's recommendation for approval/disapproval must accompany the form.
3. Academic Forgiveness applications are submitted to the Records/Registrar's Office and will be presented to the Petition Committee for consideration.
4. If academic forgiveness is approved, the Records/Registrar's Office will make the following adjustments to the student's transcript:
  - The transcript will be separated into two sections indicating the point of academic forgiveness. Academic forgiveness will be indicated on the transcript. All previous work, whether from HCC or transfer, will remain on the student's permanent record.
  - No credits will be granted for any course completed at HCC prior to the point of academic forgiveness. However, the course titles and grades from these courses will remain on the transcript.
  - Calculation of the student's GPA and completion rate will not include grades received prior to the point of academic forgiveness.
5. The student's record for the semesters involved will not count toward admission to or completion of their current degree program.

### **Assessment for Success**

New entering students seeking a degree, diploma, certificate, or planning to transfer to another college, HCC are required to take assessment tests in math and reading. The results of these tests will help you to choose classes that match your abilities and provide you the greatest chance for success. If students need to increase skill levels, HCC offers classes to help prepare for college level work.

## **Classification of Students**

Students who have satisfied the entrance requirements and carry 12 or more credits each semester shall be listed as full-time students. Students can register for more than 18 credits only with the approval of a counselor or advisor. Students who have earned less than 30 semester credits are classified as freshmen. Students who have 30 or more semester credits are listed as sophomores. Students who wish to register for classes without working toward a degree are classified as special students. Students carrying less than 12 credits are designated as part-time students.

## **Degrees, Diplomas and Certificates**

### **Definitions:**

**Program:** A program is a cohesive pattern of credit courses and experiences leading to a degree, diploma, or certificate. Programs are designed to (1) prepare students for advanced study, (2) qualify students for an occupation or range of occupations, and (3) increase students' knowledge and understanding in a specific area/discipline. Accomplishment of program objectives requires a set of structured learning experiences in which a student must demonstrate competencies in a wide range of skills and knowledge that constitute a major or are certified by a credential.

**Credit:** A credit is the unit of measure normally associated with specific courses and experiential learning activities. While credits are the units of measure utilized in this policy, their use is not intended to limit nor reduce opportunities to certify skills and competency attainment through alternative student outcome assessment approaches. The goal of education is the attainment of specific skills and knowledge. Creative approaches to the awarding of credit in response to demonstrated student skills attainment, above and beyond credit for prior learning and credit through examination programs, are both encouraged and desired.

### **Criteria**

Degrees, diplomas and certificates awarded for program completion by the Minnesota State Colleges and Universities shall meet the following criteria:

1. **Certificates** may be awarded for successful completion of a specialized academic or occupational program of study which certifies a specific skill attainment. These certificate programs are between 9 - 30 semester college-level credits. The program awarding a Specialized Certificate shall have as its primary objective certifying graduates in the area/skill designated in the certificate program title.
  - An **Occupational Certificate** may be awarded for successful completion of a program intended to provide students with entry-level employment skills.
  - An **Advanced Technical Certificate** may be awarded for successful completion of a program intended to enhance or raise a student's technical skills. Minimum standards shall include graduation from an appropriate diploma or degree program or an appropriate term of related employment.
  - An **Advanced Certificate** at the pre-baccalaureate level, may be awarded for successful completion of a program intended to certify a student's knowledge and/or professional skills in a specific area of knowledge or practice.
2. **Diplomas** may be awarded for successful completion of a program intended to provide students with either entry-level employment skills or upgraded employment skills. A diploma shall include 30 - 72 semester credits. The Chancellor or designee must approve program credit lengths which exceed 72 semester credits. One-third of the credits shall be taught by the faculty recommending the award of the diploma. This requirement may be decreased upon recommendation of the faculty.
3. **Associate Degrees** may be awarded after the successful completion of a program of 60 - 72 semester college-level credits. The Chancellor or designees must approve program credit lengths which exceed 72 semester credits. Twenty semester credits shall be taught by the faculty recommending the award of the degree. This requirement may be decreased upon recommendation of the faculty.
  - An **Associate in Arts (A.A.) degree** is designed to constitute the first two years of a four-year baccalaureate program. During this period, the student satisfies prerequisite courses for the intended major field of study, and completes general education requirements. The A.A. Degree is intended for transfer to senior institutions, and will fulfill general education distribution requirements at public universities in

Minnesota and some non-public and out-of-state universities, as well. The Associate in Arts degree has included the Minnesota Transfer Curriculum (MnTC) since Fall, 1995.

- An **Associate in Science (A.S.) degree** may be awarded for successful completion of a program which transfers to a baccalaureate major in a scientific or technical field. An Associate in Science program includes a minimum of 30 semester credits of general education courses. At HCC, general education courses are selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum. A majority of the general education courses are prerequisites to or specifically supportive of occupational courses.

- An **Associate in Applied Science (A.A.S.) degree** is awarded for successful completion of a program of 60 - 72 semester credits. The Chancellor or designee must approve program credit lengths which exceed 72 semester credits. An A.A.S. degree is awarded for successful completion of a program primarily intended to prepare students for employment. An A.A.S. program includes a minimum of 25% of total credits to be general education courses. At HCC, all general education courses are selected from the Minnesota Transfer Curriculum and include at least three credits in three of the ten MnTC goal areas. A majority of the general education courses are prerequisites to or specifically supportive of occupational courses. At least 30 semester credits are program-related occupational or technical courses.

#### **Drop/Withdrawal period for full-term courses**

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. Students may withdraw (W) from a class until 75% of the semester is completed.

#### **Drop/Withdrawal period for partial-term courses (more than 3 weeks in length)**

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. Students may withdraw (W) from a class until 75% of the class is completed.

#### **Drop period for short courses(less than 3 weeks in length)**

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. Withdraws (W) are not permitted for courses less than three (3) weeks in length

#### **Non-attendance**

If you register for a class and stop attending without officially dropping or withdrawing in writing, e-mail, or phone, you will be held responsible for payment and receive your earned grade for the classes. A grade of FN will be recorded for courses you stop attending without officially withdrawing.

#### **Adding Classes**

If you would like to add a class after the first five (5) days of the semester, you must submit a petition form with the instructor's signature and appropriate campus administrative signature. A petition form may be picked up in Student Services.

#### **Grade Change Request**

A student has the right to challenge a given grade. However, the request must be made within one year following the semester in which it was given. If a student is requesting that a grade be changed, the following steps must be taken:

1. Student must submit a written request to the instructor who gave the grade.
2. If the matter is not resolved to the student's satisfaction, the student must follow the student complaint/grievance procedure as stated in the student handbook.

### **Grade 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
FN	=	0.00 grade points per credit
NC	=	0 (non-punitive) workshops only
I	=	0 (non-punitive) except GPA
W	=	Withdraw - first 60 instructional days
AU	=	Audit
R	=	Repeat
P	=	Pass

### **Grading on Attendance**

Hibbing Community College may base a student's grade in part on attendance.

1. Students must have advance notice that grades will be based in part on attendance. The attendance policy (requirements) needs to be in writing and provided to students on the first day of class.
2. The attendance policy must be clearly articulated and should explain the academic reasons for requiring attendance, such as class discussion and participation, group interaction, hands-on training, etc. The policy should explain how a student's grade would be impacted by non-attendance and should define excused and unexcused absences. In addition, information should be provided regarding a process for reporting excused absences, and make-up opportunities.
3. HCC and individual instructors must apply the attendance policy evenly. Attendance records must be carefully kept and enforcement must be consistent.
4. A student, who wishes to challenge whether the absence was excused, should have been excused under the policy, or whether special circumstances are present can do so by following the Complaint Process on page 56 of the Student Handbook.

### **Grading System**

The following policy applies to all students for each course in which they are registered:

1. There are five permanent passing grades: A (the highest grade), B, C, D, and P, one of which is assigned to students who have satisfactorily completed the course requirements. The grade of "P" indicates at least "C" quality work and shall be assigned only for: a) courses in which the credits are earned by special examination; or b) courses in which the student earns credit on a "P/NC" basis.
2. A temporary grade of "I" may be assigned by the instructor when the course requirements are not completed. Students receiving an "I" must satisfactorily complete the course requirements the following semester in order to receive a permanent grade. Unsatisfactory completion will result in the automatic replacement of the temporary symbol "I" by the permanent symbol "F".
3. A permanent grade of "W" is assigned when a withdrawal statement, signed by the student, is submitted to the Records Office any time during the first 60 class days of the semester. Students withdrawing from a course after the 60th day will receive an "F" unless, in the judgment of the administration, evidence has been provided of unusual circumstances which would justify a "W". Unsatisfactory academic progress is not considered sufficient reason to grant a "W" after the first 60 instructional days.
4. 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. The auditing students have the additional right to choose the class activities in which they will participate.
5. A grade point average (GPA) will be computed for students for courses in which A, B, C, D, F, or FN are recorded. The values of 4 for A, 3 for B, 2 for C, 1 for D, or 0 for F, FN are used as the basis for the GPA. The average grade point ratio is computed by dividing the total points earned by the total number of credits in the courses with the above five grades.
6. If a course is repeated, only the highest grade is used in the computation of the GPA.
7. A grade of "FN" will be assigned when a student stops attending class without officially withdrawing.

## **Graduation Requirements & Other Academic Information**

Graduation requirements and other academic information are important to successful completion of your courses, programs, or degrees at Hibbing Community College. This information is as current as possible and every effort will be made to keep you updated, if policy changes.

### **Graduation Requirements / General Information**

In order to graduate from Hibbing Community College with an Associate Degree, Diploma, or Certificate, the following is applicable:

- Students must complete all the requirements of the degree, diploma, or certificate with a minimum of a 2.00 (C) grade point average. Specific requirements for these degrees, diplomas, and certificates are listed on the pages that follow.
- 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 will be taught by the faculty recommending the award of the degree.
- Courses numbered below 1000 may not be used to fulfill Associate Degree, Diploma, or Certificate requirements.
- When a student enrolled in a program misses two consecutive semesters of coursework at HCC, the 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 and must complete the requirements 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 1) adopt the program plan in place when the student enrolled or 2) adopt any revised program plan in place after initial enrollment. The student must fulfill requirements of the chosen plan in its entirety and must complete the requirements 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 the student's attendance, the student must meet with an advisor to determine how remaining graduation requirements may be fulfilled.
- Students must file an Application for Graduation in the Records Office prior to the requested graduation date.
- Degree candidates must earn at least 20 semester credits at Hibbing Community College.
- Students who have applied to graduate but have not met all graduation requirements will receive a letter identifying the missing requirement(s).
- Grading with Honors:

Distinction	3.25 - 3.49 GPA
High Distinction	3.50 - 3.74 GPA
Very High Distinction	3.75 - 4.00 GPA
- Commencement Exercises are held once each year at the end of Spring Semester. All candidates for graduation in that academic year may participate in Commencement Exercises. Students must indicate their intent to participate in Commencement Exercises when they submit an Application for Graduation.

### **Dean's List**

Students maintaining a 3.25 grade point average during Fall or Spring semester while carrying a minimum of 12 credits will be recognized for the Dean's List. Courses taken Pass/No Pass/Audit are not included in the 12 credits.

## **Registration**

Each semester, Hibbing Community College prepares a complete schedule listing courses, number of credits, class times, instructors' names, special fees and prerequisites. Students are encouraged to access the website for the most current information. Instructions and registration dates are included with the schedules. These lists are available approximately six weeks before the beginning of each semester. To request a schedule of classes for the upcoming semester, call (218) 262-7207 or toll-free 1-800-224-4422 or visit the website at [www.hibbing.edu](http://www.hibbing.edu).

You are encouraged to work with a member of the Student Services staff or a program advisor when planning your classes. If you have questions, or if you need help in making career and academic decisions, please make an appointment with a counselor.

## **Safety Requirements**

Minnesota state law provides that every person wear industrial quality eye protection devices when participating in hazardous training activities while in school programs. HCC will comply with the law by requiring that students in trade and industrial/technical programs purchase and wear industrial quality safety glasses with side shield that meet ANSIZ 87.1 requirements. Students in certain programs are required to wear leather boots or protective footwear (safety shoes) that meet ANSIZ 41.1 during the time they are in shops, labs, or areas where foot injuries could occur. Tennis shoes or sneakers are not allowed.

## **Satisfactory Academic Progress Policy**

All Hibbing Community College students are governed by one Satisfactory Academic Progress Policy. The standards of Satisfactory Academic Progress (SAP) measure a student's performance in three areas: *(1) cumulative grade point average, (2) completion ratio, and (3) maximum time frame (which apply only to financial aid recipients)*. Students are expected at a minimum to maintain a 2.0 cumulative GPA, complete 67% of what they have attempted, and finish their degree, diploma, or certificate within 150% of the published credit length. Monitoring of SAP begins with the first attempted credit.

Students are responsible for their own academic progress and for seeking assistance when experiencing difficulty. The Registrar's Office, in cooperation with the Financial Aid Office, is responsible for implementing and monitoring the compliance of this policy.

### **I. Requirements**

**Qualitative Measure:** Students are expected to maintain a minimum cumulative GPA of 2.0.

**Quantitative Measure:** Each semester, a student's academic progress will be measured by comparing the number of cumulative earned credits (for which a grade of A, B, C, D, or P was received) with the cumulative number of attempted credits (including any course in which the student remained enrolled past the Drop/Add period). A student must earn at least 67% of cumulative attempted credits to maintain satisfactory progress.

**Maximum Time Frame:** We use credits to establish the maximum time frame during which a student can receive financial aid. This limit is 150% of the published credit length of the program/degree. For instance, a student in a program requiring 64 credits for graduation may be eligible to receive financial aid during the first 96 attempted credits.

All attempted credits in the active major are counted, including transfer and consortium credits, whether or not financial aid was received or the course work was successfully completed.

### **II. Evaluation Period**

Academic progress will be reviewed at the end of each semester, prior to the 10<sup>th</sup> day of the subsequent academic term, including summer session.

### **III. Failure to Meet Standards**

#### **Probation**

If at the end of the evaluation period a student has failed to meet the college's cumulative qualitative or quantitative measure, the student will be placed on probation. The student may continue to receive financial aid during the probationary period, at the end of which the student will:

be removed from probationary status because both the cumulative GPA and cumulative completion rate have been met; or

be suspended from Hibbing Community College unless,

if at the end of the probationary period, the student has met the qualitative and quantitative standards for the probationary period, but has not met the College's cumulative standards, the student will retain his or her financial aid eligibility under a "continued probation" status, until such time as the student will:

- be removed from probationary status because both the cumulative GPA and cumulative completion rate have been met; or
- be suspended from Hibbing Community College because of failing to meet GPA and completion rate for the term.

#### **Suspension**

At the end of a probationary period a student will:

be removed from probationary status because both the cumulative GPA and cumulative completion rate have been met; or

be suspended from Hibbing Community College unless,

if at the end of the probationary period, the student has met the qualitative and quantitative standards for the probationary period, but has not met the College's cumulative standards, the student will retain his or her financial aid eligibility under a "continued probation" status, until such time as the student will:

- be removed from probationary status because both the cumulative GPA and cumulative completion rate have been met; or
- be suspended from Hibbing Community College because of failing to meet GPA and completion rate for the term.

Students that have been suspended may not register for classes or receive financial aid. (See Appeals below)

If the College determines that it is not possible for a student to raise his or her GPA or course completion percentage to meet the College's standards before the student would reach the end of the program for which

he or she is receiving financial aid, the student shall be suspended from financial aid eligibility immediately upon completion of the evaluation.

The college may immediately suspend a student in the event of extraordinary circumstances, such as a student who was previously suspended and whose academic performance falls below acceptable levels during a subsequent semester, a student who registers for but does not earn any credits for two consecutive semesters, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid, etc.

#### **Maximum-Time Frame**

If at the end of the evaluation period, a student has failed to meet the standard for measurement of maximum time-frame, the student shall be suspended from *financial aid eligibility immediately* upon completion of the evaluation.

#### **IV. Notification**

Students failing to meet the minimum satisfactory academic progress requirements will be notified in writing (letter or email) as to their status.

#### **V. Appeals**

Students who do not meet the SAP Policy (including maximum time frame requirements) may appeal if they have extraordinary or mitigating circumstances. These could include, but are not limited to, change in curriculum, illness, death in the family, or unavoidable absenteeism. To appeal, a student must submit a completed and signed Academic Appeals Form explaining why he or she should not be suspended. SAP Appeal Forms are available in the student service area, counselors' offices, financial aid office, and online at: [www.hibbing.edu/payCollege/financialAid/formsLibrary/](http://www.hibbing.edu/payCollege/financialAid/formsLibrary/)

Appeals should be directed to the Dean of Student Services. Documentation verifying the situation may be requested. You will receive a decision in writing within two weeks of submission. Should your appeal be denied, you may resubmit your appeal to a committee made up of college administration.

#### **VI. Reinstatement**

If a student does not appeal, or the appeal is denied, he or she may re-enroll after sitting out one semester, excluding summer session. The student **would not be eligible for financial aid** and must pay for the term out-of-pocket. Once the requirements of the SAP Policy are met, they would again be eligible for financial aid for the subsequent term. Neither paying for ones' own classes nor sitting out a semester is sufficient in and of itself to re-establish a student's financial aid eligibility. If a suspended student's appeal has been granted for aid, they may continue to attend and receive financial aid for the subsequent term if they complete all credits attempted (minimum of 6), and earn a minimum term GPA of 2.50. Students may also submit a copy of their Hibbing Community College transcript and a SAP Appeal Form to verify grade changes, including the removal of incompletes.

#### **VII. Definitions/Terms**

The following are considered when evaluating a student's satisfactory academic progress:

**Academic Forgiveness:** Credits for which a student has been granted academic forgiveness **WILL** be included in all financial aid satisfactory academic progress measurements.

**Attempted Registered Credits:** The total number of credits for which a student is officially enrolled in at the end of the registration drop period each term.

**Attempted Unearned Credits:** Letter grades of F, FN, I, N, NC, W, Z, and IP (or a blank/missing) will be treated as credits attempted but NOT successfully completed (earned).

**Audited Courses:** Audited courses are not aid eligible courses and are not included in any satisfactory academic progress measurements.

**Consortium Credits:** Consortium credits are those credits for which a student is registered at another college, which are accepted in transfer by this college and are included for purposes of processing financial aid at this college. These credits are included in the measurement of satisfactory academic progress.

**Credits:** The unit by which academic work is measured.

**Cumulative Registered Credits:** Cumulative registered credits are the total number of credits registered for all enrolled terms, including summer terms and terms for which the student did not receive financial aid.

**Developmental Credits:** Developmental credits are awarded for remedial course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 credits hours (excluding ESL). These credits are included in satisfactory academic progress qualitative and quantitative measurements however; up to 30 remedial/developmental credits are excluded from maximum time-frame calculation.

**Earned Credits:** Earned credits include letter grades of A, B, C, D and P. They are successfully completed credits that count towards the required percentage of completion (67%) as defined by the quantitative measure.

**Incompletes:** The mark of "I" (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot finish 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 course work has not been satisfactorily completed. Instructors may set an earlier completion date.

**Repeat Credits:** Repeat credits are awarded when a student repeats a course in order to improve a grade. A student may repeat a class up to two times. The best grade will become the grade calculated for GPA purposes. All repeated credits are included in the % of completion and maximum time-frame calculations.

**Transfer Credits:** Transfer credits are earned at another college which are accepted by HCC. These are not included when calculating the qualitative or quantitative requirements, but are included when calculating maximum time-frame.

**Withdraw:** The mark of "W" (withdraw) is assigned when a student withdraws from a class after the drop period. It is not included when calculating grade point average or earned credits. Thus, it does not impact GPA, but will negatively impact earned credits and, therefore, negatively impact the student's percent of completion.

### **Special Credit Examinations**

#### **- Credits by Special Examination**

A maximum of 12 semester credits in college courses numbered 1000 or above may be earned by special examination without taking the courses. An application form for credit by special examination must be approved by an instructor of the course and must be submitted to the Business Office, together with the appropriate fee. (See "FEES" p. 9) The fee is non-refundable. A grade of "P" will be given if the application for special examination is approved and the examination results meet the instructor's standards for the "P" grade.

#### **- Deficiency Examination**

A special examination without credit may be given for a prerequisite course to permit a student to take a course requiring such prerequisite.

### **Planning to Transfer?**

Minnesota's public colleges and universities are working to make transferring easier. You can help if you plan ahead, ask questions, and use pathways created by transfer agreements. For more information, please contact HCC's transfer specialist at 218-262-6775.

### **Preparing for Transfer**

If you are currently enrolled in a college or university:

- Discuss your plans with the HCC transfer specialist.
- Call or visit your intended transfer college. You should obtain a college catalog, transfer brochure, and information on admissions criteria and materials required for admission
- After you have received these materials, make an appointment to talk with an advisor/counselor in the college or program you want to enter. Be sure to ask about course transfer and admission criteria.

If you are not currently enrolled in a college or university, you might begin by meeting with a transfer specialist or an admissions officer at your intended transfer college to plan the steps you need to take.

### **Understanding How Transfer of Credit Works**

- The receiving college or university decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both your sending and your receiving institution can affect the transfer of credits you earn.
- Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level.
- Not everything that transfers will help you graduate. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses and prerequisites, and electives. The key question is, "Will your credits fulfill requirements of the degree or program you choose?"
- If you change your career goal or major, you might not be able to complete all degree requirements within the usual number of graduation credits.

### **Applying for Transfer Admission**

Application for admission is always the first step in transferring. Fill out the application as early as you can prior to the deadline. Enclose the application fee if applicable.

- Request that official transcripts be sent from every institution you have attended. You might be required to provide a high school transcript or GED test scores as well.
- Recheck to be certain you supplied the college or university with all the necessary paperwork. Most colleges make no decisions until all required documents are in your file.
- If you have heard nothing from your intended college of transfer after one month, call to check on the status of your application.
- After the college notifies you that you have been accepted for admission, your transcribed credits will be evaluated for transfer. A Degree Audit Report (DARS) should tell you which courses transfer and which do not. How your courses specifically meet degree requirements may not be decided until you arrive for orientation or have chosen a major.
- If you have questions about your evaluation, call Student Services and ask to speak with the transfer specialist. Ask why judgments were made about specific courses. Many concerns can be cleared up if you understand why decisions were made. If not satisfied, you can appeal. See "Your Rights as a Transfer Student" below.

### **Your Rights as a Transfer Student**

- A clear, understandable statement of an institution's transfer policy.
- A fair credit review and an explanation of why credits were or were not accepted.
- A copy of the formal appeals process.
- Usual appeals steps are:

- 1) Student fills out an appeals form. Supplemental information needed for review include; a syllabus, course outline, course description, and/or reading list.
  - 2) Department or committee will review.
  - 3) Student receives, in writing, the outcome of the appeal.
  - 4) Student can appeal decision to the Provost.
- At your request, a review of your eligibility for financial aid or scholarships.
- For help with your transfer questions or problems, see your campus transfer specialist.

### **Transfer Credit Evaluation**

Usually a student transferring from another college who is eligible for reentrance at that college will also be eligible for admission to Hibbing Community College.

Courses, from other institutions, with grades of A, B, C, and D will be considered in transfer to meet the MnTC goal area competencies. However, transfer of courses with a grade of "D" could be denied for purposes other than the MnTC goal areas, e.g. program requirements. The GPA from another institution is not used in computing the student's GPA at Hibbing Community College.

Students transferring from another college should have their transcripts evaluated by the transfer specialist in order to determine their standing before registering for classes.

Lower division credits earned at a college or university accredited by a regional accrediting association will be accepted as equivalent courses for general education purposes or as electives as determined by the transfer specialist. Courses in which D grades are earned will be considered for transfer only if the student's over-all GPA is 2.00 or higher.

### **Evaluation and acceptance of credits for transfer from technical colleges**

- HCC shall accept in transfer, for full credit, college-parallel general education courses offered by technical colleges with regional accreditation to provide transfer-level general education courses leading to an Associate in Applied Science Degree.
  - HCC shall accept for transfer as electives a maximum 16 semester credits of college-level vocational or technical courses offered by technical colleges with regional accreditation.
  - HCC shall accept for transfer vocational technical credits from technical colleges for those courses which are judged to be comparable or equivalent to courses offered at the college.
- Credits from proprietary schools and colleges not accredited by a regional accrediting association will be considered for transfer by the transfer specialist. Burden of proof concerning information on course content and qualifications of instructor will be on the student.

Work completed at military schools will be considered as electives based on the recommendations of the American Council of Education.

### **Prior Learning Experience**

Students may request that prior learning experience be substituted for any required or elective course. This request must be made with the transfer specialist.

## **Student Rights and Responsibilities**

### **Absences, Student**

Instructors shall routinely expect that each student enrolled in a class be present, on time, at every meeting of the class, and do the full work of the class. The degree to which student absences affect the student's grade will be specified in writing and given to the students on the first day of the class.

Students absent because of participation in intercollegiate activities or co-curricular activities authorized by the college will be excused from class attendance, but not from the responsibility for the work they may miss during their absence. Instructors, advisors, or coaches requesting the absence of students from classes for co-curricular events shall inform the Provost or Dean of Academic Affairs in writing at least five (5) class days before the time of the absence. If these absences are authorized, the Provost or Dean of Academic Affairs will distribute the lists of students excused to all instructors at least three (3) class days

before the absence. 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 the student athletes to miss regularly scheduled classes unless approved by the college administration.

Students absent because of participation in field trips or off-campus assignments authorized by the college will be excused from class attendance but not from the responsibility for the work they may miss during their absence. Instructors requesting the absence of students from classes shall inform the Provost or Dean of Academic Affairs in writing at least five (5) class days before the time of absence. If the absences are authorized, the Provost or Dean of Academic Affairs will distribute the lists of students excused to all instructors at least three (3) class days before the absence.

All instructors are expected to make every effort to make it possible for students to make up work missed because of authorized absences by making special arrangements with the student. In case of an unsolvable conflict, students will not be penalized for missing the class or the off-campus activity, whichever the case may be. Students missing classes for reasons other than those indicated above are encouraged to contact their instructor/s, counselor, or advisor.

### **Student Absences / Financial Aid**

In an effort to avoid disbursing financial aid to students, who are no longer attending college, the following policy/procedure has been put into place: 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 petition process found on page 57 of the student handbook.

### **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 their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

### **Academic Information**

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

### **Campus Security Report**

The purpose of the 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. This report is available on the HCC website, [www.hibbing.edu](http://www.hibbing.edu).

### **Catalog and Course Information**

To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions will be accurate and based on information existing at the time of publication. To the extent possible, class schedules will list the names of faculty teaching courses, [www.hibbing.edu](http://www.hibbing.edu).

### **Dress**

It is necessary, in order to prevent accidents and to promote good health, that students be groomed and dressed in a manner that does not increase the chances of an accident or impairment of health in any educational program area. Because of the hazards involved and the unsanitary aspects, no one is allowed in school barefoot.

## **Drug & Alcohol Abuse Prevention Information**

Hibbing Community College is concerned about students' health, ability to learn, and ability to gain skills that will lead to productive lives.

### Possession, Use and Distribution

Hibbing Community College prohibits students 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 which occur on- or off-campus.

### Prosecution

Hibbing Community College cooperates with local, state, and federal law enforcement agencies to arrest and prosecute students or other people who are involved with the possession, use and distribution of illegal drugs and/or illegal use of alcohol.

Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more. The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .10 or more) may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

### Expulsion and Loss of Financial Aid

In addition to legal prosecution, students who violate Hibbing Community College'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 will or may receive disciplinary actions which could include expulsion and loss of financial aid.

### Concern for Students

We care about the health and well-being of students. A variety of counseling and support and referral services, including chemical abuse counseling or referrals, is offered to students to maximize each student's efforts to study and learn. If you think that you or a friend can benefit from counseling, please arrange a visit with one of the counselors at the College. In addition to on-campus counseling, services, HCC cooperates with other community agencies. Students are frequently referred to these agencies for additional evaluation and assistance.

### Promote Health

We recognize that there are 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. Therefore, we will continue to implement services and policies that will ensure a drug-free environment for students.

## **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.

1. Alcohol is the most abused drug in the United States currently.
2. Alcohol is a drug that acts on the brain. It is potentially addicting, both physically and mentally.
3. Alcohol abuse is drinking which harms or endangers the drinker or other people.

4. Alcoholism is a disease characterized by a physical and mental dependence on alcohol. About one in ten drinkers become alcoholic.
5. 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.
6. Prolonged excessive drinking can shorten the life span by 10-12 years.
7. Drug abuse is a major problem that results when drugs are used improperly.
8. Drug abuse is using natural or synthetic chemical substances for non-medical reasons to affect the body, mind, or behavior.
9. Abusing drugs can be dangerous, especially when they are taken for a long time or they are used in the wrong combination or excess.
10. Taking drugs involves a risk of overdose and dependence, both physical and psychological.
11. Long-term drug abuse can lead to mental illness, malnutrition, and organ damage.
12. The risk of HIV, hepatitis, and other diseases increases if drugs are injected.
13. 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.
14. 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.
15. 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 own physician
- College staff resources:
 

•Counselor	262-6752
• Counselor	262-6786
- Community and Regional Resources
 

• Information & Referral	1-800-232-1300
• Drug Abuse Hotline	1-800-662-4357

### **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 on the HCC website, [www.hibbing.edu](http://www.hibbing.edu).

### **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. 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.

### **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.

### **Immunization Requirements**

Certain illnesses can be very serious when occurring in adults. 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 when you register.

### **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 student rates. Check for information in the various display racks around the college.

### **Off-Campus Conduct**

Students who violate a local ordinance or state law risk the legal penalties prescribed by civil authorities. HCC need not concern itself with every off-campus violation. HCC may take disciplinary action against students for off-campus behavior following the procedures of the Student Code of Conduct.

### **Personal Property**

HCC is not responsible for the security of your personal property. Lost or stolen property costs are your responsibility. Personal property may be insured through homeowners or renters insurance. Consult your 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.

### **Renters Insurance**

If you will be renting rooms or apartments, you are urged to buy renters insurance. This protects you against theft, damage from water, explosion, etc. Check with your insurance agent for rates on this type of insurance.

### **Student Right to Know**

The purpose of this information is to disclose annual student completion and graduation rates. This report is available from the Associate Dean of Student Services, [www.hibbing.edu](http://www.hibbing.edu).

### **Student Policies and Procedures**

#### **Accidents**

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

### **Change of Address**

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

### **Check Cashing Policy**

Students' checks will be accepted for payment of goods or services. A \$20 fee will be charged for checks returned to the College because of insufficient funds or other reason.

### **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 total campus community. HCC is committed to creating and maintaining an environment in which students are free to pursue their academic, social and personal goals.

### **Definitions**

Summary Suspension: A suspension imposed without a formal hearing to ensure the safety and well-being of members of the college community.

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.

### **Standards of Conduct**

Violations of the following rules and regulations will result in disciplinary action. Violations will include but not be limited to:

1. Academic dishonesty, including but not limited to, cheating, plagiarism, misrepresentation of student status, furnishing false information to the college.
2. Unauthorized entry or use of college facilities; intentional obstruction that unreasonably interferes with freedom of either pedestrian or vehicular movement on campus.
3. 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.
4. 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.
5. Violation of MnSCU Board of Trustees and college policies, rules or regulations.
6. 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.
7. Use, sale or possession of any alcoholic beverages on college property.
8. Use, sale or possession of drugs and/or narcotics on campus not prescribed by a physician.
9. Hazing is an act which endangers the mental or physical health or safety of a student, or which destroys or removes 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.
10. Fireworks, firearms, ammunition or weapons of any sort are prohibited on campus.
11. Physical or psychological/emotional abuse including, but not limited to, stalking, intimidation, or harassment.
12. Gambling for money or other things of value on campus or at college-sponsored activities except as permitted by law.
13. Failure to comply with directions of College officials acting in the performance of their duties.
14. Disorderly, inappropriate, lewd, indecent or obscene conduct or expression on college-owned or controlled property or at college sponsored supervised functions.
15. Theft or damage of College or College community property.
16. 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.

1. 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 Associate Dean of Student Services, in writing, of compliance.
2. Warning: A notice in writing to the student that the student is violating or has violated college rules or regulations.
3. 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.
4. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or material replacement.
5. 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.
6. 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:

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

### **Investigation and Informal Process**

Following the filing of a complaint against a student, the Dean of Academic Affairs or Associate Dean of Students 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 Academic Affairs or Associate Dean of Student Services 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 s/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 for the formal adjudication process.

### **Formal Hearing and Due Process Rights**

1. The formal hearing (closed to protect the confidentiality of those involved) will occur and conclude within 30 school days of the date when 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 staff appointed by the Provost.
2. 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.

3. Within 5 school days of the notice of a formal hearing being mailed out, 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.
4. 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.
5. A written notice of findings and conclusions shall be provided to the student within 10 school days after the hearing. The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding any applicable appeal process.

### **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:

1. Hazing is involved; or
2. The violation is committed while participating in a college sanctioned or sponsored activity; or
3. The victim of the violation is a member of the college community; or
4. The violation constitutes a felony under state or federal law; or
5. 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 nine (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.

### **Appeal**

Students shall be provided an avenue of appeal within the college for any adverse outcome of a conduct proceeding. In addition, in cases involving sanctions of suspension for 10 days or longer, students shall be informed of their right to a contested case hearing under Minnesota law (Chapter 14, MSA).

### **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 photograph. The College may disclose any of those items without prior written consent, unless notified in writing to the contrary.

### **Correction of Education Records**

Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy rights. The procedures for the correction of records:

1. A student must ask the Dean of Student Services to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his or her privacy rights.
2. HCC may comply with the request or may decide not to comply. 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.
3. Upon request, HCC will arrange for a hearing, notifying the student, reasonably in advance, of the date, place and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing 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 any one or more individuals, including an attorney.
5. HCC will prepare a written decision based solely on the evidence presented and the reasons for the decision.
6. If HCC decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
7. If HCC decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student of their right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If HCC discloses the contested portion of the record, it must disclose the statement.

### **Release of Information**

Students must sign an authorization form every time information is released to a third party. **Education records are protected under the provisions of the Family Rights of Privacy Act of 1974.** (See page 35)

### **Drug Free Workplace and School 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). A copy of the Drug Free Workplace information is located at [www.hibbing.edu](http://www.hibbing.edu). 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.

### **Information Technology Acceptable Use Policy**

#### **General**

Hibbing Community College ("we," "the College," "our") provides numerous information technology resources for use by Hibbing Community College to support its educational mission. The use of these resources must be consistent with the goals of the College. As a member of the HCC community, you 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 to freedom from harassment or intimidation. Sending of abusive or unwanted material that causes the work or College experience of others to be disrupted is a violation of College policies may violate the law and is unacceptable.
- 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.

- Identify yourself clearly and accurately in electronic communication. Anonymous or pseudo-anonymous communications appear to dissociate you from responsibility for your actions and are inappropriate. Concealing your identity or misrepresenting your name or affiliation to mask or attempt to distance yourself from irresponsible or offensive behavior is a serious abuse and violation of College policies. Using identifiers of other individuals, including using such identifiers as your own, constitutes a violation of College policies and constitutes fraud.
- Abide by security restrictions on all systems and information. Distributing or making your 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. You may have an expectation that the contents of what you write or create, store and send is seen only by those to whom you intend or give permission; however, the security of electronic information on shared systems and networks is approximately that of paper documents in an unsealed envelope — generally respected, but can be breached 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 your own work by learning appropriate uses of software to maintain the integrity of what you create. 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 you use.

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 you 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. You 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.

### **HCC 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. 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. 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 have e-mail requirements and expectations they specify these requirements in their course syllabus. Faculty may expect that students' official e-mail addresses are being accessed and faculty may use e-mail for their courses accordingly. 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: Associate Dean of Student Services, 1515 East 25th Street Hibbing, MN 55746, Phone: 218-312-9800 or 218-262-7200.

### **On-Line Network Use**

Hibbing Community College has computers capable of accessing Internet, World Wide Web and other on-line 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 Hibbing Community College 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**

You may be given passwords we have selected for accessing on-line networks. You are responsible for maintaining all passwords in confidence and not to disclose or make available any to third parties without our prior written consent. You will be held responsible and will be liable for any harm resulting from your 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 and sign in as a computer user. The person in charge will assign to you the use of a specific computer. When you are ready to leave, you must sign out and pick up your I.D. card.

### **On-Line 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 conduct that in our sole discretion restricts or inhibits others from using an on-line network or violates College policies or applicable law is not permitted and will be subject to sanction and disciplinary action. You are prohibited from posting on or transmitting through any on-line network any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or ethnically demeaning or threatening or otherwise objectionable material of any kind, including without limitation, 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:

### **Offensive Communication**

Use of vulgar, abusive or hateful language is prohibited.

**Harassment**

Targeting another person or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is harassment which is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual, group or organization, or attacks based on a person's race, national origin, ethnicity, handicap, religion, gender, veteran status, sexual orientation or another such characteristic or affiliation are prohibited.

**Offensive Graphic Files**

Transmitting through or posting on any on-line network sexually explicit images or other content we deem to be offensive is prohibited.

**Impersonation**

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 Hibbing Community College are prohibited.

**Chain Letters and Pyramid Schemes**

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.

**Improper Advertising, Solicitation**

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 & Proprietary Information of Others**

You may, subject to College policies and authorization, upload to software files or otherwise distribute on on-line 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." Unauthorized transmission of copyrighted or other proprietary content is prohibited and constitutes a violation of College policies and could subject you to criminal prosecution as well as personal liability in a civil suit, in addition to other sanctions. Students may be charged for the cost of uninstalling software that they have downloaded or installed on college computers without permission.

**Use of Hibbing Community College Name**

You 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 you utilize, originate or register 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.

**Computer Lab Policies and Procedures**

The student computer laboratories at Hibbing Community College are used by students for course work and research. In order to provide students with equitable access to campus computing resources and insure the areas provided maintain an atmosphere suitable for academic work, the following policies and procedures have been adopted and implemented.

**Enforcement of Computer Lab Policies and Procedures**

The Lab Assistant with the assistance of Work-study personnel is primarily responsible for enforcing the College's 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.

**HCC Student ID Required to Access Lab**

The computer labs are open to HCC staff, faculty and students only. Anyone who is a student of Hibbing Community College 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 a Student ID or refuses to provide the Lab personnel with one will not be allowed to use the lab. The Lab personnel will collect your Student ID from you when you enter the lab and return it to you when you leave. If the Lab personnel are not on duty when you enter the lab, they are required to collect ID's from those in the lab when they come on duty. The Lab personnel will come to you and ask for your ID. Please provide it when asked. If the Lab personnel leave the lab he or she will walk around and hand the ID's back to their owners. The Lab personnel will collect the ID's again when they return. Ask the Lab personnel for your ID when you leave and he or she will return it to you.

### **Work-study**

The Work-study 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 your work to floppy disks etc. Troubleshooting software and hardware problems is the responsibility of the HCC Computer Services staff.

### **Rules of Conduct for Computer Labs**

- Participating in behavior or activities that disturb other users 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.
- Respect other students, faculty and staff when working in the lab.
- Disruptive behavior, such as shouting or cursing will not be tolerated.
- Conduct your conversations with others in a quiet manner that will not disturb the work of the other students in the lab. If you become disruptive, you will be asked to leave audio CDs or applications with audio output may only be used with headphones. If you are using headphones, keep the volume low so that you don't disturb others working around you.
- All cell phones are to be turned off or set to silent while in the lab. If you receive a phone call, you should exit the lab before answering your cell phone and carry on your conversation somewhere outside the lab.

### **ACTIVITIES PROHIBITED IN THE COMPUTER LABS**

- **Food, Beverages and Tobacco** – Eating, drinking or use of tobacco products is prohibited.
- **Accessing Pornography, Profane or Other Obscene Material** – Downloading or viewing such material is prohibited.
- **Noise in Labs** – Loud conversations and discussion groups should be kept to a minimum while in the labs. Audio CDs or applications with audio output may only be used with headphones. The college computer labs are quiet work areas and users are asked to respect other users by keeping noise levels to a minimum.
- **Playing Music and Accessing Other Forms of Entertainment** – Listening to music and accessing other forms of entertainment over the internet that is disruptive to other students is prohibited.
- **Printing Large Files** – Printing files that are larger than 5 pages **not** related to classroom assignments is prohibited.
- **Copying Software** – 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.
- **Saving Files** – Anything saved on the computer hard drive will be deleted. Data files created in the lab should be saved directly on a floppy disk, jump drive or CD. Also, each student has dedicated space to save files on our network server called "home on HCC File Server." It is available from any computer on campus.
- **Changing Hardware and Software Configurations** – 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.

The following types of activities are examples of behaviors which are unacceptable, and which, in some cases, 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:

- Given a verbal warning.
- Asked to leave the computer lab.
- Your name being given to the proper authorities for appropriate action which could result in loss of computer privileges, or being banned from the computer lab.

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

**Policy Statement.** Hibbing Community College and 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.

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.

### **Definitions**

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 the MNSCU Nepotism policy 4.10.

Discrimination - Discrimination is defined as 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.

Discriminatory harassment - Discriminatory harassment is defined as 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.

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

Protected Class - Protected class for the purpose of this policy means that discrimination and harassment in employment and education are prohibited on the basis of: race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation. In addition, membership or activity in a local human rights commission is a protected class in employment.

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 made a complaint under this policy or 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; or 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. Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

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. Minnesota State Colleges and Universities 1B.3 Sexual Violence Policy addresses sexual violence.

Student - “Student” means an individual who is:

1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or between terms of a continuing course of study
2. at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, pending any adjudication of the student disciplinary action.

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.

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.

Hibbing Community College 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, or call 218-262-6745.

Hibbing Community College 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 218-262-7292, the Dean of Academic Affairs and Student Services at 218-262-6702 or the Associate Dean of Student Services at 218-312-9800.

### **Report/Complaint of Discrimination/Harassment Investigation and Resolution**

**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 Nondiscrimination in Employment and Education Opportunity 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.

**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.

**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.

### **Definitions**

The definitions in Board Policy 1B.1 also apply to this procedure.

Designated officer - Designated officer means an individual designated by the president or chancellor to be 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 Office of the Chancellor.

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 Office of the Chancellor.

Retaliation - Retaliation means any action against a complainant or other individual because the individual:

1. Participated in the investigation or resolution of a complaint under this procedure;
2. Opposed conduct the individual believes was in violation of Board policy 1B.1.; or
3. Associates with another individual who is protected from discrimination under Policy 1B.1.

Consensual relationships - Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity 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.

### **Reporting incidents of discrimination/harassment**

**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 Office of the Chancellor, college, or university.

**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.

**Reports against a president:** A report/complaint against a president of a college or university shall be filed with the Office of the Chancellor. 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 non-renewal, and the president had no other substantial involvement in the matter.

**Reports against Office of the Chancellor Employees or Board of Trustees:** For reports/complaints that involve allegations against Office of the Chancellor 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.

**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.

**Withdrawn complaints:** If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, colleges, and universities reserve the right to investigate and take appropriate action.

**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.

**Investigation and Resolution:** The Office of the Chancellor, 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.

**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.

**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.

**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 Office of the Chancellor, 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 Office of the Chancellor, 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; and
  - e.) 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; and
  - e.) 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.

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

- conduct or coordinate education/training;
- facilitate voluntary meetings between the parties;
- recommend separation of the parties, after consultation with appropriate Office of the Chancellor, college or university personnel;
- other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
- the Office of the Chancellor, 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;
- upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

**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 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. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.
  - f.) Conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate.

**Office of the Chancellor, college, or university action:** The Office of the Chancellor, 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 Office of the Chancellor, college or university. In accordance with state law, the Office of the Chancellor, 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.

## **Appeal**

**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.

**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 pending 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 Chapter 14.

**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.

**Education and training -** The Office of the Chancellor, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, 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 Office of the Chancellor shall promote awareness of Board policy 1B.1 and this procedure, and shall publicly identify the designated officer.

**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 Office of the Chancellor 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.

**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 Office of the Chancellor, 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

HCC's Designated Officer is located in Building M and can be contacted at 218-262-7292.

### **Sexual Violence Policy**

**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.

**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 alleged incidents of sexual violence have occurred on System property. Incidents of sexual violence alleged to have been committed by a student at a location other than on System property are covered by this policy pursuant to the factors listed in Minnesota State Colleges and Universities Board Policy 3.6, Part 5. Incidents of sexual violence alleged to have been committed by a Minnesota State Colleges and Universities employee at a location other than System property are covered by this policy.

Individuals alleged to have committed acts of sexual violence on System property who are not students or employees are subject to appropriate actions by Minnesota State Colleges and Universities, including, but not limited to, pursuing criminal or civil action against them. Allegations of discrimination or harassment are governed by Board Policy 1B.1.

**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.

**Definitions:** The following definitions apply to this Policy and Procedure 1B.3.1.

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.

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. The 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.

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. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

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.

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, Office of the Chancellor, colleges and universities.

Employee - “Employee” means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and Office of the Chancellor, including student workers.

Student - “Student” means an individual who is:

1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, pending any adjudication of the student disciplinary action.

#### **Actions for Victims of Sexual Violence**

1. Get to a safe place.
2. Tell someone: family member, friend, counselor, advisor, someone at the college.
3. Do not shower, douche or wash your clothing; do not comb your hair.
4. Do not disturb any physical evidence at the scene.
5. Call the Sexual Assault Program, 218-749-4725 (Virginia) or 800-300-3102. Ask to speak to a sexual assault advocate who can meet you at the hospital, the police station or sheriff’s office.
6. Go to the Virginia Regional Medical Center, University Medical Center-Mesabi (Hibbing), or other medical facility for an exam. You will be checked for injuries, sexually transmitted diseases, HIV, and pregnancy. This is important not only for your health, but also if you decide to press criminal charges. Having an evidentiary exam does not obligate you to file a criminal report.
7. Victims of sexual assault are encouraged to report the crime to the local law enforcement (911).
8. Seek assistance from a counselor, therapist, advocate or support group. An HCC Counselor is a trained advocate for victims of sexual assault and can be contacted at (218-262-6786).
9. Contact Range Women’s Advocates, 218-749-5054, or 800-343-5054, if you are a victim of domestic violence

#### **Reporting Sexual Violence**

HCC encourages the reporting of any and all incidents of sexual violence to a law enforcement agency. HCC will provide advocacy and support for any person who chooses to report a crime of sexual violence.

1. Victims of sexual violence have the right to file criminal charges.
2. A report of sexual violence that is made to the College will be reported to law enforcement *only with the permission of the victim, except when the laws pertaining to minors and vulnerable adults apply.*
3. If you have experienced, or have questions about, sexual violence, you and/or a person of your choice can see a contact person for assistance:

Counselor	218-262-6786	HCC Campus, Building M
Counselor	218-262-6752	HCC Campus, Building M

4. You may also ask contact the Harassment Officer: Hibbing Community College, 1515 East 25th Street, Hibbing, MN 55746, 800-224-4422 or 218-262-7292.

#### **Student Assistance/Intervention Policy**

Hibbing Community College faculty, staff and administration recognize that a wide range of problems not directly associated with college can have an effect on your academic performance. Problems such as health, marital factors, legal issues, financial worry, alcohol and drug abuse, etc., are all problems that professional people can help you solve.

HCC believes it is in the best interest of you and your family that HCC provide you with services that deals with such issues. HCC faculty, staff and administration recognize that almost any human problem can be successfully resolved, provided it is identified in its early stages and referral is made to an appropriate caregiver. If you feel that you have a problem that may affect academic performance you are encouraged to voluntarily seek counseling and information from a counselor or designated agency. Confidentiality will be protected compliance with Data Privacy Laws.

### **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 board, college 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 protect data privacy rights. Academically related issues including grading will be referred to the Provost. If the issue is not resolved, it may be referred to the Academic Affairs Standards Council.

#### **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 the student government.

#### **Notification and Publication**

Hibbing Community College shall inform students of the established complaints and grievances procedures. These procedures will be made available to all students at [www.hibbing.edu](http://www.hibbing.edu).

#### **Complaints Procedure**

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 one of the counselors. The 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 follow a grievance using the following procedure.

#### **Grievance Procedure and Time Lines**

The grievance process will be coordinated by the Associate Dean of Student Services. If the grievance is against the Associate Dean of Student Services, the Dean of Academic Affairs and Student Services will take the role of coordinator.

**Step I:** The student requests a hearing from the grievance coordinator. Grievance Forms are obtained from Student Services.

**Step II:** Return the completed form to the office of the Associate Dean of Student Services. The Associate Dean of Student Services has seven (7) school days in which to respond to the grievance.

**Step III:** 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, Equity/Diversity Committee, and Support Staff. The third, fourth and fifth persons on the grievance committee shall be chosen by lot.

**Step IV:** 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.

**Step V:** The decision must be made in writing within five (5) school days after the conclusion of the meetings.

**Step VI:** Should the Associate Dean of Student Services 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 Associate Dean of Student Services duty to reverse the committee's decision within ten (10) school days. Unless the Associate Dean of Student Services 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." Forms are available in Student Services and should be submitted to the Registration Desk. Student Petitions include, but are not limited to readmission to the College after having been suspended, adding or dropping a class after the deadline, requests for financial aid exceptions and requests for academic related holds.

### **Student Involvement in Decision-Making**

The MnSCU System values 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 that students are invited to serve as members of appropriate system, college or university committees through the entire process of that 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 that 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 Records Policy & Procedures Procedures to Inspect Education Records**

Students may inspect and review their education records upon request to the appropriate records custodian. Records custodian is defined as the Dean of Student Services or one of the counselors. Students should submit to the records custodian or an appropriate College staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect. Appropriate College staff is defined as the records secretary.

The records custodian or an appropriate College staff person will make the needed arrangements for access as promptly as possible and notify the student 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.

### **Types, Locations and Custodians of Education Records**

Below is a list of the types, locations, and custodians of records that HCC maintains.

Admission Records; Student Services; Dean of Student Services

Cumulative Academic Records (Current students and 5 years after graduation or withdrawal; and former students, over 5 years or withdrawal); Student Services; Dean of Student Services

Financial Aid Records; Financial Aid Office; Financial Aid Director

Placement Records; Student Services Office, Dean of Student Services

Disciplinary Records; Student Services; Dean of Student Services

Disability Records; Disability Services Office

Occasional Records; (Student education records not included in the types listed above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.); 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**

HCC will disclose information from a student's education records only with the written consent of the student, **except** that records may be disclosed without consent when the disclosure is:

1. 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 that is 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.
2. To officials of another school, upon request, in which a student seeks or intends to enroll. (Note: FERPA requires a college or university to make a reasonable attempt to notify the student of the records request unless it states in its policy that it intends to forward records on request.)
3. 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.
4. 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.
5. To State officials or authorities if specifically required by a State law that was adopted before Nov. 19, 1994.
6. To organizations conducting certain studies for or on behalf of the College.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who is claimed as a dependent for income tax purposes.

9. To comply with judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. To individuals requesting directory information so designated by the College.
12. 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.

### **Record of Requests for Disclosure**

HCC will maintain a record of all requests for and/or disclosures of information from a student's 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.

### **Tobacco Regulations**

We value your right to breathe fresh air. HCC is completely tobacco-free. Smoking and tobacco are not permitted in any college building or college vehicle (Minnesota Clean Indoor Air Act). Please plan to use all tobacco products in designated areas out of the buildings.

### **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. Students will be notified through appropriate student support services and academic offices. The determination of closing or delayed opening will be made as early as possible. Both employees and students will be notified through announcements on radio and television: Channel 6, Channel 10/13; WEVE (97.9 FM), WTBX (94 FM), USA (99.9 FM), WMFG (1240 AM), KZIO (102.5 FM).

### **Unresolved Questions or Grievances**

Unresolved questions or grievances pertaining to Title IV, Title IX, and Section 504 of the Rehabilitation Act compliance should be addressed to the Human Rights Officer at Hibbing Community College, 1515 East 25th Street, Hibbing, MN 55746, 218-262-6702 or 1-800-224-4422.

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 also 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

Range Women's Advocates (for domestic abuse)  
Northland Building  
307 1st Avenue South, Virginia, MN 55792  
218-749-5054 or 1-800-232-1300

NOTE: Hibbing Community College reserves the right to change without notice any of the materials, information, requirements and regulations published in this student handbook. This student handbook is not to be regarded as a contract. The Hibbing Community College calendar is subject to modifications or interruption due to occurrences such as fire, flood, labor disputes, and interruption of utility services, acts of God, civil disorder and war. In the event of such occurrences, HCC will attempt to accommodate its students. It does not, however, guarantee that course of instruction, extracurricular activities or other college programs or events will be completed or rescheduled. Refunds will be made to eligible students in accordance with the HCC refund policy.