



# 2011 / 2012 STUDENT HANDBOOK AND PLANNER

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**ANOKA TECHNICAL COLLEGE  
1355 WEST HIGHWAY 10  
ANOKA, MN 55303**

**(763) 576-4700  
WWW.ANOKATECH.EDU**

Students are responsible for understanding the information contained in this handbook. Due to changes in conditions beyond the control of Anoka Technical College, it may be necessary to modify, amend and/or delete statements appearing in this document. Anoka Technical College reserves the right to modify any statement herein in accordance with current conditions. Fees, charges and policies are as of the publication date and subject to change. The most current information is on the college Web site at [www.anokatech.edu](http://www.anokatech.edu)

Anoka Technical College is committed to a policy of nondiscrimination in employment and

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

Some programs at Anoka Tech may have prerequisites and progression requirements that are not addressed in this handbook.

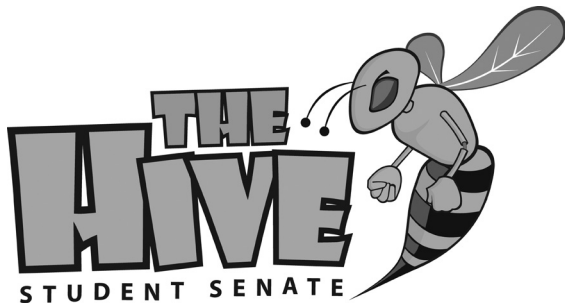
This book belongs to \_\_\_\_\_ E-mail \_\_\_\_\_

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PHI THETA KAPPA  
HONOR SOCIETY

## A NOTE FROM STUDENT SENATE

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Welcome to Anoka Technical College!

This handbook/planner is provided as a courtesy of Anoka Technical College's Student Senate. It is paid for with funds from the Statewide Student Association and Anoka Technical College Activity Fees.

This is one of many services provided by your Student Senate. For more information on Student Senate and other Anoka Tech student organizations, stop by the "Hive" which is located across from the student center. We also encourage you to get involved, with Student Senate, stop by the Hive for more information on how you can get active.

We hope that you have a great year!

Anoka Technical College Student Senate Officers.

## A NOTE FROM PHI THETA KAPPA BETA NU OMICRON CHAPTER

---

Welcome to Anoka Technical College!

Phi Theta Kappa is the national honor society of two year colleges. Invitations are extended to students without advanced degrees who have completed at least 12 credits leading to an associate's degree in which they have earned a GPA of 3.5 or above. We provide opportunities for growth and development for our esteemed members. Our members are an active part of the student population at Anoka Technical College.

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Phi Theta Kappa's mission is two-fold:

1. Recognize and encourage the academic achievement of two-year college students and
2. Provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming.

# 2011 / 2012 ACADEMIC CALENDAR

## FALL SEMESTER 2011

Information is subject to change, please visit often.

|                        |   |
|------------------------|---|
| <b>August 1</b>        | <b>Tuition due date for fall semester</b>                                 |
| <b>August 5</b>        | <b>Open enrollment</b>  |
| <b>August 17-18</b>    | <b>Administratively Led Days</b>  |
| <b>August 22</b>       | <b>Fall semester begins</b>   |
| August 26              | Last day of Drop/Add period for 16-week fall semester classes             |
| August 26              | Priority deadline for childcare grant application for fall semester       |
| Aug. 29 - Sept. 2      | Success Week  |
| <b>September 5</b>     | <b>Labor Day<br/>(Anoka Tech closed - no classes)</b>                     |
| September 6            | Last day to have Pell Grant adjusted for fall semester enrollment changes |
| September 9            | First financial aid disbursement for fall (completed files)               |
| <b>September 12-15</b> | <b>Welcome week</b>   |
| September 12           | Wear your favorite sports jersey<br>Muffin day for night students         |
| September 13           | Wear your Anoka Tech Gear<br>Muffin day for day students                  |
| September 14           | Wear your decade clothes  |
| September 15           | Wear your Hawaiian best   |
| September 16           | Late fees assessed on unpaid accounts                                     |
| September 28           | Faculty Advising Day  |
| October 4              | Phi Theta Kappa new member induction ceremony                             |

|                         |  |
|-------------------------|--|
| October 20, 21          | MSCF Professional Workshop<br><b>(Anoka Tech open - no classes)</b>  |
| October 26-28           | Cantastic Food Shelf contest   |
| November 1              | Blood drive  |
| November 7              | Last day to withdraw from a 16-week fall semester class and receive a "W"  |
| November 7              | Graduation applications due to Records and Registration Office for priority registration for spring semester               |
| <b>November 11</b>      | <b>Veteran's Day Holiday<br/>(Anoka Tech closed - no classes)</b>  |
| November 14             | Priority Registration for spring session begins<br><br>Post-Secondary Child Care Grant renewal applications due for spring |
| November 21             | Anoka Technical College Foundation Scholarship applications available online   |
| <b>November 24-25</b>   | <b>Thanksgiving Holiday<br/>(Anoka Tech closed - no classes)</b>   |
| November 30             | Giving Tree requests due   |
| December 5              | Registration for spring semester begins for students not seeking degrees   |
| December 9              | Anoka Tech Foundation Scholarship application deadline.  |
| December 12             | Fall semester finals week<br>Giving Tree requests dispersed  |
| December 16             | Fall semester graduation   |
| December 16             | Fall semester ends   |
| December 16             | Fall semester grades available online through eServices  |
| <b>Dec 26</b>           | <b>Holiday<br/>(Anoka Tech closed - no classes)</b>  |
| <b>Dec. 19 - Jan. 6</b> | <b>Winter Break<br/>(Anoka Tech open - no classes)</b>   |

## SPRING SEMESTER 2012

|                        |   |
|------------------------|---|
| <b>January 2</b>       | <b>New Year's Holiday<br/>(Anoka Tech closed-no classes)</b>  |
| January 6              | Tuition due for spring semester   |
| January 9-10           | Administratively Led Days   |
| January 11             | Faculty Professional Development Day<br>(Anoka Tech open)   |
| <b>January 12</b>      | <b>Spring semester begins</b>   |
| January 12             | Priority deadline for childcare grant application for spring  |
| January 13             | Certificates, degrees, diplomas and transcripts mailed to fall semester graduates   |
| <b>January 16</b>      | <b>Martin Luther King Jr.'s Holiday<br/>(Anoka Tech closed-no classes)</b>  |
| January 19             | Last Day of Drop/Add period for 16-week spring semester classes   |
| <b>January 23 - 26</b> | <b>Welcome Week</b>   |
| January 23             | Hat day, cookies and cocoa for night students   |
| January 24             | Last day to have Pell Grant adjusted for spring semester classes<br><br>Wear your Anoka Tech gear, Cookies and cocoa for day students |
| January 25             | Wear your western clothes   |
| January 26             | Wear your favorite sports jersey  |
| January 27             | First Financial Aid disbursement for spring (completed files)   |
| February 3             | Late fees assessed on unpaid accounts   |
| February 16            | Faculty Advising Day<br>Student Success Day   |
| <b>February 20</b>     | <b>President's Day Holiday<br/>(Anoka Tech closed-no classes)</b>   |
| March 1                | Complete FAFSA after filing federal income taxes  |
| March 6                | Phi Theta Kappa new member induction ceremony   |

## March 12-16

|          |  |
|----------|--|
| March 23 | Graduation applications due to Records and Registration Office for priority registration for summer semester |
| March 30 | Last day to withdraw from a 16-week spring semester class and receive a "W"                                  |
| April 2  | Priority registration for summer semester begins   |
| April 2  | Graduation applications due to Records and Registration Office for priority registration for Fall semester   |
| April 16 | Anoka Technical College Foundation Scholarship applications available online.                                |
| April 23 | Priority registration for fall semester begins   |
| May 7    | Anoka Technical College Foundation Scholarship application deadline<br><br>Spring semester finals week       |
| May 11   | Spring semester graduation   |
| May 11   | Spring semester ends   |
| May 11   | Spring semester grades available online through eServices  |
| May 25   | Tuition due date for summer semester   |

## Spring Break

**(Anoka Tech open - no classes)**

## May 28

**Memorial Day  
(Anoka Tech Closed)**

## SUMMER SEMESTER 2012

|        |  |
|--------|--|
| May 29 | Summer semester begins                                     |
| July 4 | <b>Independence Day<br/>(Anoka Tech closed-no classes)</b> |
| July 7 | Summer semester ends                                       |

# IMPORTANT PHONE NUMBERS

**Anoka Technical College's phone numbers may change this academic year. Refer to the college Web site for current numbers.**

|  |                |                                   |                |
|--|----------------|-----------------------------------|----------------|
| Academic Resource Center (ARC).....    | (763) 576-4766 | Tuition.....                      | (763) 576-4774 |
| Admissions.....                        | (763) 576-4850 | Veterans Certifying Official..... | (763) 576-4813 |
| Adult Basic Education.....             | (763) 576-4789 | Veterans Resource Center.....     | Room 333       |
| Bookstore.....                         | (763) 576-4733 | Work Study.....                   | (763) 576-4760 |
| Business Office.....                   | (763) 576-4949 | Writing Lab.....                  | (763) 576-4889 |
| College President's office.....        | (763) 576-4801 |                                   |                |
| Computer Services Help Desk.....       | (763) 576-4736 |                                   |                |
| Corporate Center.....                  | (763) 576-4800 |                                   |                |
| Counseling Appointments.....           | (763) 576-4795 |                                   |                |
| Financial Aid.....                     | (763) 576-4760 |                                   |                |
| Human Resources.....                   | (763) 576-5905 |                                   |                |
| Institutional Services/Facilities..... | (612) 802-4613 |                                   |                |
| Job Placement.....                     | (763) 576-4783 |                                   |                |
| Library Media Center.....              | (763) 576-4819 |                                   |                |
| Marketing/Public Relations.....        | (763) 576-4994 |                                   |                |
| Math Lab.....                          | (763) 576-4907 |                                   |                |
| Peer Tutors.....                       | (763) 576-4794 |                                   |                |
| Placement Testing/Scheduling.....      | (763) 576-4850 |                                   |                |
| PSEO.....                              | (763) 576-4830 |                                   |                |
| Records and Registration.....          | (763) 576-4770 |                                   |                |
| Scholarships.....                      | (763) 576-4755 |                                   |                |
| Security.....                          | (612) 819-4585 |                                   |                |
| Student Senate.....                    | (763) 576-4847 |                                   |                |
| Student Success Center.....            | (763) 576-4830 |                                   |                |
| Student Support Services.....          | (763) 576-4830 |                                   |                |
| Third Party Billing.....               | (763) 576-4867 |                                   |                |
| Transfer of Credits.....               | (763) 576-4770 |                                   |                |

# CAMPUS MAP

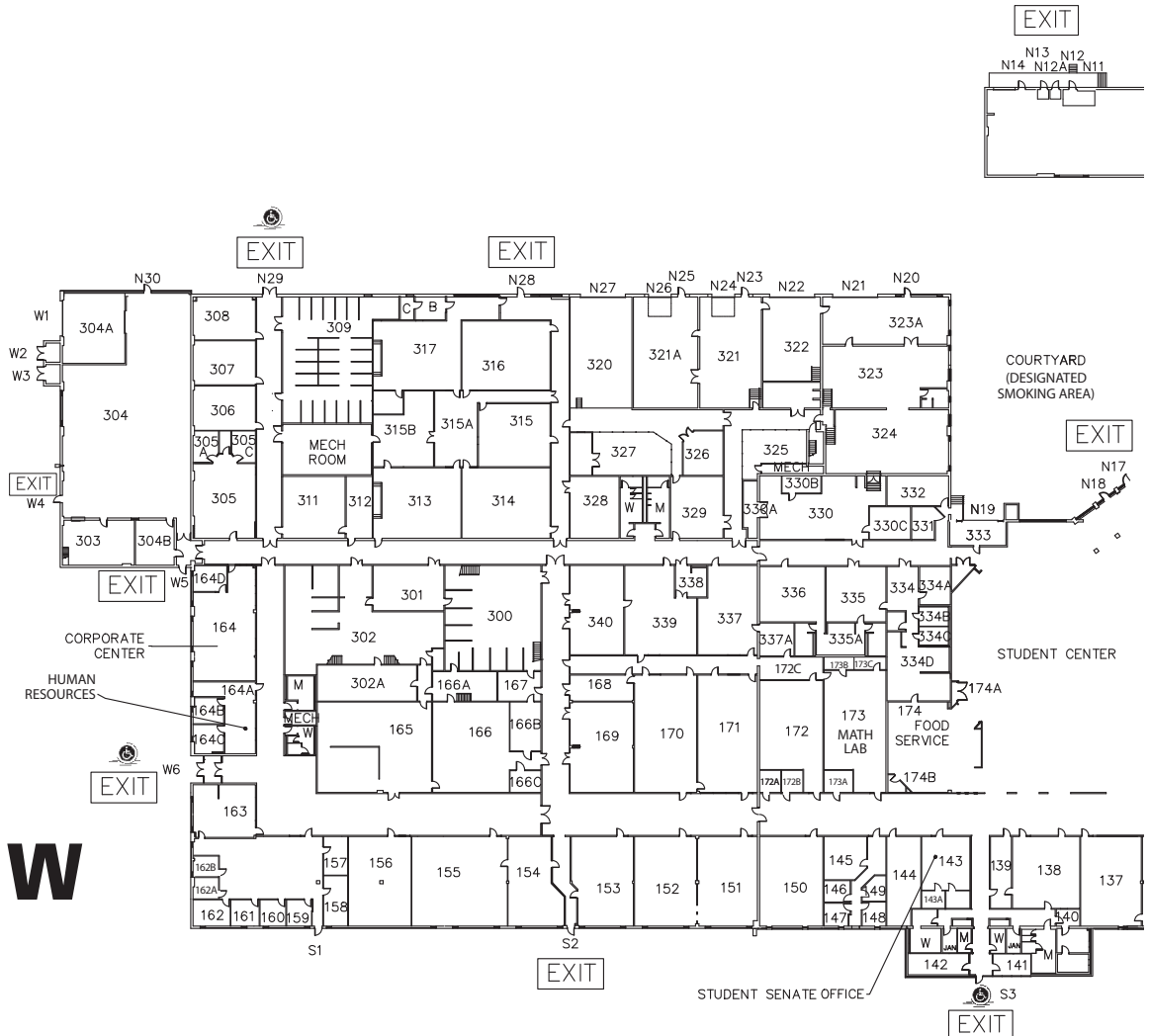
## EMERGENCY PHONE NUMBERS

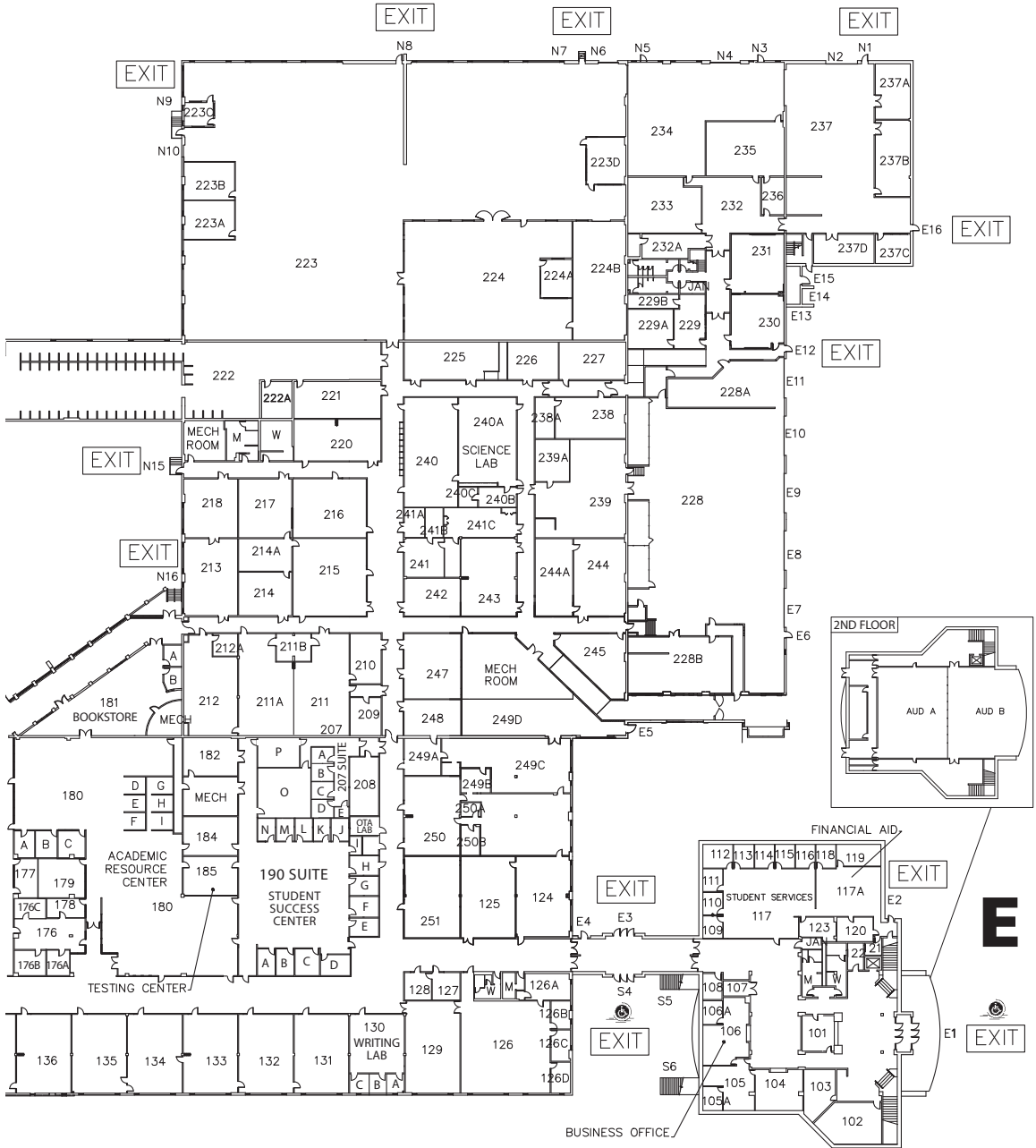
In case of an emergency, dial 911

Campus Security ..... (612) 819-4585

Facilities ..... (612) 802-4613

If calling from a campus phone, you must Dial a 9 before entering the number.





Refer to the college Web site for the most current map.



## **Command**

People strong in the Command theme have presence. They can take control of a situation and make decisions.

## **Communication**

People strong in the Communication theme generally find it easy to put their thoughts into words. They are good conversationalists and presenters.

## **Competition**

People strong in the Competition theme measure their progress against the performance of others. They strive to win first place and revel in contests.

## **Connectedness**

People strong in the Connectedness theme have faith in the links between all things. They believe there are few coincidences and that almost every event has a reason.

## **Consistency**

People strong in the Consistency theme are keenly aware of the need to treat people the same. They try to treat everyone in the world with consistency by setting up clear rules and adhering to them.

## **Context**

People strong in the Context theme enjoy thinking about the past. They understand the present by researching its history.

## **Deliberative**

People strong in the Deliberative theme are best described by the serious care they take in making decisions or choices. They anticipate the obstacles.

## **Developer**

People strong in the Developer theme recognize and cultivate the potential in others. They spot the signs of each small improvement and derive satisfaction from these improvements.

## **Discipline**

People strong in the Discipline theme enjoy routine and structure. Their world is best described by the order they create.

## **Empathy**

People strong in the Empathy theme can sense the feelings of other people by imagining themselves in others' lives or others' situations.

## **Focus**

People strong in the Focus theme can take a direction, follow through, and make the corrections necessary to stay on track. They prioritize, then act.

## **Futuristic**

People strong in the Futuristic theme are inspired by the future and what could be. They inspire others with their visions of the future.

## **Harmony**

People strong in the Harmony theme look for consensus. They don't enjoy conflict; rather, they seek areas of agreement.

## **Ideation**

People strong in the Ideation theme are fascinated by ideas. They are able to find connections between seemingly disparate phenomena.

## **Includer**

People strong in the Includer theme are accepting of others. They show awareness of those who feel left out, and make an effort to include them.

## **Individualization**

People strong in the Individualization theme are intrigued with the unique qualities of each person. They have a gift for figuring out how people who are different can work together productively.

## **Input**

People strong in the Input theme have a craving to know more. Often they like to collect and archive all kinds of information.

## **Intellection**

People strong in the Intellection theme are characterized by their intellectual activity. They are introspective and appreciate intellectual discussions.

## **Learner**

People strong in the Learner theme have a great desire to learn and want to continuously improve. In particular, the process of learning, rather than the outcome, excites them.

## **Maximizer**

People strong in the Maximizer theme focus on strengths as a way to stimulate personal and group excellence. They seek to transform something strong into something superb.

## **Positivity**

People strong in the Positivity theme have an enthusiasm that is contagious. They are upbeat and can get others excited about what they are going to do.

## **Relator**

People who are strong in the Relator theme enjoy close relationships with others. They find deep satisfaction in working hard with friends to achieve a goal.

## **Responsibility**

People strong in the Responsibility theme take psychological ownership of what they say they will do. They are committed to stable values such as honesty and loyalty.

## **Restorative**

People strong in the Restorative theme are adept at dealing with problems. They are good at figuring out what is wrong and resolving it.

## **Self-Assurance**

People strong in the Self-Assurance theme feel confident in their ability to manage their own lives. They possess an inner compass that gives them confidence that their decisions are right.

## **Significance**

People strong in the Significance theme want to be very important in the eyes of others. They are independent and want to be recognized.

## **Strategic**

People strong in the Strategic theme create alternative ways to proceed. Faced with any given scenario, they can quickly spot the relevant patterns and issues.

## **Woo**

People strong in the Woo theme love the challenge of meeting new people and winning them over. They derive satisfaction from breaking the ice and making a connection with another person.

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Start planning your personal, professional, and career-related goals by using the GPS LifePlan checklist below.

| <b>CAREER PLAN</b><br><b>Have you:</b>   | <b>EDUCATION PLAN</b><br><b>Have you:</b>  | <b>FINANCE PLAN</b><br><b>Have you:</b>  | <b>LEADERSHIP PLAN</b><br><b>Have you:</b>   | <b>PERSONAL PLAN</b><br><b>Have you:</b>  |
|--|--|--|--|---|
| Assessed your values, interests, and skills?<br>Researched possible career choices?<br>Created a resume and cover letter?<br>Activated your eFolio account?<br>Started the job search process? | Developed SMART goals?<br>Decided on a major or program of study?<br>Assessed your learning style?<br>Researched study skills and strategies?<br>Arranged a meeting with an advising professional to select appropriate courses? | Established your short and long term financial goals?<br>Created a budget?<br>Explored resources to help you pay for college?<br>Assessed your debt situation?<br>Developed a savings plan for the future? | Assessed your leadership style?<br>Formed your personal mission and vision statements?<br>Explored the leadership resources?<br>Participated in a campus or community activity to help build your leadership skills?<br>Determined your Carbon Footprint | Explored the transition to college resources?<br>Assessed your resiliency and ability to adapt to change?<br>Established personal fitness goals?<br>Examined the physical and mental wellness resources?<br>Researched how to manage healthy relationships? |

# ABOUT THE COLLEGE

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## ACCREDITATION

Anoka Technical College (hereinafter referred to as ATC) is accredited by the Higher Learning Commission - a Commission of the North Central Association of Colleges and Schools. All of the programs offered at Anoka Technical College are approved by the Minnesota State Colleges and Universities system, the Minnesota Division of Rehabilitation Services and the state-approving agency of Veterans Education.

Additionally, the following programs of study have obtained accreditation/approval by regional or national accreditation organizations:

- Automotive Service Technology by the National Automotive Technicians Education Foundation, Inc. (NATEF).
- Construction Electrician Program is an approved program by the State of Minnesota Board of Electricity.
- Health Information Technology by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) located at 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5800.
- Judicial Reporting/Broadcast Captioning by the National Court Recorders Association (NCRA).
- Medical Assistant by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
- Medical Coding is approved by the American Health Information Management Association (AHIMA) located at 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5809, telephone (312) 233-1100.
- Occupational Therapy Assistant by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220, telephone (301) 652-AOTA.

- Plumbing by the State of Minnesota Department of Labor and Industry.
- Surgical Technology by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, Phone: (727) 210-2350, Fax: 727-210-2354, Web site: [www.caahep.org](http://www.caahep.org), e-mail: [mail@caahep.org](mailto:mail@caahep.org).

## MISSION

Provide innovative career and technical education to help our students and communities live and learn well.

## VISION

A vital student- and community-focused institution, providing the finest career and technical education in Minnesota.

## VALUES

- Learning
- Respect
- Openness
- Diversity
- Innovation
- Excellence
- Integrity

## CULTURAL DIVERSITY

Anoka Technical College is a member of a college community that is committed to creating a positive, supportive environment and welcomes a diversity of opinions and ideas for students, faculty and staff of all cultures.

The college will not tolerate racism, harassment, or any derogatory remarks about a student's race, sexual orientation, religion, class, gender, or physical limitations. Anoka Tech believes the best and most effective learning environment for tomorrow's leaders is in a multicultural environment.

# STATEMENT OF COMMITMENT

.....

Anoka Technical College (hereinafter referred to as ATC) is committed to conducting all personnel and educational activities without regard to race, sex, color, creed, religion, age, national origin, marital status, disability, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Personnel activities include, but are not limited to: recruitment, selection, placement, employee development, promotion, retention, compensation, leaves of absence, disciplinary action, transfer, demotion, termination, and layoffs affecting all employees and job applicants. Anoka Tech will not tolerate discrimination on the basis of these protected class categories in accordance with all state and federal equal opportunity/affirmative action laws, directives, orders and regulations.

Anoka Tech is committed to implementation of this affirmative action plan and fully supports the State of Minnesota’s affirmative action efforts. Anoka Tech will implement and maintain an affirmative action program that takes aggressive measures to eliminate internal barriers to equal opportunity and that strives to remedy the historical under-representation in the employment, retention, and promotion of qualified persons with disabilities, persons of color and women.

It is the college’s policy to ensure equal employment practices are followed during all phases of the employment process. In that spirit, Anoka Tech will continue to seek opportunities to maximize the selection and retention of protected group employees by:

- Continuing to actively and aggressively recruit protected group applicants
- Continuing affirmative action training for employees, with an emphasis on those serving on selection committees and by
- Supporting affirmative measures to retain protected group employees.

The entire college community is encouraged to share in the responsibility of promoting and

applying the principles of equal opportunity and supporting the college’s plan of action. In doing so, we will more effectively utilize the skills and resources of the entire campus community including those persons who have been historically denied equal opportunities.

**Anoka Technical College Community**

**April 2011**

# ACADEMIC INFORMATION

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## ACADEMIC PETITION

Any student currently enrolled in Anoka Technical College may use the Academic Petition Appeal Form(s) found online at [www.tinyurl.com/ AcadPetition](http://www.tinyurl.com/AcadPetition) or in the Academic Affairs office. Students are to complete the Academic Petition Appeal Form for a waiver/substitution to the academic policies of the college. The student petitioning will need to provide a transcript and justification for the petition.

The documentation will then be forwarded to the appropriate faculty member(s) and the Vice President for Academic and Student Affairs for approval. The decision of the Vice President for Academic and Student Affairs is final. After signatures are obtained, the Academic Affairs office will make copies and distribute. One copy will be mailed to the student, the other copy to the faculty member(s). The original documentation will be stored with the student’s file in the Records and Registration Office.

## ATTENDANCE AND ATTENDANCE RECORD KEEPING

Students are expected to attend and participate in all classes and lab sessions. In case of absence, it is the responsibility of the student to arrange for completion of course work. Student contribution, including expectations for attendance, will be included in the course syllabus for each course. This will be given to the student on the first day of the course.

Attendance may be considered in the evaluation of performance only as it is identified in the course content goals/performance objectives.

Absenteeism may affect the student's grade because of missed instruction. Course material and/or tests missed as a result of the student's absence may be made up at the discretion of the instructor. Students may be placed on a Student Academic Success Plan when absences hinder the student's academic progress.

## STUDENT ACADEMIC SUCCESS PLAN

In the situation whereby a student is not making satisfactory progress within a course, the steps listed below will be followed to assure a student's right to due process:

1. When a student is not making satisfactory process, the instructor is expected to meet with the student, discuss the difficulties, provide the student with the Student Academic Success Plan (SASP) document to fill out and then meet with the student within two days to discuss and develop a plan of correction.
2. If the student has not clearly defined what is needed to correct the lack of progress being made, the faculty member will collaborate with the student in setting achievable goals for course success. A copy of the plan will be given to the student and one placed in the student's file.
3. If this does not result in the desired correction by the time determined on the SASP, the student will be reminded of the withdraw date for courses.
4. Should the collaboratively set goals not be corrected in the timeline defined when meeting with the faculty member, the student may be asked to drop the course. The student may appeal this decision in accordance with Academic Due Process.
4. Meet with the student to discuss the plan on the day the student returns the plan to you.
5. Determine the timeframe in which the student has to improve. An example would be two or three weeks. (There should be no surprises for students attempting to improve academically or with skills proficiency, so utilize the plan at the first signs of students having a challenge in academic or skills progression.) The student may also be referred to student services/tutors/open labs for assistance with coursework.
6. If the student meets the plan objectives in the time frame, no further action is needed.
7. If the student does not meet the goals laid out in the plan, the instructor will inform the student of the course withdraw date and may recommend that the student meet with the counselor. Should the withdraw date have passed, the student needs to be made aware of their grade to that date.

### Student Academic Success Plan Procedure

1. Identify the area/s in which the student needs to evaluate for academic/proficiency improvement.
2. Meet with the student and provide them with the SASP document to fill out.
3. Have the completed document returned to you in two school days.

## COURSE CHANGES

The course content of each major is a description of that content at the time of printing and may be altered prior to or during the time you are in the major. Students are responsible for the program requirements in effect at the time they enter the program. Modifications of curriculum content and starting dates that occur will be the college's attempt to meet the needs of the students and those who hire graduates of Anoka Tech.

Students who enroll in a program, then leave for any length of time, must comply with the program requirements in effect when they return to the college.

## DEVELOPMENTAL COURSES

"O" level courses are considered to be developmental courses and cannot be used to fulfill the graduation requirements for program majors. Examples of these courses:

|           |                |
|-----------|----------------|
| MATH 0800 | Basic Math     |
| READ 0900 | Reading Skills |
| ENGL 0100 | Basic English  |

A minimum of a "C" grade is required to meet developmental prerequisite requirements before enrollment in subsequent general education courses.

## DRESS

You are responsible for dressing in a manner that will not disrupt your education or the health and safety of others. For most courses, casual wear is permitted. In some programs, however, you may be required to wear a special uniform. Also, if you are studying in an area where there is a chance of accidental injury, such as machine shops and laboratories, you will be required to wear safety glasses, helmets, or other protective clothing.

If you come to class in clothing that disrupts any other student or prevents effective teaching, your instructor may ask you to leave the classroom.

## PREREQUISITE AND PROGRESSION REQUIREMENTS

Anoka Technical College may have prerequisite and progression requirements that are not addressed in this handbook. Once admitted to the College, please contact your program advisor for a specific program handbook and/or sequencing plan.

## SELECTING A MAJOR

A major is a specific degree, diploma or certificate for which a student is enrolled. Students will declare a major during the admissions process. Students who wish to change their major during their enrollment should contact the Admissions Office.

### Associate in Applied Science (AAS) Degree

Associate in Applied Science (AAS) degrees are awarded after the successful completion of a program. Associate in Applied Science degrees typically have a credit range from 60-72 credits.

### Diploma

Diplomas are awarded after the successful completion of a program intended to provide students with the employment skills. Diplomas typically have a credit range of 30-72 credits.

### Certificates

Certificates are awarded after successful completion of a specialized program. Certificates have a credit range of 9-30 credits.

## TRANSFERRING CREDITS FROM OTHER SCHOOLS

Students wishing to transfer credits from another institution other than MnSCU must provide an official copy of the transcript from the other institution to the Office of Records and Registration, along with a course outline and a description of the course. Transcripts from MnSCU Institutions can be automatically pulled from eTranscripts once the student has been accepted. The designated transfer specialist will evaluate the college-level courses completed to determine if they will be accepted in transfer. The evaluation will be completed according to MnSCU Board of Trustees Policies and Procedures and will involve at least the following three considerations:

- Educational quality of the learning experience which the student transfers,
- Comparability of the nature, content, and level of the learning experience offered by the receiving college, and
- Appropriateness and applicability of the learning experience to the programs offered by the receiving higher education entity in light of the student's educational goals.

Anoka Tech shall accept courses in transfer that it determines to be comparable or equivalent to specific courses it offers. College-level courses accepted in transfer that are determined to be not comparable or not equivalent to specific courses taught by Anoka Tech shall be accepted as electives.

Anoka Tech will accept a Minnesota Transfer Curriculum course, goal area, or the entire curriculum as determined and documented by the sending Minnesota State Colleges and Universities (MnSCU) institution. Anoka Tech will accept the entire Minnesota Transfer Curriculum as determined and documented by the University of Minnesota.

If a student is not satisfied with a decision regarding transfer of credit, the student may petition using the "Academic Petition Appeal Form" at [www.tinyurl.com/AcadPetition](http://www.tinyurl.com/AcadPetition). If a student is not satisfied with the Anoka Technical College transfer appeal decision, the student may appeal the ATC appeal decision at the system level to the Senior Vice Chancellor of Academic and Student Affairs. The decision of the Senior Vice Chancellor is binding.

## TRANSFERRING CREDITS TO OTHER SCHOOLS

If a student decides to attend another institution after Anoka Tech, he/she should request the Office of Records and Registration to submit an official transcript to the Records Office of that institution. The other institution will evaluate the student transcript and determine which course credits may transfer. The cost per transcript is located in the Tuition and Fees section of this handbook.

Acceptance of credits for transfer is strictly a decision of the receiving institution. Courses identified as being part of the Minnesota Transfer Curriculum will transfer to all MnSCU institutions.

## STUDENT INFORMATION ON THE WEB

Anoka Technical College students can log into their Student eServices online account from [www.anokatech.edu](http://www.anokatech.edu) using their Student Identification (ID) Number and Personal Identification Number (PIN) to access the following information and perform the following functions:

- Register for classes
- Drop classes and withdraw from classes
- View your grades for a specific term
- View your complete Anoka Tech academic record (i.e. grades for all classes taken at Anoka Tech)
- View the Degree Audit Report to determine your progress toward meeting graduation requirements
- View the status of financial aid, including the financial aid award letter that shows the awards offered
- View your Anoka Tech financial account showing the charges and any balance due
- Pay your Anoka Tech account using a credit card, checking account or savings account
- Enroll in a payment plan
- Check registration holds and determine when your registration window opens
- Change your permanent address, e-mail address and telephone number

- Check registration cancellation status.

## Accessing Your Information

Visit the Anoka Tech Web site at [www.anokatech.edu](http://www.anokatech.edu). On the login screen, click the box if you want your name to appear on printed material. Enter your student ID number and PIN, click "Login Now." Select the desired services or information.

# ADMISSIONS, RECORDS AND REGISTRATION

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## ADMISSIONS PROCESS

Students planning to enroll must complete an Anoka Technical College application and submit it with an application. Applications are available on the Web at [www.tinyurl.com/ATCapp](http://www.tinyurl.com/ATCapp). Students must complete the New Student Assessment (NSA) by contacting the Admissions Office for a testing appointment. Students may also need to provide proof of immunization.

Some programs have specific prerequisites, such as assessment scores, course completion, certifications, etc., that must be completed prior to being accepted into that program of study. You can find specific program prerequisites at [www.anokatech.edu](http://www.anokatech.edu) in the Academic Program Plans.

## IMMUNIZATION

Minnesota State Statute 135A.14 requires that all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella allowing for certain specified exemptions. You must complete the immunization form to avoid any complications in registering for your courses. More importantly, you will avoid interruption to your studies by any of these preventable diseases.

If you were born in 1956 or before or graduated from a Minnesota high school after 1997, you are exempt from the required shots and need only to sign the Immunization and Health Form (available at [www.tinyurl.com/ATCimmun](http://www.tinyurl.com/ATCimmun)).

All students who are entering a health occupation program that requires an off-campus clinical experience are required to provide acceptable proof of required immunizations.

- Individual program prerequisites requiring specified NSA approved scores must be fulfilled before a student can be admitted into that program.

## NEW STUDENT ASSESSMENT

- Applicants will be accepted to Anoka Technical College after submitting completed application and immunization forms and paying the required application fee.
- All applicants are required to take the New Student Assessment (NSA) prior to acceptance into their selected program major. Students completing 10 credits or more at Anoka Tech will be required to take the NSA prior to registration for courses.
- All applicants will be scheduled for the New Student Assessment when they submit the completed application and pay the required fee.
- Alternative Methods for fulfilling the New Student Assessment requirements:
  1. You are a transfer student and have completed relevant coursework (college level reading, English or mathematics with a transcribed 2.0 GPA or above). No time limit.
  2. You have a degree from an accredited US institution of higher learning. No time limit.
  3. You have taken the Accuplacer Reading Comprehension and Sentence Skills tests (or completed relevant developmental coursework) within the past three years, and/or the Arithmetic test (or completed relevant developmental coursework) within the past two years.
  4. You are not seeking a degree, diploma, or certificate. Please note students who are not seeking a degree, diploma, or certificate are not eligible for financial aid.
  5. You have ACT subscores of 24 or higher no more than three years old.
- Students wishing to Retest Must demonstrate readiness to retest by reviewing basic skills.
- There is a \$10 retesting fee.
- Photo identification will be required of all applicants at the time of testing.

## ORIENTATION/REGISTRATION

Orientation/Registration sessions are held for new students before fall and spring semesters. Orientation provides students with information about college policies, procedures, and services. Students are responsible for the information provided at orientation and the policies and procedures in the Student Handbook. Current Student Handbooks are available at [www.anokatech.edu](http://www.anokatech.edu).

## CHANGING YOUR MAILING AND E-MAIL ADDRESSES

Throughout the year, letters and notices are e-mailed or mailed to students. Please periodically review and update (if needed) your e-mail address, telephone number and mailing address via your online student eServices account. Contact the Records and Registration Office with questions.

## ADDING, DROPPING AND WITHDRAWING FROM CLASSES

- A student may add courses through the online registration process through the first five business days of the semester. Business days are defined as Monday through Friday, excluding posted holidays. For any course that does not begin the first week of the semester, a student must add the course before the second scheduled class session. Any exceptions must be approved in writing by the instructor and processed through the Office of Records and Registration. Tuition must be paid by the tuition due date.
- Students may add courses at any time during the semester if the course has not started and there are openings in the course.
- For courses that start the first week of the semester, a student may drop these courses through the first five (5) business days of that semester to receive a tuition adjustment. For courses that do not start on the first week of the semester, a student must drop the course by the end of the second business day after the

course starts to receive a tuition adjustment. Students may drop courses through the online registration process. Courses dropped within the drop/add period do not appear on the transcript.

- After the drop/add period, students may withdraw from courses during the following withdrawal period:

| <u>Scheduled Course Length</u> | <u>Number of Business Days to Withdraw after the First Class Day</u> |
|--------------------------------|--|
| 1 week                         | 2 days   |
| 2-4 weeks                      | 6 days   |
| 5-7 weeks                      | 17 days  |
| 8-10 weeks                     | 29 days  |
| 11-13 weeks                    | 40 days  |
| 14-16 weeks                    | 51 days  |
| 17-18 weeks                    | 62 days  |

- Students withdrawing during the withdrawal period receive a grade of “W” on their transcript. While a “W” grade has no impact on the GPA calculation, it does have a negative impact on percentage of completion used to evaluate Satisfactory Academic Progress for both academic and financial aid purposes. See the Satisfactory Academic Progress Policy in this handbook. In addition, withdrawing from classes may have tuition and financial aid implications. Please refer to the Withdrawal Policy (as it applies to financial aid).
- Beginning on the sixth business day of the semester, there will be no refunds for withdrawals from individual courses. Refunds will only be given for total withdrawals (i.e. withdrawing from all courses) according to the withdrawal refund schedule, which is located in the Tuition and Fees section of the handbook.
- Changing your enrollment (i.e., adding course(s), dropping course(s), withdrawing from course(s)), may have financial aid implications. Please check with the Financial Aid Office before making enrollment changes.
- Students who do not officially drop a course will be charged all appropriate fees.
- Failure to attend class does not in itself constitute cancellation.
- The college reserves the right to drop a student from a course.

## REGISTRATION FOR CREDIT COURSES PROCEDURE

All continuing students with a declared major will be given priority status in registration. To maintain this status, students must complete registration during the time assigned to them. Students who are in their last term before graduation will be given the opportunity to register prior to other students. These students will be required to submit their application for graduation to the Office of Records and Registration prior to registration. Please see the Anoka Technical College Calendar on the college Web site for deadlines.

Currently enrolled students are expected to meet with their faculty advisor prior to registration to have their course selections approved. All currently enrolled students will register online by accessing the college Web site at [www.anokatech.edu](http://www.anokatech.edu). A student must have the following for online registration:

- The 8-digit student identification (ID) number and
- A Personal Identification Number (PIN). Students must provide the college with either a birth date or a social security number before a PIN can be created.

Students are responsible for meeting course prerequisite and/or placement test score requirements. Course prerequisites are identified on the Anoka Technical College online course schedule. Students are financially responsible for all tuition and fees incurred by registering for courses. Students may view their account balances and pay online by accessing their online account through the Anoka Tech Web site. For more information about tuition payment methods, see the Anoka Tech Web site or the “Tuition and Fees Information” section of this handbook.

A student may be prohibited from registering for a course. Reasonable examples are:

1. Failure to successfully complete a prerequisite course.
2. Academic suspension.
3. Failure to complete immunization forms.
4. Outstanding college financial obligations.

## Non-Degree/Visiting Student Policy

According to MnSCU Procedure 3.4.1 Part 8, visiting students can enroll in courses at Anoka Technical College without completing the admissions process. The college is not required to allow visitors who are not admitted anywhere in the MnSCU system to enroll in courses.

Students who are not seeking an AAS degree, diploma, or certificate but wish to take courses may do so by registering during the open registration period before the start of the semester. When registering for the first time, students must submit a Non-degree/Visiting Student agreement located in the Office of Records and Registration, a one-time application fee, and proof of required immunizations. The agreement, application fee, and immunization form can be submitted at the time of in-person registration. Students who wish to register prior to the open registration date must complete the admissions process and be admitted into a program.

Visiting Student status is valid for one term at a time. Students must re-apply each term. Visiting Students are responsible for adhering to ATC deadlines, policies, and procedures published in the ATC student handbook and website. Once registered for a course, students are responsible for all tuition and fees associated with their registration. Failure to attend class does not constitute a valid drop, withdrawal, or cause for refund. Students enrolling in courses requiring pre-requisites must provide the appropriate documentation (e.g., transcript). Students needing documentation from another MnSCU institution should request a free eTranscript.

**Financial aid is not available from Anoka Technical College for Non-degree /Visiting Students.** If students hold a formally admitted status at another MnSCU institution, they may apply for financial aid through their home school via the MnSCU Consortium Agreement. Students receiving financial aid from a non-MnSCU institution must supply a written consortium agreement from their home school.

Students who do not complete the admissions process/placement testing prior to enrolling in courses will be required to do so after attempting nine credits.

To register, drop or withdraw from courses, log into eServices account from ATC Web site: [www.anokatech.edu](http://www.anokatech.edu)

For more information contact the Office of Records and Registration at (763) 576-4770.

## Enrollment Status

For academic purposes, the following defines the enrollment status of students. See the Anoka Technical College Financial Aid Policy and Procedure Manual for enrollment status as defined for financial aid purposes.

| <u>Enrollment Status</u> | <u>Credits Per Term</u> |
|--------------------------|-------------------------|
| Full-time                | 12 or more              |
| Three-quarter-time       | 9-11                    |
| Half-time                | 6-8                     |
| Less-than-half-time      | 5 or less               |

## Resident Status

Non-resident and resident students are charged the same rate. Residency status shall be as determined by MnSCU Board Policy 2.2. For further clarification of residency status, please see the Registrar.

## Right of Appeal

Individuals who are denied admission to a program may appeal that denial to the Academic Dean. The Grievance Report Form available at [www.tinyurl.com/ATCgrievance](http://www.tinyurl.com/ATCgrievance) may be used to file the appeal.

## STUDENT DATA COLLECTION, USE AND RELEASE

Student records will be held in confidence unless the student gives written permission for release of information. Student information can be released by the Office of Records and Registration only. The college administration will determine the data collection use and release procedures. The college follows the Family Educational Rights and Privacy Act (FERPA) guidelines for the collection and release of data.

# STUDENT DATA COLLECTION, USE AND RELEASE PROCEDURE

## Student Rights, Responsibilities and Authorizations for the Collection and Release of Data Information Collection

When a student applies for admission, is enrolled or graduates from Anoka Tech, he/she will be asked to supply information, including a Social Security Number, in the following ways:

- Admissions Application and Change of Major Form
- Enrollment and Registration Forms
- Intake Assessment Instrument
- Minnesota Office of Higher Education Form
- Placement and Employment Follow-Up Information Forms
- Oral interviews with college staff
- Health Records
- Nursing Assistant Employment Information

## Use of the Student Data

This data is collected to:

- Assist college staff in developing a plan to help students succeed in a program/major area.
- Report to the Minnesota State Colleges and Universities System Board of Trustees.
- Report to the Minnesota Office of Higher Education.
- Create statistical and research reports.
- Assist the College in auditing employment follow-up data and College policies and practices.
- Respond to requests for information from Federal Agencies and Departments and the public.
- Comply with the state immunization law.
- Create a unique student identification number that will be used to identify testing, academic and employment follow-up information. Submitting a social security number is voluntary. The number is requested under the authority granted to the technical colleges through enabling state legislation.

A Social Security Number may be used to identify the student for statistical reports conducted between state agencies.

## Student Rights

- A student has the right to refuse to provide any or all of the data requested.
- A student has the right to know and to view all public and private data maintained.
- A student has the right to have the data explained and receive a copy of it.
- A student has the right to challenge the accuracy and completeness of the data and to include an explanation of the data.

## Consequences

There are consequences for not supplying data that may result in denial of the following services:

- A student may not be admitted for enrollment if he/she does not complete the admissions application (except social security number).
- A student may not receive special needs assistance if he/she does not identify a need for services.
- A student may not receive financial aid assistance if he/she does not provide information on the financial aid forms.
- A student may not receive assistance in occupational placement if the student does not provide that data.
- A student may not continue in school if he/she does not comply with immunization information as required by law.
- A student will be assigned a student identification number if the student does not provide a Social Security Number.

## Access

With the exception of “directory information,” which is public information, the data provided will be released only with the student’s written consent or to the persons/entities which are authorized by law to receive and use the data:

- Minnesota Legislature
- Congress

- Minnesota Office of Higher Education
- Minnesota State Colleges and Universities System Board of Trustees
- State, Federal and Independent Auditors
- Technical College Staff
- Minnesota Department of Jobs and Training
- PALS
- METNET (for E-mail access)
- United States Military
- National Student Loan Clearinghouse

### **Directory information includes:**

- Student Name
- Major Program of Study
- Student Status
- Graduation Date

Additional student information that will be provided to the military for recruiting purposes when requested includes student address, telephone number and date of birth. A fee will be charged for providing the military with directory information.

If you wish to have any, or all of the above directory information treated as private, obtain a Directory Information Form from the Records and Registration Office.

### **Revocation of the Authorization for the Release of Student Information Procedure**

If a student chooses to revoke the Authorization for the Release of Student Information, this revocation request must be made in writing and submitted to the Anoka Technical College Office of Records and Registration. This written request for revocation of the Authorization for the Release of Student Information must include the following information:

- Effective date of revocation
- Student first and last name
- Student ID
- Student street address, city, state, ZIP code
- Telephone number

- Program in which student is enrolled
- Name of person or organization for which the student is revoking release
- Student signature and date

## **STUDENT GRADE REPORT/ TRANSCRIPT PROCEDURES**

- The online academic record (i.e. unofficial transcript) contains the grades for all terms attended at Anoka Technical College. Transfer courses are also included.
- Students can view grades for the most recently completed term online through Student eServices account.
- Students should carefully review these grades and bring any discrepancies to the attention of their instructor. Students should also verify that their name and address are listed correctly. Students may make changes to their address through their online Student eServices account. Students should report any name changes by providing legal documentation to the Office of Records and Registration.
- Transcripts show the grades of all courses taken at Anoka Tech. Transfer courses are also included. Students may request a copy of their official transcript any time during their enrollment by making this request in writing and paying the associated fee as noted in the "Tuition & Fees Information" section of this handbook.
- All requests to have official transcripts sent to a third party must be made in writing by the student and be accompanied by a fee for each transcript. Students may obtain a Transcript Request Form from the Office of Records and Registration or by accessing [www.anokatech.edu](http://www.anokatech.edu). Transcripts cannot be released until all financial obligations to Anoka Tech are met.
- When the student completes all the requirements for graduation and is awarded a certificate/ diploma/degree, he/she will receive two copies of their complete official transcript at no charge. Additional copies of official transcripts may be obtained using the procedure outlined above.

## STUDENT RECORDS

Anoka Tech requests information from students so every student has an accurate record on file. This information will only be released to those agencies or individuals who are authorized by law to have access. The student has the right to view and contest information they feel may be inaccurate. The information will be considered to be of two categories, private and public. Information generally considered public (student name, major program of study, student status, graduation) may be treated as private at the written request of the student. The student may have their record (official transcript) released to an individual or agency by returning a completed **Transcript Request Form** and paying the related fee to the Business Office. See the prior paragraph for more information on requesting an official transcript.

## VETERANS

Anoka Technical College is committed to providing innovative career and technical education to veterans, reservists and their families while providing the highest level of resources and referral information. During orientation, students will be given information needed to get VA benefits. All of the major academic programs at Anoka Tech are approved for veteran benefits. If you have had prior schooling in either military or civilian schools, it must be evaluated for possible transfer credit in the program you have selected.

Please note that the Veterans Administration may require attendance reports. Members of military reserve organizations may also be eligible for financial assistance. Contact the Office of Records and Registration for more information and visit the Veteran Resource Center in room 333.

### Guidelines for Reservists and National Guard Members Called to Active Duty

According to MnSCU Board Policy 5.12.1, a student who is a member of any branch of the U.S. military reserves, who is unable to complete a course or courses due to active duty call-up shall be offered the following course cancellation and/or completion options. (Below is a brief summary of the options.) In all cases, the student is required to provide the college with a copy of his/her call-up papers.

1. A student may receive a 100% refund of tuition and fees. A student receiving financial aid who chooses this option is required to repay 100% of grants and loans (not work study) that has been disbursed for the term.
2. An instructor may agree to assign the student an incomplete.
3. If, in the instructor's judgment, a student has completed sufficient coursework to earn a grade of C or better, the instructor may assign credit (a grade) for completion of a course.
4. A student who does not find one of the first three options suitable, may withdraw from the course. A withdraw request will be honored even if the withdrawal deadline has passed.

## WITHDRAWING FROM THE COLLEGE

All students who withdraw from the college must withdraw from their courses through their online student eServices account and notify the Admissions Office of their decision. Students who do not officially withdraw from their courses will receive an assigned grade by the instructor for all courses in which they are enrolled. **Students have the ultimate responsibility for dropping/withdrawing from courses.** Students are reminded that withdrawing from course(s) impacts academic progress and financial aid eligibility. In addition, withdrawing from courses may have tuition and financial aid implications. **Please refer to the Withdrawal Policy (as it applies to financial aid) and to the Adding, Dropping and Withdrawing from Classes section of this handbook.**

## ALTERNATIVE CREDIT

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### ADVANCED PLACEMENT

The Advanced Placement (AP) Program provides high school students the opportunity to participate in classes that are more rigorous and more in-depth than other high school offerings. The College Board evaluates and recommends credit for each score of three or more on the five point Advanced Placement exams. A maximum

of 18 Minnesota Transfer Curriculum general education credits by means of the Advanced Placement Program may be applied toward an Associate of Applied Science Degree or diploma

## ADVANCED STANDING

For current students, the college will award credit toward program completion for prior work, education and life experiences that are equivalent to the program requirements. Advanced standing may be achieved through procedures determined by the Minnesota State Colleges and Universities System standards for prior learning.

## ADVANCED STANDING PROCEDURE

### Transfer of Credit from another Post-Secondary Institution

Before considering a possible transfer of credit, an official transcript must be received directly from the sending institution. Course credits from another post-secondary institution to ATC will be accepted under the following conditions:

1. Technical course credits being considered for transfer must have a grade of “C” or above. Technical courses must have been completed within the past five years. Courses that meet general education and elective requirements have no time limitations. ATC will accept Minnesota Transfer Curriculum courses with a passing grade earned at the sending institution, regardless of the grading requirements of ATC. A “Pass” or “Satisfactory” grade will be transferred.
2. Courses of a similar nature individually evaluated by the program instructional staff after an official transcript and course description have been received from the sending institution.
3. Course credits may be transferred from one major to another whenever course content is similar (80% match). The determination for technical courses is made by the instructional staff. The determination for general education courses will be made by the college-designated transfer specialist.
4. The transfer credits will appear as such on the ATC transcript.

5. Only credits earned at ATC will be used in determining a grade point average.
6. If a credit transfer is denied, the student may file a petition. Academic Petition Forms are available online at [www.tinyurl.com/AcadPetition](http://www.tinyurl.com/AcadPetition), from the Academic Affairs Office or from the Office of Records and Registration. The petition will be reviewed by the Vice President for Academic and Student Affairs. If the student is not satisfied with the appeal decision he/she may appeal at the system level to the Senior Vice Chancellor of Academic and Student Affairs. The decision of the Senior Vice Chancellor is binding.
7. Individual programs may have additional advanced standing requirements.

## COLLEGE-LEVEL EXAMINATION PROGRAM

College-Level Examination Program (CLEP) is a testing program of The College Board designed to measure prior learning. A student may earn college credits by achieving a specified level of performance on a CLEP examination. Anoka Technical College shall grant credit for CLEP examinations according to MnSCU Board of Trustees Policies and Procedures.

## COURSE CREDIT FOR PRIOR LEARNING

### What is Credit for Prior Learning?

Credit for prior learning is a process in which students get academic credit for learning they have gained through on-the-job experiences, attendance at workshops or conferences, volunteer activities, business ownership, self-study. What students have learned in their personal lives and work is important and, when appropriate, it can be recognized as legitimate college-level learning. It is important to remember that recognition of prior learning is not based on experience, but on what has been learned from that experience. In order to be accepted for college credits, prior learning must meet several important conditions:

- The learning must be college level learning. College level can be determined in four different ways:

- It has both theoretical and practical components.
- College catalogs list courses with titles that are similar to the learning being assessed.
- Learning is similar to that of individuals who have completed college-level courses in the subject area being assessed.
- Learning is uniquely distinguished from learning that everyone gains through common life experience.
- The learning must be current (within five years for technical courses)
- The learning must be publicly verifiable, and documentation for it must be provided
- The learning must be related to students' programs of study and academic requirements

## Process for Prior Learning Assessment

1. Review the course requirements and/or electives in your program. If you think that your prior learning is appropriate for one or more courses discuss this with a program or general education instructor. He/she will help you decide if you should proceed with the prior learning assessment process. An instructor must also agree to review your documentation materials and sign your application (you may receive up to 10 credits through prior learning assessment or 1/3 the required number of credits in your program, whichever is less).
2. Complete the Application for Prior Learning Assessment form (available at [www.tinyurl.com/ATCprior-learn](http://www.tinyurl.com/ATCprior-learn)). A separate form must be completed for each course you want to have assessed.
3. Assemble documentation for your learning (for more on this, see next section).
4. Submit the documentation materials to your instructor for approval.
5. Bring your signed application form to the Business Office and pay the \$75 per credit for the course. This is a non-refundable fee paid prior to the assessment. If you do not receive the requested credit for prior learning, you will then need to register and pay for the college course.

## Providing Documentation for Prior Learning

In order to receive credit for your prior learning, you need to document what you learned. There is flexibility in this process because every student has a different set of experiences and learning. Your goal should be to provide enough information so that your learning can be assessed accurately. You must write the short paper described below, and include other documentation as available or as needed. If you have questions, consult the Academic and Student Affairs office.

### Short Paper Required

Write (word process) a short paper that describes your learning. The specific length of the paper and what needs to be included will be determined through discussions with the instructor assessing the prior learning. Some suggestions for the paper are: describe where and how you learned the material by identifying your employment/ experience, including dates, duties, and level of responsibility. Describe what you learned and how you have used or are using that learning. Show how your learning addresses the learning goals in the course outline.

You may include information about specific equipment or machines used, and length of time spent (in approximate hours) on each specific piece of equipment or machine. You may identify books read, videos reviewed, or seminars/ conferences/ workshops attended. You may describe public meetings or community groups with which you are involved and your work with those groups.

### Examples of Additional Documentation Possibilities

- Transcripts or certificates that will document your learning
- Letters from past or current supervisors or colleagues to verify job responsibilities
- Brochures from workshops or conferences attended
- Description of (or an actual) product developed and or built
- Word-processing project
- Computer program written

- Research papers written
- Skill demonstration to an instructor (please explain)

## CREDIT BY EXAMINATION

A student may test-out of certain parts of the curriculum (with faculty approval). Test-outs will be constructed by the instructor and reflect the content of the course identified in the course syllabus. A minimum cutoff score will be used to determine pass or fail of each test. This minimum will be established by each department. A test-out must be completed within the drop/add period at the beginning of the term.

When a student successfully tests out of a class, "Credit By Examination" will be entered on the student's official transcript. A test-out is not an option for repeating a failed course. A test-out fee will be charged.

## TECH PREP

Students who have obtained a valid Tech Prep certificate for one or more courses from their high school should present the certificate(s) to the Office of Records and Registration at the time of registration. The student will receive transfer credits for these courses and the course(s) will be designated on the student's transcript as a transfer. The certificates are valid for three years from date of issue.

# SECURITY, EMERGENCY AND HEALTH

## CAMPUS SAFETY AND SECURITY

Anoka Tech attempts to provide all of its staff and students a safe and secure educational and working environment. Students and staff are provided with information regarding policies, procedures, techniques, and other information related to frequency of incidents and how to handle, report, identify, and prevent incidents of violence, harassment, and intimidation.

Students have access to a report of campus crime, information designed to assist them in preventing victimization, information dealing with incidents should they become a victim, and available assistance from the college personnel. This information is available to each student on the college Web site at [www.tinyurl.com/ATCcrime](http://www.tinyurl.com/ATCcrime).

Information on Level 2 and Level 3 sex offenders can also be accessed on the Anoka Tech Web site at [www.tinyurl.com/ATCcrime](http://www.tinyurl.com/ATCcrime). Students and staff are encouraged to report any criminal actions or other emergencies occurring on campus to the college administration. It is the policy of the college administration to engage local law enforcement authorities as appropriate. A campus security officer is on duty during both day and evening hours. **Surveillance cameras are used to provide a safe environment for students and staff.**

A security escort service is available upon request for students and staff seeking assistance to their vehicles or classroom. Contact the receptionist at the east end (in the Student Services/ Administration office) if you would like to utilize this service between the hours of 7:30 a.m.- 4 p.m. Monday through Friday. After 4 p.m., contact evening security at (612) 819-4585.

## CLOSING DUE TO SEVERE WEATHER

Generally, Anoka Tech will operate in spite of severe cold and snowstorms in much the same way that industries would continue to operate. The official source of information is radio station WCCO-AM 830. The college voice mail messaging system, (763) 576-4700, will have a recorded message if there are any changes in the hours of operation.

## CONCEAL AND CARRY

Anoka Technical College has a memorandum of agreement with the Anoka-Hennepin Independent School District #11 prohibiting the possession of pistols, guns or other dangerous on any of the campus grounds and/or school property. Exemptions may be granted by the college president.

## CRIME VICTIMS' RIGHTS

As a victim of crime (including sexual, racial, disability, and religious harassment and violence), all students and employees have the right to seek and obtain assistance from the Minnesota Crime Victims Reparations Board (651) 282-6256 or (888) 622-8799 and the Office of the Minnesota Crime Victims Ombudsman (651) 282-6258. All Anoka Tech employees and students who are victims of a crime on campus have the right to:

- File criminal charges with local law enforcement officials
- Prompt assistance in filing criminal charges with local law enforcement officials
- The prompt assistance of campus authorities, at the request of the victim, in notifying the appropriate law enforcement officials and disciplinary authorities
- An investigation and resolution of the complaint by campus disciplinary authorities
- The victim's participation in and the presence of the victim's attorney or other support person at any campus disciplinary proceeding concerning the complaint
- Notice to the victim of the outcome of any campus disciplinary proceeding concerning the complaint, consistent with laws relating to data privacy
- The complete and prompt assistance of campus authorities, at the direction of law enforcement authorities, in obtaining, securing and maintaining evidence in connection with the complaint
- The assistance of campus authorities in preserving for the complainant or victim materials relevant to the campus disciplinary proceeding
- The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at the victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes, if available and feasible
- The assistance of campus personnel in the identification of existing on and off campus counseling, mental health or other services for victims of harassment or violence.

## EMERGENCY PROCEDURES

If a person is injured in the college building or on the campus grounds, or if a person experiences severe illness or medical problems, the following guidelines are suggested:

- Call for ambulance assistance by dialing 9-911 from a campus telephone.
- Daytime (before 4 p.m.) Call the Receptionist /Information Desk by dialing (763) 576-4700 (your call will be redirected to the proper respondents).
- Evening (after 4 p.m.) Contact Security at 9-612-819-4585.
- Do NOT transport injured persons.
- If the victim is conscious, get their permission to call an ambulance. If they wish to have family or a friend notified, do so. In emergencies, emergency personnel (police, EMTs) will follow-up with family members.
- Contact Anoka Tech Security at 612-819-4585 to complete an incident report.

In case of injury while on an off-campus occupational experience, follow site procedures and contact the supervising instructor.

## FIRE EMERGENCY

Fire drills will be held periodically during the school year. The warning signal is a steady, continuous horn. Evacuate your area in the direction indicated on the maps posted in each classroom and lab. Everyone must be at least one hundred (100) feet away from the building and/or out of the courtyard area. Follow the directions of your instructor. Do not re-enter the building until the all clear is given.

## HEALTH INSURANCE

Students are responsible for their own medical insurance coverage. Insurance coverage may be under the student's name or through their spouse, parents, Medicaid or a purchased policy through the College. Information regarding a student health insurance plan is available in the ATC Student Services Office. Federal laws mandate that all international students carry their own health insurance.

## HEALTH SERVICES

Student health services are not available on campus at Anoka Technical College. In cases of emergency, please follow the emergency procedures included in this section of the Student Handbook.

## TORNADO EMERGENCY

A tornado warning is a steady bell. Students are to go to the area indicated on the maps that are in every classroom and lab. Follow your instructor's directions.

Precautions to prevent serious injury:

- Avoid areas that are opposite doorways or openings into rooms that have south or west-facing exterior walls, especially those that contain glass.
- Avoid interior locations that contain glass. Examples are display cases, transom glass, door sidelight.
- Avoid locations where interior doors swing. The doors are likely to swing open.
- When taking shelter inside a classroom and in the hall, go near a wall and not in the middle. Avoid areas marked as having overhead equipment.
- Spaces having short spans (small rooms) are better than areas like the Student Center with a long span.
- Position to assume: sit on floor, pull knees up, tilt face down, and wrap arms around legs.
- Avoid interior air handlers, which are indicated by a red dot on the ceiling in each room.
- If first aid is needed, use universal precaution and notify security. When warranted, call 911.

# GRADES, TRANSFERS AND GRADUATION

## GRADE POINT AVERAGE (GPA)

The following system will be used to determine a student's grade point average:

- A - four grade points per credit
- B - three grade points per credit
- C - two grade points per credit
- D - one grade point per credit
- F, FN, FW - zero grade points per credit
- I, IP, S, U, W, Z - not considered in determining grade point average

A student's grade point average is determined by adding all grade points earned and up-to-date dividing by the sum of all credits attempted in courses for which grade points are earned. GPA is calculated on a semester and a cumulative basis. The GPA calculation does not include test-out grades, transfer grades, advanced placement, or credit for prior learning.

## GPA CALCULATION EXAMPLE

| Grade        | GPA Points | Credits | Total Grade Points |
|--------------|------------|---------|--------------------|
| A            | = 4        | X 3     | = 12               |
| B            | = 3        | X 2     | = 6                |
| C            | = 2        | X 3     | = 6                |
| D            | = 1        | X 3     | = 3                |
| F            | = 0        | X 1     | = 0                |
| <b>TOTAL</b> |            |         | <b>12 = 27</b>     |

27 grade points/12 credits total = 2.25 GPA

## GRADES

Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook. Students may review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

### Explanation of Grades

Grades of **A, B, C, D, F, S,** and **U** are used in evaluating performance in the classes or major and are given to a student each term.

- **"A"** denotes excellent achievement
- **"B"** denotes above average achievement
- **"C"** denotes average achievement
- **"D"** denotes passing achievement
- **"F"** denotes unsatisfactory achievement
- **"S"** denotes satisfactory achievement
- **"U"** denotes unsatisfactory achievement
- **"I"** denotes incomplete work because of unavoidable circumstances. An incomplete must be made up under a schedule arranged with the instructor. Work not properly made up results in an **"I"** being changed to an **"F"** at the end of the following term. However, incompletes given at the end of spring semester will be changed to an **"F"** at the end of fall semester if not properly made up, since summer session is excluded.
- **"IP"** denotes that a student in an ADSC or COMP flex lab course is within the 16-week period to complete the course.
- **"W"** denotes withdrawal from a course during the withdrawal period. See the Adding, Dropping and Withdrawing from Classes section for more information. Withdrawals after the withdrawal period will result in an **"F"** grade.
- **"FN"** denotes that a student never attended the course but never officially withdrew.
- **"FW"** denotes that a student began attending the course, never completed it, and never officially withdrew from the course.
- **"AU"** denotes audit. An audit grade indicates that a student has registered for and attended

a class, but does not earn credit. It has no impact on the grade point average. A student desiring an audit grade must inform the Office of Records and Registration at the time of registration and the instructor during the first class session. Students will not be allowed to request the audit option after the first class period has been completed.

- **"Z"** denotes course for which no grade has been assigned.

Please see the Satisfactory Academic Progress Policy, located in the "Policies & Responsibilities" section of this handbook, for more information on how grades impact the qualitative and quantitative measure of academic progress.

## GRADE CHANGES

Any grade changes must be completed within one term following the issuance of the grade and must be signed by the instructor and Academic Dean or the Vice President for Academic and Student Affairs.

### Grades - Incomplete

If a student is passing and misses an examination or fails to turn in a major assignment or project as determined by the instructor, a grade of incomplete may be given. A student with an incomplete must arrange a schedule of completion with the instructor. Incompletes not successfully concluded by the end of the following term will be recorded as an **"F"** grade. However, incompletes given at the end of spring semester will be changed to an **"F"** at the end of fall semester if not properly made up, since summer session is excluded.

### Prerequisite Courses

If the completion of a course in which the student earns an incomplete is a prerequisite for another course, registration for the subsequent course is at the discretion of the instructor of the second course. This policy does not apply to developmental prerequisites.

### Grades - Repeating Courses

Students may repeat courses for purposes of achieving a higher grade or to review material. Students must register and pay tuition for repeated courses. Test-outs and independent

studies are not acceptable means of making up a failed course. Both courses and grades earned will be reflected on the student transcript. The course that was previously taken is not counted in the GPA calculation or earned credits but will count as an attempted credits for calculation of satisfactory academic progress.

A student will be allowed to repeat a course one time. Failure to successfully complete a course (i.e. receiving an “F” “FN” “FW” “U” or a “W”) when repeating it will result in not being allowed to re-register for that course for one semester.

Appeals can be directed to the Vice President for Academic and Student Affairs. Students must bring a copy of their academic transcript to the Office of Records and Registration to register for a course for the third time.

Failing to successfully complete a course after three times will exclude the student from that program major.

## Grade Reporting

Instructors are required to enter all grades via Real Time Web grading within five (5) calendar days after the course or term has ended, whichever is first. A grade of “Z” will be recorded for all courses for which instructors have not met the five (5) day deadline. Students may view and print their grades by logging onto their online student account.

## GRADUATION REQUIREMENTS

1. A student will earn a certificate, diploma, or AAS degree upon satisfactorily completing all requirements for graduation and complying with all applicable policies of the college, including that all financial obligations to the College are met.
2. **All Anoka Technical College students must complete Basic Math, Basic English, and Reading Skills and receive a “C” grade or higher before receiving a diploma or an Associate in Applied Science degree if the New Student Assessment scores do not exempt the student from taking these courses.**
3. Students who do not meet graduation requirements will be notified by letter. Students must reapply for graduation after

meeting the requirements. Students pay the graduation fee only once.

4. Students will graduate at the end of the term in which they complete all course requirements. Appeals to this policy must be brought to the Vice President for Academic and Student Affairs.
5. When the student completes all the requirements for graduation and is awarded a certificate/diploma/degree, he/she will receive two copies of the complete official transcript at no charge. Additional copies of official transcripts may be obtained for a fee by submitting a written request to the Office of Records and Registration. Students may obtain a Transcript Release Form from the Office of Records and Registration or by accessing [www.tinyurl.com/ATCtrans-rel](http://www.tinyurl.com/ATCtrans-rel). Transcripts cannot be released until all financial obligations to ATC are met.
6. Honor students who achieve a cumulative GPA of at least 3.5 by the last semester completed prior to graduation will be recognized at the graduation ceremony. This does not include their final semester grades.
7. To receive a degree from Anoka Technical College, students must earn one third of their credits through enrollment in Anoka Technical College courses.

## Partial Completion

It is the policy of the college that students who do not complete the required number of credits for a certificate, diploma or AAS degree receive a transcript. The transcript shall include the completed credits for completed courses.

## GRADUATION PROCEDURE

1. Each student must apply to graduate from Anoka Technical College. The graduation application is available in the Office of Records and Registration and online at [www.anokatech.edu](http://www.anokatech.edu). Students must return the graduation application and related graduation processing fee to the Business Office prior to the student’s registration for his/her final semester.
2. The advisor will review the student’s progress to ensure graduation requirements are met

prior to signing the graduation application. The Office of Records and Registration will review the transcript to ensure the student has met the graduation requirements before issuing the certificate, diploma or AAS degree. If the application for graduation is not approved, an appeal may be filed with the Vice President for Academic and Student Affairs.

3. Students must maintain a cumulative 2.0 G.P.A. to be eligible for a certificate, diploma, or AAS degree. **Note: Program majors may require a minimum of a “C” in technical courses only or in all courses required by the program plan.**
4. Formal graduation ceremonies are in December and in May. Students who participate in the graduation ceremony are required to order and wear a cap and gown.
5. Deadlines for ordering caps and gowns will be determined each semester. If these deadlines are not met, a cap and gown will not be ordered and the graduate will not participate in the graduation ceremony. Letters are sent to students informing them of the deadlines. Instructors are notified of the deadlines through e-mail.
6. Graduation announcements are available online or from the Academic and Student Affairs Office approximately three weeks before the graduation ceremonies.
7. Graduates who achieve a cumulative GPA of 4.0 by the last semester completed prior to graduation will be identified in the graduation program with the notation (1) prior to their names. Graduates who achieve an overall GPA of 3.5-3.99 by the last semester completed prior to graduation will be identified with the notation (2) . The GPA calculations do not include final semester grades.
8. Certificates, degrees, diplomas, and transcripts will be mailed approximately four weeks after graduation.

## HONOR ROLL

The **President’s Honor Roll** recognizes students who have completed 12 credits, who do not have any incomplete grades, and who have achieved a semester grade point average of 4.0. **Only courses**

**with grades of A-F are considered in determining enrollment status.**

The **Faculty Honor Roll** recognizes students who have completed 12 credits, have no incomplete grades, and have achieved a semester grade point average of 3.5 or above. **Only courses with grades of A-F are considered in determining enrollment status.**

# FINANCIAL AID

Financial aid is available for full- and part-time students. To be eligible for financial aid, students must be accepted into a program that is financial aid eligible, is at least 16 credits in length, and is leading to an AAS degree, diploma or certificate. There are both state and federal regulations related to financial aid, and these regulations are subject to change.

Federal regulations require all colleges to establish a standard of satisfactory academic progress for all financial aid recipients. It is important to review the Satisfactory Academic Progress Policy included in this handbook.

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

The Anoka Technical College Financial Aid Policy and Procedure Manual has additional financial aid information that is not included in this handbook.

## FINANCIAL AID PROGRAMS

Anoka Technical College participates in multiple grant, loan and work-study programs. Unless otherwise indicated, eligibility for aid programs is based on the following:

- Financial need determined after completion of a Free Application for Federal Student Aid (FAFSA)
- At least half-time enrollment status (6 credits/term)
- Satisfactory academic progress

- U.S. citizenship or eligible non-citizen status and
- Enrollment in an aid-eligible degree and major.

## Grants

(money that students do not have to repay)

- Federal Pell Grant – Minimum enrollment is one credit/term.
- Minnesota State Grant – Requires Minnesota residency; minimum enrollment is three credits/term.
- Federal SEOG – Requires exceptional need and early application. (first-come, first-served)
- Minnesota State Post-Secondary Child Care Grant – Requires MN residency, plus additional application.

## Loans

(money that must be repaid by the student)

- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Minnesota SELF Loan
- Federal PLUS Loan

**Note:** In addition to the FAFSA, loan programs require completion of a separate application and loan counseling. Federal Direct Loans are only available to students who attend at least half-time (6 credits per semester) each semester. For student loan eligibility, students who have earned 30 credits or less are considered first year financial aid recipients. Students who have earned 31 credits or more are considered second year financial aid recipients.

## Work-Study

- Federal Work-Study
- Minnesota State Work-Study

## SCHOLARSHIPS

Scholarship opportunities require separate applications. **College Foundation Scholarships** – The Anoka Technical College Foundation awards scholarships each year. Scholarship criteria may include academic achievement, leadership skills, major/career goals or potential for success.

Contact the Anoka Technical College Foundation Office for more information. **Community-Based Scholarships** – Community agencies, businesses and other organizations sponsor many scholarships. Contact the Anoka Technical College Foundation Office for more information.

## APPLYING FOR FINANCIAL AID

All students should apply for financial aid, regardless of their financial situation. To apply for financial aid, students must file the Free Application for Federal Student Aid (FAFSA) as early as January 1, of each year. **Use the ATC school code 007350.** To significantly reduce processing time, submit your FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Your federal Personal Identification Number (PIN), obtained through [www.pin.ed.gov](http://www.pin.ed.gov), serves as your electronic signature for your FAFSA application and any subsequent FAFSA changes.

Once the FAFSA is processed by the US Department of Education and received electronically by Anoka Tech, Anoka Tech may request additional information from students, including federal tax returns, college transcripts, and household information. This process is called verification. Once verification is complete, ATC will mail an award letter to the student's permanent address – complete with a description of the annual awards, eligibility at each enrollment level and information that explains additional steps to take if interested in a loan or work-study. The award letter and financial aid status are available through the student's online eService Student account.

## DISBURSEMENT OF FINANCIAL AID

Disbursement of aid begins during the third week of the semester for all students with completed financial aid files and continues weekly thereafter. Students must maintain eligibility for the aid programs. To receive the awards, students must be enrolled in and regularly attending classes. If your financial aid exceeds your tuition and fee charges, the difference is mailed to your permanent address. If your charges exceed your financial aid, you are required to pay the difference by the tuition due date identified in the college Calendar in this handbook.

Anoka Technical College assigns all students a standard Federal Pell Grant census date (i.e., Pell Grant Payment Date). This date is the Tuesday before the first disbursement of financial aid for the semester.

Federal Pell Grant is paid to students based on the number of credits for which a student is registered and attending as of the Federal Pell Grant census date. Students who add courses after the Federal Pell Grant census date do not receive an adjustment to the Federal Pell Grant award based on the revised enrollment level. Students who drop late start classes after the Federal Pell Grant census date have their financial aid, including Federal Pell Grant, adjusted to the new enrollment level.

Anoka Technical College will grant the following exceptions to this policy:

- If a student registered for courses at another school by the Federal Pell Grant census date, but did not return a completed consortium agreement to the Anoka Tech Financial Aid Office until after the Federal Pell Grant census date, the Anoka Tech Financial Aid Office will override the Federal Pell Grant census date for that particular student for the particular course(s).
- If a student received approval to switch sections of the same course after the Federal Pell Grant census date, the Anoka Tech Financial Aid Office will override the Federal Pell Grant census date for the new section provided the student registered for the first section of the course by the Federal Pell Grant census date.
- If a student registers, for the first time that term, after Pell census date, for courses beginning after Pell census date. Typically this would be considered “mid-semester” class starts.

### **Nonattendance in Courses**

After the drop/add period each semester, the Registrar asks faculty to record on the electronic class list located in the faculty’s eServices account any students who have not yet completed an academically-related activity. This action assigns an “FN” grade and a last date of attendance (LDA) date of 11/17/1858. This prevents the payment of financial aid for courses in which a student has not completed an academically-related event.

If the faculty “reinstates” the student in the course(s) after the student completes an academically-related event, grant aid will be adjusted to the revised enrollment level.

## **WITHDRAWAL FROM COLLEGE/ RETURN OF FINANCIAL AID FUNDS (FINANCIAL AID RECIPIENTS**

- Student financial aid funds are awarded to a student based on the assumption that the student will attend school for the entire period for which financial aid was awarded. A student who stops attending class(es) must immediately withdraw from classes, and is responsible for understanding the impact of such action on his/her student account.
- Federal regulations require that any financial aid recipient who completely withdraws or stops attending courses prior to the 60% point of the term may be required to repay a portion of any financial aid the student has received. ATC uses the federal return of Title IV fund rules for any federal aid not earned. Faculty record the last date a student participated in an academically-related activity through eServices. Withdrawal dates and the last date a student participated in an academically-related activity are recorded in ISRS, which is the official record of this activity. This date is used to determine the amount of financial aid funds the student is able to retain. Students “earn” financial aid in proportion to the time they are attending courses up to the 60% point of the term. If there is an outstanding balance after Title IV and/or state funds are returned and the student’s institutional charges are adjusted, the student would then be liable for paying this amount.

Federal regulations require the college to return the unearned share of financial aid in the following order:

1. Federal Direct Unsubsidized Student Loan
2. Federal Direct Subsidized Student Loan
3. Federal Direct PLUS Loan Program received on behalf of the student
4. Federal PELL Grant Program
5. Federal SEOG Program

## **Refund and Repayment of non-Federal (non-Title IV) Financial Aid**

When a student's enrollment changes or a student completely withdraws, the college determines if the student is eligible for a refund based on the college's refunds and withdrawal policy. All or a portion of any non-Federal refunds may be required to be returned to the program from which the refund was originally paid. The Minnesota Office of Higher Education Refund Calculation Worksheet will be used to determine refunds for Minnesota State Grant, SELF institutional grants, and other non-Federal financial aid programs that require a refund. The non-Federal refunds are pro-rated between the Minnesota financial aid programs and other non-Federal financial aid programs that require a refund.

# **STUDENT POLICIES AND RESPONSIBILITIES**

## **ACADEMIC FORGIVENESS POLICY**

Anoka Technical College grants students the opportunity to apply for forgiveness of previous unsatisfactory academic coursework at the college. The form is located at [www.tinyurl.com/ATCAcad-Forgive](http://www.tinyurl.com/ATCAcad-Forgive). This one-time student-initiated opportunity allows the removal of selected courses for the purposes of GPA calculation. To qualify for this policy, the student must meet the following conditions:

- The student must not have been enrolled at Anoka Technical College for a minimum of three consecutive years prior to the point of readmission to the college.
- The student must achieve a cumulative GPA of 2.5 or higher in all coursework completed since readmission, with at least 12 credits completed before applying for Academic Forgiveness.
- The student must be in attendance at the time of the petition.
- The student must state the courses to be

forgiven on the application for Academic Forgiveness.

- A student may be granted Academic Forgiveness only one time.
- Application for Academic Forgiveness must be made in writing, with rationale and submitted to the Academic Dean.

If the petition is approved, those courses granted Academic Forgiveness will not be counted in GPA calculations nor will they be applied to graduation requirements. Grades of all courses taken will still appear on the official transcript, but a notation will be added to the transcript indicating that Academic Forgiveness has been granted.

## **ACCEPTABLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY RESOURCES**

Per MnSCU Policy 5.22 and Procedure 5.22.1, computer and information technology resources are essential tools in accomplishing the mission of Anoka Technical College (ATC). These resources must be used and managed responsibly in order to ensure their availability for the competing demands of teaching, scholarship, administration and other mission-related uses.

Information technology resources are provided for use by currently enrolled students, administrators, faculty, other employees, and other authorized users. Information technology resources are the property of ATC, and are provided for the direct and indirect support of the College's educational, research, service, student and campus life activities, administrative and business purposes, within the limitations of available System technology, financial and human resources. The use of ATC information technology is a privilege conditioned on adherence to this policy and any procedures or guidelines adopted pursuant to this policy.

Information technology means all Anoka Tech facilities, technologies and information resources used for information processing, transfer, storage and communications. This includes, but is not limited to, computer hardware and software, computer labs, classroom technologies such as computer-based instructional management systems, and

computing and electronic communications devices and services, such as modems, e-mail, networks, telephones (including cellular phones), voicemail, facsimile transmissions, video and multimedia.

## **Compliance with Applicable Law and Policy**

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

## **Unauthorized Use**

- Users must not:
  1. Use any account or password assigned by the college to anyone else
  2. Share any account or password, assigned to the user by the college, with any other individual, including family members
  3. Allow others to use Anoka Tech information technology under the user’s control
  4. Use ATC cellular telephones or computer dial-up services for personal use unless specifically authorized.
- Users must not circumvent, attempt to circumvent, or assist another in circumventing security controls in place to protect the privacy and integrity of data stored on ATC information technology.
- Users must not change, conceal, or forge the identification of the person using ATC information technology, including, but not limited to, use of e-mail.
- Users must not knowingly download or install software onto ATC information technology unless it has been
  1. Pre-approved through established campus procedures. Users who knowingly or negligently do not comply may be held responsible for damages, cost of system debugging, and payment of software fees, licenses and infringement penalties.
- Users must not engage in activities that interfere with or disrupt network users, equipment or service; intentionally distribute viruses, worms, trojans or other malicious code or install software or hardware that permits unauthorized access to ATC information technology.
- Users must not engage in inappropriate uses, including:
  1. Activities that violate State or federal law or regulation
  2. Wagering or betting
  3. Harassment, threats to or defamation of others, stalking, and/or illegal discrimination
  4. Fund-raising, private business, or commercial activity, unless it is related to the mission of ATC
  5. Storage, display, transmission, or intentional or solicited receipt of material that is or may be reasonably regarded as obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word, except as such access relates to the academic pursuits of an Anoka Tech student or professional activities of an Anoka Tech employee and
  6. “Spamming” through widespread dissemination of unsolicited and unauthorized e-mail messages.

## Protecting Privacy

- Users must not violate the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Technical ability to access others' accounts does not, by itself, imply authorization to do so.

## Right to employ security measures

The college reserves the right to employ security measures, including, but not limited to, the right to monitor any use of ATC information technology, including those used for personal purposes. Users have no expectation of privacy for any use of College technology resources, except as provided under federal wire tap regulations (21 U.S.C. sections 2701-2711). ATC does not routinely monitor individual usage of its information technology resources. Normal operation and maintenance of College information technology require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other activities that are necessary for such services. When violations are suspected, appropriate steps shall be taken to investigate and take corrective action or other actions as warranted. College officials may access data on information technology, without notice, for other business purposes including, but not limited to, retrieving business-related information, re-routing or disposing of undeliverable mail; or responding to requests for information permitted by law.

## APPLICATION OF GOVERNMENT RECORDS LAWS

### Data practices laws

Government data maintained on ATC information technology is subject to data practices laws, including the Minnesota Government Data Practices Act and the federal Family Educational Rights and Privacy Act, to the same extent as they would be if kept in any other medium. Users are responsible for handling government data to which they have access or control in accordance with applicable data practices laws.

### Record retention schedules

Official college records created or maintained electronically are subject to the requirements of the Official Records Act, Minnesota Statutes

section 138.17 to the same extent as official records in any other media. Official records must be retained in accordance with the applicable approved records retention schedule appropriate for the type, nature, and content of the record. Willful improper disposal of official records may subject an employee to disciplinary action.

## Enforcement

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

## Access Limitations

Anoka Tech reserves the right to temporarily restrict or prohibit use of its information technology by any user without notice, if it is determined necessary for business purposes.

## Repeat violations of copyright laws

Anoka Technical College may permanently deny use of information technology by any individual determined to be a repeat violator of copyright laws governing Internet use.

## Disciplinary proceedings

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

## Sanctions

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

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

The Vice President for Community and Economic Development/CIO, administers the computer and network systems. He may be contacted at (763) 576-4725.

For daily operational questions, please contact the Helpline at (763) 576-4736.

## **BACKGROUND STUDY POLICY**

State law requires that any person who provides services that involve direct contact with patients and/or residents at a health care facility have a background study conducted by the state. A student who is disqualified as a result of a background check will not be allowed to enter the program major.

If a student is disqualified, the student has the right to request reconsideration of the disqualification. It is the responsibility of the student to request reconsideration by the MN Department of Health Commissioner, if he or she chooses to do so. An applicant is considered to be disqualified while in the reconsideration process. A student who has been disqualified will not be sent to a clinical site.

## **CHECKS AS A METHOD OF PAYMENT**

The college will accept personal checks for the exact amount only.

## **CHILDREN AND PETS**

Due to disruption and possible risk of harm, children may not be left unsupervised in the common areas of the college. Students may not bring children to classrooms or labs when the student is attending class. With the exception of service animals required to assist students with disabilities, animals are not allowed on campus.

## **DISCRIMINATION AND HARASSMENT**

Direct all claims of discrimination in employment and education to Chief Human Resource Officer

and Director of Diversity at (763) 576-4706

In accordance with MnSCU Policies 1.B.1 and 1.B.2, Anoka Technical College is committed to a policy of non-discrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

This policy is directed at verbal and 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, Anoka Tech will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. The system office, colleges and universities shall develop and implement a complaint process to review complaints of discrimination/harassment or sexual violence. This policy supersedes all existing system, college, and university nondiscrimination policies.

## **SEXUAL VIOLENCE POLICY**

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Anoka Technical College. Anoka Technical College is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also

constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Anoka Technical College 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 Anoka Technical College 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.

Direct all claims of discrimination in employment and education to Chief Human Resources Officer and Director of Diversity at (763) 576-4706.

MnSCU Policy 1B.3 Sexual Violence Policy states: 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.

MnSCU Procedure 1B.3.1 Sexual Violence Procedure states: This procedure is to further implement Minnesota State College and Universities Board Policy 1B.3 prohibiting sexual violence. This procedure provides a process through which individuals alleging sexual violence may pursue a complaint. This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal. MnSCU policies are available at [www.mnscu.edu/Policies/PolicyIndex.html](http://www.mnscu.edu/Policies/PolicyIndex.html).

## **DISCRIMINATION/ HARASSMENT INVESTIGATION AND RESOLUTION (COMPLAINT REPORT)**

Direct all claims of discrimination in employment and education to Chief Human Resource Officer and Director of Diversity at (763) 576-4706

This procedure is designed to further implement Anoka Technical College policies relating to non-discrimination by providing a process through which individuals alleging violation of system non-discrimination policies may pursue a complaint. This includes allegations of discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, status with regard to public assistance or membership or activity in a local commission. This procedure is not applicable to allegations of sexual violence.

A single act of discrimination 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.

This procedure shall apply to all individuals affiliated with Anoka Technical College, 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.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. In determining whether discrimination or harassment has occurred, the totality of the circumstances surrounding the incident must be carefully reviewed and due consideration must be given to the protection of individual rights, freedom of speech, academic freedom and advocacy.

Anoka Tech maintains and encourages full freedom, within the law, of expression, inquiry, teaching, and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation, or coercion. Discrimination and harassment are not within the protections of academic freedom.

## **Reporting an Incident**

Individuals, including any student, employee, applicant for employment, or person eligible for employment (as defined by Minnesota Statutes section 43A.02), who feels she or he has been or is being subjected to discrimination/harassment to report the incident to the designated officer. Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is urged to report the information or complaint to the designated office.

## **Personal Resolution**

In instances where an individual believes she/he has been subjected to behavior prohibited by the 1B.1 Non-discrimination policy, that individual may voluntarily choose to directly address the offensive behavior. In such a situation, she or he should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and that it stop. Communication with the alleged offender may be in person, on the telephone, or in writing. If the behavior does not stop or if the individual believes some employment or education consequences may result from the discussion, she or he should go to the designated officer to process the complaint. Under no circumstances shall an individual be required to use personal resolution to address prohibited behaviors rather than reporting the behavior to the designated officer.

## **Duty to Report**

Unless the matter already has been referred to the designated officer, administrators and supervisors must inquire into allegations or behaviors that they reasonably believe may constitute discrimination or harassment and, when a report/complaint appears to be warranted, refer the matter to the designated officer. The duty to report shall not be construed to prevent immediate corrective action by an administrator or supervisor when appropriate.

## **Institutional Responsibility**

Direct all claims of discrimination in employment and education to the Chief Human Resource Officer and Director of Diversity at (763) 576-4706.

## **Colleges and Universities**

Reports/complaints against a president of a college or university shall be filed with the system office. Complaints against a president shall be processed by the college 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 and complaints against college vice presidents, deans, or provosts are filed at the campus level with the president or the president's designee as decision-maker.

## **Retaliation and Reprisal**

No retaliation, reprisal or intimidation in conjunction with a complaint of discrimination/harassment shall be tolerated by the system office, colleges, and universities. State law prohibits reprisal by a respondent, employer, labor organization, educational institution, employee, agent of the above and others as specified in statute. (Minnesota Statutes section 363.03). Any individual who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing in relation to a discrimination/harassment complaint shall be subject to disciplinary or other action. Retaliation includes, but is not limited to, any form of intimidation, reprisal, coercion, discrimination, harassment, or unwanted sexual contact toward a complainant, or the complainant's relatives, friends or associates. Retaliation may occur whether or not there is a power or authority

differential between the individuals involved. Reprisal also includes discrimination against an individual because that person is associated with a protected group member. Allegations of retaliation or reprisal shall be reported to the designated officer for appropriate action.

### **False Statements Prohibited**

Any individual who provides false statements regarding the filing of 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 system office, colleges, and universities reserve the right to investigate and resolve the complaint.

### **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 college or has an affirmative duty to take timely and appropriate action to stop inappropriate behavior, conduct investigations and facilitate resolutions as appropriate.

### **Making a Report/Complaint**

The designated officer must be contacted in order to initiate a report/complaint. The report/complaint should be brought as soon as possible after an incident occurs. The designated officer shall retain control of the investigatory process and determine whether and/or how to proceed.

## **Initial Inquiry and Review Process**

After receiving a report/complaint, the designated officer shall take the following steps:

1. **Jurisdiction.** The designated officer shall determine whether the report/ complaint is one which should be processed through another system office, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.
2. **Conflicts.** If the designated officer determines that the report/complaint falls within the scope of the institution's nondiscrimination policies and this procedure, the designated officer shall first determine who will conduct the complaint process. The designated officer should identify to the president or chancellor any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president 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 nondiscrimination policy
  - b. Provide a copy of the policy and the report/complaint procedure to the complainant
  - c. Advise the complainant of other options such as alternative dispute resolution or mediation and that the complainant may also choose to pursue other legal options
  - d. Determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement.
4. **Complaint Form.** The designated officer shall insure that the complaint is documented in writing on the complaint form available from the college authorities. The complaint form must include:
  - a. A detailed description of the facts upon which the charge is based
  - b. Name(s) of the respondent(s), if known

- c. A list of possible witnesses as deemed appropriate by the designated officer and
- d. Other information pertinent to the complaint.

At the conclusion of the process, the final disposition of the complaint shall be included on the complaint form.

The complaint form for claims of discrimination in employment and/or education can be found on the college Web site at [www.tinyurl.com/ATCgrievance](http://www.tinyurl.com/ATCgrievance).

- 5. Information provided to the respondent. At the time initial contact is made with the respondent, the designated officer shall:
  - a. Inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy.
  - b. Provide a copy of the policy and the report/complaint procedure to the respondent.
  - c. Advise the respondent of other options such as alternative dispute resolution or mediation.
  - d. Explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations.
  - e. Determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement.
- 6. Processing the complaint. The designated officer shall:
  - a. Conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings
  - b. Investigate the complaint without identifying the complainant, if in the judgment of the designated officer, this would increase the likelihood of satisfactory resolution of the complaint
  - c. Inform the complainant, respondent, witnesses and other involved individuals of the prohibition against retaliation and reprisal

- d. Create, gather and maintain investigative documentation as appropriate
- e. Disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice (Tennessee Warning) in accordance with state law and
- f. Inform the complainant and respondent of the status of the investigation at reasonable times until final disposition of the complaint.

### **Initial Inquiry and Informal Resolution**

After conducting an initial inquiry and review, if the designated officer determines that the issue can be resolved without further investigation, the designated officer may use one or more of the following methods to resolve the complaint:

1. Suggest counseling or sensitivity training
2. Conduct training for the unit, division, or department, calling attention to the consequences of engaging in such behavior
3. Facilitate meetings between the parties
4. Separate the parties, after consultation with appropriate system office, college or university personnel
5. Prepare a written letter of agreement confirming that the respondent has been informed of the policy and complaint procedure, identifying and documenting the respondent's acceptance of the designated officer's resolution of the complaint, and stating that retaliation is prohibited
6. Other possible outcomes may include explicit agreements about future conduct, a letter of apology to the complainant, changes in workplace assignments, enrollment in a different course or program, or other appropriate action.

### **Investigation and Decision Process**

If the above methods do not resolve the complaint within a time period reasonable 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. Conduct further investigation as deemed appropriate by the designated officer
  - b. Prepare an investigation report for review by the decision-maker
  - c. Take additional investigative measures as requested by the decision-maker
  - d. 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
  - e. Provide the investigation report to the complainant or respondent upon request unless the information is protected under state or federal law.
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, at the discretion of the decision-maker, prior to making the decision. Additional steps may include:
    - 1) a request that the designated officer take additional 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. Other employees may be accompanied by an attorney or other support person at the discretion of the decision-maker;
    - 3) a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint;
    - 4) Take other measures deemed necessary to reach a decision
    - 5) When making the decision, take into account the surrounding circumstances,

the nature of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors

- 6) 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 resource or supervisory personnel to determine appropriate discipline
- 7) Report in writing to the complainant, respondent and the designated officer her or his findings as to whether or not the nondiscrimination policy has been violated. The written answer to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.

## Confidentiality

Confidentiality cannot be guaranteed; however, care will be taken to keep investigation discussions sufficiently broad to protect the complainant's identity when appropriate. There may be instances in which the system office, college, or university has a responsibility to act even if the complainant requests that no action be taken. In such instances, the college may investigate and take appropriate action on the basis of the facts or evidence available.

## Investigative Data

Information gathered during the investigation will be handled in accordance with federal and state data privacy laws.

## Other Remedies

1. **Reassignment or administrative leave.** Under appropriate circumstances, the president or chancellor may 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.

2. **Summary suspension or other action.** Under appropriate circumstances, the president or designee may impose on a student a summary suspension or other temporary measures at any point in time during the report/complaint process. A summary suspension may be imposed when, in the judgment of the president or designee, the accused student's presence on the college or university 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 notice of the intention to impose the summary suspension and, except in an emergency, shall be given an opportunity to present oral or written arguments against the imposition of the suspension. After the student has been summarily suspended, the report/ complaint process should be completed within the shortest reasonable time period, not to exceed nine 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 administrator. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.
3. **Alternative dispute resolution and mediation.** The system office, colleges, and universities, in consultation with the system, Office of Equal Opportunity and Diversity, may use alternative dispute resolution or mediation services as a method of resolving discrimination/harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint.

## College Action

The college shall take the appropriate corrective action based on results of the investigation and shall follow up as appropriate to ensure that the corrective action is effective. Complainants are encouraged to report any recurrences of conduct which were found to violate the system non-

discrimination policies. The decision-maker shall notify the complainant and respondent in writing of the final disposition of the complaint. 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 college.

## DISCRIMINATION/ HARASSMENT: APPEAL

### Filing an Appeal

The complainant and 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 pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

### Appeal Process

The president or designee shall review the record provided and determine whether the complaint is substantiated or not substantiated. 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 will be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

## **Education and Training**

The college will provide education and training programs to promote awareness and prevent discrimination/harassment, such as education seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational material development and distribution. Education and training programs should include education about the system office, colleges and universities non-discrimination policies as well as conducting investigations, management and implementation of this procedure.

## **Dissemination of Report/Complaint Procedure**

Information regarding this procedure and non-discrimination policies will be provided to each student during student registration and on acceptance of employment. Copies of the policies will be conspicuously posted at appropriate locations on the college campus 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 or other appropriate public announcements.

## **Maintenance of Report/Complaint Procedure Documentation**

During and upon the completion of the complaint process, the complaint file shall be repositied in a secure location in the office of the designated officer. 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.

Designated officers are required to report investigative data concerning investigations under Board policy 1B.1 to the Office of the Chancellor on a quarterly basis.

## **DRUG-FREE CAMPUS POLICY**

### **State of Compliance**

Anoka Technical College adheres to the federal Drug-Free Schools and Campuses Act (DFSCA) and Minnesota State Colleges and Universities Board Policy 5.18 which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on the college premises, or in conjunction with any college-sponsored activity or event, whether on- or off-campus. In accordance with federal regulations, this policy is printed in the Student Handbook, which is distributed annually to every student and employee and included with the annual Campus Crime and Security Report, which is available to every student and employee on the college Web site at [www.anokatech.edu](http://www.anokatech.edu). The college conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently.

### **Tobacco Use Policy**

The facilities and vehicles at Anoka Tech are tobacco-free. Use of any tobacco products is permitted ONLY in the designated area in the courtyard adjacent to the Student Center.

### **Standards of Conduct**

- No student or employee shall manufacture, sell, give away, barter, deliver, exchange, or distribute; or possess with the intent to manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia while involved in a college-sponsored activity or event, on- or off-campus.
- No student or employee shall possess a controlled substance, except when the possession is for that person's own use, and is authorized by law while involved in a college-sponsored activity or event, on- or off-campus.
- No student shall report to campus, and no employee shall report to work while under the influence of alcohol or a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.

Except as allowed by MnSCU Board Policy 5.18, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at Anoka Technical College and at Anoka Technical College sponsored events if prohibited.

## Legal Sanctions

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 g or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 g, 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 a \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

## Health Risks

**Alcohol.** Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

**Amphetamines.** Amphetamines can cause a rapid or irregular heartbeat, headaches, depression, damage to the brain and lungs, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

**Cocaine/Crack.** Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, paranoia and depression. Cocaine is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, psychosis, convulsions, stroke and even death.

**Hallucinogens.** Lysergic Acid Diethylamide (LSD) causes illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Hallucinogens can cause liver damage, convulsion, coma and even death.

**Marijuana.** Marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. Users also experience interference with psychological maturation and temporary loss of fertility.

The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

**Methamphetamines.** Methamphetamines, known as speed, meth, ice, glass, etc., have a high potential for abuse and dependence. Taking even small amounts may produce irritability, insomnia, confusion, tremors, convulsions, anxiety, paranoia, and aggressiveness. Methamphetamine users may experience symptoms similar to Parkinson's disease, a severe movement disorder.

**Narcotics.** Narcotics such as codeine, heroin or other opiate drugs cause the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

**Steroids.** Steroid users experience a sudden increase in muscle and weight and an increase in

aggression and combativeness. Steroids can cause high blood pressure, liver and kidney damage, heart disease, sterility and prostate cancer.

## **Educational and Treatment Programs**

- The college periodically provides information and training to employees and students to foster a drug and alcohol-free environment.
- A counselor is available to assist students in dealing with personal concerns that might interfere with their academic work. Services are free and confidential and can be arranged by contacting the Student Services office at (763) 576-4850.
- The Employee Assistance Program (EAP) is available to all MnSCU employees. EAP can assist employees by providing a professional assessment of a possible alcohol or drug problem. The mission of EAP is to provide confidential, accessible services to individual employees and state agencies in order to restore and strengthen the health and productivity of employees and the workplace. For additional information, contact the Human Resources Department.

## **Community Area Substance Abuse Treatment Centers**

**Anoka/Metro Regional Treatment Center**  
3301 - 7th Avenue North, Cronin Building  
Anoka, MN 55303  
(763) 712-4420

**Grace Counseling Services**  
16525 NE Highway 65  
Andover, MN 55304  
(763) 413-8838

**Hazelden Foundation**  
15245 Pleasant Valley Road  
Center City, MN 55012  
(651) 257-4010

**New Connection Programs Outpatient Treatment**  
10267 University Avenue NE  
Blaine, MN 55434  
(763) 784-2454

**Recovery Plus Rum River Outpatient Program**  
508 South 2nd Street  
Princeton, MN 55371  
(763) 389-5080

**Transformation House**  
1410 South Ferry Street  
Anoka, MN 55303  
(763) 427-7155

**Unity Hospital Substance Abuse Services**  
550 Osborne Road, 2E  
Minneapolis, MN 55432  
(763) 236-4522

Find additional information at [www.nida.nih.gov](http://www.nida.nih.gov) and [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)

## **Disciplinary Sanctions**

Students or employees who violate this policy will be subject to disciplinary sanctions. The severity of the sanctions will be appropriate to the violation. Sanctions including, but not limited to: official reprimand, restitution, completion of a rehabilitation program, community service, suspension, expulsion and/or reporting to local law enforcement will be imposed on students who violate the preceding standards of conduct. Sanctions, consistent with existing contracts, up to and including termination of employment, will be imposed on employees who violate the preceding standards of conduct. Reviewed: May 29, 2008 AFW.

## **E-MAIL USED FOR COMMUNICATING WITH STUDENTS**

In 2007, Anoka Technical College declared college-assigned (METNET) e-mail addresses as the **official means of communications** with all students. Students are responsible for information sent to them via their METNET e-mail account.

### **Student e-mail - METNET**

Anoka Technical College collaborates with the Metropolitan Educational Telecommunications Network (METNET) to provide each student with an e-mail account. The college-issued e-mail address will be the only address Anoka Technical College uses when sending official communications via e-mail. Official e-mail addresses are not considered as "directory information" under FERPA and the Minnesota Data Practices Act, but individual students can choose to make their e-mail address publicly available using the account setup options on the METNET Web site at [www.metnet.edu](http://www.metnet.edu).

## College use of METNET and Student Expectations

Official e-mail communications are intended to meet the academic and administrative needs of the campus community. The college has the right to expect that such communications will be received and read in a timely fashion. As steward of this process, the Anoka Tech Data Services Manager is responsible for directing the use of the official student e-mail. **Students are expected to check their METNET e-mail on a regular basis.** Students have the responsibility to recognize that certain communications may be time-critical.

## Redirecting your METNET account

Students are responsible for all information sent to them via their METNET e-mail account. If students choose to forward messages to another account, they do so at their own risk. Students remain responsible for obtaining the information that has been communicated from the college. The college will not be responsible for the handling of e-mail by outside vendors or by departmental servers.

## Compliance with Related Policies

All messages must adhere to the college's Acceptable Use of Computers and Information Technology Resources Policy, available in the Student Handbook on the college Web site, the ATC Student Code of Conduct Policy, and Minnesota Statutes 43A.38, Subd. 4 and 43A.39, Subd.2, and the Family Educational Rights and Privacy Act of 1974, as amended.

Because the confidentiality of e-mail correspondence cannot be guaranteed, users of this service should exercise extreme caution when sending messages. The service is not intended to communicate confidential information. This policy last modified April 12, 2007

## FUND RAISING ACTIVITIES

- Raffles and lotteries are not permitted.
- Door-to-door classroom sales are not permitted.
- Scheduling and approval of school affiliated fund raising activities must be presented to the Vice President of Student Affairs and the Executive Director of the ATC Foundation for approval.

- The group doing the fund raising is responsible for all goods and services ordered or contracted and assumes all liability.
- All funds must be maintained in approved accounts. All receipts must be deposited in the Business Office in a timely manner.

## ILLEGAL FILE SHARING

In 2008, the United States Congress passed and President Obama signed the Higher Education Opportunity Act (HEOA), which provides funding for federal financial aid programs, as well as other higher education funding and requirement changes. Part of this Act included new requirements for colleges to notify all students regarding the illegality of sharing files covered under the Digital Millennium Copyright Act (DMCA) of 1998. **This information shall serve as Anoka Technical College's official notice to all enrolled students.**

Downloading or distributing copyrighted material, including through peer-to-peer file sharing, without the permission of the copyright owner is against the law. Illegal downloading or distribution of copyrighted materials can result in you being prosecuted in criminal court and/or sued for damages in civil court. Criminal penalties for first-time offenders can be as high as five years in prison and \$250,000 in fines. If sued in civil court, you may be responsible for monetary damages, attorneys' fees and civil penalties up to \$150,000 per work distributed. Use of Anoka Technical College technology resources (including accessing the Anoka Technical College wired or wireless network from your personal computer) for unauthorized distribution of copyrighted materials is prohibited.

By your use of Anoka Technical College technology resources, you formally acknowledge that you have been informed of the rules regarding illegal file sharing and the consequences that can come from inappropriate use of computers and network resources belonging to Anoka Technical College, located in Anoka, Minnesota.

If Anoka Technical College receives information about suspected illegal file sharing, the student will be contacted via their Anoka Technical College student e-mail account and asked to sign and return a form notifying them that they have participated in an illegal activity. Failure to return

the signed form and/or repeated infractions by the same student will result in student code of conduct notification and associated penalties, including possible restriction from using Anoka Technical College technology resources.

For further information about file sharing, please visit:

1. MnSCU Board Procedure 5.22.1, Acceptable Use of Computers and Information Technology Resources. <http://www.mnscu.edu/board/procedure/522p1.html>
2. Music United. <http://www.musicunited.org/>
3. HEOA (Higher Education Opportunity Act) dealing with unauthorized file sharing on campus networks

## **NON-SUFFICIENT FUNDS (NSF) CHECK PROCEDURES**

- The maximum NSF service charge allowed by Minnesota law shall be added to the amount due.
- No additional personal checks will be accepted until full payment is received.
- No grades, transcripts, or diplomas shall be released until full payment is received.
- A notice of nonpayment or dishonor shall be mailed to the issuer of all NSF checks. Failure to make payment within twenty business days of the receipt of the notice will result in the notification of the proper authorities for prosecution.
- The college may also refer the NSF check to the State of Minnesota for collection.

## **PARKING AND GROUNDS REGULATIONS**

Please observe the parking restrictions indicated by either signs or yellow curbs. Disability parking permits are issued by the State of Minnesota. You must have a permit if you park in an area designated for individuals with a handicap. Visitor parking areas are for visitors – not students or staff. Visitors parking in the designated spaces must register their vehicle at the information desk at the main entrance.

Remember to keep your car locked and to turn off your lights. The college is not responsible for items stolen from vehicles, damage to vehicles or injuries. Please report any suspicious activity to the Anoka Tech security officer or administrator on duty 612/819-4585.

## **Regulations**

- The speed limit in the parking lot and driving lanes is 15 miles per hour.
- Parking in areas designated for the disabled is allowed only if the vehicle has a permit issued by the State of Minnesota. Students, staff, and visitors who are temporarily disabled (health restriction, broken leg, etc.) may park in a disability parking space if the vehicle has a temporary permit issued by the State of Minnesota. Violators may be towed.
- Parking is prohibited on campus property from 2 a.m. to 6 a.m. Violators may be towed.

## **PERSONAL PROPERTY POLICY**

The college is not responsible for loss of items. The college lost and found is located in the Student Services office. Repair services will be provided to students and staff only, not the general public.

## **PHOTO IDENTIFICATION BADGE**

All students are required to display/possess an Anoka Tech identification badge. This badge is used for security purposes and to access college services.

Students registering for credit courses shall have their photos taken and badges processed during the beginning of each term. Students registering for hour-based or evening courses may have their photos taken during posted times or throughout the semester by appointment only. A \$5 fee will be collected at the Business Office. The student shall present a paid receipt upon having the identification photograph taken.

Students will be charged \$5 for replacing lost identification photograph badges.

## Tennessee Warning

A digital photograph of you is being taken for safety and security purposes to identify you as a student of Anoka Technical College and provide you access to College services requiring student identification. You are required to display/carry your identification badge while on campus.

If you are in a program that includes clinical instruction, you are required to provide this photograph and to wear your identification badge at all times at the clinical site. If you do not provide a photograph, you may not be able to participate in clinical instruction.

Copies of your photo will be released only upon receipt of written authorization from the student or as required/allowed by law.

## RELIGIOUS OBSERVANCES POLICY

Anoka Technical College strongly supports the principles of free expression and respect for the diversity of beliefs, including religious observances, among our academic community. It is the policy of the college to provide reasonable accommodations for students when religious observances conflict with classroom activities or course requirements. It is the responsibility of students to inform instructors in a timely fashion of such conflicts. If a mutually agreed-upon accommodation is not possible, the student may initiate an appeal. The procedure for this appeal is completion of the Grievance Report Form available at [www.tinyurl.com/ATCgrievance](http://www.tinyurl.com/ATCgrievance).

Direct all claims of discrimination in employment and education to the Director of Human Resources and Diversity, at (763) 576-4706.

## SATISFACTORY ACADEMIC PROGRESS POLICY

Anoka Technical College and the Minnesota State Colleges and Universities Board Policy 2.9, in compliance with Federal and state regulations require that all students maintain satisfactory academic progress toward the completion of a degree, diploma, or certificate in order to be eligible to receive financial aid. The purpose of this requirement is to encourage all students to progress steadily at a reasonable rate toward graduation.

Grades, academic forgiveness, audits, consortium agreements, remedial/developmental courses, repeats, transfer credits, common market, and credit by examination are subject to the Satisfactory Academic Policy.

This policy covers both the ability to enroll in courses and be eligible to receive financial aid.

## Definitions

**Good academic standing** - students must maintain a 2.0 cumulative grade point average and successfully complete 67% of all credits attempted to remain in good academic standing.

**Academic eligibility** - students must maintain a 2.0 cumulative grade point average and successfully complete 67% of all credits attempted to maintain their academic eligibility.

**Financial aid eligibility** - students must maintain a 2.0 cumulative grade point average and successfully complete 67% of all credits attempted to maintain their financial aid eligibility.

## Minimum Satisfactory Academic Progress Standards

- 1. Cumulative Grade Point Average (GPA):**  
The grade point average (GPA) calculation is based on Anoka Tech coursework. Students must maintain a 2.0 GPA.
- 2. Percentage of Credits Completed:** Based on total credits attempted and completed. Students must complete 67% of all credits attempted.
- 3. Maximum Time Frame for Receiving Aid:**  
Credits attempted at Anoka Tech and credits accepted from other institutions are counted for determining this standard. The maximum allowable timeframe for financial aid recipients to complete an academic program is 150% of the published credit length of the program of study.

Students who change programs or return for an additional degree/diploma/certificate will be evaluated based on their current program of study requirements.

**Note:** If at any point it is determined that a student will not be able to finish the required courses to graduate from their program within the 150% timeframe, financial aid eligibility will be terminated immediately.

## Evaluation Period

The measures of satisfactory academic progress are determined after grades are recorded for each term. All prior terms of attempted enrollment, including summer, are considered in determining satisfactory academic progress regardless of whether aid was awarded for the term.

### Failure to Meet Standards:

- **Probation:** Students who do not maintain satisfactory academic progress standards are placed on probation. Students on probation are allowed to register and receive financial aid.
- **Continued Probation:** Students on probation who earn a cumulative GPA of at least 2.0 and a cumulative completion rate of 67% continue on probation and are allowed to register and receive financial aid.
- **Suspension:** Students on probation who do not meet either the cumulative progress standards are placed on suspension. Suspended students are unable to register and/or receive financial aid until an appeal is approved or satisfactory academic standards are met.
  1. Students on academic suspension from another MnSCU institution shall not be admitted to Anoka Technical College during the semester of the suspension.
  2. Any student whose academic suspension does not show a clear date of readmission but is older than three academic years (six or more consecutive semesters, not including summer sessions) can apply for admission to Anoka Technical College.
  3. Any student who has a financial hold at another MnSCU institution can be admitted to Anoka Technical College but will not be allowed to register for courses until the financial hold has been removed.
  4. Any student who has been suspended or expelled for disciplinary reasons from any postsecondary institution may be denied admission to Anoka Technical College.
- **Maximum Time Frame:** Students who do not meet the maximum time frame standard are immediately suspended from financial aid eligibility.
- **Suspension due to Extraordinary**

**Circumstances:** Eligibility for registration and financial aid may be immediately suspended for a student in the event of extraordinary circumstances, such as a student who was previously suspended and whose academic performance falls below acceptable standards during a subsequent term, a student who registers for but does not earn any credits for two consecutive terms, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid either at Anoka Tech or prior institutions. In addition, financial aid eligibility shall be immediately suspended if it is determined that it is not possible for a student to meet the GPA or completion rate requirements before reaching the end of the program for which they are receiving financial aid.

### Notification

When a student is placed on probation or suspension according to the terms of this policy, a written notice will be sent via the student's Anoka Tech e-mail account. Additional written notification will be sent to financial aid applicants who are ineligible for financial aid because of unsatisfactory academic progress.

Suspended students will be given five (5) business days after the notification date (e-mail timestamp) to contact the Office of Records and Registration to drop all enrolled academic credits without penalty or obligation. All or a portion of a student's enrolled academic credits dropped later than five (5) business days after the notification of denial will be subject to normal college academic and financial policies.

### Appeals of Academic Suspension

Any student who has been academically suspended from Anoka Tech and has been denied financial assistance because you have not maintained satisfactory academic progress, has the right to appeal based on unusual or extenuating circumstances. A written appeal should be submitted to the Office of Records and Registration for review. Some examples of acceptable reasons may be:

- Documented death of a close relative
- Documented personal illness, hospitalization or injury
- Military leave

Appeals must be submitted in writing on a form (Satisfactory Academic Progress Appeal) available online at [www.tinyurl.com/ATCacad-progress](http://www.tinyurl.com/ATCacad-progress) and must be returned to the Office of Records and Registration.

- Appeals must be submitted within 10 business days of the date on the probation or suspension letter unless the Office of Records and Registration otherwise accepts the appeal request.
- The Satisfactory Academic Progress Appeal Committee will approve or deny all appeals prior to the start of each semester.
- Any student whose appeal was denied by the Satisfactory Academic Progress Appeal Committee has the right to appeal this denial to a secondary appeals committee. The secondary appeals committee will use the same criteria in rendering its decision.
- Request for appeal to the secondary appeals committee must be made in writing within 10 business days of the date of the denial letter.
- The Satisfactory Academic Progress Appeal form is available online at [www.tinyurl.com/ATCacad-progress](http://www.tinyurl.com/ATCacad-progress) and must be returned to the Vice President of Academic and Student Affairs.
- Appeals by the Secondary Appeals Committee are final.
- The results of an appeal will be sent to your Anoka Tech e-mail account.

## Regaining Eligibility

A student whose academic eligibility has been suspended may continue at the College after an appeal has been approved or return to the College after one semester (not including summer session). In both cases, the student remains on probation. Students returning after a suspension should notify the Office of Records and Registration before returning. A student who is suspended for one term, re-enroll after that term and is still not able to obtain a 2.0 GPA will be suspended for one year.

A student whose financial aid eligibility has been suspended may regain their eligibility only through the College's appeal process or when they are again meeting the College's qualitative and quantitative standards. Neither paying for classes

out of pocket, nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility.

## Additional Elements

**Treatment of Grades.** Courses for which a student receives a letter grade of A, B, C, D, or S, are included in the calculation of cumulative credit completion percentage as courses successfully completed. Courses for which a student receives a letter grade of I, F, FN, FW, U, W, or Z will be treated as credits attempted but not successfully completed. Courses for which a student receives a letter grade of IP will not be treated as credits attempted.

**Academic Amnesty.** Academic Amnesty is not available to financial aid recipients. All attempted credits at ATC are counted toward Financial Aid SAP.

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

**Consortium Credits.** Credits for which financial aid is received under a consortium agreement will be included in cumulative GPA, completion percentage, and maximum timeframe calculations.

**Remedial/Developmental Credits.** Remedial/developmental credits are included in the cumulative GPA and completion percentage measurement of SAP. Remedial/developmental credits will increase the length of the program of record when calculating maximum timeframe. Up to 30 remedial or developmental credits shall be excluded from the maximum timeframe calculation.

**Repeated Credits.** Students are allowed to repeat a course one time (please refer to the Anoka Technical College policy on repeating courses on the college Web site [www.anokatech.edu](http://www.anokatech.edu)). The repeat grade will become the grade calculated for GPA purposes. All attempts will count for determining percentage completion rate and maximum timeframe.

**Transfer Credits.** Transfer credits accepted by Anoka Technical College will not be counted as credits attempted for calculation of cumulative completion percentage, and grades associated with these credits will not be used in calculating

cumulative GPA. Transfer credits accepted by the College and applied by the College toward a student's general education, program, or degree requirements will apply toward the maximum timeframe calculation.

**Withdrawals.** Credits for which a grade of "W" is received are considered attempted credits but not successfully completed credits. A grade of "W" does not affect the GPA but does negatively affect the cumulative completion percentage and counts toward the maximum timeframe.

## STUDENT ACADEMIC DUE PROCESS POLICY

Any student who believes he/she has a valid complaint regarding the content or conduct of a course or grading will be accorded due process and must follow the established procedures. All complaints must be filed no later than the end of the semester following the incident.

### Definitions

- **Complaint.** An oral claim by a student alleging improper, unfair, arbitrary or discriminatory treatment.
- **Appeal.** A written request for reconsideration.
- **Retaliation.** Retribution of any kind taken against a student for participating in a complaint.
- **Student.** An individual student, a group of students, or the student government.

## STUDENT ACADEMIC DUE PROCESS PROCEDURE

When a student believes a valid complaint should be registered against any member of the staff about content or conduct of a course or grading, the following steps should be taken in the order indicated:

1. The student is advised to make an appointment with the instructor and explain the nature of the complaint and the reason for this belief. The instructor involved and the student should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings will be resolved at this level.

2. If the student and instructor are not able to reach a satisfactory agreement, the student may, no later than ten (10) school days after the meeting with the instructor, request that a counselor arrange a meeting with the student, the instructor and the counselor to attempt to resolve the issue. The student shall complete an **Academic Due Process Report Form**, available at <http://tinyurl.com/AcadDueProcess>, outlining the nature of the complaint, and submit copies to the counselor and the instructor prior to the meeting. The counselor will schedule the meeting within five days after receiving the student request.
3. Should the issue be unresolved or should the decision be unacceptable to the student, the student may appeal, in writing, no later than five (5) school days after the meeting to the Academic Dean. The Academic Dean will then call a meeting of the instructor, the student, and the counselor to attempt to resolve the problem within five (5) days after receiving the student appeal request.
4. Should the issue still be unresolved or should the decision be unacceptable to the student, the student may appeal, in writing, no later than five (5) school days after the meeting to the Vice President for Academic and Student Affairs of the college. The Vice President for Academic and Student Affairs shall notify the student of his/her decision, in writing, within five (5) days after receiving the student appeal request. The decision of the Vice President for Academic and Student Affairs is final.
5. With prior administrative notification and approval, the student may have an advocate present at any or all steps of the process.

**NOTE:** In this procedure, all parties involved shall keep written records of the time, date, and other pertinent facts relating to the nature of conferences in which they are involved.

## STUDENT CODE OF CONDUCT POLICY

The primary academic mission of Anoka Technical College is the exploration and dissemination of knowledge. Academic honesty and integrity are integral to the academic process. Academic dishonesty - cheating plagiarism and collusion - are serious offenses which undermine the

education process and the learning experience for the entire college community.

Students are expected to understand and adhere to the concept of academic integrity and to the standards of conduct prescribed below. Students will assume responsibility for their work and that materials submitted in fulfillment of course, program, and college academic requirements must represent students' own efforts.

Anoka Technical College is committed to the creation and maintenance of an academic community that fosters the intellectual, personal, social, and ethical development of its students. Anoka Technical College students are obligated to adhere to a set of principles that preserve integrity and professional conduct. Respect for the rights of others and self-discipline are essential for the fulfillment of these goals. This Code of Conduct Policy is designed to explain the rights and responsibilities inherent in membership in this community.

## Definitions

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

**Suspension.** Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-admission may be specified.

**Expulsion.** Permanent denial of the privilege of enrollment at that College.

**Hazing.** An act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.

**Cheating.** Cheating is a form of academic dishonesty that involves using deception or dishonest methods to complete any form of evaluation. Cheating can be further defined as, but not limited to:

- Taking a test or examination for another student, or having a student take a test or examination for you.
- Giving students answers to exam questions during the exam or while leaving the

examination room, or telling other students in a later sitting, of the questions that appear on the exam.

- Possessing unauthorized material or electronic devices during a test or exam.
- Knowingly helping another student to commit an act of cheating by letting him/her view your answers, by lending your work, or by working together on a project not specifically deemed a group effort. All students involved will receive the same penalties under the Student Code of Conduct Policy.
- Obtaining an exam or test, in whole or in part, in advance of its distribution, without the permission of the instructor.
- Changing grades or answers on an assignment for the purpose of a regrade.
- Forging a signature or altering an assessment or report.
- Deliberately damaging an academic work of another student.
- Submitting coursework from another course, even if the student was the original author, without the prior permission of the instructor.

**Plagiarism.** Plagiarism is another form of cheating. It is intellectual theft. Plagiarism is using someone else's work (words, images, ideas, phrases, signatures, or computations) and presenting it as one's own, instead of properly documenting every source. Plagiarism can be further defined as, but not limited to:

- Submitting as your own any material done, in whole or in part, by someone else.
- Submitting any work copied, in whole or in part, from another source, such as the Internet, journal
- Articles or textbooks, without reference to the original author or source.
- Allowing your essay, report, assignment or computer files to be copied by another student.
- Allowing another student to do your laboratory or field work for you.
- Submitting as your own, in whole or in part, any work that is currently or has been previously graded in another course, without the prior permission of the instructor.

- Submitting work with misleading references that do not reflect the sources you actually used.

**Prohibited Conduct.** While it is not possible to define each instance of misconduct, the following examples are intended to convey offenses that might result in student conduct action:

- Academic dishonesty, including, but not limited to: cheating, plagiarism, misrepresentation of student status, and resume falsification.
- Intentionally, recklessly, or negligently placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, sexual, racial, religious or disability harassment, intimidation, threats or other conduct which threatens or endangers that person's emotional, mental or physical well-being.
- Intentionally, recklessly, or negligently causing physical harm to any person on College premises or off-campus occupational experience site. This includes engaging in any form of fighting.
- Criminal sexual behavior, including, but not limited to, the implied use, use, or threatened use of force to engage in any sexual activity against a person's will.
- Use or possession of weapons on college premises. "Weapon" is broadly defined to include, but is not limited to, all firearms, knives, explosives, explosive fuels, dangerous chemicals, billy clubs or any device designed as a weapon and capable of producing death or bodily harm or any other device or instrument which in the manner it is used or intended to be used is calculated or likely to produce death or bodily harm.
- Intentionally or recklessly activating a fire alarm without cause; damaging the fire safety equipment or initiating a false report, warning or threat of fire, explosion or other emergency on college premises.
- The use, possession or distribution of any controlled substance or drugs and/or drug paraphernalia on college premises.
- The use, possession, or distribution of alcohol on college premises except as expressly permitted by college policy.
- Knowingly furnishing false information to

College personnel; or the knowledgeable passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the College.

- Forgery, unauthorized alteration or unauthorized use of any College document or instrument of identification.
- Theft, attempted theft, unauthorized borrowing or use of any College property wherever located, or the theft, attempted theft, or unauthorized borrowing or use of public or private property on College premises.
- Unauthorized or fraudulent use of the College facilities, telephone system, mail system, or computer system or use of any of the above for any illegal act or any act prohibited by the Code of Conduct.
- Deliberate destruction of, damage to, malicious use of, or abuse of any College property, wherever located.
- Failure to comply with the directions of College officials including, but not limited to, campus security, faculty, or administrators acting in the performance of their duties.
- **Actions which unreasonably interfere, obstruct, or prevent the regular and essential operations of the College or infringe upon the rights of others to freely participate in its programs and services.**
- Violation of published College policies, rules or regulations including, but not limited to, smoking in non-smoking areas, solicitation, distribution of literature, harassment.
- Loading of any unauthorized software (games, picture, etc.) into any of the computers in the College computer labs or any other computers on campus.
- Usage of computers for non-educational purposes.

## **STUDENT CODE OF CONDUCT PROCEDURE**

### **Part 1. Process**

#### **Subpart A. Investigation and Informal Process**

Any member of the college community may file a written complaint alleging that a student

or organization has violated student conduct proscriptions. Institutional policies may provide for the filing of complaints by others under certain conditions. Following the filing of an accusation against a student, the person responsible for administering the code (in this policy, referred to as the “administrator”) shall conduct an investigation of the charges. If the accusation seems unwarranted, the administrator may discontinue proceedings. If there is sufficient evidence to support the accusation, the administrator 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 charges against him/her and of the evidence available to support the charge. 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.

#### **Subpart B. Formal Hearing and Due Process Rights**

1. The formal hearing procedure, including composition of the judicial panel, shall be developed by the ATC administration. Students serving on the judicial panel shall be representative of the campus Student Senate.
2. Students referred for a formal hearing shall be given adequate advance notice in writing of the time, place, and date of the hearing. A student’s failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.
3. Within a reasonable time prior to the hearing, the student must be informed in writing of:
  - a. Charges
  - b. The evidence to be presented against him/her and
  - c. 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 question any witnesses, and may have an advisor present. The advisor may provide advice to the student, but may not participate in any questioning. When there is a 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 a reasonable time after the hearing. The notice shall inform the student of any sanction to be imposed.

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

The college may hold students accountable for a violation of the behavioral proscriptions contained in their Student Codes of Conduct committed off campus when:

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

### **Part 3. Summary Suspensions**

In certain circumstances, the administrator may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the administrator, the accused student’s presence on the College campus would constitute a threat to the safety and well-being of members of the campus community. 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 written arguments against the imposition of the suspension. Notice of the intention to impose the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, he/she shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time not to exceed nine days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the administrator.

## Part 4. Appeal

Students may appeal the decision of the Judicial Panel to the College President. The decision of the president is final. In cases involving sanctions of suspension for ten days or longer, students have a right to a contested case hearing under Minnesota law (Chapter 14, MSA).

## Part 5. Tuition and Fees

Students who are removed from campus due to conduct violations will be responsible for payment of tuition and fees through the end of the semester in which they are removed.

## STUDENT WORK POLICY

### (CLINICAL EXPERIENCE, INTERNSHIPS, EXTERNSHIPS)

All student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel.

# TUITION AND FEES

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## TUITION POLICY AND PROCEDURE

Tuition and fee rates are set by the Minnesota State Colleges and Universities Board of Trustees and are subject to change.

### Tuition Payment

Tuition and fees are due prior to the beginning of the semester. A schedule of our drop-for-nonpayment dates will be posted at [www.anokatech.edu](http://www.anokatech.edu). Students whose tuition is unpaid, or do not have other approved financial arrangements in place by this date, may have their registration cancelled and be denied entrance to class. To avoid having your registration cancelled; one of the following approved financial arrangements must be in place:

- Tuition/fees paid in full. **Online payments are now available.**
- Enrollment in the Nelnet Tuition Management Payment Plan (formerly FACTS Management Co) before the payment due date and the required down payment submitted through the payment plan. This must be completed each semester.
- Financial aid in place, meaning the FAFSA (Free Application for Federal Student Aid) has been received by ATC. **Note:** Students must submit the FAFSA within 30 days of the beginning of the semester in order to qualify for a state grant.
- The Business Office has received third party or other agency support authorization greater than or equal to the minimum down payment required.
- The Business Office has received a scholarship check or scholarship notice greater than or equal to the minimum down payment required.
- Post Secondary Enrollment Option (PSEO) enrollment form has been received by the Business Office. This must be completed each semester.
- Veterans who have certified their educational benefits through the Veteran Certifying Officer at the college.

Students registering for classes after the tuition and fee payment due date must pay in full or have other payment arrangements in place at time of registration.

All accounts not on a payment plan or not paid in full by the fourth Friday of the semester will have a late fee assessed. If a student has an outstanding debt remaining at the end of the semester, they will not be able to register for future terms or receive a transcript until the debt is paid in full. Any outstanding debt at the end of the term will be referred to the Minnesota Department of Revenue for collection.

**Note:** Students are financially obligated for every class in which they register. When students register, they will see a message about their registration cancellation status. While Anoka Technical College does participate in the registration cancellation process, several factors can prevent this from happening, so students who

do not plan to attend registered classes, must drop their courses online or complete a drop form in person at the Records and Registration Office.

## Payment Plan

- Anoka Technical College offers a payment plan option through Nelnet Business Solutions for Education (formerly FACTS Management Company). Nelnet is a tuition management plan that provides students with a low cost option for budgeting tuition and fees. A payment plan may be the student's primary method of payment, or it may supplement other forms of payment such as financial aid or tuition waiver.
- Students wanting to defer tuition and fee payments beyond the tuition and fee payment due date are expected to initiate a payment plan and make the required down payment through the Nelnet payment plan. Students can register online with Nelnet via the ATC Web site, [www.anokatech.edu](http://www.anokatech.edu), and authorize automatic payments from a checking or savings account or a credit card. A payment plan fee will be charged for each semester enrolled in the payment plan.
- Payments may be deferred for only the current semester and the entire balance must be paid in full by the end of that semester. Payment plans cannot be established or extended for past debt or for students not currently enrolled. A late fee will be charged for all payments not received by the due dates in accordance with MnSCU Policy 5.11. Failure to make required payments on a timely basis will subject a payment plan student to a registration hold, the student's account balance must then be paid before the student may register for the next term. Additional information on the Nelnet payment option is available from the Business Office.
- Payment plans will not be used for terms less than five weeks or for courses requiring payment at the time of registration.
- Students enrolled in the Nelnet (FACTS) payment plan may add the cost of textbooks and required course materials to their payment plan. Students who want to use this option should contact the Business Office to establish a credit account with the bookstore and to complete a FACTS change of status form.

## Tuition Statements/Bills

- Billing statements are available online. "Full Account Detail" reflects charges, payments and financial aid posted to the student's account. Financial Aid which has been awarded and disbursed is listed in the payment section of the statement. Anoka Technical College does not mail out billing statements on a routine basis. It is the student's responsibility to check their account online.
- Tuition can be paid online, 24 hours a day, at [www.anokatech.edu](http://www.anokatech.edu), eServices. Click on Bills and Payments, Make a Payment. Acceptable online methods of payment include Visa, MasterCard, Discover and e-payments from your checking or savings account. **For security purposes, credit card payments over the telephone are not accepted.**
- Tuition and fees may also be paid at the ATC Business Office, Monday through Friday from 7:30 a.m. to 4 p.m. or left in the drop box located near the Business Office. If you have any questions regarding tuition and fees, call (763) 576-4949 or e-mail [busoff@anokatech.edu](mailto:busoff@anokatech.edu).

## Questions or Concerns

If you are unable to pay your tuition and fees by the payment deadline, the college will work with you to complete one of the steps listed above. It is important to us that your registration is retained and that you secure a seat in the classes of your choice. Please contact the college Business Office or e-mail [busoff@anokatech.edu](mailto:busoff@anokatech.edu).

## FEES CHARGED PER CREDIT

### Senior Citizen

Minnesota resident senior citizens, 66 years of age or older, may enroll in credit courses on a space-available basis at a reduced fee of \$20 per credit plus fees. Registration for Minnesota resident senior citizens at the reduced fee begins the first business day after the first class session. Minnesota resident senior citizens are not charged tuition (fees will be charged) when auditing a credit course or taking a noncredit course. The request to audit a course must be made at the time of registration for the course. Regular and special fees, books and materials remain the responsibility of the student. Senior citizens

wishing to guarantee their enrollment in a course may register earlier, but will be required to pay full tuition and fees.

## Student Activity Fee

A Student Activity fee is assessed to all students. These funds are for the support and development of the Student Senate and Phi Theta Kappa (PTK). These funds are used to sponsor special events for students. The fee is determined annually and posted at [www.anokatech.edu](http://www.anokatech.edu).

## Technology Fee

The technology fee, assessed to all students, is used to support student computer labs and to increase service, quality and/or access to high-end technology. The fee is determined annually and posted at [www.anokatech.edu](http://www.anokatech.edu).

## Minnesota State College Student Association Fee

The Minnesota State College Student Association (MSCSA) fee, assessed to all students, provides for support of the statewide student association by providing training and development of campus leaders, and lobbying of student interests with the legislative and executive branches of the State of Minnesota as well as at the national government level. The fee is determined annually and posted at [www.anokatech.edu](http://www.anokatech.edu).

## Parking/Access Fee

The parking/access fee provides parking lot renovation and repair, outdoor lighting, snow removal, and the services of the campus security. The fee is determined annually and posted at [www.anokatech.edu](http://www.anokatech.edu).

## Course Special Fee (charged per credit or a flat fee)

In addition, special course fees may be assessed. Refer to the current course schedule for up-to-date fee information.

## Other Fees

- Advanced Standing Exam Fee:
  1. Students who wish to complete a test-out examination to acquire credit for courses shall pay \$75 per credit

2. A student will not be permitted to test-out without a paid fee statement or receipt. Students must make prior arrangements for all test-outs within the first five days of the semester.
3. The test fee is non-refundable and may not be used as a credit against tuition should the student fail and be required to take the course.

- Application fee (one-time, non-refundable): \$20
- Audit of class/course: Current full tuition rate for that class/course
- Copies of documentation will be assessed a fee of \$.50 per page
- Graduation fee: \$30 for all graduates and will be paid at the time the student applies for graduation.
- Late fee: \$50 maximum per semester
- Non-sufficient funds (NSF) or returned payment fee: \$25
- Payment Plan Fee: \$30 maximum per semester
- Photo ID Card: \$5 per card, \$5 per replacement
- Placement (ACCUPLACER) retest fee: \$10
- Stop Check Charge: \$20
- Tests administered to students of other institutions shall be billed at \$50 per hour plus expenses (fax costs, postage, telephone).
- Transcript Charge: \$4 per transcript

## THIRD PARTY BILLING

- The Business Office must be informed by students receiving financial assistance from State and Federal agencies (VA, DRS, BIA, and SS are examples) or other third party agencies/employers. There are certain reports that these agencies require from the college for students they are assisting. Without these reports, the agencies may withhold your training assistance payments.
- The Third Party Authorization Form is available in the Student Forms section of the college Web site at [www.anokatech.edu](http://www.anokatech.edu).

## REFUNDS AND WITHDRAWALS

Full refunds will be given for any course cancelled by the college.

Students are obligated to pay for any classes dropped after the fifth business day of the term, or one business day after the first class session, whichever is later. For purposes of this policy, business days are defined as Monday through Friday (excluding posted holidays).

In order to receive a refund for tuition and fees, students must withdraw online or complete a withdrawal form available online in the Student Forms section or in the Records and Registration Office. Note that withdrawal means total withdrawal from all credit classes. This process can be completed online or at the Registration Office. If a withdrawal is not completed, tuition and fees will be forfeited.

If you register for classes (even if you do not attend the classes) and you do not formally withdraw from the classes, you are still responsible for the full tuition and fees due on the tuition due date. You must withdraw from all of your courses to receive a refund. Anoka Tech will only refund tuition for students who withdraw from credit courses according to the following schedule:

| <b>Withdrawal Period</b><br>(applies when withdrawing from ALL courses) | <b>Refund Percent</b> |
|---|-----------------------|
| 1st through 5th business day of term                                    | 100                   |
| 6th through 10th business day of the term                               | 75                    |
| 11th through 15th business day of the term                              | 50                    |
| 16th through 20th business day of the term                              | 25                    |
| After 20th business day   | 0                     |

Summers sessions and other terms at least three weeks but less than 10 weeks.

| <b>Withdrawal Period</b><br>(applies when withdrawing from ALL courses) | <b>Refund Percent</b> |
|---|-----------------------|
| 1st through 5th business day of the term                                | 100                   |
| 6th through 10th business day of the term                               | 50                    |
| After the 10th business day of the term                                 | 0                     |

Class terms less than three weeks.

| <b>Withdrawal Period</b><br>(applies when withdrawing from ALL courses) | <b>Refund Percent</b> |
|---|-----------------------|
| 1st business day of the term  | 100                   |
| 2nd through 3rd business day of the term                                | 50                    |
| After the 3rd business day of the term                                  | 0                     |

## FINANCIAL AID RECIPIENTS

Students who completely withdraw or stop attending courses during the first 60% of a term will be required to pay tuition and fees in accordance with college policy while a portion of the financial aid will be rescinded for non-attendance. Students may only keep a percentage of the financial aid based on the actual days attended for a given semester.

See the "Withdrawal from College/Return of Title IV and State Funds Policy" in this handbook.

## HOUR-BASED/NON-CREDIT COURSES

Payment is due at the time of registration. The \$20 application fee does not apply to hour-based/non-credit courses. Early registration is encouraged as classes may be cancelled due to low enrollment within five days of the class start date. However, registrations for hour-based/non-credit courses are accepted up to the start date of the class unless otherwise canceled. Hour-based/non-credit courses must be dropped one business day prior to the start of class to receive a 100% refund. Refunds will not be given after these classes start.