



# **ANOKA**

## **TECHNICAL COLLEGE**

**2023- 2024**  
**Student Handbook**

**AnokaTech.edu**  
**763-433-1100**

## INTRODUCTION

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 [website](#).

Anoka Technical College acknowledges its legal and moral responsibility to ensure equal employment and educational opportunities with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, and marital status, status with regard to public assistance, sexual orientation, membership, or activity in a local commission as defined by law. The college is in compliance with Title IX and Section 504. Minnesota's colleges and universities are dedicated to the search for knowledge and the rights of every individual in our learning communities to pursue that search with freedom, dignity, and security regardless of religious affiliation, race, ethnic heritage, gender, age, sexual orientation, or physical ability. Individuals are encouraged to report any suspected violations to the Dean of Student Affairs.

This information is available in alternative formats by calling 763-433-1100. TTY users can call Minnesota Relay at 800-627-3529. Anoka Technical College is a member of the Minnesota State Colleges and Universities system and an equal opportunity employer and educator.

## Unforeseen Circumstances

Due to unforeseen circumstances, certain services or delivery of services may be impacted. Aspects of what is included in the Student Handbook are subject to change. Any and all changes will be communicated via ATC's website and/or sent to your student email accounts. Please regularly check your student email for important changes and updates.

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## **A NOTE FROM STUDENT SENATE**

Welcome to Anoka Technical College!

The Student Senate of Anoka Technical College hopes you have a productive academic year.

Student Senate is the voice for all students at Anoka Technical College.

The Student Senate's mission: We will work to ensure that the voice of the student body is heard, and the needs of the student body are addressed. Additionally, we will work to foster an environment of inclusion and togetherness. The Senate's core values are service, leadership, integrity, community, and excellence.

Student Senate has several activities planned throughout the year. Our office is open various times so stop in and say hi. We hope you can be involved. Student Senate meets twice a month and all students are encouraged to attend meetings, although only Student Senate members may vote.

Each program at Anoka Technical College is allowed two senators as voting members. Student Senate Offices and Senators earn tuition credit stipends for their active participation. Email at [studentsenate@anokatech.edu](mailto:studentsenate@anokatech.edu) or stop by the Student Senate Office to speak to a current officer or senator about getting involved. Your representation would be greatly appreciated! Have a great year!

Anoka Technical College Student Senate Office



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

Phi Theta Kappa is the international honor society of two-year colleges. Invitations are extended to students who have completed at least 12 credits in which they have earned a GPA of 3.2 or above. We provide opportunities for growth and development for our members. Our members are an active part of the student population at Anoka Technical College. You can reach them via email at [phithetakappa@anokatech.edu](mailto:phithetakappa@anokatech.edu) or stop in the student senate office.

The purpose of Phi Theta Kappa is to recognize and encourage scholarships among two-year college students. To achieve this purpose, Phi Theta Kappa provides the opportunity to compete for academic scholarships, attend regional conferences and national conventions, enroll in professional development and leadership courses, and participate in chapter projects that benefit Anoka Technical College and the wider community.

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 scholarship, leadership, service, and project programming.

## IMPORTANT PHONE NUMBERS

In case of an emergency, dial 9-911 on a college phone.

Adult Basic Education .....	763-433-4200
Bookstore .....	763-576-7750
Business Office .....	763-576-7720
Campus Security.....	612-819-4585
Career Services.....	763-576-7780
College President's Office .....	763-576-7820
Computer Help Desk .....	763-433-1510
Counseling .....	763-576-7860
Office of Accessibility .....	763-576-7950
Enrollment Services .....	763-576-7710
Facilities .....	763-576-7810
Financial Aid .....	763-576-7730
Human Resources .....	763-433-1160
Library Media Center .....	763-576-7850
Marketing .....	763-433-1550
Math Lab .....	763-576-7970
Placement Testing .....	763-576-7830
Post-Secondary Enrollment Options .....	763-576-7910
Professional & Workforce Training .....	763-433-1200
Records and Registration .....	763-576-7740
Scholarships .....	763-576-4015
Security.....	612-819-4585
Student Senate .....	763-576-7890
Third Party Billing .....	763-576-4003
Transfer of Credits .....	763-576-4083
Tuition .....	763-576-7720
Tutoring Services.....	763-576-7760
Veteran Education Benefits .....	763-576-4006
Work Study.....	763-576-7730

## CAMPUS MAP

Refer to the college website for the most current campus [map](#).



## COLLEGE AND PROGRAM ACCREDITATION

Anoka Technical College is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500 • Chicago, IL 60604. Additionally, the following programs of study have obtained accreditation/approval by regional or national accreditation organizations:

- Automotive Technology by the National Automotive Technicians Education Foundation (NATEF) located at 1503 Edwards Ferry Rd. NE, Suite 401, Leesburg, VA 20176, Telephone 703-669-6650.  
Website: [www.natef.org](http://www.natef.org) Email: [info@ASEeducationFoundation.org](mailto:info@ASEeducationFoundation.org)
- Concurrent Enrollment Program by the National Alliance of Concurrent Enrollment Partnerships (NACEP) located at 200 N. Greensboro St. Ste. C3 Carrboro, NC 27510, Telephone (919) 593-5205, Email [information@nacep.org](mailto:information@nacep.org) Website: [www.nacep.org/](http://www.nacep.org/)
- Construction Electrician Program is an approved program by the Minnesota Department of Labor and Industry, 443 Lafayette Road N., St. Paul, MN 55155. Telephone 651-284-5005. Website: [www.dli.mn.gov](http://www.dli.mn.gov)
- Health Information Technology by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) located at 233 N. Michigan Avenue, 21<sup>st</sup> Floor, Chicago, IL 60601-5800, Telephone 312-233-1134.  
Website: [www.CAHIIM.org](http://www.CAHIIM.org) Email: [info@cahiim.org](mailto:info@cahiim.org)
- Judicial Reporting/Broadcast Captioning by the National Court Reporters Association (NCRA) located at 12030 Sunrise Valley Drive, Suite 400, Reston, VA 20191, Telephone 800-272-6272. Website: [www.ncra.org](http://www.ncra.org)
- Medical Assistant by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, Telephone 727-210-2350, Fax 727-210-2354, Website: [www.caahep.org](http://www.caahep.org) , Email: [mail@caahep.org](mailto:mail@caahep.org)
- Occupational Therapy Assistant by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, Telephone 301-652-6611 x2042. Website: [www.acoteonline.org](http://www.acoteonline.org) Email: [accred@aota.org](mailto:accred@aota.org)
- Practical Nursing by the Accreditation Commission for Education in Nursing (ACEN) located at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Telephone 404-975-5000. Website: [www.acenursing.org](http://www.acenursing.org) . Approved by the Minnesota Board of Nursing.
- Surgical Technology by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 169 North, Suite 158, Clearwater, FL 33763, Telephone 727-210-2350, Fax 727-210-2354, Website: [www.caahep.org](http://www.caahep.org) Email: [mail@caahep.org](mailto:mail@caahep.org)

## MISSION-VISION-VALUES

### 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

Find more on our [website](#).

## **DIVERSITY AND INCLUSION**

Anoka Technical College strives for inclusive excellence in our commitment to preparing all students and employees for success in an increasingly diverse and globalized society. We promote the dignity and potential of each individual. We seek to increase cultural competence and promote mutual respect among all students, faculty, and staff. We acknowledge and seek to address the needs of traditionally underrepresented populations and students with varying levels of academic preparation.

## **RELIGIOUS OBSERVANCE**

Anoka Technical College respects diverse religious beliefs and observances and provides reasonable flexibility and accommodation when sincerely held religious beliefs conflict with requirements such as scheduling, class attendance or activities, and other course or work requirements. A student is required to inform the instructor(s) in advance if a sincerely-religious belief conflicts with course requirements.

## **STATEMENT OF COMMITMENT TO EQUAL OPPORTUNITY**

Anoka Technical College 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, gender identity, gender expression, familial status, 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 Technical College will not tolerate discrimination on the basis of these protected class categories, in accordance with state and federal equal opportunity/affirmation action laws, directives, orders and regulations.

Anoka Technical College is committed to implementation of its affirmative action plan and fully supports the State of Minnesota's affirmative action efforts. Anoka Technical College 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 Technical College 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.
- 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.

## ACADEMIC PROGRAMS AND GAINFUL EMPLOYMENT DATA

Below is a list of programs offered at Anoka Technical College. According to federal requirements, we are required to provide students with Gainful Employment information about our certificate, diploma and degree programs. The information consists of data about the program costs, success and employment opportunities. Information on each program can be found on the program's webpage.

### Legal, Administration & Management

Administrative Office Specialist (*degree, diploma*)

- Office Communications Specialist (*certificate*)
- Office Software Specialist (*certificate*)

Judicial Reporting (*degree*)

- CART and Broadcast Captioning(*certificate*)
- Scoping/Proofreading (*certificate*)

Legal Office Specialist (*degree, diploma, certificate*)

Supervisory Management (*degree*)

- Human Resources Development (*certificate*)
- Quality Supervision (*certificate*)
- Supervisory Leadership (*certificate*)

### Automotive Technology

Automotive Technician (*degree, diploma*)

Automotive Electronic Diagnostic Specialist (*diploma*)

### Construction, Engineering, Manufacturing & Technology

Architecture and Construction Estimating

- Architectural and Construction Technician ( *diploma*)
- Architectural 2D CAD (*certificate*)
- Architectural Technology (*degree*)
- Construction Estimating (*certificate*)

Construction Electrician (*diploma*)

Robotic and Electronic Engineering Technology

- Biomedical Equipment Technician (*degree*)
- Electronic Technology (*diploma*)
- Robotic and Electronic Engineering Technology (*degree*)
- Special Electronics Technician Emphasis(*degree*)

Machine Trades

- Advanced CNC Machine Technology (*diploma*)
- CNC Design and Manufacturing Technology (*degree*)
- CNC Service Technician (*diploma*)
- Machine Technology 1 (*certificate*)
- Machine Technology 2 (*certificate*)
- Machine Technology 3 (*certificate*)

Mechanical Drafting and Design

- Mechanical CAD Drafter (*diploma*)
- Mechanical CAD Operator (*certificate*)
- Mechanical Drafting and Design (*degree*)

#### Quality Program

- Quality Inspector (*certificate*)
- Quality Technician (*degree*)

#### Welding Technology

- Basic Welding (*certificate*)
- Pipe Welder (*certificate*)
- Robotic and Laser Welding (*degree, certificate*)
- Welding (*degree*)
- Welding Technology (*diploma*)
- Welding Fabricator (*certificate*)

### Health Science Technology

Emergency Medical Services (EMS) (*certificate*)

Emergency Medical Technician (*certificate*)

Health Information Technology (*degree*)

Health Technology (*certificate*)

Health Unit Coordinator (*certificate*)

Medical Assistant (*degree, diploma*)

Medical Coding Specialist (*diploma*)

Medical Office Specialist (*degree*)

Medical Receptionist (*diploma*)

Nursing Assistant/Home Health Aide (*certificate*)

Occupational Therapy Assistant (*degree*)

Paramedic (*degree*)

Practical Nursing (*diploma*)

Sterile Processing (*certificate*)

Surgical Technology (*degree*)

### Behavioral Health & Human Services

Behavioral Health and Human Services (*degree*)

### Information Technology Management

Business Data Analyst (*degree, diploma*)

Information Technology Management

- Network Management and Security (*degree emphasis, diploma*)
- Software Development (*degree emphasis, diploma*)
- Web Design and Development (*degree emphasis, diploma*)

IT Support (*certificate*)

### General Education

General Education courses include:

- American Sign Language
- Biology
- English
- Mathematics
- Philosophy

- Psychology
- Sociology
- Speech Communication

## ACADEMIC RECORDS

The transcript serves as the official academic record of student effort while enrolled at the college. It contains courses attempted and grades earned for all semesters enrolled at Anoka Technical College. A summary of transfer credits is also included. Students can view their unofficial transcript under the Academic Records area of their [eServices](#) account. See the Transcript area of the student handbook for information about ordering an official transcript.

## ACTIVE DUTY CALL UP FOR RESERVISTS AND NATIONAL GUARD MEMBERS

Minnesota State [Procedure 5.12.1](#) provides guidance for students who are members of any branch of the U.S. military and who are unable to complete a semester due to being called to active duty. These students must, to the extent possible, be provided with one of the following options:

1. The student may withdraw from one or more courses for which tuition and fees have been paid and be given a full refund of tuition and fees. The student may either receive a retroactive drop from the course(s) or “W” grade(s) with an approved tuition waiver and Military Withdrawal annotation on the student’s record, whichever is deemed in the student’s best interest. A student receiving financial aid who chooses this option must be informed that they may be liable for any required refunds of state or federal financial aid funds.
2. The student may be given a grade of incomplete in a course and complete it upon release from active duty.
3. The student may continue and complete the course for full credit. Class sessions missed by the student due to performance of active military service must be counted as excused absences and cannot be used to adversely impact the student’s grade or standing in the class. A passing grade must be awarded if, in the opinion of the faculty member teaching the course, the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the grade.

Additionally, it is strongly recommended financial aid recipients check with the Financial Aid Office.

## ADDING, DROPPING AND WITHDRAWING FROM CLASSES

A student may add courses within their [eServices](#) account 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 by the end of the second business day after the course start date. Any exceptions must be approved in writing by the instructor and processed through the Records Office. Payment arrangements must be made by the [payment 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 business days of the semester to receive a tuition adjustment. For courses that do not start the first week of the semester, a student must drop the course by the end of the second business day after the course start date to receive a tuition adjustment. Students are responsible for dropping courses within their [eServices](#) account. Courses dropped within the drop/add period do not appear on the transcript. After the drop/add period, students may withdraw from courses within their eServices account, in accordance with the course withdraw deadlines.

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 academic purposes. See the Satisfactory Academic Progress Policy area of the handbook for more information. In addition, withdrawing from courses may have tuition and financial aid implications. Please refer to the Withdrawal Policy (as it applies to financial aid).

After the fifth 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.

#### **Other Add, Drop, and Withdrawal Guidelines:**

- Students are responsible for making schedule changes themselves and must add, drop, or withdraw a course or courses within their [eServices](#) account.
- Instructors cannot drop or withdraw students from courses, but they may initiate FN or FW grades in applicable situations. See the Grades and Grading area of the handbook for more information.
- The college reserves the right to drop a student from a course without student permission and will notify the student. Reasons why the college would drop a student include, but are not limited to, students who did not meet the prerequisites for a course, students who registered before being suspended from the college, course cancellations, and students not making payment arrangements by the published deadline.
- Students enrolled under the Post-Secondary Enrollment Options (PSEO) or Concurrent Enrollment programs have the same deadlines as the general student population for adding and dropping courses. Please refer to your course schedule in eServices for add, drop, and withdrawal deadlines.

## **ADMISSIONS POLICIES AND PROCEDURES**

### **Policy Statement**

Anoka Technical College (ATC) considers all applicants for admission regardless of race, sex, color, creed, religion, age, national origin, disability, and marital status, status in regard to public assistance, sexual orientation, or gender identity. The college follows an open-door admission policy, in which any resident who has graduated from an accredited high school, successfully completed a General Education Development Examination (GED), or can demonstrate an Ability to Benefit eligible for college admission. Placement testing determines student readiness for college courses and places students into appropriate courses to facilitate student academic success. English language proficiency is not a barrier to admission. Persons applying to enroll at the college are required to submit an online [application for admission](#).

### **Exceptions:**

- Students who have an active academic suspension at any other Minnesota State college or university must submit a [Satisfactory Academic Progress Appeal](#) to be considered by the Satisfactory Academic Progress Appeal Committee. Students granted admittance will be placed on academic probation.
- Students who have a financial hold on their records from another Minnesota State college or university may be admitted to ATC but will not be allowed to register until the financial hold has been removed.

In addition to admission to the college, some course offerings have special prerequisites and requirements. Certain programs also require an additional admission process.

## AMERICANS WITH DISABILITY ACT COMPLIANCE STATEMENT

It is the policy of Anoka Technical College to comply with the provisions of the Americans with Disabilities Act, 42 U.S.C.A. Section 12101 et. seq. ("ADA"). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that qualified individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service, or activity offered by this institution.

The ADA requires that all programs, services, and activities when viewed in their entirety, are readily accessible to and usable by qualified individuals with disabilities. This institution must communicate effectively with individuals with speech, visual, and hearing impairments and provide auxiliary communication aids to qualified individuals with disabilities participating in or benefiting from this institution's programs, services, or activities to afford equal opportunity.

Should you wish to review the ADA or its interpretative regulations, ask questions about your rights and remedies under the ADA, request a reasonable modification to this institution's policies, practices, or procedures, or file a written grievance with this institution alleging noncompliance with the ADA, please contact the Office of Accessibility phone 763-576-7950 [accessibility@anokatech.edu](mailto:accessibility@anokatech.edu) or Jay Nelson, Chief Human Resources Director at [jnelson@anokatech.edu](mailto:jnelson@anokatech.edu) or phone 763-576-4054.

## APPEALS AND PETITIONS

Appeals and petitions are available to students who want to waive or seek exception to college policies. Please use the form specific to your situation. All forms are found on the college [Forms & Resources webpage](#).

### Academic Forgiveness

[Academic Forgiveness](#) provides students who have had academic difficulties at an earlier stage of their academic career the opportunity for a second chance at academic success at Anoka Technical College.

Students who have been away from Anoka Technical College for at least two years are given a one-time opportunity to seek Academic Forgiveness of previous unsatisfactory academic coursework at ATC. This process allows unsatisfactory grades (D's, F's, FN's and FW's) in previous courses to be forgiven in order to establish a new grade point average (GPA).

Students who request Academic Forgiveness under this policy must meet the following conditions:

- The student must not have been enrolled at Anoka Technical College for a minimum of two consecutive years (24 months) prior to the point of readmission to the college.
- The student must achieve a cumulative GPA of 2.0 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 and be accepted to program major at the time of the petition.
- The student must state the courses to be forgiven on the Academic Forgiveness Petition. Courses from a maximum of two consecutive semesters can be forgiven.
- The student must apply for Academic Forgiveness within one calendar year after completing the 12 credits with at least a 2.0 GPA.

If the petition is approved, those courses granted Academic Forgiveness will not be counted in GPA calculations or applied to graduation requirements. All courses and grades remain on the transcript, but a notation will be added to the transcript indicating that Academic Forgiveness has been granted.

## **Academic Petition**

Students currently enrolled at Anoka Technical College may use the Academic Petition form to request a waiver to the academic policies of the college such as a course prerequisite, program requirement, credit requirement for a program, repeat a course beyond college policy, repeat the placement test (Accuplacer), etc.

### **Procedure for Academic Petition**

1. To request a waiver to an academic policy, students complete the [Academic Petition](#) located on the college Forms & Resources webpage.
2. Once completed, students return the petition and appropriate documentation to the Academic Affairs Office.
3. Students should allow 10-15 business days for processing.
4. Academic Affairs will communicate the decision to the student and faculty member via email.
5. If the student disagrees with the decision, the student may appeal in writing to the Vice President of Academic and Student Affairs.
6. The Vice President of Academic and Student Affairs reviews the Academic petition and makes a decision. This decision is final.

## **Course Substitution Petition**

Students use the [Course Substitution Petition](#) form to request to substitute a course in place of another course on their DARS audit or to use an additional course to full a transfer credit shortfall. Students must consult with their faculty advisor to discuss suitable substitutions and obtain their signature of approval. Completed forms should be submitted to the Records Office. The Records Office will communicate petition results within three weeks via email.

## **Grade Appeal**

Anoka Technical College recognizes the long-standing and widely accepted practice that the individual classroom instructor is the final authority in evaluating student performance in their courses. The grade appeal process is not intended to grade or re-grade individual assignments or projects, but rather to determine if the grade was assigned in an accurate and consistent manner. Faculty members have the right to establish individual standards and approaches to grading consistent with the principles of academic freedom. It follows that this right brings with it a responsibility to provide students with a clearly stated course grading policy and to be fair and consistent in applying this policy. This also means the student has a right to receive from an instructor an explanation of any grade received.

The student bears the burden of proving sufficient evidence existed, which may warrant a grade change such as proof of calculation error or omission, arbitrariness or bias.

### **Informal Appeal**

The student has the responsibility to discuss disagreements with the instructor who assigned the grade. It is expected that the grade dispute will be resolved at this step.

### **Formal Appeal**

After a student has informally attempted to resolve the grading issues with the instructor, a student may appeal a final course grade by completing and submitting a [Grade Appeal](#) to the Academic Affairs Office within 30 day from the end of the semester in which the grade was assigned. The Dean of Academic Affairs will review the appeal with the appropriate faculty member to determine a resolution. The Dean of Academic Affairs will communicate appeal results within three weeks via email.



The student may appeal the Dean of Academic Affairs decision by submitting a second appeal to the Vice President of Academic and Student Affairs, if there is additional relevant information that supports the appeal.

### **Guidelines for Retroactive Drops or Withdrawals**

Under certain circumstances, students may be allowed to drop or withdraw from their classes after established college deadlines. These circumstances include:

Death of a Student – requires documentation which may include a printed obituary or death certificate.

Medical Reasons – requires documentation supporting a serious documented health issue that prevents the student from successfully completing the term. Documentation from a medical professional or health agency is required. This documentation must be on letterhead and include a telephone number for verification.

Course Conditions – Any condition where college administration/staff determines that Anoka Technical College or an agent of the college is directly responsible for the student's situation. Some conditions that could apply include: change in the day, time, or campus location for a course after the first day of the term; course materials being unavailable; documented misinformation; or substantiated inaccurate or inappropriate advising.

Personal Reasons – A situation such as change in employment schedule, death in family, accident, etc., that prohibits the student from continuing in registered courses.

Military Deployment – A student who is a member of any branch of the U.S. military reserves and is unable to complete a course(s) due to active duty call-up will be provided several options. Documentation is required. Please check with the Veterans' Certifying Official in the Records Office and at 763-576-4006.

**These are guidelines and do not guarantee approval.**

### **Exception to Policy Petition**

Students have 60 days after the end of the semester to petition for a retroactive course drop or withdrawal by completing and submitting the Exception to Policy Petition. This form will be reviewed by the Exception to Policy Committee. The Financial Aid Office will communicate the results of the petition within three weeks via email.

### **Transfer Credit Appeal**

Students use the [Transfer Credit Appeal form](#) to appeal a denial of credit transfer. Completed forms should be submitted to the Records Office. The Records Office will communicate appeal results within three weeks via email.

## **ATTENDANCE**

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. Expectations for attendance will be included in the course syllabus for each course, which 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 because of the student's absence may be made up at the discretion of the instructor. A student may be placed on a Student Academic Success Plan when absences hinder the student's academic progress.



## 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 because 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 Commissioner of Health, if they choose to do so. An applicant is disqualified while in the reconsideration process. A student who has been disqualified will not be sent to a clinical site.

## CHANGING STUDENT CONTACT INFORMATION

Students may change or update their contact information (address, email, phone, preferred name, etc.) within their [eServices](#) account. To change the legal name on file with the college, students must submit a [Name Change Request](#) and upload appropriate documentation for processing by the Records Office.

## CHECKS AS A METHOD OF PAYMENT

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

### Non-Sufficient Funds (NSF) Check Procedures

- A hold will be placed on the student's account which will prevent future registrations at any Minnesota State institution.
- 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 may 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.

## CHILDREN AND PETS

Due to disruption and possible risk of harm, children may be not left unsupervised in any 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.

## CODE OF CONDUCT POLICY

### 1. Purpose and Basis for Authority

The Anoka Technical College Student Code of Conduct serves two purposes: to serve as a guide for student behavior and outline the procedure to be followed, both by students and college officials, should violations of the Code occur. It is expected that all students will read this code and will be responsible for knowing and abiding by its contents.

In the eyes of the College, two authorities guide a student's conduct while on campus or while participating in off-campus, college-sponsored activities. First, as a citizen of the larger community, each student is expected to abide by the rules, regulations, and policies of the college. Secondly, as a civic citizen, each student is expected to obey local, state, and federal laws.

## **2. Philosophy**

As an institution dedicated to teaching and learning, Anoka Technical College has a vested interest in maintaining an environment in which all students are free to pursue their academic interests and responsibilities. Conduct by a single student or group of students that unreasonably restricts such freedom and interferes with the College mission of promoting student learning is subject to regulation and/or sanction by the College. The creation of such an environment is premised on the assumption that students have both rights and responsibilities. Therefore, a major function of the College is to guarantee student rights and at the same time to expect student responsibility.

## **3. Student Rights**

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

- 1) Students have the right to freedom from discrimination or harassment on the basis of race, ethnicity, gender, sexual orientation, religion, creed, political beliefs, national origin, or disability.
- 2) Students have the right to be safe and free from all physical violence.
- 3) Students have the right to expect that their personal property will be safe from theft, damage, and destruction.
- 4) Students have the right to accurate and timely information regarding academic issues such as course requirements and expectations and graduation requirements.
- 5) Students have the right to expect that their records will be maintained in accordance with the Family Educational Rights and Privacy Act of 1974.
- 6) Students have the right to fair and impartial treatment and due process in the investigation of any alleged conduct violation.
- 7) Students have the right to expect fair, consistent, and appropriate discipline if they are found guilty of violating a rule or regulation.
- 8) Students have the right to grieve actions and policies, which they consider unfair and inconsistent.
- 9) Students have the right to freely engage in inquiry and discussion, the cornerstone of education at Anoka Technical College. Therefore, in accordance with the guarantees of federal and state constitutions, students have the right to speak, write, and discuss freely all ideas relevant to their educational development.

## **4. Definitions**

- Expulsions: Permanent denial of the privilege of enrollment at the 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 destroys or removes public or private property for purposes of membership in a student group, organization, or athletic team.
- Preponderance of Evidence: Conduct violation ruling will be based on the greater weight of the evidence or preponderance of evidence collected by the college and presented at an informal or formal conduct meeting. This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence.
- Student: An individual enrolled in a credit or noncredit course or class, or has been admitted to the college at the time that the alleged conduct offense occurred.
- Summary Suspension: A suspension imposed without a formal hearing to ensure the safety and wellbeing 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 readmission may be specified.

## General Policy

The College has established a student code of conduct. Generally, College disciplinary action shall be for conduct that adversely affects the college community's pursuit of its educational objectives. The reference to "College" includes any event on site or off campus where students, faculty and staff represent the College. Some programs may have more stringent policies that can be found within the publications of the respective department(s) or with the appropriate Dean.

### 5. Misconduct

The following misconduct is subject to disciplinary action. This list is not exhaustive and could include student conduct committed off campus that negatively affects the College, students, staff or faculty and/or impacts the learning environment at the College:

#### A. Academic Misconduct

Academic misconduct generally refers to behavior also known as academic fraud in which an individual cheats, plagiarizes, or otherwise falsely represents someone else's work as his or her own.

#### Forms of Academic misconduct include, but are by no means limited to:

- **Cheating:** During any academic evaluation activity, using or attempting to use unauthorized materials, information, notes, study aids or other devices, information from another student's paper; any unauthorized communication of information, including collaborating, contrary to the requirements of a course, with others (who may or may not be students) in work to be presented; altering graded work after it has been returned, then submitting the work for reevaluation and regrading; or tampering with the academic work of other students.
- **Plagiarism:** Presenting the work of another as one's own (i.e., without proper acknowledgement of the source or sources) or submitting a piece of work which in part or in whole is not entirely the student's own work without attributing the unoriginal portions to their correct sources. The sole exception to the requirement of acknowledging sources when ideas or information are common knowledge.
- **Falsification and Fabrication:** Altering, counterfeiting, or inventing information or material presented in an academic evaluation activity; presenting data in piece of work that were not gathered in accordance with guidelines defining appropriate methods for collecting or generating data or including a substantially inaccurate account of the method by which the data were gathered or collected.
- **Abuse of Academic Materials:** Destroying, stealing, altering, or making inaccessible library, laboratory, or other academic resource materials, including computer data or attempting to do so; or stealing examinations or other course materials or attempting to do so.
- **Complicity in Academic Dishonesty:** Helping, or attempting to help, another to commit an act of academic dishonesty, especially providing material or information to another person with knowledge that the material or information will be used deceitfully in an evaluation activity; or permitting one's own work to be submitted by another person as if it were that person's original work.
- **Falsification of Records and Official Documents:** Altering documents affecting academic records; forging a signature of authorization or falsifying information on any official academic document including a permission form, a petition, or any other document designed to meet or exempt a student from an established academic regulation; or failing to report previous academic records.

- **Personal Misrepresentation and Proxy:** Participating in an academic evaluation activity in the place of another person either before or after enrollment; assisting in any arrangement whereby any work, placement or proficiency tests, classroom performance, examination or other academic evaluation activity is submitted or performed; or having another person participate in an academic evaluation activity or evaluation in place of oneself.
- **Bribes, Favors, or Threats:** Bribing or attempting to bribe, promising favors to, or making threats against any person, with the intention of affecting a record of a grade or evaluation of academic performance or conspiring with another person who then performs one of these acts in one's behalf.

**Other examples of academic misconduct include:**

- Submitting another individual's work as your own with minor alterations.
- Submitting another individual's work without appropriate use of quotations, footnotes, or references.
- Submitting the same work for credit for more than one course without written permission from all instructors involved.
- Submitting or presenting falsified research.
- Copying from another individual during any type of examination.
- Receiving an answer to an exam with other students; this includes allowing other students to copy off one's exam during a test.
- Tampering with an examination after it has been corrected.
- Using any material not permitted by the instructor on an examination.
- Requesting, acquiring, possessing, or providing another person with an examination or portion of an examination without consent of the instructor.
- Changing, attempting to change, or falsifying academic records, including attendance records or sign in sheets.
- Disruption or obstruction of classroom and/or College activities.
- Aiding another student in the performance of any of the above acts.

**Procedure for Filing an Academic Misconduct Complaint**

Option One:

1. The faculty member will address the concern with the student.
2. If the faculty member determines that the student has committed academic misconduct, the faculty member informs the student of the consequences of the academic misconduct and the sanctions the faculty member will impose consistent with those outlined in their syllabus or institutional standards.

Option Two

1. If there is sufficient evidence to support students that a student has demonstrated a pattern of academic conduct code violations, a notice of complaint will be delivered to the student by an academic dean. At an informal conduct review meeting, the academic dean shall review the complaints and documentation with the student and allow them to review the documentation and present an explanation.
2. Within five business days of the meeting, the academic dean shall inform the accused student in writing of their decision and possible additional sanctions. The academic dean will also inform the student in writing that: (A) Their conduct violations will be filed with the Records Office; (B) the academic dean has imposed sanctions in addition to those imposed by the faculty member in the event of subsequent violations; and (C)

the student has a right to appeal the sanction or sanctions to the Vice President of Academic and Student Affairs.

3. The Records Office will keep the complaint form, any supporting documentation, and records of adjudication on file for a minimum of five years.

## **B. Nonacademic Misconduct**

**Nonacademic Misconduct includes, but is by no means limited to:**

### **1. Behavioral Offenses:**

- Physical assault and/or battery and or/psychological abuse or threat of such abuse to any person on College premises, at College activities or College sponsored events.
- Unauthorized possession of any dangerous chemicals or explosive element or component parts thereof.
- Physically detaining or restraining any other persons or removing individuals from any place where they are authorized to remain.
- Disruption or obstruction of: (A) teaching, (B) research, (C) administration, (D) disciplinary proceedings, (E) other college activities, including its public service functions on or off campus, or (F) any authorized non college activities, when the act of disruption or obstruction occurs on college premises.
- Physical abuse, verbal abuse, threats, bullying, intimidation, coercion and/or other conduct which threatens or endangers the health, safety, or well-being of any person.
- Hazing or actions taken, and situations created, in connection with the initiation into or affiliation with any organization. Hazing includes any intentional or reckless act on or off the college property by students induced or coerced by others involving any action which is directed against any other student that endangers the mental or physical health or safety of that student.
- Failure to comply with directions of college officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Conduct which is disorderly (disruptive), lewd, or indecent on college premises or at functions sponsored by the College.
- Making threatening or offensive phone calls or sending threatening or offensive e-mails to faculty, staff, or students.
- Criminal sexual behavior including, but not limited to, the implied use or threatened use of force to engage in any sexual activity against a person's will and/or engaging in such behavior with a person who is unconscious, substantially mentally impaired (including intoxication); intentionally touching another person's genitals, buttocks, or breasts without the person's consent; indecent exposure; voyeurism.
- Harassment: Any act of harassment by an individual or group against a student, college employee, campus group, visitor, or guest. Harassment shall include, but not limited to, insults, heckling, verbal abuse, threats of physical abuse, unwanted suggestions of sexual nature, repeated teasing, bullying, or annoyance of another or other actions intended to disturb others.
- Knowingly furnishing false information to college personnel.
- Knowledgeable passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the College.

- Any forgery, alteration of, or authorized use of college documents, forms, records, or identification cards including necessary information in connection with student's admission, enrollment, financial transactions, or status with the College.
- Dress: Any dress, which disrupts the learning process, including any words or images which are obscene, offensive, promote violence, drug use, or encourage disrespect to others, or present a health and safety issue are prohibited.
- Attempts and complicity: attempts to commit acts prohibited by this code or encouraging others to commit acts prohibited by this code will be punished to the same extent as if one had committed the prohibited act.
- Unauthorized use of the college's logo or name in unofficial student publications and websites is prohibited.
- Making a false report concerning a fire, bomb, or other emergency.
- For some programs, conduct that would normally be considered behavioral misconduct may be subject to academic discipline (e.g., attending a nursing clinical while under the influence of drugs or alcohol would constitute academic misconduct for nursing students).

## **2. Bias Related Offenses:**

- Any offense that is motivated by bias may result in stronger penalties. An offense motivated by bias is any offense wherein the accused intentionally selects the alleged victim because of the alleged victim's race, creed, disability, color, religion, national origin, gender, age, marital status, sexual orientation, public assistance status or inclusion in any group/class protected by the state or federal law.

## **3. Property Offenses:**

- Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the College including but not limited to: fire alarms, fire equipment, elevators, telephones, college keys, library materials, and/or safety devices; and any such act against a member of the college community or a guest of the College.
- Seizing, holding, stealing, commandeering, damaging any property or facility of the College or threat to do so, and any act of misuse, act of theft or unauthorized possession or sale of college property, or any such act against a member of the college community or guest of the College.
- Refusing to depart from any property or facilities of the College upon direction by College officials or other authorized persons.
- Possessing, making, or causing to be made without proper authorization any key to operate locks or locking mechanisms on campus and tampering with locks in college buildings.
- Littering, defacing, destroying, or damaging College property or property under College jurisdiction or removing or using such property without authorization.
- Unauthorized entry to or use of College facilities or equipment.
- Intentionally or recklessly activating a fire alarm without cause, damaging fire safety equipment or initiating a false report, warning or threat of fire, explosion or other emergency.
- Parking in unauthorized areas.

## **4. College Policy Offenses:**

- Violation of published college policies, rules or regulations.
- Violation of federal, state, or local law on college sponsored or supervised activities.

- Gambling and/or holding an unauthorized raffle or lottery on the campus or at any College function.
- Unauthorized possession of firearms or other weapons. Any possession of weapons must be authorized by the College's president.
- Apparent or alleged violation of local ordinances, federal or state laws where said violations poses a substantial threat to the safety and/or welfare of campus community members.
- Attempts and complicity: Attempts to commit acts prohibited by this code or encouraging others to commit acts prohibited by this code will be punished to the same extent as if one had committed the prohibited act.
- Interfering with the judicial procedures or outcomes including, but not limited to, falsification, distortion, or misrepresentation of information before an administrator or conduct review panel; knowingly initiating a complaint without cause; or failure to comply with the sanction(s) imposed by either a hearing officer or administration.
- Failure to comply with the terms of any disciplinary sanction imposed in accordance with the code of student conduct.
- Violation of the College's solicitation policy.

#### **5. Alcohol, Tobacco, and Drug-Related Offenses:**

- The unlawful possession, use, selling, or distributing of any drug or controlled substance, including any stimulant, depressant, narcotic, hallucinogenic drug or substance, marijuana, or sale or distribution of any such drug or controlled substance on college owned or controlled property or any college sponsored activity.
- Introduction or having possession on any campus or while involved in College activity, service project, program or workstations, or any alcoholic beverage as defined in Minnesota State Statute. The College will work with local and state law enforcement agencies to enforce underage drinking laws.
- Reporting to campus while under the influence of a controlled substance that affects alertness, coordination, reaction, response, judgment, decision making, or safety. Students having valid medical reasons for using physician prescribed controlled substances that may affect their ability to perform or participate in class, clinic, or lab, must report such use to their instructors and provide a note from their physician upon request from the College.
- Use of any tobacco product in College buildings, classrooms, or designated non-smoking areas/entrances.

#### **6. Technology-Related Offenses:**

- Technology offenses include, but are not limited to, unauthorized use of a student, staff or faculty passwords accessing restricted databases, files, and websites; tampering with computer equipment; manipulation of the College's website; sending threatening, offensive, or bullying e-mails using College owned computers and/or the College's network. In addition, doing likewise via fax, phone, text, or social media will be grounds for a conduct violation.
- Use of College computer for personal or business purposes.
- Use of a College computer to access or distribute pornographic websites.
- Disrupting classroom activities with electronic devices.
- Violations of the College's computer usage and Lab guidelines.
- Copyright infringement and file sharing (see p. 38-39).

## **7. Off-Campus Offenses:**

Anoka Technical College may hold students accountable for a violation of the behavioral conduct offenses contained in the Student Code of Conduct committed off campus when:

- Hazing is involved.
- Student-to-student harassment 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.

### **Sanctions for Misconduct:**

Sanctions for academic and nonacademic misconduct include, but are not limited to the following:

- a. **Summary Suspension:** A suspension imposed without a formal hearing to ensure the safety and well-being of members of the College, which shall include an oral or written statement from the Records Office that the student has been accused of violating College policy and may be subject to more severe sanctions. Students who have a summary suspension are still responsible for paying balances owed for tuition, fees, and books. Suspensions are noted on the student's academic transcript.
- b. **Exclusion from participation in College extracurricular activities** for a period of time not to exceed one academic year, including, but not limited to holding any student office.
- c. **Restitution:** Required reimbursement for damage to or misappropriation of property, restitution may take the form of appropriate services or other compensation.
- d. **Denial of Related Privileges:** Example - denial of the use of the College computers if the violation is related to the use of computer technology.
- e. **Warning:** Issuance of a written warning, admonition, or reprimand. This may include a referral for counseling.
- f. **Suspension:** Denial of enrollment for a specified period of time after which the student is eligible to return. During this time the student cannot qualify for graduation, register for or attend classes or other College functions. Suspended students are still responsible for payment balances owed for tuition, fees, and books. Suspensions are noted in the student's academic transcript.
- g. **Expulsion:** Permanent denial of enrollment at the College. Expelled students are still responsible for paying balances owed for tuition, fees, and books. Expulsions are noted on the student's academic transcript.
- h. **Probation:** A written reprimand in response to misconduct, probation is a designated period of time where the student is expected not to repeat the act of misconduct or engage in other misconduct. Further sanctions may be imposed if the student repeats the behavior that resulted in the probation or engages in further misconduct while on probation.
- i. **Administrative and legal sanctions** up to and including expulsion and referral for prosecution will be imposed on students who violate the College's drug and alcohol



policy. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

- j. Community service: A work assignment at a public agency (library, college, school, county agency, etc.).
- k. In cases of hazing, disciplinary action may be taken against both individuals and organizations or groups.
- l. Grade Adjustment: Lowering of a test, assignment or course grade.
- m. Course Failure: Failure of a student from a course where misconduct occurred.
- n. Discretionary Sanctions: Additional academic assignments determined by the student's instructor(s).
- o. Alcohol and Drug Violations: Students who have violated the College's student conduct policy concerning alcohol and drugs will be subject to the following progressive discipline schedule. Depending upon the nature and the severity of the violation, more serious sanctions may be imposed with a first offense than are outlined below.

1) First Offense:

- Warning will be issued.
- Students in clubs and organizations would be prohibited from participating in the next scheduled activity.
- Completion of Alcohol 101 web-based instructional module.

2) Second Offense:

- Probation status for the remaining time of enrollment.
- Students in clubs and organizations would be prohibited from participating in the next two scheduled activities.
- Advising appointment and the completion of an alcohol/drug abuse screening inventory.
- Community service.

3) Third Offense:

- Suspension from the College not to exceed ten days.
- Students that are members of a club or organization would be permanently suspended from participating for the balance of the academic year.
- Referral to alcohol/drug abuse screening.

4) The College reserves the right to impose other sanctions that are not listed in this section of the policy.

**Note: Students have the right to a formal review and appeal prior to the imposition of any sanctions involving a possible suspension or expulsion.**

## **8. Procedures for filing a nonacademic misconduct complaint**

A notice of complaint or an alleged violation must be submitted along with an explanation of evidence supporting your complaint to the Records Office. Any member of the college community may file a written complaint alleging that a student or organization has violated student conduct policy.

- 1) The Records Office may refer the matter to an Academic Dean for review and investigation if the accusation involves academic misconduct.
- 2) A formal review may be conducted as a first step in cases which acts of violence, discrimination, or harassment are alleged. Alleged acts of this nature will be reported to Human Resources.

#### **A. Informal Review**

Within five business days of receiving an accusation of misconduct against a student, the Records Office shall conduct an investigation of the charges.

1. If the complaint is unsupported by the investigation, it will be dismissed.
2. If there is sufficient evidence to support the allegation, the Records Office will 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 them and the evidence collected to support the complaint.

The notice of charges will be delivered to the student five business days prior to the meeting with the Records Office. During the meeting, the Records Office shall review the complaint and documentation with the student and allow the student to present an explanation. Within five business days of the meeting, the Records Office shall inform the accused student in writing of the decision concerning a code violation and sanctions. In addition, the victim of harassment or an act of violence will be notified of the results of the conduct violation review. A student who is subject to a sanction may request in writing a formal hearing prior to imposition of the sanction.

#### **B. Formal Review**

In the event of an alleged conduct violation that could lead to suspension or expulsion, involves an alleged act of violence or sexual assault, or a request by a student accused of misconduct, the Records Office will convene a formal review within ten business days of receipt of a student's written request or formal complaint. The formal review panel will consist of an Academic Dean, faculty member not serving as faculty to the accused, an advisor and the Student Senate president or a designee of the Senate. The panel is chaired and presided over by the Records Office. Students requesting a formal review shall be notified in writing of the time, place, and date of the review within five business days of its receipt. The student must also be informed in writing of:

- The specific conduct provisions the student is accused of violating,
- The evidence to be presented against them, and
- A list of witnesses and nature of their testimony.

A student's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled. The student shall be given the opportunity to speak in his/her own defense, present witnesses, question any witnesses, and may have an advisor or advocate present. The advisor may provide advice to the student but may not participate in the hearing. The decision of the review panel will be determined by majority vote after review of the investigative report, other evidence and meeting with the accused and other witnesses. The decision of the formal review panel will be delivered to the student in writing within five business days of the meeting and shall include information about any sanctions.

### **9. Appeals**

Following the outcome of an informal or formal review decision, a student may request an appeal review before the Vice President of Academic and Student Affairs. The request for an appeal must be submitted, in writing to the Vice President within ten business days of the date of notification of the decision. Failure to file an appeal or request an extension in a timely

manner constitutes a waiver of the right to an appeal. The basis for an appeal will be limited to the following grounds:

- a. The sanction is excessively severe.
- b. New or newly discovered evidence of a nature that may substantially affect the outcome of the hearing exists.
- c. There was a procedural error that substantially affects the outcome of the hearing.

The Vice President will review the appeal letter and will determine if one or more of the grounds for appeal has merit. The Vice President will schedule a meeting between the accused student and Vice President. A student's advisor or advocate may attend this meeting but may not participate except to advise the student. In the event that new evidence is presented that may affect the outcome of the decision, the Vice President has the discretion to request a rehearing by the formal review panel. The Vice President will render a decision to the student in writing within ten business days of the appeal hearing.

Unresolved appeals that have followed this process will be referred to the College President's office for final review. The President shall issue a decision in writing to the student within ten days of the appeal.

#### **10. Other Policy Provisions**

##### **a. Summary Suspensions**

In certain circumstances, the Records Office or Academic Dean may impose a summary suspension prior to the informal or formal proceedings described above. A summary suspension may be imposed only when, in the judgment of the Records Office or Academic Dean, the accused student's presence on the College campus constitutes a threat to the safety and well-being of members of the college community or College property. Notice of the summary suspension shall be provided in writing to the student and shall include the duration of the suspension. After the student has been summarily suspended, the student shall be provided an opportunity for a formal hearing within the shortest reasonable time period, not to exceed ten business days. During the summary suspension period, the student may not enter the campus without prior permission from the Records Office or Academic Dean. Suspensions are noted on the student's academic transcript.

##### **b. Suspensions**

Suspensions lasting for more than ten days or expulsion from the College will be listed on the student's official academic transcript. After a period of three years, the student may make a request in writing to the Vice President of Academics and Student Affairs to remove the notations of disciplinary action from his/her transcript. The Vice President's decision to remove the transcript notation will be made based on the circumstances surrounding the request and the original offense.

## **COMPLAINT PROCESS AND PROCEDURES**

### **Student Informal Complaint Process**

This process is in place so that a student can voice their issue or concern to the college, without the expectation of formal action. All complaints should be filed by an individual student.

If the complaint involves any of the following, the Informal Student Complaint Procedure should not be used:

- Academic Issues – See Student Due Process
- Grade Appeal – See Academic Grade Appeal
- Discrimination and Harassment – See Nondiscrimination in Employment and Education Opportunity Policy

Refer to the appropriate policies and procedures for each of these types of complaints.

### **Support**

Assistance with the informal report and resolution process is available in the Counseling Office.

### **Student Complaint Process**

- 1) A student is encouraged to discuss a complaint with the involved employee prior to submitting a complaint.
- 2) A student may submit a written complaint using the Informal Student Complaint Form to the Dean of Student Affairs in order to share his/her concern with the college. The Dean of Student Affairs will provide a copy of the complaint to the supervisor of the employee involved in the complaint, which will be shared with the employee.
- 3) The student should retain a copy of any submitted Informal Student Complaint Forms and all related documentation for his/her records. A copy of this form and all related documentation will be retained by the Dean of Student Affairs.

### **Student Complaint Time Frames**

A student may submit a student complaint form at any time. The student is asked to state the date(s) related to the complaint on the Informal Student Complaint Form to ensure a better understanding of the student's concern.

### **Retaliation Prohibited**

No retaliation of any kind shall be taken against a student for participating in or refusing to participate in a complaint process. Retaliation may be subject to action under appropriate student or employee policies.

### **Recordkeeping**

The designated Student Affairs staff member shall keep copies of all submitted forms and related documentation for recordkeeping. These records shall be periodically reviewed to determine trends or patterns that would be addressed as part of a quality improvement process.

### **Student Formal Complaint Process**

Any student who believes they have a valid complaint regarding an employee of the college will be afforded due process and must follow the established procedure. All complaints must be filed within 30 days of the day the incident occurred.

When a student believes a valid complaint should be registered against any employee of the college, the following steps should be taken in the order indicated:

1. The student is advised to make an appointment with the employee and explain the nature of the complaint and the reason for this belief. The employee 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 employee are not able to reach a satisfactory agreement, the student has no more than ten school days (after the meeting with the employee) to request that a counselor arrange a meeting with the student, the employee, and the counselor to attempt to resolve the issue. The student shall complete a Student Formal Complaint Form (available at [www.anokatech.edu/studentcomplaintform](http://www.anokatech.edu/studentcomplaintform)) outlining the nature of the complaint and submit copies to the counselor and the employee prior to the meeting. The counselor will schedule the meeting within an appropriate timeframe after receiving the student request.

3. Should the issue be unresolved or no agreement be reached, the student may appeal, in writing to the appropriate administrator, no later than five school days after the meeting with the counselor and employee. The appropriate administrator will then call a meeting of the employee, the student, and the counselor to attempt to resolve the problem within an acceptable timeframe after receiving the student appeal request.
4. Should the issue still be unresolved or no agreement be reached, the student may appeal, in writing, no later than five school days after the meeting to the appropriate Vice President. The appropriate Vice President shall notify the student of his/her decision, in writing, within ten days after receiving the student appeal request. The decision of the appropriate Vice President is final.

**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.

## **COMPUTER USAGE - COMPLIANCE WITH APPLICABLE LAW AND POLICY**

Computer and information technology resources are essential tools in accomplishing the mission of Minnesota State Colleges and Universities and its individual institutions. These resources must be used and managed responsibly to ensure their availability for the competing demands of teaching, scholarship, administration, and other mission-related uses. [Minnesota State Policy 5.22 Acceptable Use of Computers and Information Technology Resources](#) establishes responsibilities for acceptable use of Minnesota State Colleges and Universities information technology resources. All Anoka Technical College faculty, staff, and students must comply with this policy.

- Users must comply with laws and regulations, MN State 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 Electron 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 Anoka Technical College information technology and may be subject to liability resulting from that use.
- Users must use only Anoka Technical College 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 Anoka Technical College information technology under their authorization.

### **Unauthorized Use**

Users must not:

- Use any account or password assigned by the college to anyone else.
- Share any account or password assigned to the user by the college, with any other individual, including family members.
- Allow others to use Anoka Technical College information technology under the user's control.
- Use Anoka Technical College 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 Anoka Technical College information technology.

- Users must not change, conceal, or forge the identification of the person using Anoka Technical College information technology, including but not limited to, use of e-mail.
- Users must not knowingly download or install software onto Anoka Technical College information technology unless it has been 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 Anoka Technical College information technology.
- Users must not engage in inappropriate uses, including:
  - Activities that violate State or Federal law or regulation.
  - Wagering or betting.
  - Harassment, threats to or defamation of others, stalking, and/or illegal discrimination.
  - Fund raising, private business, or commercial activity, unless it is related to the mission of Anoka Technical College.

## **COPYRIGHT INFRINGEMENT AND FILE SHARING**

Under copyright law, it is illegal to download or share copyrighted materials such as music or movies without the permission of the copyright owner. Downloading or sharing files are traceable and could result in a significant financial penalty. Anoka Technical College will treat illegal downloads or the illegal sharing of copyrighted materials with College computers as a violation of the College's student code of conduct.

Anoka Technical College will cooperate with the Recording Industry Association of America (RIAA). RIAA is now sending letters to colleges pointing to specific alleged instances of illegal file sharing and requesting the college to forward the letter to the person the college identifies as being associated with the activity. The letter, called a "Pre-Settlement Letter" notifies the student that they have a specified number of days to settle with the RIAA by going to a designated website, entering identifying information and paying a set amount, usually between \$3,000 and \$5,000, and sometimes considerably more. The letter states that, if the recipient chooses not to settle, the RIAA will file a lawsuit and the offer to settle for the amount stipulated may no longer be an option.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [copyright.gov](http://copyright.gov), especially their FAQs.

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 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 email 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 infraction 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. [Minnesota State Board Procedure 5.22.1](#) Acceptable Use of Computers and Information Technology Resources
2. HEOA (Higher Education Opportunity Act) dealing with unauthorized file sharing on campus networks

## **COURSE CHANGES IN MAJOR/PROGRAM OF STUDY**

The program guides for each program major show the courses required to graduate, as well as any additional graduation, admissions, or course registration requirements. These program guides are current at the time of printing but may be changed prior to or during enrollment. Students are responsible for completing the program requirements in effect at the time they enter the program. Anoka Technical College may modify curriculum content, start dates, admissions and graduation requirements, etc. to meet the needs of the students and those who hire graduates of Anoka Technical College.

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

## **DATA COLLECTION, DATA PRACTICES, AND CONSENT TO RELEASE**

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

Individuals will be asked to supply information concerning their Social Security number, StarID, or Student ID number throughout their lifecycle as a student.

#### **Use of the Student Data**

This data is collected to:

- Assist college staff in developing a plan to help students succeed their program major
- 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 with 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 a 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 a denial of the following services:

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

### **Access**

Directory information is information not generally considered harmful or an invasion of privacy if disclosed to the public. Limited directory information is information not generally considered harmful or an invasion of privacy if disclosed to third parties with a legitimate request.

Directory information includes:

1. Name
2. Major field of study
3. Enrollment status (full-time/part-time)
4. Dates of enrollment or graduation
5. Degrees, honors and awards received
6. Photographs (for public relations and security purposes only, approved by the Director of Public Relations and the Director of Public Safety, respectively)
7. Participation in officially recognized activities and programs

Anoka Technical College (ATC) has chosen to adopt a limited directory policy as allowed by FERPA. This means ATC will limit to whom, and the purposes for which the following data are disclosed. ATC will not provide a student's limited directory data to outside parties intending to use the information for strictly commercial marketing purposes, nor will ATC knowingly make the information readily available to potential identity predators. Limited directory data is included in a global address list or directory (i.e., the Microsoft Office Address Book) accessible to Minnesota State students and employees. FERPA also permits exceptions by which ATC may use this data such as including a student's email address in on-site or online classes.

Limited Directory Data includes:

1. Mailing address
2. College-issued and personal email addresses
3. Star ID



4. Student worker information (pay rate, dates, assignments)
5. Photographs

Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members; Student name, email address, and Student Change Code (NEW/RTN/DROP).

**Consent for Release:**

Anoka Technical College will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party, except as authorized by FERPA and MGDPA or other applicable law. A student may grant consent by completing a [Consent for Release of Information](#) form.

**Release without Consent:**

As allowed under FERPA and MGDPA, Anoka Technical College has the right to release student records without consent. Examples of release without consent include:

- To appropriate school officials with a legitimate educational interest.
- To specified officials for audit, accrediting or evaluation purposes.
- To appropriate parties in connection with providing financial aid to a student.
- To appropriate officials in cases of health and safety emergencies.
- To state and local authorities within a juvenile justice system, pursuant to specific state law.
- To comply with a judicial order or lawfully issued subpoena.
- To military recruiting personnel, under the Solomon Amendment of the National Defense Authorization Act, in addition to directory information, Anoka Technical College must disclose address, telephone number, previous school of enrollment, and date of birth.
- To another educational agency or institution where a student is enrolling and/or receiving services while also enrolled or receiving services at Anoka Technical College.
- To officials of another school in which a student seeks or intends to enroll.
- To the public, Anoka Technical College has the authority to release information classified as directory information without authorization unless a restriction has been placed.

Note: A student may direct that any or all of the directory information be withheld from public disclosure by submitting a [Non-Disclosure Request](#) to the Records Office. Students who request that directory data be restricted should be advised that this will remain in effect until the student officially requests in writing to the Records Office that this restriction cease.

**DECLARING OR CHANGING A PROGRAM MAJOR**

A major is a specific area of study and the corresponding degree, diploma, or certificate for which a student is enrolled. Students declare a major during the application process. Students who wish to change their major are required to complete a [Change of Major Request form](#). Many technical and career programs offer limited enrollment and may have additional admission requirements. Requesting to change your major does not guarantee admission into that program. Students may be required to complete course prerequisites and assessment testing prior to being admitted into programs.

**Types of awards offered at Anoka Technical College:****Associate in Applied Science (AAS) Degree**

The AAS degree is intended for those students who plan to use the knowledge and skills gained through their degree for immediate employment. It is not designed to transfer to a four-year institution unless the college has an articulation agreement on file. Programs that offer an AAS degree range from 60 – 72 credits.

**Diploma**

Diploma programs are specialized programs of study designed for students who wish to gain additional knowledge and skills for mid-level employment positions in a specific field. Programs that offer diplomas range from 30 -82 credits.

**Certificate**

Certificate programs are designed for students who wish to develop vocational skills for entry-level employment in specific career areas. Programs that offer certificates range from 9 - 30 credits.

**DEVELOPMENTAL COURSES**

“0” level courses are developmental or refresher courses and cannot be used to fulfill graduation requirements for program majors. Examples of these courses:

MATH 0801 – Basic Math ENGL 0102 – Fundamentals of English READ 0900 – Reading Skills

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 negatively impact 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 class or prevents effective teaching, your instructor may ask you to leave the classroom.

**EMAIL USED FOR COMMUNICATING WITH STUDENTS**

Anoka Technical College uses college-assigned email addresses as the official means of communications with all students. All new students will receive their my.anokatech.edu email during New Student Orientation. Students are responsible for information sent to them via their email account.

More than just email, your account gives you:

- 1 TB of online file storage
- Mobile phone alerts
- Group calendaring, blogging, and messenger tools
- Photo gallery
- Access from any laptop or Mobile device that has an Internet connection.

**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 website, the Anoka Technical College Student Code of Conduct Policy, and Minnesota Statute 43a, 38, Subd.4 and 43.A39, Subd.2, and the Family Education 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.

## 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 include, but are 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.

## ENROLLMENT STATUS

For academic purposes, the enrollment status of students is defined below. Enrollment status may be defined differently 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

## STUDENT eSERVICES ACCOUNT

Your student [eServices](#) account contains a wealth of information to get you connected to Anoka Technical College and all Minnesota State colleges and universities. You can access your eServices account on the college website using your Star ID and password. The account will give you access to:

1. Register for classes and determine if you have met the financial requirements to remain registered after the tuition due date.
2. Drop classes and withdraw from classes.
3. Change an FN or FW grade to a W (withdrawal) grade, prior to the withdraw deadline.
4. View your grades and academic records (unofficial transcript)
5. View your Degree Audit Report (DARS) which shows your progress toward meeting graduation requirements.
6. View the status of financial aid, including your award letter that shows the awards offered.
7. View your ATC financial account showing charges, payments, and any balance due.
8. Pay tuition and fees using a check or credit card.
9. Sign up for a payment plan.
10. Change your contact information (address, email, phone, etc).

## FINANCIAL AID POLICIES AND PROCEDURES

### Financial Aid Eligibility

The process for determining eligibility for financial aid is rule driven. This means that if you meet a predetermined set of conditions or rules, you are eligible for the financial aid programs being offered. Some programs require additional applications which will be discussed in a later section.

#### General eligibility requirements for financial aid include the following:

- Must be an undergraduate student who does NOT have a bachelor's degree.
- Must be a U.S. Citizen or eligible non-citizen.
- Have earned a High School Diploma or GED.

- Must be admitted to the college as degree-seeking student enrolled in an eligible program.
  - Eligible programs must be at least 16 credits in length and lead to an AAS degree, certificate, or diploma
- If male, be registered with the Selective Service Administration.
- Must maintain Satisfactory Academic Progress (SAP) as defined in the Colleges Satisfactory Academic Progress Policy which can be found in another section of this Student Handbook.
- Must not be in default on a federal student loan or owe an overpayment on a federal grant.
- Must not have been convicted of a drug offense while receiving federal aid.

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

All students are encouraged to apply for financial aid whether they think they are eligible or not. To apply for financial aid, students must complete the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov). Returning students should complete a renewal application also available at [www.fafsa.gov](http://www.fafsa.gov). Your FAFSA requires an electronic signature or FSA ID which can be obtained at [fsaid.ed.gov](http://fsaid.ed.gov). The information provided on the FAFSA is used to determine your eligibility for all types of financial aid including grants, work-study, and loans.

The federal processor may require that the college verify the accuracy of the data on your FAFSA through a process called “verification.” Approximately 30% of all students are selected for federal verification. If you are selected for verification, you will receive an e-mail from the Financial Aid Office requesting additional information which may include a copy of student and parent (dependent student) or spouse (independent student) IRS Tax Transcript, W-2s, untaxed income information, and other household information.

When your financial aid application has been completed, you will receive an Award Letter from the Financial Aid Office via your student eServices account. The award letter will detail your financial aid eligibility for grants, work-study, and loans including required enrollment levels.

Grants are given to students without any re-payment obligation and will be disbursed to your account according to the financial aid disbursement process which is addressed in further detail in a later section. Loans are financial aid that are required to be re-paid and therefore require students to take additional steps indicating that they are interested in applying for the loans and how much they wish to apply for. Applying for loans is also addressed in more detail in a later section.

### **Types of Financial Aid Programs**

Students will be considered for all financial aid programs in which they are eligible to receive and may include:

- **Federal Pell Grant** – eligibility is based on “financial need” using a federal formula established by Congress. Financial Need is assessed using the information submitted on your FAFSA. (Cost of Attendance – EFC = Financial Need)

Maximum Pell Grant eligibility for the 2022-23 award year is \$6,895 based on full-time enrollment. Grants are determined based on enrollment status of full-time (12 or more credits); three-quarter time (9-11 credits); half-time (6-8 credits); and less than half-time (fewer than 6 credits).

#### **Other eligibility criteria include:**

- Must be an undergraduate student who has not already received a bachelor’s degree AND has been enrolled for less than 12 full-time semesters, as determined by the U.S. Department of Education.

- Must be registered/enrolled in all courses, including “late start” courses by **Pell Census Date** which is the first Friday of the regular semester. If you add a class after this date, your Pell Grant will not be increased based on the change in enrollment.
- **Federal Supplemental Educational Opportunity Grant (SEOG)** – eligibility for this grant is based on exceptional financial need and is awarded on a first-come, first-served basis (due to the limited amount of funds) using the FAFSA receipt date for priority awarding. Students must be eligible to receive the Federal Pell Grant. Awards are \$1,000 per academic year, split between fall and spring.
- **Minnesota State Grant** – awards are variable and are available for the 2022-2023 academic year. Eligibility criteria includes all the criteria of the Federal Pell Grant and:
  - Must be a MN resident attending a MN college.
  - Be enrolled for less than 8 full-time semesters (determined by evaluating all credits attempted at all previously attended post-secondary schools).
  - Must be current on child support payments.
  - Must file the FAFSA within 30 days of the start of the term.
  - Must be enrolled in 3 or more credits.
  - Not be delinquent on MN SELF loan interest payments.
- **Minnesota Post-Secondary Child Care Grant** – available to residents of Minnesota who are not receiving MFIP benefits and who have children 12 years of age or younger and who are paying child care expenses while attending college. This program does require a separate application which can be obtained from the college Financial Aid Office, the Anoka Technical College website under financial aid forms, or the MN Office of Higher Education [website](#).

Eligibility criteria is the same as the MN State Grant with the MFIP limitation noted above.

- **Minnesota GI Bill** – this program was established to provide post-secondary financial assistance to eligible Minnesota veterans who honorably served in any branch of the military at any time. Fulltime student awards to eligible veterans are \$1000/semester and part-time student awards are \$500/semester.

**Eligibility Criteria includes:**

- Veteran who is serving or has served honorably in any branch of the United States armed forces at any time.
- Non-veteran who has served honorably for a total of five years or more cumulatively as a member of the Minnesota National Guard or any other active or reserve component of the United States Armed Forces, **or**
- Surviving spouse or child of a person who has served in the military at any time and who has died or has a total permanent disability as a direct result of that military service. This applies if the spouse or child is eligible to receive federal education benefits under U.S. Code Title 38- Chapters 30, 31, and 35.
- **American Indian Scholarships** – there are two primary sources of scholarship or grant funding for American Indian students:
  - Federal Bureau of Indian Affairs** – the awards are made by individual tribes. Students need to contact the tribe they are affiliated with for specific information and application forms.
  - Minnesota Indian Scholarship Program** – student must be a Minnesota resident as defined by the MN Office of Higher Education and can verify at least one-fourth degree blood quantum of American Indian ancestry. Students must apply to their home tribes or agencies in addition to the Minnesota Indian Scholarship program.
    - Students can apply [online](#) at the Minnesota Office of Higher Education.

- Students must apply for federal and state financial aid before Indian scholarship agencies can determine eligibility for funding.
  - More information can be obtained by contacting:
 

Minnesota Indian Scholarship Program  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108  
651-642-0567 or 800-657-3866
  - **Anoka Technical College Foundation Scholarships** – scholarship criteria may include academic achievement, leadership skills, major, career goals, etc. Please contact our College Foundation Office for more information at 763-576-4015.
  - **Federal and State Work-Study Programs** – these programs provide students with financial need an opportunity to earn federal or state work-study wages by working in an on-campus work-study job.
- Students with work-study eligibility may apply for work-study jobs that are posted on the Anoka Technical College website under Financial Aid Work-Study Jobs. Once hired, students and supervisors must complete the work-study employment authorization form before the student can begin work. Awards are typically \$2250/semester or \$4500/academic year. Students earn \$14.00/hr. Hours of work depend on the needs of the work-study job and the student's class schedule.
- **Eligibility requirements for work-study:**
    - Students must be enrolled at least part-time (6 or more credits).
    - Students must have financial need.
    - Students must maintain Satisfactory Academic Progress (SAP) as defined by the College (see Policy in this Handbook).
    - Students must meet all other federal aid eligibility requirements.
    - Students receiving MN Work-Study must be a resident of Minnesota as defined by the MN Office of Higher Education.
  - **Loans** – loan funds are an opportunity to borrow money to assist you in paying for your educational expenses.

**Federal Direct Loans** - Funding for these loans comes directly from the federal government. A cosigner is not required and the borrower's credit rating is not checked to determine eligibility. Loan funds must be repaid with interest by the student borrower or parent borrower. Students must be enrolled for a minimum of six credits to be eligible for federal direct loans.

- **Subsidized Loan** – need-based loan where the federal government pays the interest on the loan while the student is enrolled at least half-time (6 credits).
- **Unsubsidized Loan** – a non-need based loan where interest accrues commencing when the loan is disbursed to the student and is added to the principal amount of the loan that the student must repay.
- **Loan Limits** – (loans cannot exceed the Cost of Attendance)
  - **1<sup>st</sup> year undergraduate students (0-29 credits)**- \$5500 maximum for Dependent students and \$9500 maximum for Independent students (combine Subsidized and Unsubsidized Loans).
    - \$3500 maximum subsidized loan amount based on need

- **2<sup>nd</sup> year undergraduate students (30+ credits)**- \$6500 maximum for Dependent students and \$ 10,500 maximum for Independent students (combine Subsidized and Unsubsidized Loans).
  - \$4500 maximum subsidized loan amount based on need
- **Maximum Aggregate loan amounts-**
  - \$31,000 dependent student (max. \$23,000 subsidized)
  - \$57,500 Independent student (max. \$23,000 subsidized)
- **Loan Proration** – students who are enrolled in a program of study that is fewer than 30 credits in length or if the remainder of the program in a period of enrollment is shorter than an academic year, are subject to loan proration. Loan eligibility is then determined based on the number of credits of enrollment for that academic year.
- **Origination/Guarantee fees** – borrower will pay an origination/guarantee fee based on the principal amount of the loan.
- **Entrance counseling** – must be completed for all first-time federal direct loan borrowers before loan funds can be disbursed. Additional information is provided on your award letter.
- **Exit counseling** – must be completed after graduating or dropping below half-time. Students will be notified of this requirement, and be provided information and directions for completing this requirement, by the financial aid office at the appropriate time.
- **Master Promissory Note** – a legal document in which you agree to repay your federal direct loans and abide by all the terms and conditions of the Direct Loan Program.
- **Loan Repayment** – begins six months after student is no longer enrolled at least half-time

## Loan Repayment

Direct Loan borrowers may choose from the standard, extended, graduated, income contingent, or income-based repayment plans.

- **Standard Repayment** - With the standard plan, you will pay a fixed amount each month until your loans are paid in full. Your monthly payments will be at least \$50 and you'll have up to ten years to repay your loans.
- **Extended Repayment** - To be eligible for the extended plan, you must have more than \$30,000 in Direct Loan debt and you must not have an outstanding balance on a Direct Loan as of October 7, 1998. Under the extended plan you have 25 years for repayment and two payment options: fixed or graduated. Fixed payments are the same amount each month, as with the standard plan, while graduated payments start low and increase every two years.
- **Graduated Repayment** - With this plan your payments start out low and increase every two years. The length of your repayment period will be up to ten years. If you expect your income to increase steadily over time, this plan may be right for you. Your monthly payment will never be less than the amount of interest that accrues between payments. Although your monthly payment will gradually increase, no single payment under this plan will be more than three times greater than any other payment.
- **Income Contingent Repayment** - This plan gives you the flexibility to meet your Direct Loan obligations without causing undue financial hardship. Each year, your monthly payments will be calculated on the basis of your adjusted gross income (AGI, plus your spouse's income if you're married), family size, and the total amount of your Direct Loans.

- **Income-Based Repayment/Pay as You Earn/Income Sensitive** - Under these plans the required monthly payment will be based on your income or can be underneath the standard plan. Your monthly payment may be adjusted annually. The maximum repayment period under this plan may exceed 10 years. If you meet certain requirements over a specified period of time, you may qualify for cancellation of any outstanding balance of your loans.

### Sample Repayment Schedule

#### Standard Repayment - 6% Interest Rate

Amount Borrowed	Monthly Payment (10 years)	Total Amount Repaid
\$10,000	\$115	\$13,810
	\$173	\$20,714
\$15,000		
\$20,000	\$230	\$27,619

- **Federal Direct PLUS (Parent Loan for Undergraduate Students)** – this program enables parents of dependent students to borrow funds to assist their child with educational related expenses. The maximum amount that a parent may borrow is equal to the student's Cost of Attendance less any other aid that the student will receive. Parents will be subjected to a credit check upon application with the U.S. Department of Education. Repayment begins 60 days after loan disbursement. Students are required to have completed the FAFSA. Parents must complete a PLUS Master Promissory Note. Additional information regarding this program is available at the financial aid office.
- **MN SELF (Student Education Loan Fund) Loan** – this program is administered by the MN Office of Higher Education. Eligible students are Minnesota residents attending an eligible Minnesota postsecondary school.
  - Students must be attending at least half-time.
  - A credit-worthy cosigner is required.
  - Quarterly interest payments must be made while borrower is in school.
  - Students can borrow up to \$7500 per year with a cumulative maximum of \$37,500 or with a minimum loan amount of \$500.
  - The [application](#) is an online process.

### Bookstore Deferments

If your approved financial aid award for the semester is more than the cost of your tuition and fees, you may be eligible for a bookstore credit. A bookstore credit allows you to purchase textbooks and necessary supplies by charging these purchases to your student account, which are then paid when your financial aid is disbursed. Bookstore credits are available each semester beginning with the week prior to the official start of the semester through the end of the first week of the semester. Please see the Bookstore for further information or to determine any credit available to you.

### Disbursement of Financial Aid

Disbursement of financial aid begins on the third Friday of the term for all students with a completed financial aid file and continues weekly thereafter. Students must maintain eligibility for financial aid programs for funds to be disbursed.



Financial aid funds are disbursed to you through your Anoka Technical College student account. A student account is established for you by the Anoka Technical College Business Office. Your student account reflects your financial activities with the College including charges for tuition and fees, authorized bookstore charges, personal payments made, and disbursement of financial aid funds.

If your financial aid exceeds your tuition and fee charges, the difference will be directly deposited into your bank account. Students must set up their direct deposit information via their eServices account. For more information, please contact the Business Office at 763-433-1600.

If your charges exceed your financial aid, you are required to pay the difference by the tuition due date identified in the online College Calendar. Please contact the Business Office for more information regarding this due date or if you wish to make payment arrangements for your balance due.

When financial aid funds are disbursed, the system does a final review of your status and disburses the financial aid that is appropriate for the number of credits for which you are enrolled.

### **Attendance Requirement**

To receive financial aid for a course, you must attend your courses. If you never attend a class or you stop attending during the semester, your financial aid will be adjusted.

### **Developmental Coursework**

Federal aid, which includes grants and loans, can be used to pay for a maximum of 30 credits of developmental credits.

### **Repeated Courses**

Federal aid, which includes grants and loans, can be used to pay for a course where a passing grade was attained a total of two times. Therefore, if a student passes a course but wishes to retake the course to attain a better grade, the student can repeat that course one time and receive aid for that course. If the student receives a non-passing grade with the repeat attempt, the student is not eligible to receive aid for the same course a third time because the student is still considered to have received a passing grade with the first attempt. State aid can be used to pay for repeated courses.

For financial aid purposes, federal and state aid can be used to pay for a course where a non-passing grade was attained an unlimited number of times. For financial aid purposes, a passing grade is considered to be a grade of "D" or higher. A non-passing grade, is considered a W, F, FN, FW, U or NP. Courses that are audited are not financial aid eligible. The request to audit a course can be made at the time of registration for the course on eServices. Regular and special fees, books, and other materials remain the responsibility of the student.

### **Pell Grant Census Date**

Federal Pell Grant funds are based on the number of credits for which you are registered on a particular date, including late-start courses. This date is when the student is considered to have locked in his or her enrollment level. This date is called a census date and is currently the 5<sup>th</sup> day of the term or the last day of the regular add/drop period. If you register for additional credits after the census date, you may not receive additional Pell Grant funds. If you believe that you had extenuating circumstances that prevented you from registering for all of your courses prior to this census date, you can appeal this decision at the financial aid office. Please also be aware that if you drop any late start courses that you registered for but did not attend, you will no longer be eligible for Pell Grant for the courses you do not attend (see attendance requirement referenced above). This means that if you received Pell Grant based on a late-start course and you drop that course before the course begins, you will be required to repay any Pell Grant funds that were received, in advance, for that course.

## **Consortium Agreements**

Anoka Technical College students enrolling in courses at other eligible institutions (host institution) must complete a financial aid consortium agreement each semester in order to receive financial aid eligibility for those credits at the host institution. The courses at the host institution must meet Anoka Technical College program requirements. A student cannot receive financial aid at two schools during the same term. A consortium agreement is an opportunity for students to receive aid from their “home” school for courses taken at a “host” school. Other points to note with a consortium agreement:

- Consortium credits are not automatically approved; courses must be required for your program of study at Anoka Technical College.
- Students must have their Academic Advisor sign the Financial Aid Consortium Agreement thereby verifying that the course satisfies a program requirement.
- Students must be registered for this course before the end of the drop/add period.
- Students receiving financial aid at Anoka Technical College, via a consortium agreement, for courses taken at another college are responsible for paying the other College.
- Financial Aid funds are disbursed to the student, not the other College.
- Consortium agreement forms can be obtained from the Financial Aid Office or on the Anoka Technical College website under Financial Aid Forms.
- Consortium agreements DO NOT hold your courses at the host institution. You must arrange a payment agreement with the host institution.

## **Satisfactory Academic Progress**

Federal and state regulations require that all students maintain Satisfactory Academic Progress (SAP) 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. Please see the Satisfactory Academic Progress Policy section of this handbook.

## **Special Circumstances**

If you or your family’s situation changes due to a loss of employment, loss of untaxed income, or because of a separation, divorce, or death, you may be eligible for an adjustment in your financial aid. Request a Special Circumstances Form from the Financial Aid Office, which is also available online under Financial Aid Forms. Complete this form and provide any required supporting documentation to the Financial Aid Office for review. Any adjustment in aid resulting from this request is contingent upon your eligibility according to program regulations and the availability of funds at the time of the review.

## **Withdrawal from College/Return of Financial Aid Funds**

Financial Aid funds are awarded to a student based on the assumption that the student will attend school for the entire enrollment period for which financial aid was awarded. Students “earn” their aid by attending their classes. A student who withdraws or stops attending class is entitled to aid based on the percentage of the period of enrollment that they attended or “earned aid.”

When a student withdraws, the school is required by federal law to determine the amount of aid that the student “earned” and the amount of aid the student did not earn, “unearned aid.” If a student has been disbursed “unearned aid” they must repay it. If a student has “earned aid” which has not been disbursed, they may be eligible to receive those funds as a post-withdrawal disbursement.

Students who have received financial aid and then withdraw from ALL of their courses prior to completing 60% of the semester are considered to have received unearned financial aid. Students who attended beyond the 60% point of the term have earned all of their aid. Anoka Technical College uses the federal return of Title IV fund rules for determining any federal aid not earned. A student’s official withdrawal date is used to

determine the percentage of earned/unearned aid. If a student does not officially withdraw but ceases to attend class, faculty record of the last date a student participated in an academically-related activity is the official record for this activity. This date is then used to determine the amount of financial aid funds the student has earned/unearned. Anoka Technical College will return to the Title IV aid program the portion they collected for tuition and fees that the student did not earn. The student will be billed by the College for this amount. The unearned portion that the student received must also be repaid. The student must make satisfactory arrangements to repay the outstanding balance.

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

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan received on behalf of the student
4. Federal SEOG (supplemental educational opportunity grant)
5. Federal Pell Grant

After determining the portion of aid that must be returned to the federal aid programs, another calculation is performed to determine if any funds must be returned to Minnesota aid programs. The Minnesota Office of Higher Education Refund Calculation Worksheet is used to determine refunds for Minnesota State Grant.

Institutional funds and private scholarships are returned according to the rules of the individual programs.

### **Summer Financial Aid**

Your summer financial aid will be based on the number of credits you are enrolled in for summer term and any remaining aid eligibility that was not used from fall/spring semesters. Summer is considered a trailer term and eligibility is based on the academic year, financial aid less what you have already received for fall and/or spring terms. Additional Pell grant may be available to eligible students if enrolled in 6 or more credits.

### **Cost of Attendance**

The cost of attendance is an average budget only; individual expenses may vary based on your enrollment level, housing choices, and personal spending habits. Room and board budget amounts are based on [Cost of Living Expense Budget 2023-24](#) data for the Saint Paul/Minneapolis metropolitan area provided by the College Board.

Books and supplies are an average cost across all programs. Tuition and fees are typically finalized by August 1 for the academic year and any tuition and fees prior to that date are estimates only.

### **Rights and Responsibilities**

In accepting financial aid at Anoka Technical College, students should acknowledge certain rights and responsibilities:

#### **You have a right to:**

- Accept, reject, or seek adjustment to your financial aid award without prejudice.
- Know how much aid you will receive by term and how it will be disbursed or applied to your account.
- Know the terms of any employment program award offered.
- Know the interest rate, amount and repayment starting date of loans offered to you.
- Meet with a financial aid professional to review any decisions you feel warrant consideration due to an emergency or circumstances beyond your control.
- Receive answers to any questions you have about financial aid.

**You have a responsibility to:**

- Apply each year you want to receive financial aid.
- Provide complete and accurate information and documentation, if requested.
- Notify our office of change of enrollment, financial status, and outside awards.
- Complete entrance and exit counseling and repay all loans according to the terms of your truth in lenders statement and promissory note.
- Use funds awarded solely for educational expenses incurred while attending Anoka Technical College.

**Reporting False Information**

Anoka Technical College is required to refer for investigation any instance in which the review of Federal Title IV aid applications show reason to suspect that an applicant may have engaged in fraud or other criminal misconduct in connection with the application or documentation that was submitted in response to the application. The following examples are in the regulations as instances that should be reported to the appropriate authorities:

- False claims of independent student status
- False claims of citizenship
- Use of false identities
- Forgery of signatures or certifications
- False statements of income
- False household data

**Loss of Financial Aid Eligibility Due to Drug Offense**

Under the Higher Education Act, students become ineligible for federal student aid (grants, loans, and/or work-study) upon conviction of any offense involving the possession or sale of illegal drugs. The Act does **not count** convictions that have been removed from the student's record or convictions that occurred before they turned 18, unless they were tried as an adult.

According to the United States Department of Education, if a student is convicted of a drug offense while receiving federal aid money, they must notify the Financial Aid Office immediately and that student will become ineligible for further aid. The student will also be required to pay back any and all aid received on or after the date of conviction.

The information below summarizes the length of time that the conviction impacts a student's eligibility for student aid.

**Possession of Illegal Drugs:**

- First Offense: 1 year from the date of conviction
- Second Offense: 2 years from the date of conviction
- Third and Subsequent Offenses: Indefinite ineligibility from the date of conviction

**Sale of Illegal Drugs:**

- First Offense: 2 years from the date of conviction
- Second and Subsequent Offenses: Indefinite ineligibility from the date of conviction

If a student successfully completes a drug rehabilitation program, they will regain eligibility for student aid funds as of the day the student successfully completes the program.

**Money Management**

Financial literacy is about making good financial decisions to manage your personal finances – from budgeting to credit scores. Many people think of budgeting with dread – that it is restrictive and impossible

unless you have an accounting degree or love math. It's neither of these. It is a way to give you financial freedom so you can enjoy spending your money on the things that you want to, without putting yourself into debt.

**Budgeting:** A budget or spending plan, is your first step in managing your money. Before you can create your budget and effectively direct your income, you need to know where your money is going. The following are some helpful budgeting websites to get you started:

- [Cashourse.org](#): This online resource includes topics from "cheap eats", finding scholarships, creating a budget, getting out of credit card debt, and comparing costs for living on-campus vs. off-campus.
- [12-Step Guide to Financial Success](#): Sponsored by mappingyourfuture.org, this guide provides practical ways to manage your finances to put you on a success path to financial health.
- [Federal Student Aid Budget Calculator](#): This budget calculator will help you estimate your available income and determine your expenses.
- [Finaid.org](#): A variety of calculators to help you determine how much school will cost, how much you need to save, and how much financial aid (including employment and savings) you will need.
- [SmartAboutMoney.org](#): Sponsored by the National Endowment for Financial Education, this site will provide you tools to make good financial decisions and to manage your money now and in your future.
- [Financial Literacy - Federal Student Aid](#): This site provides information to help you plan and pay for your post-secondary education. You will also find information on responsible credit card usage, fraud prevention, and consumer protection rights.

**Borrowing:** While loans may be a part of financing your education, consider two things before you borrow: 1) how much you need to cover your educational costs, and 2) how much your monthly payments will be after you leave school. Determine what you actually need to borrow before you sign for that loan. You can estimate your loan payments by using one of these loan calculators.

- [Student Loan Calculator](#) (College Board)
- [Debt to Salary Calculator](#) (Mapping Your Future)
- [Calculators and Interest Rates](#) (U.S. Department of Education)
- Remember, any loan listed on your award letter is only an indicator of what you are **eligible** to borrow and not what you are **required** to borrow. It indicates the maximum allowable that you can borrow; you can always borrow less. Here are some helpful hints to borrowing:
  - Only borrow what you need. To calculate what you need, use one of the budgeting websites listed above.
  - Keep a record of all of your loans and your master promissory note.
  - Start making payments on your loan as soon as you can, even during school (if possible).
  - Notify your lender or servicer if any of your contact information changes.
  - If you are unable to make your monthly payment, contact your lender immediately for assistance.
  - When paying for your education, the main goal should be to keep your debt to a minimum.

### **Financial Aid Office Location and Hours of Operation**

The Financial Aid Office is located in the Main East Entrance to campus.

#### **Anoka Technical College Financial Aid Office**

1355 West Hwy 10

Anoka, MN 55303

763-576-7730, 763-576-7721(fax)

[Finaid@anokatech.edu](mailto:Finaid@anokatech.edu)

Select [here](#) for service hours.

Please note that our service hours may change during semester starts, semester breaks, and summer semester. Change in hours may include extended service hours or limited service hours based on historical customer service needs.

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## **FUNDRAISING AND ACTIVITIES**

- Raffles and lotteries are not permitted.
- Door-to-door classroom sales are not permitted.
- Scheduling and approval of school affiliated fundraising activities must be presented to the Dean of Student Affairs and the Director of the Anoka Technical College Foundation for approval.
- The group doing the fundraising 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.

## **GOVERNMENT RECORDS LAWS**

### **Access Limitations**

Anoka Technical College 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.

### **Data Practices Laws**

Government data maintained on Anoka Technical College information technology is subject to data practices laws, including but not limited to, 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.

### **Disciplinary Proceedings**

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

### **Enforcement**

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

### **Record Retention Schedules**

Official college records created or maintained electronically are subject to the requirements of the Minnesota Records Management Statute, Minnesota Statute 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, up to and including termination or expulsion.

### **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.

## 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 Anoka Technical College 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.

For daily operational questions, please contact the IT Helpline at 763-433-1510.

## GRADES AND GRADING

### 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

AU, I, S, P, U, W, Z, IP - Not considered in determining grade point average

A student's grade point average is determined by adding all grade points earned and 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

<u>Student's Grades</u>	<u>GPA Points</u>	<u>Credits</u>	<u>Total Grade Points</u>
A	4.0 X	3 =	12.00
B	3.0 X	2 =	6.00
C	2.0 X	3 =	6.00
D	1.0 X	3 =	3.00
F	0.0 X	1 =	0.00
<b>TOTALS</b>		<b>12</b>	<b>27.00</b>

27 grade points/12 credits total = 2.25 GPA

### Grades

A student's 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 semester.

"A" denotes excellent achievement

"B" denotes above average achievement

"C" denotes average achievement

"D" denotes below average achievement

"F" denotes unsatisfactory achievement

"P" denotes passing 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 semester. 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.

Incompletes and 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.

"W" denotes withdrawal from a course during the withdrawal period. The withdrawal period starts after the first five days of the semester up to the 80<sup>th</sup> percent point of the semester for full-semester courses.

"FN" denotes that a student never attended the course but never officially dropped the course from their schedule. This grade is assigned as a result of faculty last date of attendance (LDA) reporting.

"FW" denotes that a student began attending the course, never completed it, and never officially withdrew from the course. This grade is assigned as a result of faculty last date of attendance (LDA) reporting.

"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 Records Office 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.

"IP" denotes In Progress but is only used to exclude ungraded courses from the Satisfactory Academic Program report.

"Z" denotes a course that is active or not reported.

## **Grade Reporting**

Instructors are required to enter all grades online via faculty [eServices](#) within four (4) calendar days after the semester has ended. A grade of "IP" will be recorded for any course for which a grade has not been assigned after the grading deadline. Students may view and print their grades by logging into their student [eServices](#) account.

## **Grade Changes**

Faculty may submit grade changes when a student's initial grade has changed. Faculty should submit a Change of Grade online via faculty [eServices](#). Grade changes are also accepted by the Records Office in writing with the instructor's dated signature or via e-mail from the instructor's official college email address.

## **Repeating Courses**

Students may repeat courses for purposes of achieving a higher grade or to review material. All courses and grades earned are reflected on the student transcript. The course that was previously taken is not counted



in the GPA calculation but will count as attempted credits for calculation of satisfactory academic progress and financial aid purposes.

Students must register and pay tuition and fees for repeated courses. Test-outs and independent studies are not acceptable means of retaking a failed course.

A student is allowed to repeat a course one time. Failure to successfully complete a course when repeating it results in being ineligible to re-register for that course. After two attempts, students may petition to repeat a course by submitting an [Academic Petition](#) to the Dean of Academic Affairs. If the petition is approved, the Records Office will assist students with registration since students are unable to register for a course through eServices after the second attempt.

Failing to successfully complete a repeated course may exclude the student from certain program majors. In addition, financial aid may not cover the cost of repeated courses, so students are advised to contact the Financial Aid Office before repeating a course.

## **GRADUATION PROCEDURE**

Formal graduation ceremonies are held in December and May. Students who participate in the graduation ceremony are required to order and wear a cap and gown. Below are the procedures for participating in the commencement ceremony and graduating from the college:

1. Students must apply to graduate from Anoka Technical College regardless of their plans to attend the graduation ceremony. The graduation application is available on the college website and from the Records Office. Students submit a separate application for each award.
2. Students should review their Degree Audit Report and meet with their academic advisors to ensure graduation requirements are met.
3. Students need to submit a completed graduation application to the Records Office by the deadline posted on the college website. For fall graduates, the application deadline is early October. For spring graduates, the application deadline is early March. Students submitting applications after the deadline may not be listed in the graduation ceremony program.
4. Students are encouraged to submit a graduation application prior to registering for their final semester courses so they can be given priority registration.
5. The Records Office reviews the graduation application, Degree Audit Report, and transcript to ensure all graduation requirements have been met or will be met if the student receives appropriate grades in the final semester. All students will receive an email confirming their graduation application status.
6. The Records Office notifies faculty by email of all approved and denied graduation applications.
7. If the application for graduation is not approved, students may file an appeal with the Dean of Student Affairs.
8. Graduates who achieve a cumulative grade point average (GPA) of 3.5 and above by the last semester completed prior to graduation will be identified in the graduation program with a special notation and will wear a gold honors cord. Graduates achieving a 4.0 cumulative GPA will also be identified in the graduation program with a special notation. The GPA calculations do not include final semester grades.

9. Veterans and service members will be acknowledged for their military service in the graduation program with a special notation. They may also wear red, white, and blue cords signifying their service.
10. Students who achieve a cumulative Anoka Technical College GPA of 3.5 and above at the time of award completion will receive a transcript notation indicating graduation with honors. Note that this calculation includes the final semester grades, which is different than the calculation in item 8.
11. Graduation awards will be mailed approximately four to six weeks after graduation to students who applied for and were approved for graduation.

## **GRADUATION REQUIREMENTS**

1. A student will earn an award (certificate, diploma, or Associate of Applied Science (AAS) degree) upon satisfactorily completing all requirements for graduation and complying with all applicable policies of the college.
2. Students must maintain a minimum cumulative 2.0 grade point average (GPA) to be eligible for a certificate, diploma, or AAS degree. Note that some program majors may have additional GPA and/or grading requirements for graduation.
3. Students who do not meet graduation requirements will be notified via their student email account. Students must reapply for graduation after meeting the requirements.
4. Students will graduate at the end of the semester in which they complete all course requirements. However, a student may be allowed to participate in the graduation ceremony if they desire to walk with their cohort but have outstanding graduation requirements of 7 credits or less and the courses are offered the following semester. The student will not receive an award until successfully completing outstanding program requirements. If more than 7 credits are left to be completed, the student will be allowed to participate in the graduation ceremony after all program requirements are completed the following semester.
5. Official Transcripts and awards will not be released to students with unpaid balances of more than \$500 and more than 30 days past due.
6. Students who achieve a minimum cumulative GPA of 3.5 by the last semester completed prior to graduation will be recognized as honor students at the graduation ceremony and in the graduation program. The calculation does not include the final semester grades.
7. Students who achieve a minimum cumulative GPA of 3.5 at the time of award completion will receive a transcript notation indicating graduation with honors. Note that this calculation includes the final semester grades, which is different than the calculation in item 6.
8. Students seeking exceptions to the requirements must submit a [graduation appeal](#) to the Dean of Student Affairs.
9. Anoka Technical College reserves the right to automatically post certificate, diploma and degree completion to the student academic record upon the verification that all program requirements have been satisfied.
10. To receive a certificate, diploma, or degree from Anoka Technical College, students must earn one third of the credits required for graduation through enrollment in Anoka Technical College courses. Credit awarded through Credit for Prior Learning (CPL) internal college assessments count toward the one third requirement.

## **HEALTH INSURANCE**

Students are responsible for their own medical insurance coverage. Some options are being covered under a parent's policy until age 26, being covered under a spouse's policy, or purchasing

coverage through the Minnesota Health Exchange (MNSure). Learn more at [www.mnsure.org](http://www.mnsure.org) or by calling 1-855-366-7873.

## 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.

## HONOR ROLLS

Honor rolls apply to full-time and part-time students who are admitted into a program major at Anoka Technical College. In addition, high school students participating in the Postsecondary Enrollment Options (PSEO) program are also eligible for the honor rolls.

The President's Honor Roll recognizes students in a declared major who have completed 12 or more credits and have achieved a semester grade point average of 4.0.

The Dean's List recognizes students in a declared major who have completed 12 or more credits and have achieved a semester grade point average of 3.5 or above.

The Faculty Honor Roll recognizes students in a declared major who have completed 6-11 credits and have achieved a semester grade point average of 3.5 or above.

Note that only courses with grades of A-F are considered in determining enrollment status. Students with Incomplete or In Progress grades will not be considered for the honor rolls.

## IMMUNIZATION LAW

All students who are registered for more than one class must provide proof of current immunization against measles, mumps, rubella, and tetanus by the 45th day of the semester to register for the next semester. However, students who were born in 1956 or earlier or who have graduated from a Minnesota high school since 1997 are exempt. All students entering a health occupation program that requires an off-campus clinical experience are required to provide acceptable proof of required immunizations.

## MAXIMUM ENROLLMENT OF CREDITS

Students admitted to a declared program major Anoka Technical College are allowed to register for a maximum of 22 credits each semester. Non-degree seeking and visiting students are allowed to register for up to nine credits before being required to declare a major.

Any student seeking to increase their credit enrollment level in a semester should first discuss with an academic advisor. Obtain the advisor's signature on the [Exempt Maximum Enrollment of Credits Form](#) and return to the Records Office.

**Guidelines for Reviewing the Request** (note that these are guidelines and do not guarantee approval)

- Academic Achievement – The student has met the criteria related to Satisfactory Academic Progress (minimum cumulative completion rate of 66.67% and minimum cumulative GPA of 2.0)
- Program Support – The program advisor and course instructor support the student's request to register for additional credits.

# NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY – POLICY 1B.1

## Part 1. Policy Statement

**Subpart A. Equal opportunity for students and employees.** Anoka Technical College (ATC) has an enduring commitment to enhancing Minnesota's quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, ATC is committed to a policy of equal opportunity and nondiscrimination in employment and education.

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

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

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

ATC shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

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

## Part 2. Definitions.

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

**Subpart B. Discrimination.** Discrimination means conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so

as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by Minnesota State or ATC or otherwise adversely affects the individual's employment or education.

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

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

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

**Subpart D. Employee.** Employee means any individual employed by ATC, including all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors, and student employees.

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

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

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

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

Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

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

**Subpart H. Student.** For purpose of this policy, the term "student" includes all persons who:

1. are enrolled in one or more courses, either credit or non-credit, through a college or university;
2. withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. are not officially enrolled for a particular term but who have a continuing relationship with the college; or
4. have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid

### **Part 3. Consensual Relationships.**

An employee of ATC shall not enter into a consensual relationship with a student or an employee over whom they exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, ATC shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

### **Part 4. Retaliation**

Retaliation as defined in this policy is prohibited at ATC. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

### **Part 5. Policies and Procedures**

The college shall establish procedures to implement this policy. The equal opportunity and nondiscrimination in employment and education policy and procedures of ATC shall comply with Minnesota State Board Policy 1B.1 and Procedure 1B.1.1.

## **REPORT/COMPLAINT OF DISCRIMINATION/HARASSMENT INVESTIGATION AND RESOLUTION – PROCEDURE 1B.1.1**

### **Part 1. Purpose and applicability**

**Subpart A. Purpose.** This procedure is designed to further implement Anoka Technical College (ATC) policies relating to nondiscrimination by providing a process through which individuals alleging violation of ATC Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education may pursue

a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, gender identity, gender expression, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

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

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

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

**Subpart C. Scope.** Harassment and discrimination complaints not arising from alleged violations of ATC Policy 1B.1, are to be addressed under other appropriate policies and established practices.

## **Part 2. Definitions.**

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

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

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

**Subpart B. Decision-maker.** Decision-maker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether ATC Policy 1B.1 has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

Prior to serving as a decision-maker for complaints under this procedure, administrators must complete decision-maker training provided by the system office.

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

### **Part 3. Consensual relationships.**

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

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

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person's supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

### **Part 4. Reporting incidents of discrimination/harassment**

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

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

*Designated Officer-Students*

*Tara Martinez*



*Interim Dean of Community Partnership & Academic Affairs/Title IX Coordinator*

*Office: AN-112, Phone: 763-576-4027*

*Email: [Tara.Martinez@anokatech.edu](mailto:Tara.Martinez@anokatech.edu)*

*Designated Officer-Employees*

*Jay Nelson*

*Chief Human Resources Officer*

*Office: CR-C149 Phone: 763-576-4054*

*Email: [JNelson@anokatech.edu](mailto:JNelson@anokatech.edu)*

**Subpart B. Duty to report.** Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under ATC Policy 1B.1 to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

**Subpart C. Reports against a president.** A report/complaint against a president of a college or university shall be filed with Minnesota State. However, complaints against a president shall be processed by ATC 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.

**Subpart D. Reports against system office employees or Board of Trustees.** For reports/complaints that involve allegations against system office employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

**Subpart E. False statements prohibited.** Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

**Subpart F. Withdrawn complaints.** If a complainant no longer desires to pursue a complaint, ATC reserves the right to investigate and take appropriate action.

## **Part 5. Right to Representation.**

In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary

action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

## **Part 6. Investigation and Resolution.**

The system office, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by ATC Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

**Subpart A. Personal resolution.** This procedure neither prevents nor requires the use of informal resolution by an individual who believes they have been subject to conduct in violation of ATC Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

**Subpart B. Information privacy.** Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

**Subpart C. Processing the complaint.** The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. **Jurisdiction.** The designated officer shall determine whether the report/complaint is one which should be processed through another system office, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.
2. **Conflicts.** The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer and/or for the assigned decision-maker for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer and/or decision-maker 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 ATC Policy 1B.1 and this procedure;
  - b.) provide a copy of or Web address for ATC Policy 1B.1 and this procedure to the complainant;
  - c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
  - d.) inform the complainant of the provisions of ATC Policy 1B.1 prohibiting retaliation.
4. **Complaint documentation.** The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the system office, college or university.
5. **Information provided to the respondent.** At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:
  - a) provide a copy of or Web address for ATC Policy 1B.1 and this procedure to the respondent;
  - b.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
  - c.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent

- may provide a written response to the allegations;
- d.) determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
- e.) inform the respondent of the provisions of ATC Policy 1B.1 prohibiting retaliation.
6. **Investigatory process.** The designated officer shall:
- a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
- b.) inform the witnesses and other involved individuals of the prohibition against retaliation;
- c.) create, gather and maintain investigative documentation as appropriate;
- d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
- e.) handle all data in accordance with applicable federal and state privacy laws.
7. **Interim actions.**
- a.) Employee reassignment or administrative leave.** Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
- b.) Student summary suspension or other action.** Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with [Board Policy 3.6](#) and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.
8. **No basis to proceed.** At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under ATC Policy 1B.1. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.
9. **Timely Completion.** Colleges, universities and the system office must provide resources sufficient to complete the investigative process and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. The designated officer shall notify the complainant and respondent in writing if the written response is not expected to be issued within the 60 day period. In addition, the designated officer update may update the complainant and respondent upon request of the status of the investigation and adjudication procedures. Both the complainant and the respondent may request that the designated officer extend the timeline for investigation and adjudication for good cause. The college, university or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.

**Subpart D. Resolution.** After processing the complaint the designated officer may resolve the complaint using one or more of the following methods:

1. Conducting or coordinating education/training;
2. facilitating voluntary meetings between the parties;
3. recommending separation of the parties, after consultation with appropriate system office, college or university personnel;

4. continuing any of the interim actions as detailed in subpart C, 7 above, to ensure the safety and well-being of all parties and to promote continued access to employment, educational programs, and activities to the extent the measures are reasonable and available;
5. Requesting ATC use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints, which requires the voluntary participation of all parties to the complaint.

Upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

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

1. **Designated officer.** The designated officer shall:
  - a.) prepare an investigation report and forward it to the decision-maker for review and decision;
  - b.) take additional investigative measures as requested by the decision-maker; and
  - c.) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.
2. **Decision-maker.** After receiving the investigation report prepared by the designated officer, the decision-maker shall:
  - a.) determine whether additional steps should be taken prior to making the decision. Additional steps may include:
    1. a request that the designated officer conduct further investigative measures;
    2. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
    3. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.
  - b.) take other measures deemed necessary to determine whether a violation of ATC Policy 1B.1 has been established;
  - c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;
  - d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;
  - e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether ATC Policy 1B.1 has been violated.
  - f.) Conduct that is determined not to have violated ATC Policy 1B.1 shall be referred to another procedure for further action, if appropriate.

## **Part 7. ATC Action.**

ATC shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates ATC Policy 1B1.1, as well as allegations of retaliation.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the system office, college or university. In accordance with state law, the system office, college or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

## **Part 8. Appeal**

**Subpart A. Filing an appeal.** The complainant or the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision-maker.

**Subpart B. Effect of review.** For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes §14.

**Subpart C. Appeal process.** The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

## **Part 9. Education and Training.**

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

## **Part 10. Distribution of ATC policy 1B.1 and this procedure.**

Information regarding ATC Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the system office and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements.

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

## **NOTICE OF CRIMINAL RECORD IMPACT**

Minnesota Statute Section 135A.157 states:

### **NOTICE TO STUDENTS REGARDING POSSIBLE IMPACT OF CRIMINAL RECORDS.**

- (a) A public or private postsecondary educational institution located in this state shall give notice under this section to each person accepted for admission to be a student at the institution. This notice shall be given at or before the time of acceptance for admission to the institution and at or before the time students select a major.
- (b) A notice provided under this section must inform students that arrests, charges, or convictions of criminal offenses may limit employment possibilities in specific careers and occupations and may limit their ability to obtain federal, state, and other financial aid, and must encourage students to investigate these possibilities. The notice must not discourage students from applying for federal, state, or other financial aid.
- (c) A postsecondary educational institution is not liable for failing to provide the notice required by this section.  
"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 Council on Crime and Justice identifies the following sources of information where persons may find information about the effect of criminal records on future employment opportunities:

Minnesota Statute Chapter 609B COLLATERAL SANCTIONS [revisor.leg.state.mn.us/statutes/?id=609B](http://leg.state.mn.us/statutes/?id=609B)

Minnesota Legislature's Overview of Background Check Statute  
<http://www.house.leg.state.mn.us/hrd/pubs/bkgdchck.pdf>

This legislation does not prevent a student from opting for a particular course of study even if they may be disqualified from certain occupations.

## **ORIENTATION/REGISTRATION**

Orientation and registration sessions are held for new students before each semester. Orientation provides students with information about college policies, procedures, and services. Students are responsible for the information provided at orientation as well as policies and procedures and other information in the student handbook. Online orientation is available for transfer students and other students who demonstrate need.

## **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. Visitor parking areas are for visitors, not students or staff. Please remember to keep your vehicle locked and turn off the vehicle's lights. The college is not responsible for items stolen from vehicles, damage to vehicles, or personal injuries. Please report any suspicious activity to the Anoka Technical College security officer at 612-819-4585 or the administrator on duty.

### **Regulations**

- The speed limit in the parking lot and driving lanes is 15 miles per hour.
- Parking areas designated for disabled drivers are allowed only if the vehicle has a permit issued by the State of Minnesota. Students, staff, and visitors who are temporarily disabled (health restrictions, broken leg, etc.) may park in disability parking areas if they have a temporary permit issued by the State of Minnesota. Please have the permit visible in the vehicle. 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 personal items. The college lost and found is located in the Campus Security Office located near the main/east entrance, Room 122.

## **PHOTO IDENTIFICATION BADGE**

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

Students shall have their photos taken and badges processed at orientation or at the beginning of their first semester. Please bring photo identification, such as a driver's license, passport, school id or other federal or state id, to the Library desk in the Academic Resource Center to obtain a photo identification badge. See [here](#) for hours and how to make an appointment.

## **PLACEMENT TESTING FOR SUCCESS/TESTING CENTER**

Anoka Technical College's Testing Center is located in Room 103 near the main/east entrance.

The Testing Center provides a variety of services to current students and applicants through a combination of in-person, remote and alternative formats.

### **Placement testing**

At Anoka Technical College, placement testing is used to assess current skill levels in reading, writing, and math. Results help determine what course placements are most appropriate to promote student success in college. Students enrolling in certificate programs are not required to take the placement test unless it is

needed to meet course prerequisites. Refer to your selected program guide/plan for program and course requirements.

Beginning Fall 2021, Anoka Technical College is a Course Placement Pilot Project participant, reviewing student records for college-level course prerequisites which can be met through qualifying standardized test scores from ACCUPLACER (NGA/Classic), ACT, MCA, SAT, through a combination of qualifying scores plus a qualifying high school GPA, with qualifying stand-alone high school GPA, and through use of Guided Self-Placement. Students who meet college-level course prerequisites may be exempted from taking any or all portions of ACCUPLACER based on documentation provided.

### **Why taking your time to do your best matters**

Students who score at college-level will save money and time by not taking developmental coursework. Developmental or remedial courses do not count toward a certificate, diploma, or degree and typically do not transfer.

### **Prepare for testing**

Students are strongly encouraged to review materials before testing. Visit [ATC's Testing Services website](#) to find the official College Board sample test, download the official College Board web-based Accuplacer Study App, and learn about other great ways to review.

Students can also find **free** support on campus for refreshing foundational knowledge and promoting a positive testing experience. See Adult Basic Education ([ABE](#)), which is located in the Student Success Center, Suite 190, and Room 184. Students can also call 763-433-4200 for more information.

Copies of the sample test are also available outside the Testing Center (Room 103). Anoka Technical College students take the following sub-tests: Reading Comprehension and Arithmetic. However, students enrolling in programs that include college-level math coursework may also take these sub-tests:

Quantitative Reasoning, Algebra, and Statistics (QAS)

Advanced Algebra and Functions (AAF)

### **Exemptions from testing**

Students who demonstrate readiness to succeed in college may not be required to take all or part of Accuplacer. Readiness may be demonstrated by qualifying scores on the ACT, MCA or SAT tests, prior college degree, completion of certain college courses, or as per MN State System Office Assessment for Course Placement recommendations (if applicable).

Exemption because of ACT, MAC or SAT tests is based on documentation of **scores equal to or above** the [Minnesota State](#) system-endorsed minimum qualifying scores.

Qualifying ACT sub-scores— Students must have recent ACT sub-scores of at least 21 in Reading, 18 in English, and 22 in Mathematics for placement into College Algebra. ACT scores are valid for five years, inclusive of the current calendar year.

Qualifying MCA sub-scores – Students must have recent MCA sub-scores of at least 1047 in Reading and 1158 in Mathematics for placement into College Algebra. MCA scores are valid for five years, inclusive of the current calendar year.

Qualifying SAT sub-scores - Students must have recent SAT sub-scores of at least 440 in Reading and Writing and 530 in Mathematics for placement into College Algebra. SAT scores are valid for five years, inclusive of the current calendar year.



Students meeting these qualifications should submit an official copy of their ACT/MCA or SAT test results to Anoka Technical College Enrollment Services Office:

Anoka Technical College  
Attention: Enrollment Services Office  
1355 West Highway 10  
Anoka, MN 55303

*Students with degrees and/or transfer students*—Students who hold an Associate’s or Bachelor’s degree from an accredited U.S. institution of higher learning or transfer students who completed a college-level math or English course at another college may be exempted from taking all or part of the placement test upon review of an official transcript. Note that students applying for the Occupational Therapy Assistant programs cannot be exempt from taking the placement test based on previous coursework from other institutions.

- If you have previously attended a Minnesota State institution, Anoka Technical College can retrieve your transcript free of charge.
- If you have attended a non-Minnesota State institution, please send an official transcript to:

Anoka Technical College  
Attention: Enrollment Services  
1355 West Highway 10  
Anoka, MN 55303

### **When to take the Accuplacer Placement Test**

The Accuplacer Walk-in [Test Schedule](#) is posted on Anoka Technical College’s website ([www.anokatech.edu](http://www.anokatech.edu)). Placement testing must be completed before students can be accepted into program majors that requirement placement testing (all diploma and Associate of Applied Science degrees).

### **Cost of Tests**

The first set of tests at Anoka Technical College is free.

### **Retest Policy**

Students who are not satisfied with their placements may retest once per test section within twelve months of the first testing date. Students are strongly encouraged to review before retesting. See information earlier in this section about free support offered by ABE. There is a \$10 retest fee for each retest attempt. There is no waiting period prior to retesting, with the exception of students retesting to meet federal Ability to Benefit guidelines. Visit the [Testing Center](#) for details.

### **Test accommodations**

Accommodated testing is available to students with documented disabilities. Students should contact the [Office of Accessibility](#) at 763-576-7950 well in advance to request test accommodations or to learn more about accommodated testing. Accommodated testing is by appointment, so please contact the Testing Center in advance at [TestingServices@anokatech.edu](mailto:TestingServices@anokatech.edu) or 763-576-7830.

### **Make-up testing**

Make-up testing is available for students who have missed a classroom test due to an excused absence. Students must request permission from their instructor prior to testing. Make-up testing is by appointment, so please contact the Testing Center in advance at [TestingServices@anokatech.edu](mailto:TestingServices@anokatech.edu) or 763-576-7830.

## POST-SECONDARY ENROLLMENT OPTIONS (PSEO) AND CONCURRENT ENROLLMENT

PSEO is a state program for high school sophomores, juniors, and seniors which offers students the opportunity to enroll in college-level courses and apply earned credit toward high school graduation requirements and a college degree. State funding covers the cost of tuition, fees, and required books for eligible courses. Qualified high school sophomores, juniors, and seniors in Minnesota are eligible to attend Anoka Technical College through the Post-Secondary Enrollment Options (PSEO) or Concurrent Enrollment program. PSEO/Concurrent Enrollment students are eligible to enroll in fall and/or spring semesters.

### **PSEO eligibility requirements include:**

#### High School Seniors

Rank in the top one-half or 50<sup>th</sup> percentile of graduating class OR score above the 50<sup>th</sup> percentile on a nationally standardized, norm-referenced test

#### High School Juniors

Rank in the top one-third or 70<sup>th</sup> percentile of graduating class OR score above the 70<sup>th</sup> percentile on a nationally standardized, norm-referenced test

#### High School Juniors and Seniors

Have a cumulative GPA of 2.5 or above OR indicate college readiness by achieving college level Accuplacer scores in the area of Reading Comprehension

#### High School Sophomores

10th grade public, nonpublic, and home school students may enroll in PSEO course(s) on a college campus, with the following eligibility criteria and participation limits: The student must have received a passing score (proficiency level of “meets or exceeds”) on the 8th-grade Minnesota Comprehensive Assessment (MCA) in reading, or if the student did not take the 8th-grade MCA, another reading assessment can be substituted if accepted by the enrolling postsecondary institution. Anoka Tech will except a score of 250 or higher on the Reading Accuplacer test as an alternative to the MCA. A 10th-grade student may enroll in one Career Technical Education (CTE) course during their first semester. If the student earns a “C” or higher grade in this first course, the student is eligible to take additional postsecondary courses while in 10th grade. A student who first enrolls under this provision while in 10<sup>th</sup> grade and wishes to enroll in courses as an 11<sup>th</sup> or 12<sup>th</sup> grade PSEO student may need to take the system Assessment for Course Placement and achieve the required scores prior to enrollment. Students admitted under this provision may be required to attend counseling or advising sessions at the discretion of the college.

#### PSEO students:

1. Should be aware that summer courses, as well as courses numbered below 1000, are not covered by PSEO. Students may enroll in summer courses or courses numbered below 1000 but are responsible for tuition, books and all other costs associated with course registration.
2. Should be aware that some programs and courses are not eligible for PSEO. See [ATC's PSEO web page](#) for a complete list of ineligible programs and courses.
3. Are required to maintain satisfactory academic progress in accordance with college guidelines.
4. Will be allowed to register for courses on a space-available basis.
5. Are required to meet ACCUPLACER course prerequisites.

Students who do not meet admission requirements are asked to submit a two-page, typed, double-spaced essay using a 12 point font. Directions will be given to students by college staff.

## **Early/Middle College**

Anoka Technical College's College Connect Program is available to students at a State Approved Alternative High School that partners with Anoka Technical College. This program allows students who have dropped out of high school or are not on track to graduate on time to earn college credit while also earning credits to complete their high school diploma. There is not a GPA, class rank, or test requirement; however, students need to complete the steps and proper paperwork to be considered for admission into the program.

## **Concurrent Enrollment**

In Minnesota, concurrent enrollment courses are college courses offered at the high school, usually taught by a trained high school teacher. These courses are offered in partnership with a college or university. Students who successfully complete these courses generate both high school and college credits from the partnering postsecondary institution. There is no cost to the student to participate in these courses.

### High School Seniors

Rank in the top one-half or 50<sup>th</sup> percentile of graduation class OR score above the 50<sup>th</sup> percentile on a nationally standardized, norm-referenced test

### High School Juniors

Rank in the top one-third or 70<sup>th</sup> percentile of graduating class OR scores above the 70<sup>th</sup> percentile on a nationally standardized, norm-referenced test

### High School Juniors and Seniors

Have a cumulative GPA of 2.5 or above OR indicate college readiness by achieving college level Accuplacer scores in the area of Reading Comprehension

### Sophomores

Must have a cumulative GPA of 3.0 or higher or rank at or above the 90<sup>th</sup> percentile of their graduating class or score in the top 10<sup>th</sup> percentile on a nationally standardized, norm-referenced test.

Students who do not meet admission requirements are asked to submit a two-page, typed, double-spaced essay using a 12 point font. Directions will be given to students by college staff.

## **PREREQUISITES ON COURSES AND PROGRAMS; PROGRAM SEQUENCE**

Anoka Technical College courses and programs may have a prerequisite and/or progression requirements that are not addressed in this handbook. Students should contact their program advisor for a specific program handbook and/or sequencing plan once admitted to the college. Program advisors can be found in eServices on the Degree Audit Report (DARs) and course schedule.

## **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.

## **REFUNDS AND WITHDRAWAL**

Full refunds will be given for any course cancelled by the college. In addition, for courses that start the first week of the semester, a student may drop these courses through the first five (5) business days of the semester to receive a tuition adjustment. For courses that do not start the first week of the semester, a student must drop the course by the end of the second business day after the course start date to receive a tuition adjustment.

For courses that start the first week of the semester, students are obligated to pay for any classes from which they withdraw after the fifth business day of the term. For courses that do not start the first week of the semester, students are obligated to pay for any classes from which they withdraw after the second business day after the course start date. For purposes of this policy, business days are defined as Monday through Friday (excluding posted holidays).

To receive a partial refund of tuition and fees, students must withdraw from all courses after the drop period but within the withdrawal period. Students should first speak with their academic advisor, an [Enrollment and Success Coach](#), and the [Financial Aid Office](#) to learn about the academic and financial consequences before making this decision. Students withdraw from courses online through [eServices](#). If a total withdrawal is not completed within the partial refund period, tuition and fees will be forfeited.

If you register for classes (even if you do not attend the classes) and you do not formally drop or withdraw from the classes, you are responsible for the full tuition and fees due on the tuition due date.

Anoka Technical College will refund tuition according to the following schedule:

### **Refund Schedule**

#### **Semester terms of sixteen (16) weeks:**

<b>Drop Period</b> (course is removed from transcript)	<b>Refund Percent</b>
1 <sup>st</sup> through 5 <sup>th</sup> business day	100%
<b>Withdrawal Period (“W” grade assigned) – Student must withdraw from all courses to receive a partial refund</b>	<b>Refund Percent</b>
6 <sup>th</sup> through 10 <sup>th</sup> business day	75%
11 <sup>th</sup> through 15 <sup>th</sup> business day	50%
16 <sup>th</sup> through 20 <sup>th</sup> business day	25%
After 20 <sup>th</sup> business day	0%

#### **Summer sessions and other terms at least three (3) weeks but less than ten (10) weeks:**

<b>Drop Period</b> (course is removed from transcript)	<b>Refund Percent</b>
1 <sup>st</sup> through 5 <sup>th</sup> business day	100%
<b>Withdrawal Period (“W” grade assigned) – Student must withdraw from all courses to receive a partial refund</b>	<b>Refund Percent</b>
6 <sup>th</sup> through 10 <sup>th</sup> business day	50%
After 10 <sup>th</sup> business day	0%

#### **Class terms less than three (3) weeks:**

<b>Drop Period</b> (course is removed from transcript)	<b>Refund Percent</b>
1 <sup>st</sup> day of course through second business day after the course starts	100%
Third business day after the course starts	0%

Note that the deadline to withdraw from courses is different than the deadline to receive a partial refund for withdrawing from courses. In addition, courses that start after the first week of the semester have a different drop period. See the section in this document titled “Adding, Dropping and Withdrawing from Classes” for more details.

### **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 no 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.

## **REGISTERING FOR CLASSES**

Students are expected to meet with their faculty advisor prior to registration to ensure appropriate course selection. Students will register online by logging into their eServices account with their StarID and password. Students are responsible for meeting course prerequisite and/or placement test score requirements, which are identified on courses within eServices. Students are financially responsible for all tuition and fees incurred by registering for courses. Students may view their account balances and pay online within eServices. For more information about tuition payment methods, see the Anoka Technical College website or the “Tuition and Fees Information” section of the handbook.

Continuing students and those who are graduating, utilizing VA education benefits, or working with the Office Accessibility are given priority registration over new students. Students can access their registration window by logging into eServices, selecting Courses & Registration, then Registration Window.

A student may be prohibited from registering for a course for the following reasons:

1. Failure to successfully complete prerequisite(s)
2. Academic Suspension
3. Failure to complete immunization forms
4. Outstanding college financial obligations

## **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 Anoka Technical College information technology, including those used for personal purposes. Users have no expectation of privacy with any use of College technology resources, except as provided under federal wiretap regulations (21 U.S.C. Sections 2701-2711). Anoka Technical College 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, and 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 activation or other actions as warranted. College officials may access data on information technology without notice, for 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.

## SATISFACTORY ACADEMIC PROGRESS POLICY

Anoka Technical College and the Minnesota State Board Policy 2.9.1, 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 (including Federal and State work study, loans, grants, and some scholarships) and remain in good academic standing and continue their enrollment. The purpose of this requirement is to encourage all students to progress steadily at a reasonable rate toward graduation.

### Definitions

**Good academic standing** - students must maintain a 2.0 cumulative grade point average and successfully complete 66.67% 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 66.67% 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 66.67% of all credits attempted to maintain their financial aid eligibility.

### Satisfactory Academic Progress Standards (SAP)

1. **Cumulative Grade Point Average (GPA):** The grade point average (GPA) calculation is based on Anoka Technical College and consortium coursework. Students must maintain a 2.0 GPA.
2. **Percentage of Credits Completed:** Based on total credits attempted and completed. Students must complete 66.67% of all credits attempted.
3. **Maximum Time Frame:** Credits attempted at Anoka Technical College 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.

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.

Maximum time frame calculation applies to all students and all credits regardless of major.

Up to 30 developmental credits shall be excluded from maximum time frame calculations.

### Failure to Meet Satisfactory Academic Progress (SAP) Standards

**Warning:** Students who do not maintain good academic standing (as defined above) are placed on warning. Students on warning are allowed to register and receive financial aid.

**Suspension:** Students on warning who do not meet either the cumulative completion standards or GPA will be suspended. Suspended students are unable to register or receive financial aid unless an appeal and contract for academic success are approved. Students on academic suspension from another MN State institution must appeal to Anoka Technical College.

### Financial Aid Suspension of student for other reasons

1. **Suspension for maximum time frame failure.** If at the end of the evaluation period a student has failed to meet the institution's standard for measurement of maximum time frame, the institution shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.
2. **Suspension for extraordinary circumstances.** Institutions may immediately suspend students from financial aid eligibility in the event of extraordinary circumstances, including but not limited to previously suspended and reinstated students whose academic performance falls below acceptable

standards during a subsequent term of enrollment; students who register for courses, receive financial aid and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

3. **Suspension for inability to meet program requirements within the maximum time frame.** If at the end of any evaluation period the institution determines that it is not possible for a student to raise their GPA or course completion percentage to meet the institution's standards before the student would reach the end of the program for which they are receiving financial aid, the institution shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

## Appeals

Students have the right to appeal their suspension based on unusual or extenuating circumstances including, but not limited to, personal illness, hospitalization or death of an immediate family member. Appeals must:

- Be submitted by the appeal deadline using the Anoka Technical College [Satisfactory Academic Progress Appeal](#) form available online.
- Include a statement describing the circumstances that prevented the student from making academic progress. The statement should include supporting documentation as appropriate.
- Include an academic plan outlining what has changed or will change to allow the student to make academic progress. The academic plan will include the requirement to meet the minimum probation standards.

Appeals are reviewed for approval or denial by one or more members of the Satisfactory Academic Progress Committee.

Students whose appeal were denied by the Satisfactory Academic Progress Committee have the right to appeal to the Dean of Student Affairs, no later than 10 business days after the date of the denial notification. Appeals to the Dean of Student Affairs must be submitted using the [Satisfactory Academic Progress Second Appeal form](#) available online. Appeal results from the Dean of Student Affairs are final.

Appeal results do not supersede some program or course specific eligibility requirements.

## Probation

Students who successfully appeal are placed on academic and financial aid probation for one evaluation period. During this period, they must follow the academic plan outlined in their appeal. At a minimum, the academic plan requires a student to achieve a minimum 2.5 term GPA and 100% term completion rate. If at the end of this evaluation period, a student on probation:

- a. Has met the cumulative GPA and cumulative completion rate standards, the probation status ends and the student returns to good standing.
- b. Has not met the cumulative GPA and cumulative completion rate standards but has met the conditions specified in their academic plan, the student retains their registration and financial aid eligibility under a probationary status for a subsequent evaluation period.

During this period, they must continue to follow the academic plan outlined in their appeal.

- c. Has not met the cumulative GPA and cumulative completion rate standards and has also not met the conditions specified in their academic plan, the student is suspended.

### **Appeal Results**

Students are notified via email of appeal results. Approval notices include the conditions under which an appeal is approved and the conditions necessary to retain eligibility for registration and financial aid. Denial notices include the reason for denial and the process to appeal the denial.

### **Reinstatement**

Students on suspension regain eligibility to register for classes or receive financial aid only through an approved appeal. Students return to good standing only after achieving a minimum cumulative 2.0 GPA and minimum cumulative completion rate of 66.67%.

## **SENIOR CITIZEN ENROLLMENT**

Minnesota Statute Section 135A.52 allows senior citizens who are legal residents of Minnesota to enroll in credit courses on a space-available basis without payment of tuition and activity fees. Senior citizens are required to pay an administration fee of \$20 per credit plus fees. Registration for Minnesota resident senior citizens, at the reduced cost, begins the first business day after the first class session by contacting the [Records Office](#).

There shall be no administrative fee charged to a senior citizen auditing a course. The request to audit a course must be made at the time of registration for the course. Registration for senior citizens who seek to audit a course begins the first business day after the first class session by contacting the [Records Office](#).

Minnesota senior citizens may also enroll without payment of tuition and activity fees in noncredit courses, except in those courses designed and offered specifically and exclusively for senior citizens. Minnesota senior citizens enrolled in any noncredit course are responsible for purchasing any materials needed for the noncredit course. A Minnesota senior citizen enrolled in closed enrollment contract training or a professional continuing education program is not eligible for benefits under Minnesota Statute Section 135A.52, Subdivision 2.

Minnesota senior citizens who wish to guarantee their enrollment in a course may register earlier but they will be required to pay full tuition and fees. The Minnesota senior citizen student must meet course prerequisites and is responsible for purchasing books and class materials, whether enrolled for credit, audit, or noncredit courses. Minnesota seniors enrolled for credit or audit will also be charged technology, MSCSA, and parking fees.

“Senior citizen” means a person who has reached 62 years of age before the beginning of the semester they intend to enroll, or a person receiving a railroad retirement annuity who has reached 60 years of age before the beginning of the semester.



## SEXUAL VIOLENCE – POLICY 1B.3

### Part 1. Policy statement

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Anoka Technical College (ATC). ATC 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 of other Board Policies that may require separate proceedings. To further its commitment against sexual violence, ATC provides reporting options, an investigative and disciplinary process, prevention training, and other related services as appropriate.

### Subpart A. Application of Policy to ATC Students, Employees, and Others

This policy applies to all ATC students and employees, and to others, as appropriate, where incidents of sexual violence on ATC property have been reported. Reports of sexual violence committed by a student at a location other than on ATC property are covered by this policy pursuant to the factors listed in [Board Policy 3.6](#), Part 2. Reports of sexual violence committed by an ATC employee at a location other than ATC property are covered by this policy.

Reports of sexual violence committed on ATC property by individuals who are not students or employees are subject to appropriate actions by ATC, including but not limited to pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by ATC Policy 1B.1.

### Subpart B. ATC Policies

ATC shall adopt a clear, understandable written policy on sexual violence that applies to its campus community, including but not limited to its students and employees. The policy content and implementation must be consistent with the standards in this policy and ATC Procedure 1B.3.1.

### Part 2. Definitions

The following definitions apply to this policy and ATC Procedure 1B.3.1.

**Affirmative consent.** Consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be revoked at any time. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent to sexual activities does not imply ongoing future consent. The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

**Dating, intimate partner, and relationship violence.** Violence including physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota law.

**Employee.** Any individual employed by ATC.

**Non-forcible sex acts.** Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

### **Subpart B. Sexual assault**

An actual, attempted, or threatened sexual act with another person without that person's affirmative consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under ATC student codes of conduct and employee disciplinary standards. Sexual assault includes but is not limited to:

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

**Sexual violence.** A continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

**Stalking.** Conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause reasonable people to fear for their safety or the safety of others or to suffer substantial emotional distress.

**Student.** All persons who:

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

**ATC property** The facilities and land owned, leased, or under the primary control of ATC.

## **SEXUAL VIOLENCE – PROCEDURE 1B3.1**

### **Part 1. Purpose**

This procedure provides a process through which individuals alleging sexual violence may pursue a complaint, pursuant to Anoka Technical College (ATC) Policy 1B.3 Sexual Violence prohibiting sexual violence.

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

### **Part 2. Definitions**

The definitions in Policy 1B.3 also apply to this procedure.

#### **Campus Security Authority.**

Campus Security Authority includes the following categories of individuals at ATC:

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

#### **Complainant**

An individual who is alleged to be the victim of conduct that could constitute sexual harassment (as defined by Title IX).

#### **Educational program or activity**

Includes locations, events, or circumstances over which Anoka Technical College exercised substantial control over both the respondent and the context in which the sexual harassment (as defined by Title IX) occurs, and also includes any building owned or controlled by any officially recognized student organization of Anoka Technical College.

#### **Formal complaint**

A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment (as defined by Title IX) against a respondent and requesting that the college or university investigate the allegation of sexual harassment. At the time of filing the formal complaint of sexual harassment (as defined by Title IX), a complainant must be participating in or attempting to participate in the education program or activity of the college or university with which the formal complaint is filed.

#### **Respondent**

An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment (as defined by Title IX).

**Supportive measures**

Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal Title IX complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

**Title IX Coordinator**

Employee(s) designated by the president to coordinate Anoka Technical College's efforts to comply with its Title IX responsibilities and Board Policies 1B.1 and 1B.3. A campus can delegate Title IX responsibilities to, for example, a deputy or deputies, and/or an investigator.

**Title IX sexual harassment**

For purposes of Title IX, sexual harassment means conduct on the basis of sex that occurs in a college or university's program or activity in the United States that satisfies one or more of the following:

1. An employee of Anoka Technical College conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to Anoka Technical College's education program or activity; or
3. Sexual assault; dating, intimate partner, and relationship violence; and stalking as defined in Board Policy 1B.3

**Part 3. Reporting Incidents of Sexual Violence****Subpart A. Prompt Reporting Encouraged**

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

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

**Subpart B. Assistance in Reporting**

When informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), all ATC students and employees are urged to encourage and assist complainants, as needed to report the incident to local law enforcement, local victim/survivor services, campus Title IX coordinator, or campus security authorities.

Campus security authorities, when informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies, such as law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a

complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards.

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

### **Subpart C. Required reports**

Any campus security authority or any Anoka Technical College employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), shall follow Anoka Technical Community College procedures for making a report for the annual crime statistics report. In addition, the campus security authority or Anoka Technical College employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX) shall report to the Title IX Coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name of or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

### **Subpart D. Mandatory reporting of abuse or neglect of children or vulnerable adults**

Minnesota law provides special protection for children under 18 and vulnerable adults. These laws, Minnesota Statutes sections 626.556 and 626.557, identify those who are mandated to report neglect or abuse of children under 18 and maltreatment of vulnerable adults. Faculty, student teachers or clinical participants, day care personnel, and others involved in education or services to children or vulnerable adults may be considered mandated reporters under both of these laws. Reports of abuse or neglect of a child or vulnerable adult, must be made to law enforcement or state or county social service agencies.

## **Part 4. Confidentiality of Reporting**

### **Subpart A. Confidential Reports**

Because of laws concerning government data contained in Minn. Stat. 13 Government Data Practices, ATC cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed healthcare professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or healthcare professionals.

## **Part 5. Policy Notices**

### **Subpart A. Distribution of Policy to Students**

ATC shall, at a minimum, at the time of registration make available to each student information about its sexual violence and sexual harassment (as defined by Title IX) policy and procedure, including its online reporting system that allows for anonymous reporting, and shall additionally post a copy of its policy and procedure at appropriate locations on campus at all times. ATC may distribute its policy and procedure by posting on an Internet or Intranet website, provided all students are directly notified of

how to access the policy by an exact address, and that they may request a paper copy.

#### **Subpart B. Distribution of Policy to Employees**

ATC shall make available to all employees a copy of the sexual violence and sexual harassment (as defined by Title IX) policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet website, provided all employees are directly notified of the exact address of the policy and procedure, as well as the option of receiving a paper copy upon request.

#### **Subpart C. Required Notice**

ATC shall have a sexual violence and sexual harassment (as defined by Title IX) policy, which must include the notice provisions in this part.

##### **1. Notice of Title IX Coordinator.**

Anoka Technical College must notify applicants for admission and employment, students, employees, and all unions holding collective bargaining agreements with the college or university of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator.

##### **2. Notice of non-discrimination.**

Anoka Technical College must notify applicants for admission and employment, students, employees and all unions holding collective bargaining agreements with the college and university that the college or university does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner. Inquiries about the application of Title IX may be referred to the Title IX Coordinator and/or to the United States Department of Education.

##### **3. Notice of Complainant Options.**

Following a report of sexual violence the complainant must be promptly notified of:

- a. Where and how to obtain immediate medical assistance. Complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
- b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate ATC or System contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.
- c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services.

##### **4. Notice of Complainant Rights.**

Complainants must be notified of the following:

- a. Their right to make a report with local law enforcement officials in sexual assault cases.
- b. Rights under the crime victims bill of rights, Minn. Stat 611A.01-611A.06, including the right to assistance from the Crime Victims Reparations Board and the Commissioner of Public Safety;
- c. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident;
- d. Assistance available from campus officials in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
- e. Complaints of incidents of sexual violence made to campus security authorities must be promptly

and appropriately investigated and resolved;

f. Upon a sexual assault complainant's request, ATC or Minnesota State may take action and other supported measures to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or to a work site or to alternative college-owned housing, if such alternatives are available and feasible.

g. Upon the request of the complainant, students who reported sexual assaults to ATC and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at ATC to which the complainant is transferring.

## **Part 6. Investigation and Disciplinary Procedures**

### **Subpart A. General Principles**

ATC investigation and disciplinary procedures concerning allegations of sexual violence and sexual harassment (as defined by Title IX) against employees or students must:

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

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

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

### **Subpart B. Relationship to Parallel Proceedings**

In general, ATC investigation and disciplinary procedures for allegations of sexual violence and sexual harassment (as defined by Title IX) will proceed independent of any action taken in criminal or civil courts. ATC need not, in most cases should not, delay its proceedings while a parallel legal action is ongoing. If ATC is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for ATC and Minnesota State procedures.

### **Subpart C. Memorandum of Understanding with Local Law Enforcement**

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

**Subpart D. False Statements Prohibited**

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

**Subpart E. Sanctions**

Sanctions that may be imposed if a finding is made that sexual violence and sexual harassment (as defined by Title IX) has occurred include, but are not limited to, discipline up to and including suspension, or expulsion of students, or discipline, up to and including termination from employment, as provided in the applicable bargaining agreement or compensation plan, for employees. The appropriate sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

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

**Subpart F. Retaliation Prohibited**

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

**Part 7. Investigation and Resolution**

The college, university or system office has a duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.3, conduct investigations and take appropriate action to prevent recurring misconduct.

**Subpart A. Informal resolution**

A college or university may offer an informal resolution process if a formal complaint is filed and after providing both parties a notice of allegations. The parties must voluntarily consent, in writing, to the informal resolution process. At any time before agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the process with respect to the formal complaint. This procedure neither prevents nor requires the use of informal resolution by individuals who believe they have been subject to conduct in violation of Board Policy 1B.3. Informal resolution shall not be used to resolve allegations that an employee sexually harassed a student.

**Subpart B. Information privacy**

Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

**Subpart C. Processing the complaint**

The Title IX Coordinator must be contacted in order to initiate a complaint under this procedure. The Title IX Coordinator shall determine the process used in each complaint based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.



### **1. Jurisdiction.**

The Title IX Coordinator shall:

- a. determine whether the complaint is one which should be processed through another system office, college or university procedure available to the complainant;
- b. if appropriate, direct the complainant to that procedure as soon as possible; and
- c. for sexual harassment complaints, (as defined by Title IX), determine whether or not the complaint involves the education program or activity of the college or university and whether the incident occurred in the United States.

### **2. Conflicts.**

The Title IX Coordinator should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the Title IX Coordinator, for the decision-maker, and/or for any person designated to facilitate an informal resolution for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another Title IX Coordinator, decision-maker, or person facilitating an informal resolution must be assigned.

### **3. Information provided to complainant.**

At the time the complaint is made, the Title IX Coordinator shall:

- a. inform the complainant of the provisions of the Board Policy 1B.3 and this procedure;
- b. provide a copy of or Web address for Board Policy 1B.3 and this procedure to the complainant;
- c. determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement;
- d. inform the complainant of the provisions of Board Policy 1B.3 prohibiting retaliation;
- e. discuss the availability of supportive measures; and
- f. explain the process for filing a formal Title IX complaint.

### **4. Complaint documentation.**

The Title IX Coordinator shall insure that the complaint is documented in writing.

The Title IX Coordinator may request, but not require the complainant to document the complaint in writing using the complaint form of the system office, college or university.

### **5. Information provided to the respondent.**

At the time initial contact is made with the respondent, the Title IX Coordinator shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the sexual violence policy, including the name of the complainant. At the initial meeting with the respondent, the Title IX Coordinator shall:

- a. provide a copy of or Web address for Board Policy 1B.3 and this procedure to the respondent;
- b. provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
- c. explain to the respondent that in addition to being interviewed by the Title IX Coordinator, the respondent may provide a written response to the allegations;
- d. determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement;
- e. discuss the availability of supportive measures;
- f. inform the respondent of the provisions of Board Policy 1B.3 prohibiting retaliation; and
- g. utilize the template notice of allegations.

## **6. Investigatory process.**

The Title IX Coordinator shall:

- a. conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
- b. inform the witnesses and other involved individuals of the prohibition against retaliation;
- c. create, gather and maintain investigative documentation as appropriate;
- d. disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law;
- e. handle all data in accordance with applicable federal and state privacy laws
- f. include an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence.
- g. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation process.
- h. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- i. For formal Title IX complaints, before completing the investigation report, send to both the complainant and the respondent and their advisors, if any, the evidence subject to inspection and review. Both the complainant and the respondent must have at least ten (10) calendar days to submit a written response to the evidence, which the Title IX Coordinator will consider before completing the investigative report. Both parties and their advisors may use the information solely for purposes of proceedings pursuant to this policy.
- j. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) calendar days prior to a formal hearing, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

## **7. Interim actions**

### **a. Employee reassignment or administrative leave.**

Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.

### **b. Student summary suspension or other action.**

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

## **8. No basis to proceed.**

At any point during the processing of the complaint, the Title IX Coordinator may determine that there is no basis to proceed under Board Policy 1B.3. The Title IX Coordinator may refer the complaint as appropriate to other college or university officials. If the conduct alleged in the formal Title IX complaint

would not constitute Title IX sexual harassment even if proved, did not occur in the college or university's education program or activity, or did not occur against a person in the United States, then the college or university must dismiss the formal complaint. The college or university may dismiss a formal Title IX complaint or any allegations therein any time during the investigation or hearing if a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the college or university; or specific circumstances prevent the college or university from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The college or university must promptly notify both the complainant and the respondent of any dismissal.

## **9. Timely completion.**

Colleges, universities and the system office shall provide resources sufficient to complete the investigative process and issue a written response in a timely manner after a complaint is made, unless reasonable cause for delay exists. Reasonable cause may include considerations such as the absence of the party, a party's advisor or a witness; concurrent law enforcement activity or the need for language assistance or accommodation of disabilities. The Title IX Coordinator shall notify the complainant and respondent if the written response is not expected to be issued within a timely manner. The college, university or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.

### **Subpart D. Decision process**

If the above methods, including the informal resolution process, have not resolved the complaint within a reasonable period of time to the satisfaction of the Title IX Coordinator, the procedures in this subpart must be followed.

#### **1. Title IX Coordinator.**

The Title IX Coordinator shall:

- a. Prepare an investigation report.
- b. Refer the matter for a formal hearing.

#### **2. Formal Hearing.**

Formal hearings for Title IX sexual harassment complaints will be conducted by the Office of Administrative Hearings pursuant to the rules for administrative hearings. If either the complainant or respondent does not have an advisor for the formal hearing, the college or university must provide an advisor without fee or charge to the complainant or respondent. Colleges and Universities shall maintain a roster of advisors for this purpose. The role of the advisor for the respondent is to conduct cross-examination on behalf of the respondent. At the conclusion of the formal hearing, the administrative law judge will issue a written recommendation for a final decision made by the college or university decision-maker.

#### **3. Decision-maker.**

After receiving the report and recommendation prepared by the administrative law judge, the decision-maker shall:

- a. Decide whether the policy has been violated; and
- b. On appropriate sanctions if the policy has been violated;
- c. Issue a written determination that must include;
  1. identification of the allegations potentially violating this policy;
  2. a description of the procedural steps taken from the receipt of the formal complaint through the

determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearing help;

3. findings of fact supporting the determination;
4. conclusions regarding application of the policy to the facts;
5. a statement of, and rationale, for the result as to each allegation, including determination regarding responsibility, any disciplinary sanctions the college or university imposes on the respondent, and whether remedies designed to restore or preserve equal access to the college or university's education program or activity will be provided by the college or university to the complainant; and
6. the college or university's procedures and permissible bases for the complainant and respondent to appeal.

The written determination may satisfy these elements by adopting portions of the report and recommendation. The decision-maker must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the college or university provides the parties with written determination of the result of the appeal; or if an appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The college, university, or system office shall take the appropriate corrective action based on results of the investigation, and the Title IX Coordinator shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board Policy 1B.3, as well as allegations of retaliation. Disciplinary action for students may include any sanctions the college or university imposes for any student conduct matters, up to and including expulsion. Disciplinary action for employees may include any discipline allowed under the applicable collective bargaining agreement or personnel plan, up to and including termination.

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, university, or system office. In accordance with state law, the college, university, or system office is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Minnesota Management and Budget within 30 days of final disposition.

## **Part 8. Appeal**

### **Subpart A. Filing an appeal**

The complainant or the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) calendar days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision or sentence were 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. In addition, for a formal Title IX complaint, both the complainant and respondent may appeal a dismissal of a formal complaint.

### **Subpart B. Appeal process**

The president or designee shall review the record and determine whether to affirm or modify the decision. Grounds for appeal include procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter, and a conflict of interest or bias by the Title IX Coordinator, or decision-maker that affected the outcome of the matter. 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 must be made within a reasonable time and the complainant, respondent and Title IX Coordinator must be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

### **Part 9. Education and Training**

Anoka Technical College shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board Policy 1B.3 and this procedure. Anoka Technical College shall promote awareness of College Policy 1B.3 and this procedure, and shall publicly identify the Title IX Coordinator. Anoka Technical College must ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution policy, received training on Title IX sexual harassment complaints. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process on handling formal Title IX complaints must be made publicly available on Anoka Technical College's website.

### **Sexual Violence Prevention and Education**

#### **Subpart A. Campus-wide Training.**

ATC shall:

1. Include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents;
2. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided with this training;
3. Emphasize in their educational programs the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

#### **Subpart B. Other Training and Education**

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

#### **Subpart C. Training for Individuals Charged with Decision-Making Authority**

Prior to serving as either an investigator or decision-maker for complaints under this procedure, administrators shall complete investigator or decision-maker training provided by the system office.

Investigators/decision-makers, campus security officers, and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

## **Part 10. Maintenance of Report/Complaint Procedure Documentation**

During and upon the completion of the complaint process, the complaint file must be maintained in a secure location in the office of the Title IX Coordinator for the college, university or system office, for a period of seven (7) years, in accordance with the applicable records retention schedule. Access to data must 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, and other applicable law. Information on reports of incidents of sexual violence that are made to campus security authorities must be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 U.S.C. § 1092 (f). The information will be used to report campus crime statistics on college and university campuses as required by the Clery Act.

## **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 progress, 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 to set 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/withdraw from the course. The student may appeal this decision in accordance with Academic Due Process.

### **Student Academic Success Plan Procedure**

Faculty action will include:

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 faculty in two school days.
4. Meet with the student to discuss the plan on the day the student returns the plan.
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 and open labs) for assistance with coursework.
6. If the student meets the plan objectives in the time frame, no further action is needed.

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 aware of their grade to that date.

## **STUDENT BODY PROFILE**

- 87% of our first year full-time students receive some form of financial aid or scholarship (Fall 2019)
- 36% receive a Pell Grant (first-time, full-time, degree/certificate seeking; Fall 2019)

- 46% of our students are male and 54% are female (undergraduate; Fall 2021)
- 50% of our students are full-time and 50% of our students are part-time (undergraduate; Fall 2021)
- Our fall-to-fall retention rate is 60% (first-time, full-time degree-seeking students; cohort year 2019)
- Our overall graduation rate is 46% (first-time, full-time degree-seeking students; cohort year 2017)
- Our overall graduation rate for males is 48% (first-time, full-time degree-seeking students; cohort year 2017)
- Our graduation rate for females is 35% (first time, full-time students, degree/certificate seeking; cohort year 2017)
- Our overall transfer rate is 13% (first-time, full-time students, degree/certificate seeking; cohort year 2017)
- Our ethnic diversity is:
  - 70% White
  - 12% Black or African American
  - 6% Hispanic/Latino
  - 5% Asian
  - 5% Two or more races
  - 1% American Indian or Alaskan Native
  - <1% Native Hawaiian or Pacific Islander
  - <1% Nonresident Alien
  - 3% Race and ethnicity unknown

86.4% of career technical program graduates were employed (Class of 2018-19)

## STUDENT DISCLOSURE REPORTS

Students can request detailed reports on the following subjects by contacting the Dean of Academic Affairs at 763-576-4268 or by mail at 1355 West Highway 10, Anoka, MN 55303.

- Campus Crime Report and Crime Logs
- Credit Transfer and Articulation Agreements
- Drug and Alcohol Prevention Programs
- Drug-Free College and Substance Abuse Policy
- Biennial Drug Prevention Review
- Placement Data for Career Technical Graduates
- Graduate Review

## STUDENT LIFE

Anoka Technical College strives to provide students opportunities to engage with other students, faculty, and staff through student activities, student organizations, and other student life programming.

Student Life opportunities at Anoka Technical College include:

- Phi Theta Kappa – two-year college honor society.
- Student Senate – official student governance office at the college.
- Business Professionals of America (BPA)
- Drone and Robot Builder Club
- Health Information Technology Club

- Information Technology Club
  - Medical Assistant Club
  - Multi-Cultural Club
  - Occupational Therapy Club (TECOTA)
- Welding Club (Skills-USA) Club Student Life programming at Anoka Technical College is supported by the student activity fee. The fee also supports field trips, graduation, student participation in career field competitions, and other worthy activities that benefit the student body of the college.

Find more information about getting involved on campus on ATC's [website](#).

## **STUDENT RIGHT-TO-KNOW: GRADUATION AND TRANSFER-OUT RATES**

### **What Is Student Right-To-Know?**

Student Right-To-Know is a federal law that requires all colleges and universities to disclose certain information to students. The college must provide graduation rates and transfer-out rates for full-time students seeking degrees at Anoka Technical College.

### **What is a graduation rate and what is a transfer-out rate?**

Federal regulations specify how to calculate the graduation and transfer rates. The rates come from a study of Anoka Technical College students who started at the college in the fall of 2017. The study includes all first-time students who enrolled full-time that fall and were seeking to earn a degree, diploma, or certificate at the college. The **graduation rate** is the percentage of these students who graduated from Anoka Technical College within three years. The **transfer out rate** is the percentage of these students who did not graduate from Anoka Technical College, but instead transferred to another college or university within three years.

### **What do I need to know about these rates?**

These rates do not report on all students at Anoka Technical College. The 183 first-time, full-time students in the study were 13 percent of all students enrolled at Anoka Technical College in the fall of 2017.

### **What are the graduation and transfer-out rates for Anoka Technical College students and how do they compare to rates for other colleges?**

- The **graduation rate** for Anoka Technical College was 46 percent; cohort year of 2017.
- The **transfer-out rate** for Anoka Technical College was 13 percent; cohort year of 2017.
- The combination of the graduation rate and the transfer-out rate for Anoka Technical College was 59 percent. The national average graduation rate for similar colleges was 45 percent.

### **Why don't more Anoka Technical College students graduate or transfer in three years?**

- Some student take jobs before they graduate.
- Students who switch from full-time to part-time enrollment or "stop out" for one or more semesters are more likely to take more than three years to graduate.

Other students delay their education for personal, family, or financial reasons.



## STUDENT SUPPORT SERVICES

Our mission is to help students develop strengths-based personal, academic, and career opportunities that will enable them to succeed in a diverse and global society.

### **Your Strengths + Our Support = Your Success**

Anoka Technical College offers a variety of support services to help students reach their educational goals. We offer programs and services that support students in their academic achievement, enrich their college experience, and prepare them for their future.

#### **Adult Education**

Student Success Center, Suite 190

Metro North Adult Basic Education (ABE) is a free program to help adults age 17 or older (who are not enrolled in the K12 system) develop foundational skills in reading, writing, math, English and technology. ABE also offers English Language Learner (ELL) classes to help learners develop occupational and English communication skills to promote success in employment, occupational training, or college. Contact Metro North Adult Basic Education ([ABE](#)) at 763-576-7840.

Find more information about Adult Education, including how to enroll, on the college [website](#).

#### **Counseling**

Student Success Center, Suite 190, Offices E and H

Counseling services provide students with support in defining and achieving their academic, career, and personal goals. Students are encouraged to meet with the counselor to discuss and develop an individualized plan to promote personal and academic success.

Services available:

- Personal counseling
- Academic counseling
- Career counseling
- Online resources at [ISEEK](#) and Career [OneStop](#).

To request services or to schedule an appointment, contact Erica Stene Winkler email [estene@anokatech.edu](mailto:estene@anokatech.edu) phone 763-576-4036 or [schedule a phone or video conference \(Zoom\) appointment Online](#) or contact Kevin Lindstrom email [klindstrom@anokatech.edu](mailto:klindstrom@anokatech.edu), phone 763-576-4076 [or schedule an appointment online](#). More information about counseling services on the college [website](#).

#### **Office of Accessibility**

Student Success Center, Suite 190, Office E

The Office of Accessibility assists students with documented disabilities gain access to accommodations that will help them realize and achieve personal and academic success. Accommodations are designed to allow each student to fully participate in their chosen program. The Office of Accessibility provides services for students, faculty, and staff with a permanent or temporary disability. To request services or schedule a meeting, [Schedule Accessibility Services Appointment](#) contact the office Accessibility Services 763-576-7960

Find out more information about the Office of Accessibility on the college [website](#).

#### **Tutoring Services**

Peer tutors and mentors provide free services to help students improve academic performance and become independent learners. They work one-on-one with students in need of support or tutoring

with technical and general education. Tutors provide encouragement and help students develop skills and strategies needed to succeed in college. All Anoka Technical College students are encouraged to take advantage of free tutoring services. Phone: 763-576-7760

Find more information about peer tutoring and mentors on the college [website](#).

### **Enrollment and Success Coaches**

Enrollment Services, Suite 117

Enrollment and Success Coaches help students identify strengths and create a personalized plan to achieve personal, academic, and career success. For more information, contact Enrollment Services at 763-576-7710.

### **Veteran Resources and Veterans' Center**

#### **Veterans' Center, Room 333**

The Veterans' Center is space dedicated to veterans, reservists, and family members. It contains resources and information to support the transition from military to civilian life. Anoka Technical College welcomes and supports veterans, reservists, and their families and recognizes the contributions they make as citizens and as students

For more information about veterans' benefits, contact Charles Egerstrom, North Metro Regional VA Coordinator, at [charles.egerstrom@anokaramsey.edu](mailto:charles.egerstrom@anokaramsey.edu) or 763-433-1113.

To contact the Veterans' Certifying Official on campus, email [registrar@anokatech.edu](mailto:registrar@anokatech.edu) or call 763-576-7740.

Find more information about veterans' services on the college [website](#).

### **Other Student Support Services**

- **Satisfactory Academic Progress Support**

We assist students who have questions or concerns related to the Satisfactory Academic Progress (SAP) standards of the college. This includes assistance for those who have been placed on warning, probation, or suspension.

Find more information on Satisfactory Academic Progress on the college [website](#).

- **Career Services**

We help students prepare for and obtain employment. For assistance developing career goals and choosing a major of study, contact the college counselors, Erica Stene Winkler or Kevin Lindstrom. For assistance developing a resume, writing a cover letter, preparing for interviews, or locating career opportunities, contact the Career Services Office at 763-576-7780.

Find more information about [counseling](#) and [career](#) services on the college website.

- **Financial Resources**

We offer students information on financial aid, scholarships, and grant opportunities.

Find more information on financial aid on the college [website](#).

Find more information about Anoka Technical College Scholarships, provided by the Anoka Technical College Foundation, [here](#).

- **Multicultural Student Center**

Student Center, Room 177

The Multicultural Student Center expands awareness and education about our multicultural society and workforce while broadening our view, acceptance, and appreciation of cultural diversity. The Multicultural Student Center is a source for information, resources, and programming.

Find more information about the Multicultural Student Center on the college [website](#).

- **Student Success Workshops**

Throughout each academic year, we offer workshops focused on promoting skills for success and student wellness. Visit the [college calendar](#) to view upcoming events and workshops.

your strengths + our support = your success

## 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 on the college [website](#).

## TRANSCRIPT REQUESTS

Students may access an unofficial copy of their transcript under the Academic Records area of their eServices account. Students may request an official transcript by placing an order at [www.getmytranscript.com](http://www.getmytranscript.com) and paying the transcript fee. See the college [website](#) for transcript costs. Students do not need to request that an official transcript be sent to another Minnesota State college or university. Rather, contact the receiving institution's Admissions or Records Office and ask them to obtain your eTranscript provided there are no unpaid balance holds on your records.

**Official transcripts will not be released to students with unpaid balance holds.**

## TRANSFERRING CREDITS INTO ANOKA TECHNICAL COLLEGE

### Policy Statement

Anoka Technical College grants transfer credit for individuals enrolled in a program major. Only those courses that are applicable to a student's certificate, diploma, or degree will be considered for transfer. Anoka Technical College will accept in transfer courses that it determines to be comparable or equivalent to specific courses it offers.

### Technical College Credits

Transfer of technical credits will be considered for courses that have been completed within five years prior to application for admission to Anoka Technical College. Students with technical courses that were completed more than five years prior to application should consult with program faculty for options for applicability.

### Minnesota Transfer Curriculum (MnTC) and Other Courses

Anoka Technical College will accept all Minnesota Transfer Curriculum courses and goal areas as defined by the sending institution. However, there is no guarantee that courses from private and non-Minnesota colleges will satisfy MnTC goal areas. These courses are evaluated on an individual basis.

Anoka Technical College will accept courses from other institutions with grades of D or higher. While the college will accept grades of D, individual departments (due to varying departmental policies regarding acceptable grades for graduation) may not accept them.

## Transferring Credits from Other Colleges

To transfer credits from a college or university outside of Minnesota State, the student must submit an official transcript from that college or university to the Records Office for evaluation.

Transcripts from other Minnesota State colleges and universities become accessible to Anoka Technical College once a student has applied to the college. Students do not need to order official transcripts from other Minnesota State schools when transferring within the Minnesota State system.

Once a student is admitted to a declared program major, the transfer specialist will evaluate all official transcripts on file for transfer courses that apply to the declared program. The evaluation will be completed according to Minnesota State Board Policies and Procedures. The transfer specialist will communicate the results of the evaluation within three weeks of admission to a declared major via email. See Transfer Credit Appeal of the student handbook for information on appealing transfer credit results.

## Credit for Prior Learning (CPL)

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, or self-study. It is important to remember that recognition of prior learning is not based on experience, but on what has been learned from that experience.

Students must be enrolled at Anoka Technical College to be eligible. Students are unable to receive this assessment if they have previously taken the course or are currently enrolled in it. The assessment must be completed **prior to or within the first five days of the semester** in which the student receives the credit.

The evaluation is \$75.00 per credit, and this is a non-refundable fee paid prior to the assessment.

The student is responsible for contacting the instructor of the course to perform the assessment. The student and the instructor must complete the appropriate sections of the [Credit for Prior Learning Assessment](#) form.

Anoka Tech may accept the following as credit for prior learning:

- Assessment of Prior Learning
- Credit by Examination
- College Level Examination Program (CLEP)
- Advanced Placement (AP) Exams
- Articulated College Credit (formerly Tech Prep)
- Military Education and Experience

Visit the college [website](#) for more information.

### Assessment of Prior Learning

*(Administered by Anoka Technical College faculty)*

After contacting the instructor of the course, the student must document what was learned and provide enough information so the learning can be assessed accurately. The instructor will specify requirements.

### Credit by Examination

*(Administered by Anoka Technical College faculty)*

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 cut-off score will be used to determine pass or fail by each department.

### College Level Exam Program (CLEP)

CLEP examinations are designed to assess student mastery of introductory college course material in particular subject areas. 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 Minnesota State Board of Trustees Policies and Procedures located at [www.minnstate.edu](http://www.minnstate.edu). A student must arrange for an official report of CLEP examination scores to be sent to Anoka Technical College's Records Office to receive credit.

#### Advanced Placement (AP) Exams

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 AP program may be applied toward an Associate of Applied Science degree or diploma. A student must arrange for an official report of AP examination scores to be sent to Anoka Technical College (ATC) to receive credit.

#### Articulated College Credit (Formerly 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 Records Office at the time of registration. The student will receive transfer credit for these courses and the course(s) will be designated on the student's transcript as a transfer course. The certificates are valid for the length of time stated on the certificate.

#### Military Education and Experience

Anoka Technical College considers academic credit for military education and experience gained while on active duty. An official copy of the student's military transcript is required for evaluation and should be submitted to the Records Office.

## **TRANSFERRING CREDITS TO OTHER SCHOOLS**

Students transferring to another college or university outside of the Minnesota State system, should submit an official transcript to that school for evaluation. See the Transcript Requests area of the student handbook for information about ordering an official transcript. The receiving transfer school will evaluate the transcript to determine what courses they will accept in transfer.

## **TUITION AND FEES**

Tuition and fee rates are set by the Minnesota State Colleges and Universities Board of Trustees and are subject to change. See current rates on the college [website](#).

#### **Tuition Payment**

Tuition and fees are due 15 business days prior to the start of the semester. Check the college [website](#) for tuition due dates. Students who have not made arrangements 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 and fees paid in full. You may pay online through your eServices account.
- Enrollment in the Nelnet Tuition Management Payment Plan 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 Anoka Technical College. Note: Students must submit the FAFSA within 30 days of the beginning of the semester 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 Records Office. This must be completed each semester.
- Veterans using educational benefits had the benefits certified by the [Veterans' Certifying Official](#) at the college.
- Minimum down payment of 15% of total due or \$300, whichever is smaller.

Students registering for classes after the initial payment due date must pay in full or have other payment arrangements in place by the fifth day of the semester.

All accounts not on a payment plan or not paid in full within 30 days of the first aid disbursement may have a late fee assessed. If a student has an outstanding debt, the student will not be able to register for future terms or receive a transcript or diploma 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.

### **Nelnet Payment Plan**

- Anoka Technical College offers a payment plan option through Nelnet Business Solutions for Education. 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 a 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 enroll in the Nelnet payment plan each semester through their [eServices](#) account and authorize automatic payments from a checking or savings account or credit card. A payment plan fee will be charged for each semester enrolled in the payment plan. It is the student's responsibility to notify the [Business Office](#) at least five business days prior to the next automatic payment if things have changed, such as an increase or decrease in the payment amount because of adding or dropping courses.
- Payments may be deferred for only the current semester. The entire balance must be paid in full by the end of the semester. A late fee will be charged for all payments not received by the due dates in accordance with Minnesota State Board Policy 5.11. Failure to make required payments on a timely basis will result in a registration hold. The student must pay the account balance in full before being allowed to 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 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 Nelnet Change of Status Form.

### **Tuition Statement/Bills**

- Billing statements are available online through your [eServices](#) account. "View 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 through eServices.

- Tuition can be paid online, 24 hours a day, through your [eServices](#) account. Click on Bills and Payments, Make a Payment. Acceptable online methods of payment include Visa, Master Card, Discover and e-payments from a 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 Anoka Technical College [Bookstore](#) during business hours. If you have any questions regarding tuition and fees, call (763) 433-1600 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 [Business Office](#) or e-mail [busoff@anokatech.edu](mailto:busoff@anokatech.edu).

### **Fees Charged per Credit**

#### **Senior Citizen**

Minnesota resident senior citizens, 62 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 charged an administrative fee (certain fees will be charged) when auditing a credit course or taking a noncredit course. The request to audit a course can be made at the time of registration for the course. Regular and special fees, books, and other 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, Phi Theta Kappa (PTK), other clubs and activities. These funds are used to sponsor special events for students. The fee is determined annually and posted [here](#).

#### **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 [here](#).

#### **Minnesota State College Student Association Fee**

The Minnesota State College Student Association (LeadMN) fee, assessed to all students, provides for the support of statewide student association by providing training and development of campus leaders, and lobbying of students 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 [here](#).

#### **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 [here](#).

#### **Course Special Fee (charged per credit or flat rate)**

In addition, special course fees may be assessed. Refer to the current online [course schedule](#) for up-to-date information.

#### **Other Fees**

- Advanced Standing Exam Fee:



1. Students who wish to complete a test-out examination to potentially acquire credit for courses shall pay \$75 per credit.
  2. A student will not be permitted to test-out without a receipt showing the fee was paid. Students must make arrangements for all test-outs within the first five days of the semester.
  3. The test fee is nonrefundable and may not be used as a credit against tuition should the student fail and be required to take the course.
- Audit of class/course: Current full tuition and fees are charged for auditing a course.
  - Copies of documentation will be assessed a fee of \$ .50 per page
  - Late fee: \$50 maximum per semester
  - Non-sufficient funds (NSF) or returned payment fee: \$25
  - Payment Plan Fee: \$24 maximum per semester
  - Photo ID Card: \$5 per replacement (Fee subject to change)
  - Placement (ACCUPLACER) retest fee: \$10
  - Stop Check Charge: \$25
  - Tests administered to students of their institutions shall be billed at \$50 per hour plus expenses (fax costs, postage, and telephone).
  - Transcript Charge: \$7.50 per transcript if ordered in person rather than through [www.getmytranscript.org](http://www.getmytranscript.org).

## **VETERANS AND SERVICE MEMBERS**

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. For assistance, meet with the VA School Certifying Official (SCO) in the Records Office, a Success Coach, or visit the Veterans Center on campus.

### **Veteran Benefits and Transfer Credits**

Many academic programs at Anoka Technical College are approved for veteran benefits. Veterans and service members may be eligible for financial aid in addition to military benefits. Prior schooling in military and civilian schools can be evaluated for possible transfer credit.

### **Registration and Attendance**

It is important for veterans and service members to notify the SCO in the Records Office of any changes in registration. The Veterans Administration may also require attendance reports by the student.

## **VISITING STUDENTS**

Students who are not currently admitted as a student at Anoka Technical College but are currently admitted at another Minnesota state system college or university, will be allowed to enroll for up to nine credits as a visiting student. A visiting student's total number of enrolled credits at all system colleges and universities shall not exceed 22 in any semester.

Visiting students are responsible for adhering to Anoka Technical College policies and procedures published in the Anoka Technical College Student Handbook and website. Once registered for a course, students are responsible for all tuition and fees associated with their registration. Students enrolling in courses with prerequisites must provide the appropriate documentation (e.g., transcript).

Financial aid is not available from Anoka Technical College for visiting students. Students taking courses at ATC that are required for their program at another Minnesota State institution may apply for financial aid through their home school via the Minnesota State Consortium Agreement. Students receiving financial aid



from a non-Minnesota State institution must supply a written consortium agreement from their home school.

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

## **VOTER REGISTRATION**

Access to online voter registration is available at [MN Secretary of State Voter Registration](#). Anoka Technical College sponsors a series of activities encouraging students to register to vote and to vote.

## **WITHDRAWING FROM THE COLLEGE**

All students who withdraw from the college must withdraw themselves from their courses through their [eServices](#) account. Students who do not officially withdraw from their courses will receive the grade earned for all courses in which they are enrolled. Students are responsible for dropping or withdrawing from courses. See the Withdrawal Policy (as it applies to financial aid) and to the Adding, Dropping, and Withdrawing from Classes section of the student handbook for additional information.

## **WEATHER, SAFETY, SECURITY, EMERGENCY RESPONSE, AND STUDENT HEALTH**

**Emergencies: Call 911**

**ATC Mobile Security Phone is 612-819-4585**

**If you see or hear something suspicious, say something and report it!**

### **Closing due to Weather Emergencies**

Generally, Anoka Technical College 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 voicemail messaging system, 763-433-1100, will have a recorded message if there are any changes in the hours of operation as will the college website [www.anokatech.edu](http://www.anokatech.edu). Students who signed up for Star Alert will also receive a notification through that system.

Procedures will follow [Minnesota State Policy 4.4](#) Weather/Short Term Emergency Closings.

### **Crime Reporting**

The Public Safety Office, located in room 122 at Anoka Technical College, is the focal point to which criminal/incident reports should be made. Everyone on campus, including students, faculty, staff and visitors, is encouraged to report immediately any and all potentially criminal activity to the Public Safety Office and/or the Anoka Police Department or by calling 911. Individuals reporting incidents to the Public Safety Office may also wish to file a complaint with the police and are encouraged to do so. The Public Safety Office will provide assistance.

Public Safety will also assist students by referring to the Dean of Student Affairs when requested by the student. Campus Security Authority appointed staff members may also refer security-related incidents to the Director of Public Safety. For issues regarding student conduct, a copy of the incident report with student identifying data will be sent to the Dean of Student Affairs for review.

### **Law enforcement response and authority**

Contracted security officers provide routine security support to Public Safety and provide security at Anoka Technical College. Contracted security enforces campus rules and procedures, state and federal laws, and ensure

adherence to the Student Code of Conduct. They are licensed and insured through contract, and exercise citizen's arrest authority. They supplement security with extra posts when requested by the President and the Director of Public Safety. They assist responding law enforcement officers when called for assistance. Local law enforcement is the Anoka Police Department located in Anoka, Minnesota, which has jurisdiction on the Anoka Technical College campus.

**Anoka Police Department 763-427-1212**

Provides primary law enforcement response to Anoka Technical College to include investigations involving sexual assault. Public Safety and Student Affairs have copies of memorandums of understanding involving Title IX support and adherence to Minnesota Statute 135A.15, 2015 and Minnesota Ch. 69, Art 4, Sec 2 addressing campus sexual assault support. Sexual Assault MOUs/MOAs are found on <https://arccpublicsafety.files.wordpress.com/2017/09/mou-atc.pdf>

**Anoka Police Department 763-689-9567**

Provides primary response to Anoka Technical College to include investigations involving sexual assault. Public Safety and Student Affairs have copies of memorandums of understanding involving Title IX support and adherence to Minnesota Statute 135A.15, 2015 and Minnesota Ch. 69, Art 4, Sec 2 addressing campus sexual assault support. Sexual assault MOUs/MOAs can be found on <https://arccpublicsafety.com/>

**Anoka County Sheriff's Office 763-324-5000**

Offers law enforcement support to Anoka Technical College and assists the Anoka County District Attorney's office during an investigation.

ATC Public Safety normally requests/requires a written incident form to begin the investigation process. ATC also may require the assistance of the complainant in the school disciplinary process. ATC will make exceptions when necessary, including cases presenting clear danger to the victim and/or Anoka Technical College community.

**Emergency Notification System (ENS) Notifications can consist of:**

- Alertus (active notifications)
- Star Alert
- Campus loud speakers, runners
- Cisco landline phone systems as appropriate
- Campus email, and/or
- Campus websites, blogs, twitter and Facebook applications

Follow up information is provided as needed.

Every effort will be made to notify the System Office for Minnesota State. Emergency situations may be dynamic and rapidly evolving. Serious and imminent threats may not allow for timely notifications beyond campus populations until time permits.

ATC Public Safety will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, faculty or staff occurring on campus. ATC has numerous systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat. These methods of communication include but are not limited to:

- **Active messaging:** Mobile two-way radios, Cisco voice messaging through landline phones, Alertus messaging and runner/Public Address systems to include fire panel activation.

- **Passive messaging:** ATC will provide emergency information via Star Alert, PA system, social media, web pages, blog sites email messaging. The administration will use campus wide mass email and any other available media such as digital signs, reader boards and internal closed circuit televisions to disseminate emergency notifications to students, faculty and staff. Social media will also be used to disseminate emergency notification either individually or through the Star Alert system.
- **Individual messaging:** ATC utilizes an emergency notification system branded Star Alert, provided by Blackboard Connect, which disseminates emergency notification through SMS text, direct phone calls and email, at the selection of the recipient. This is an opt out/in system.

**Alertus:** Handheld application for smart phones. This information is made available for free through Public Safety, which will align the user with notifications associated with an Alertus activation. Public Safety can be contacted regarding Alertus information.

**Star Alert. If opt in:** Upon enrollment or hiring, students/faculty/staff are offered enrollment in Star Alert using their own Star ID to associate them with ATC systems. Once enrolled in Star Alert, students, faculty and staff are sent an automatic email activating their account and encouraging them to enter additional phone and/or cell numbers, email addresses and selecting other deliver options for receiving emergency notifications. The emergency notification system is updated (daily, weekly, etc.)

**Star Alert. If Opt Out.** Students, faculty and staff have the option of permanently opting out of Star Alert should they choose. For additional information on access, issues concerning individual accounts or other questions contact, the Director of Information Technology or the Director of Marketing and Communications.

ATC will test the emergency response and evacuation procedures at least annually in accordance with this policy and applicable state and federal regulations including Fire Marshall recommendations. Tests may be announced or unannounced and emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year.

Drills, when conducted, should use the full spectrum of ENS notifications to verify reliability of the system. Results of each test will be documented and include a description of the exercise, the date, time, and whether it was announced or unannounced. This information will be maintained with Emergency Management/Public Safety.

### **Timely Warnings**

Timely Warnings will be issued through Star Alert, Alertus, blackboard and communication mediums associated with the Emergency Notification System (ENS). Marketing/communications and the Dean of Student Affairs will assist with notifications to students, faculty, staff and visitors to alert campus populations of an imminent threat/danger, accidents/incidents or law enforcement or medical responses. Examples requiring Public Safety to issue campus-wide warnings include:

- Criminal Homicide, murder, non-negligent manslaughter, negligent manslaughter
- Sex offenses, rape, fondling, incest, statutory rape
- Robbery
- Aggravated assault

- Burglary
- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary actions including arrests for liquor law violations, drug law violations, and illegal weapons possession; persons not included who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.
- Hate crimes, including the number of each type of crime and number of the following crimes that are determined to be hate crimes:
  - Larceny-theft
  - Simple assault
  - Intimidation
  - Destruction/damage/vandalism of property
  - Dating violence, domestic violence, and stalking
- Crimes reported to campus security authorities as defined under appropriate guidelines and procedures
- Crimes that are considered by the school to represent a threat to students and employees
- Immediate threat to the health or safety of students or employees occurring on campus, as described. Campus will use its emergency notification system procedures. If ENS is used, the campus is not required to issue a timely warning based on the same circumstances; however, the campus must provide adequate follow-up information to the community as needed.

Along with campus-wide notification, Public Safety must post contact information in the message to include law enforcement agencies that are the primary lead investigator for any information or witnesses that can help solve the crime.

Crimes reported to pastoral or a professional counselor are not required to provide a timely warning

When warranted, Anoka Technical College will use its emergency notification system procedures. If ENS is used, the campus is not required to issue a timely warning based on the same circumstances; however, the campus must provide adequate follow-up information to the community as needed. Notifications will be generated through the President's office to the campus community.

**If you are a victim of a crime or witness a crime:**

- Call Public Safety (612-819-4585) or the Anoka Police Department (763-576-2800) or call 911 for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities. 911 calls are also networked with Public Safety from calls originating from a landline.
- Obtain a description of the offender(s), including gender, age, race, hair, clothing, and other distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the geographic direction taken by offenders or vehicles and report those to Public Safety and law enforcement agencies.
- Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until police arrive.

**Personal Protection Plan.** Conducted by Public Safety highlighting individual strategies you can implement to protect yourself while on campus. Personal protection plans are available for discussion with a Public Safety professional and are highly recommended in cases regarding no-contact orders or restraint orders.

**Campus Personal Protection Plan Strategies**

- ✓ Use 911 in case of an emergency or when emergency assistance is needed. Do not hesitate!
- ✓ Campus Security can/will provide you an escort to your vehicle.

- ✓ Know to plan ahead. Let someone know where you are going and when you plan to be back (even when you are on campus); consider alternating entry/exit point to campus, consider alternating forms of transportation to campus (rides from trusted friends/families, etc.)
- ✓ Know to never walk alone in isolated areas or unlit areas late at night. Walk with a purpose, head up and not looking at your phone screen.
- ✓ Know your social networking traffic. Don't post personal information on social networking sites. Many vacationers post pictures only to return to a ransacked apartment or home.
- ✓ Be aware of photo tags as they will often tell a predator where you are and what time you were there, including real time.
- ✓ Know your body language signals. Avoid looking down, not using your peripheral vision, and staring into your phone while walking. Act like your head is on a swivel and keep it moving and looking around.
- ✓ Know to look around your car before unlocking it. Keep your car alarm accessible at all times.
- ✓ Know your facility and public safety staff. Let someone know you are on campus during late hours and where you are located (by academic area if possible).
- ✓ As a general rule, know the locations of campus emergency equipment, fire extinguishers, AEDs, fire alarms, other radios, etc.
- ✓ Know your trails/paths at night. Stay on a well-lit, "beaten" path. Avoid remote/heavy vegetation/overgrowth/poor visibility areas.
- ✓ Know your surroundings around ATMs. Cover your pin, do a quick look for "skimmers" that do not belong there, look for folks who "hang" around the ATM
- ✓ Know your campus layout/buildings and office hours; be aware of staff who are working and remember they carry mobile radios to use for help or emergency assistance

**Building Hours:** The campus maintains regular hours when buildings are open to the public. All personnel and visitors are expected to depart the building within 30 minutes of college closing times. Operating hours for the campus are posted on the ATC public website and include special scheduling during student breaks, holidays and summer session.

#### **POLICY REGARDING ALCOHOLIC BEVERAGES ON CAMPUS AND ENFORCEMENT OF UNDER-AGE DRINKING LAWS**

According to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statute 152 Prohibited Drugs, 340A Liquor Act, and 624.71 Liquors in certain buildings or grounds, ATC will implement a program to prevent the use of illicit drugs and the abuse of alcohol by its students and employees. Anoka Technical College prohibits the unlawful possession, consumption (use), sale, or distribution of alcohol by all students and employees and enforces all applicable drinking/liquor laws and policies on campus, including Federal law, Minnesota State law, Anoka City Ordinances and institution policy (ATC Policy:

<http://www.anokatech.edu/en/AboutATC/PoliciesProcedures/Policy1A8>

The possession or consumption of alcohol are prohibited on ATC campus. Consuming alcohol and loitering with an open container of alcohol is a violation of the law in accordance with Minnesota Statute 169A.35 Open Bottle Law. The only exception is for special events authorized by the Minnesota State Colleges and Universities Board of Trustees.

Students are subject to the Student Code of Conduct while participating in school-sponsored activities at off-campus locations. Any violations of the Student Code of Conduct while participating in any such activities will be investigated by ATC Public Safety and the Dean of Student Affairs.

ATC will impose sanctions on students and employees who violate this policy. Disciplinary action may include, but is not limited to, the following:

- completion of an education program;
- completion of community service hours;
- referral to the college counseling office or other appropriate department;
- suspension or separation from ATC;
- referral to law enforcement agencies for prosecution of felony, gross misdemeanor or misdemeanor charges;
- expulsion from ATC

Students who are found to be in possession of an open container or consuming alcohol while on campus will be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative with the Anoka Police Department (who may be called to assist), the student may be subject to citation or arrest.

Employees who are found to be in possession of an open container or consuming alcohol while on campus will be subject to disciplinary action. Non-students/non-employees who are found to be in possession of an open container or consuming alcohol while on campus may be asked to leave campus, may be prohibited from returning for one year, and ,if uncooperative, the Anoka Police Department or Anoka County Sheriff's Office may be called to assist. The individual may be subject to citation or arrest.

Employees are discouraged from consuming alcoholic beverages during lunch or dinner meals when returning immediately thereafter to perform work on behalf of Anoka Technical College. Any employee whose condition or behavior adversely affects his/her work performance shall be subject to possible discipline, up to and including discharge.

When an employee is taking medically authorized drugs or other substances which may alter job performance, the employee is under an affirmative duty to notify the appropriate supervisor of his/her temporary inability to perform the job duties of his/her position. Supervisors shall notify the Director of Human Resources before notifying appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession at work or on college premises. When appropriate, ATC shall also notify licensing boards.

The state of being under the influence of alcohol is prohibited on the Anoka Technical College campus.

Non-students/non-employees who are believed to be under the influence of alcohol may be asked to leave campus, may be prohibited from returning for one year, and, if uncooperative, the Anoka Police Department or Anoka County Sheriff's Office may be called to assist. The individual may be subject to citation or arrest.

Anoka Technical College forbids the use (consumption), possession, manufacture, sale, transportation or furnishing of alcoholic beverages on campus. This prohibition of possession or consumption of alcoholic beverages on campus applies regardless of age. The only exception is authorized use for special functions/events which have been pre-approved by the Anoka Technical College Vice President of Academics and Student Affairs.

ATC enforces the Minnesota drinking laws, including the prohibition of use by persons under 21 years of age, and College policy. If the suspect is underage, local law enforcement will be called for assistance.

### **Drugs on Campus and Enforcement of State and Federal Laws**

Anoka Technical College forbids the possession, use, or sale of illegal drugs on all campuses. This includes, but is not limited to, possession, sale, use, growing, manufacturing and making of narcotic drugs. Anoka Technical College enforces both Minnesota and Federal drug laws regarding the use, possession, and sale of illegal drugs.

## Tobacco Policy and Procedure

ATC campus facilities and vehicles are tobacco-free. Use of any tobacco products is permitted ONLY in the designated area in the courtyard outside the Student Center.

## Health Risks associated with alcohol and drug usage

**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.

Community Resources for treatment near Anoka Technical College:

<u>ADAP—Alcohol and Drug Abuse Program</u> 445 Etna Street Ste 55, St. Paul, MN 55106 651-254-4804	<u>Grace Counseling Services</u> 21471 Ulysses St NE, East Bethel, MN 55011 763-413-8838
<u>Allina Health Addiction Services – Mercy-Unity</u> 550 Osborne Rd, Minneapolis, MN 55432 763-236-4300	<u>Hazelden Foundation</u> 15251 Pleasant Valley Rd, Center City, MN 55012 1-877-464-2193
<u>Anoka/Metro Regional Treatment Center</u> 3301 7th Ave N, Cronin Building, Anoka, MN 55303 651-431-5000	<u>Spirit River Health Recovery</u> 209 6th Ave S, Princeton, MN 55371 763-389-5080

<u>Dellwood Recovery Center/Allina Health Center</u> 701 S Dellwood Ave, Cambridge, MN 55008 763-688-7723 <a href="http://www.allinahealth.org">www.allinahealth.org</a>	<u>Transformation House</u> 1410 S Ferry St, Anoka, MN 55303 763-427-7155 <a href="http://www.transformationhouse.com">www.transformationhouse.com</a>
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### **Emergency Response, Notification, and Evacuation**

Everyone is encouraged to sign-up (opt-in) for Star Alert by visiting <http://www.anokaramsey.edu/about-us/safety-security/> and clicking “Star Alert.”

Emergency notification applies to a wide range of threats such as crimes, gas leaks, highly contagious viruses, or severe weather situations. In such cases, emergency notifications will be made by methods that most effectively fit the situation. Based on the situation, the following methods of warning maybe selected: Emergency Notification System, Star Alert through blackboards messaging system (SMS, Email, voicemail), college website/SharePoint/blog sites, flyers on doors, announcements on campus hallway electronic signage systems, in-person class announcements, public address systems, amber strobes (machine trades/automotive) mobile radios, campus e-mail, marketing and public information news releases, campus eye, social media (campus Facebook/Twitter), in-person contact, subsequent community meetings and/or voice mail.

Anoka Technical College will issue a timely warning to members of the campus community in cases where it is determined that an ongoing threat to students and employees continues to exist. The Director of Public Safety and the Vice President of Academic and Student Affairs or an On-Duty administrator will normally make the initial evaluation to confirm there is a significant emergency or threat with close coordination with the President’s office. In some cases, the Campus Emergency Response Team may be recalled to aid in decision-making for prolonged emergency management and incident command decisions. Campus emergency management teams will consist of Operations, Logistics, Support and Administration elements.

Immediate notification for events such as severe weather, fire, lockdown situations, etc. will normally be made on the campus Emergency Notification System through Public Safety. Emergency response teams will be activated to complete additional notifications and response actions based on the nature of the emergency. The campus Emergency Response Plan outlines procedures and responsibilities in response to campus emergencies. Additional notifications will be made by or in coordination with emergency response agencies having operational control of the emergency response.

### **Emergency Situation Training, Drills and Exercises**

Training, drills and exercises are conducted at various times of the year to ensure members of the campus community are aware of actions to be taken in the event of emergency situations. These activities include individual, group or campus-wide training. College employees may be assigned special duties and/or responsibilities for emergency response and will receive training to complete these actions. Students and other persons who may be on campus during an emergency cannot be expected to have training on campus emergency procedures. All employees are expected to assist in directing students and others on proper actions during emergency situations.

Annually, a number of drills are scheduled to help train the campus community on campus emergencies including fire, severe weather/tornado, lockdowns and armed intruders. These trainings and drills may include walkthroughs and informational displays with local emergency responders up to full-scale multifunctional drills with community partners. Other times, a faculty member or supervisor may simply review procedures with an individual, class or work group to ensure proficiency during emergencies.



Fire drills will normally be conducted annually. Instructors in classes not in session during drills will discuss procedures with each class during the same week of the drills. Actual fire alarms with evacuation will also count as a drill, and will be recorded in the campus events log.

Severe Weather/Tornado Drills: Training will normally be conducted annually in conjunction with State of Minnesota testing in April. Instructors in each class will discuss the weather/tornado warning system and where the nearest safe areas are located in the building.

Anoka Technical College takes guidance from the document “Action Guide for Emergency Management at Institutions of Higher Education” by the US Department of Education.

### **Timely Warning**

ATC will issue a timely warning to members of the campus community in cases where it is determined that an ongoing threat to students and employees continues to exist. The Director of Public Safety, Vice President of Academics and Student Affairs, and/or an On-Duty administrator will normally make the initial evaluation to confirm there is a significant emergency or threat with close coordination with the President’s or designee’s office. In some cases, the Campus Emergency Response Team may be recalled to aide in decision making for prolonged emergency management and incident command decisions.

Immediate notification for events such as severe weather, fire, lockdown situations, etc. will normally be made on the campus Emergency Notification System through Public Safety. Emergency response teams will be activated to complete additional notifications and response actions based on the nature of the emergency. The campus Emergency Operations Plan outlines procedures and responsibilities in response to campus emergencies. Additional notifications will be made by or in coordination with emergency response agencies having operational control of the emergency response.

### **Victim Assistance**

#### **Key Contact Numbers:**

Public Safety: 763-433-1184 / 612-819-4585

ATC Dean of Students: 763-576-4268

Anoka County District Attorney’s Office: 763-324-5550

Anoka County Victim/Witness Service: 763-324-5540 or email [victimwitness@co.anoka.mn.us](mailto:victimwitness@co.anoka.mn.us)

**e-brochure at:** <https://www.anokacounty.us/DocumentCenter/View/10455>

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the institution, below are the procedures that the institution will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Anoka Technical College, Public Safety, or the Dean Student Affairs, who is also the campus Title IX coordinator, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested.

#### **Anoka Technical College will:**

Provide complainant with written information to access medical care, depending on when reported (immediate vs. delayed report).

- Assess immediate safety needs of the petitioner/complainant;

- Assist complainant with contacting local police if complainant requests and provide contact information for local police department;
- Provide complainant with referrals to on and off campus mental health providers;
- Assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties;
- Provide a “No Trespass” directive to accused party if deemed appropriate;
- Provide written instructions on how to apply for an Order of Protection;
- Provide a copy of the Sexual Violence Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution;
- Inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is;
- Enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

**No-Trespass order:** When appropriate, Anoka Technical College may pursue legal action against a respondent, including, but not limited to, no-trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. No Trespass authorization is generated by the Vice President of Academic and Student Affairs and can be also be coordinated with Anoka Police Department or Anoka County Sheriff’s Office. No Trespass orders need to have an exact location of the person to whom the no-trespass order was directed. Contact with the respondent can be either through mail or direct contact.

**Assistance for Victims - Rights and Options:** Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Anoka Technical College Public Safety will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

In Minnesota, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

- Be informed of prosecutor’s decision to decline prosecution or dismiss the case along with information about seeking a protective or harassment order at no fee
- Protection against employer retaliation for victims to take reasonable time off to attend order for protection or harassment restraining order proceedings
- Domestic abuse victims have the ability to terminate a lease without penalty
- Sexual assault victims can make a confidential request for HIV testing of a convicted offender
- Sexual assault victims do not have to pay the cost of a sexual assault examination
- Sexual assault victims may not be required to undergo a polygraph examination in order for an investigation or prosecution to proceed.

Further, ATC complies with Minnesota law in recognizing Orders of Protection and Harassment Restraining Orders.

#### **Procedures for Protection order or restraining orders:**

Issue orders:

- Public Safety will be the point of contact (POC) for all matters dealing with courts/police issued documents
- Public Safety will work in conjunction with the Student Affairs/Title IX appointed monitor
- Public Safety must review documents and accompany officer/agent to deliver the court order
- Student/faculty/staff are located on campus with assistance from the Registrar’s Office and student records
- Issuing orders will be done using utmost discretion to not disturb the learning environment while protecting the individual (seek instructor first, have the student excused and issue the order in an appropriate location)

- Monitor issuing order to ensure a peaceful/uneventful exchange takes place
- Public Safety will maintain a copy of the order, until the time of the order has expired, and treat it as confidential until destroyed

#### **Safety Action Plan provided through Public Safety**

- Determine if victim needs an escort to and from school; ascertain times/dates of classes
- Provide immediate numbers to contact in case of an emergency/duress to include 911
- Determine if classes can be provided in different formats to include online or webinars
- Vary routes to and from campus; consult with someone when you are leaving or have arrived on campus
- Vary entry/exit points to campus; ensure you have a means of communicating in an emergency
- Know your entry/exit points; know who is on campus that is an employee in case of emergency
- Contact Public Safety to personalize your safety plan to meet your needs and help develop a Personal Protection Plan of action

Any person who obtains an order of protection from Minnesota or any reciprocal state (Under VAWA's full faith and credit provision, every state must recognize and enforce protection orders issued in other states, as if issued in the enforcing state) should provide a copy to Anoka Technical College Public Safety and the Dean of Student Affairs/Title IX Coordinator. Information would be shared on a need-to-know basis to identify and prevent that individual (respondent) access to campus or the individual for which the order was protecting.

A petitioner/complainant may then meet with Anoka Technical College Department of Public Safety to develop a Safety Action Plan, which is a plan for campus officials and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.) Anoka Technical College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services. Protection from abuse orders may be available through the local county court at no cost. Anoka Technical College through Student Affairs may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, Anoka Technical College offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal investigation of the complaint. If reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement.

Additionally, personal identifiable information about the victim will be treated as **confidential** and only shared with persons with a specific need to know who are investigating/ adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).)

Anoka Technical College will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

#### **DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS**

The purpose of this policy is to set forth the Anoka Technical College's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988

(Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Anoka Technical College recognizes the reality of chemical dependency and is aware of its occasional presence in the Anoka Technical College community. As a safeguard against this dependency, numerous campus organizations provide prevention programs to the Anoka Technical College community.

Anoka Technical College adheres to the federal Drug-Free Schools and Campuses Act (DFSCA) and Minnesota State Board Policy 5.18 which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on Anoka Technical 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 electronic Student Handbook, which is made available to every student and employee and included with the annual Campus Crime and Security Report, which is available to every student and employee. Anoka Technical 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.

**Students** who are found to be in possession of an open container or consuming alcohol while on campus will be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative, Anoka Police Department or Anoka County Sheriff's Office may be called to assist, and the student may be subject to citation or arrest.

**Employees** who are found to be in possession of an open container or consuming alcohol while on campus will be subject to disciplinary action. **Non-students/non-employees** who are found to be in possession of an open container or consuming alcohol while on campus may be asked to leave campus, may be prohibited from returning for one year, and, if uncooperative, Anoka Police Department or Anoka County Sheriff's Office may be called to assist, and the individual may be subject to citation or arrest.

**Students** who are believed to be under the influence of alcohol may be subject to disciplinary action for violating the Student Code of Conduct. **Employees** who are believed to be under the influence of alcohol may be subject to disciplinary action. **Non-students/ on-employees** who are believed to be under the influence of alcohol may be asked to leave campus, may be prohibited from returning for one year, and, if uncooperative, Anoka Police Department or Anoka County Sheriff's Office may be called to assist, and the individual may be subject to citation or arrest.

### **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 Minnesota State Board Policy 5.18, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at Anoka Technical College and at college-sponsored events is prohibited.

### **Educational and Treatment Programs:**

- Anoka Technical College provides periodic information and training for employees and information to students that foster a drug- and alcohol-free environment.

- Counselors are available to assist students deal with personal concerns the might interfere with their academic work while at Anoka Technical College. Services are free and confidential and can be arranged by contacting the Counseling Department.
- The Employee Assistance Program (EAP) is available to all Minnesota State employees. EAP can assist employees by providing a professional assessment of a possible alcohol or drug problem. The mission of EAP is to provide confidential, accessible services to individual employees and state agencies in order to restore and strengthen the health and productivity of employees and the workplace. For additional information, contact the Human Resources Department.
- Community area substance abuse treatment center referrals are available.

Numerous training materials are available and current on Drugs and Alcohol policies/guidelines/statutory language at: [Policy 1A.8: Drug Free Campus](#)

#### **Fire Safety Education:**

**Fire Drills:** As required by state law, a fire drill is scheduled with your local Fire Marshall for each semester. These fire drills are to provide a realistic practice situation. Failure to evacuate during a fire drill could result in prosecution.

**Fire Safety Equipment:** Fire extinguishers are located throughout each building for the protection of the residents. Misuse of fire extinguishers including breaking or smashing the fire extinguisher glass will result in disciplinary action. Most rooms at ATC have a sprinkler system and fire doors that will automatically turn on or will close in case of fire. The system will continue to operate until turned off by campus personnel or the fire department. This system can be accidentally activated when hit by an object; therefore, take proper precautions not to accidentally bump the system. There must be at least an 18 inch radius around the sprinkler, with no objects placed on or near it. Horseplay or misuse by anybody could be held financially responsible for costs associated with damage to the sprinkler system. Vandalism/damages may result in disciplinary action.

**Evacuation Procedures:** Emergency evacuation routes and severe weather locations are posted in all buildings on each floor throughout campus.

If you hear an alarm:

1. Close windows, open curtains, and turn on lights.
2. Check for heat on door and then open slowly and check for smoke.
3. If smoke is thick and/or fire is present, remain in your room with the door closed. Block air vents and door crack with towel or clothing. Call the 911 immediately. Identify yourself and your location.
4. If smoke is absent, exit the building using the nearest exit. Close and lock your door when you leave.
5. Stand away from the building 100 feet and do not re-enter until the all-clear is given by on scene commander and Public Safety staff or civil authorities.

If you see a fire:

1. **Sound the alarm**
2. **Call 911.**
3. **Exit the building. Evacuation procedures are posted in each building.**

Regardless of 911 reports, all fires that occur on ATC campus property should be reported to Public Safety. An incident report will be completed and filed accordingly.