

CLC Student Handbook 2018-19

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About the College

Central Lakes College – Brainerd and Staples is one of 37 Minnesota State Colleges and Universities, offering excellent, affordable education in 54 communities across the state.

We are a comprehensive community and technical college serving about 5,500 students per year. With a knowledgeable, caring faculty and modern, results-oriented programs in comfortable facilities, CLC is the college of choice for seekers of success.

Our roots are deep in a tradition dating to 1938 in Brainerd and 1950 in Staples. Communities across central Minnesota are filled with our graduates.

Central Lakes College (CLC) begins making an impact early, meeting each student at different points along their educational journey and helping them toward their chosen pathway. A robust concurrent enrollment program, well-tailored technical programs, and an associate of arts degree enables a student to start at CLC, saving time and money. Students who have earned the associate's degree may then elect to transfer to any Minnesota State four-year college or university.

The range of options for students at CLC is unique to the region and includes more than 70 program selections that will jumpstart career opportunities after graduation. Home to the North Central Regional Small Business Development Center, CLC is the center of economic development helping young businesses thrive, while it remains at the cutting edge of farm research through its Ag and Energy Center.

Mission:

We build futures.

At Central Lakes College, we-

- provide life-long learning opportunities in Liberal Arts, Technical Education, and Customized Training programs;
- create opportunities for cultural enrichment, civic responsibility, and community engagement; and
- nurture the development and success of a diverse student body through a respectful and supportive environment.

Values:

Excellence, Innovation, Inclusion, Community

Vision Statement:

Central Lakes College inspires learning, advances innovation, and transforms lives.

History

The roots of Central Lakes College run deep in both our Brainerd and Staples communities. The college's origins date back to 1938, when Brainerd Junior College opened on the third floor of Washington High School with 12 students. It operated as part of the Brainerd School District under the leadership of Emil Heintz.

With growth of enrollment, the college expanded to the basement and first floor of Lincoln Elementary School in 1957.

Across the river in Staples, the State Board of Education granted approval for an area vocational technical school in Staples. Classes started in fall 1960 under the leadership of Michael J. (Mike) Mantanich.

By 1963, liberal arts and career education began defining their individual focus. That led to Brainerd State Junior College becoming part of the new state system. The local school district retained the career programs, which becomes Brainerd Area Vocational Technical School in 1964.

The first building on the campus in southwest Brainerd (now CLC) was the first in Minnesota built specifically as a junior college in 1964. There, programs expanded, including community theatre. Under the leadership of Bob Dryden, a new Fine Arts building addition is completed, featuring a 300-seat performance space in 1971.

Just two years later, the school changed names from Brainerd State Junior College to Brainerd Community College (BCC).

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The college's footprint continues to expand with the addition of a student services and administrative areas in 1989. Two years later, the State Technical College Board combined the administration of the two technical colleges to create Brainerd Staples Technical College (BSTC).

By 1995, three state systems for higher education combined to form the Minnesota State Colleges and Universities system (now Minnesota State). This paved the way for Brainerd Community College and Brainerd Staples Technical College to merge and become Central Lakes College. A year later, a \$24 million two-story addition opened as part of the newly combined college. The building featured all new technical program labs and a central core for student services.

Expansion continued in Staples when a 360-acre Heavy Equipment Campus, including a lab/classroom facility was built in 2003. Come 2007, a 30,000-square-foot service center was added.

Today, the college continues its mission in helping students "Build Futures" through inspired learning, innovation and transforming lives.

Accreditation

Central Lakes College is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools located at:

30 North LaSalle Street, Suite 2400

Chicago, IL 60602-2504

Phone: 800.621.7440/312.263.0456 Fax: 312.263.7462

www.ncahigherlearningcommission.org

First accredited as a single entity on July 1, 1995. The result of the merger of Brainerd Community College, first accredited in 1977, and Brainerd Staples Technical College, granted Candidate for Accreditation status in 1994.

Most recent reaffirmation of accreditation: 2012 - 13

Next reaffirmation of accreditation: 2022 - 23

Scholarships

The Central Lakes College Foundation is a nonprofit 501C-3 organization formed to solicit, receive and administer gifts, grants, bequests and donations. It provides a tax-exempt vehicle for people to donate to the college and thereby provide educational opportunities for Central Lakes College students. Private and corporate contributions are critical to fulfilling the college's missions. Persons or groups desiring to contribute to the Foundation may contact the Foundation Director. The mission of the CLC Foundation is to provide financial assistance in the form of scholarships to students at CLC. Scholarship applications are available through the Foundation office or can be submitted online at www.clcmn.edu/foundation.

Annual Notice

Central Lakes College is an open entry institution offering liberal arts and sciences and career and technical programs in the following areas of study:

- Liberal Arts and Sciences/A.A Transfer Degree
- Agricultural, Horticulture and Natural Resources
- Business and Accounting
- Child Development and Special Education
- Dental and Nursing
- Information Technology and Computers
- Law Enforcement
- Welding, Robotics and Machine Tool Technology
- Graphic Design and Videography
- Automotive, Marine and Diesel Mechanics and Heavy Equipment Operation
- Occupational Skills

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

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

Lack of English skills will not be a barrier to admission or participation. In order to eliminate barriers we take appropriate measures to assess each student's ability to participate and benefit through placement testing and counseling. Based on the assessment and counseling, students are then provided with campus services or a referral to community services to be better prepared for successful participation.

Nondiscrimination Coordinators:

Title IX Coordinator – Mary Sam, E132, 218-855-8159

Accessibility Services Coordinator – Mallori Sheik, Room E138, 218-855-8175

This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

The lack of English skills will not be a barrier to admission and participation.

Admissions

Admissions Policy

Central Lakes College has an open admissions policy. The college serves students from a variety of educational backgrounds in keeping with its goals of providing a quality, affordable education.

Once admitted to CLC, students may enroll in any course or program as long as individual course prerequisites are met and space for effective instruction is available. The college will guide a student's enrollment based on academic skills assessments, previous achievement and other criteria as explained in this section.

Students applying for the programs with selective admissions criteria may be required to take additional tests for admissions purposes. Students who do not meet the standards for admissions into a certain program may enroll in developmental courses designed to help them meet program qualifications.

Admission to Central Lakes College

It is the policy of CLC to admit students who are able to benefit from the educational offerings of our institution. Admission to CLC does not guarantee admission to a specific program. Fiscal and facilities considerations may limit admission to a particular program.

Admission Requirements:

1. Early application is recommended for best selection of classes at registration.
2. Online applications are available at www.clcmn.edu. Paper versions are available upon request.
3. A high school student may be admitted as a PSEO student on the basis of:
 - a. College readiness as decided by the college, and/or
 - b. Recommendation by the student's high school principal or designee.
4. Admission to the Heavy Equipment, Nursing and Criminal Justice programs require additional criteria. Contact the Admissions Department for details.

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5. Heavy Equipment Maintenance and Operation and Diesel and Heavy Equipment Mechanics students are required to take a drug test prior to registration for classes. Acceptance into a program major is on a space available basis. See "PSEO" section for details.

Immunization

Minnesota Law (M.S. 135A.14) requires that all students born after December 31, 1956 and/or graduated from high school prior to 1997 and enrolled in a public or private postsecondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella.

The student must provide the college with immunization information required by law prior to the commencement of student's second semester. A registration hold will be placed on records for students not providing immunization information.

The information is made available for review by the Minnesota Department of Health and the local community health board. Students wishing to file an exemption to any or all of the required immunizations should request a separate form for required physician and notary signatures.

Immunization against Communicable Diseases

It is strongly recommended that all entering freshmen and transfer students be immunized for measles and rubella before they register for classes at CLC.

College Readiness

Students are encouraged to take College Readiness courses as early in their college career as possible. These College Readiness skills are prerequisites for some courses.

Assessment Testing for College Readiness

Central Lakes College is dedicated to supporting student success. As part of that commitment to student success, Central Lakes College adheres to the Minnesota State policy to assess the reading and mathematical skills of new students in an attempt to match current skills with the CLC curriculum.

CLC shall require all students to complete incoming student assessment that includes measures of reading comprehension and mathematics on system-endorsed tests. The incoming student assessment shall not be used to make college admissions decisions. Placements received as a result of assessment testing are mandatory.

Students with documented disabilities shall be tested with system-endorsed, adaptive tests through Accessibility Services. Please contact them at 218-855-8175 or accessibilityservices@clcmn.edu to inquire.

Self-identified English Language Learner (ELL) students can select to take demonstrate English proficiency by one of the following:

- Official TOEFL (Test of English as a Foreign Language) examination scores. Minimum composite score requirements are: 61 (Internet based) 173 (computerized) or 500 (pencil/paper)
- Official ELL results from an ELL center.
- Completion of the ELL Accuplacer assessment. ELL students will be assessed in all areas of reading, writing, sentence meaning and listening
- ELL students may select a series of English for Academic Purposes courses, which focus on reading, writing, listening and speaking.
- The lack of English skills will not be a barrier to admission and participation.
- Exemptions: Students who have indicated on their admissions application that they are not seeking a degree, diploma, or certificate do not need to take the assessment tests unless they register for: (1) classes in English and mathematics; or (2) classes requiring a prerequisite based on scores/placements received during assessment testing. Information regarding prerequisites can be found in the course listing section of the semester schedule. (NOTE: Students indicating that they are not seeking a degree, diploma or certificate are not eligible for financial aid.)
- Students enrolled in partnership agreements and/or management programs (FBM), non-credit continuing education or customized training classes are exempt from testing.

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- Students with college-level coursework in English composition or mathematics shall have documented credits evaluated to determine exemption status. Students taking six or fewer credits within one term are exempt from testing unless they register for English or mathematics classes.
- Students may transfer assessment scores to CLC from other Minnesota State institutions provided that they have been taken within the past three years for reading and past two years for math on Minnesota State system endorsed tests. Scores will then be evaluated for placement into CLC coursework.

Minimum Standards for Access to General Education Courses

CLC shall adhere to Minnesota State guidelines for placement into college level courses in reading and math. Students placing below college level coursework shall be placed into developmental coursework as indicated. CLC instructors shall evaluate student's progress through curriculum and determine next sequenced placement. Developmental Education Students placing into developmental education curriculum shall be provided coursework that will prepare them for entry into college level courses or technical/occupational programs. Annual Report on College Readiness CLC shall annually report its assessment data, according to system reporting procedures.

Accuplacer Testing Exemptions

Students seeking exemption from testing based upon previous college coursework must work with a CLC Advisor to complete the Assessment Exempt process. Students holding a two-year or four-year degree from an accredited U.S. institution may be exempt from assessment testing and may be determined to meet the program entrance requirements for a technical program. Students seeking exemption from testing based on previous degrees must work with a CLC Advisor to complete Assessment Exempt Process. Students seeking exemption from testing based on ACT/SAT subscores that are within two years old must submit documentation for review to Assessment Center staff. Students enrolled in partnership agreements and/or management programs (FBM), non-credit continuing education or customized training classes are exempt from testing.

Course Placement in Developmental Education

Students shall enroll in the developmental coursework in which they were placed. Subsequent progression will be determined by the instructor and prerequisites. Retesting of current students will occur only if instructor recommended. For technical programs, students must meet the requirements to begin program coursework. If developmental coursework is required, developmental coursework must begin during the first semester of enrollment.

Post-Secondary Enrollment Options (PSEO) Procedures

The Post Secondary Enrollment Options program (PSEO) was established as an enrichment program for high school juniors and seniors. PSEO students are expected to perform to the standards to which the college's non 241 PSEO students are held accountable. These include policies regarding academic standing and student conduct.

PSEO Admissions Criteria

12th grade student/Senior must have a high school GPA of 2.5 or greater.

11th grade student /Junior must have a high school GPA of 3.0 or greater.

10th grade student /Sophomore: a student who is in 10th grade and has attained a passing score on the 8th grade Minnesota Comprehensive Assessment in reading. Students who do not meet the standards listed above must request an appeal through the Admissions Department.

PSEO Admissions Process

1. Student applying as a PSEO student must provide the following information to the Admissions Department:
 - a. CLC Application for Admission
 - b. Completed PSEO form signed by student, high school official and parent (if under 18).
 - c. Current high school transcript

PSEO Enrollment Information

- PSEO students shall not register for developmental courses (college courses numbered below 1000 or Technical Education courses numbered below 1000).
- PSEO students will register on assigned registration days according to total credits earned. Students must complete a post secondary option form each semester, which must be signed by a high school official and parent (if under 18). This form must be submitted to the Admissions Department.

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- Post Secondary Enrollment Option (PSEO) students are allowed to charge required books and a reasonable amount of required supplies that will be used up in their courses. Books charged by PSEO students are the property of Central Lakes College. Books must be returned to the bookstore at the end of the semester.
- PSEO students are not eligible for financial aid, CLC scholarships or work-study.

PSEO Academic Standard for GPA and Course Completion

PSEO applicants who do not meet the admissions requirements and are denied acceptance have the right to appeal the decision to the college. An appeal must include:

- a. A statement by the student in writing defining how they can be academically successful as a PSEO student at CLC.
- b. A letter of recommendation from the high school counselor or principal stating the student can be academically successful at CLC and that the high school supports the student's admission to the college. Notification of the decision will be sent to the student no later than the end of the fifth day of the semester.

PSEO Students with Disabilities

PSEO applicants with disabilities must follow the procedure outline for all PSEO applicants. Students wishing to receive disability services must provide the Accessibility Services Office with current documentation. Students with disabilities, who are appealing a denial for admissions, may provide letters of support from their Special Education teacher for consideration.

Admission of Transfer Students

Students transferring to Central Lakes College from other colleges must request official transcripts of all previous college work be forwarded to the Central Lakes College Office of Students Records. Students who have attended other Minnesota State institutions should complete the eTranscript Request form to alert CLC to conduct a transfer review of their Minnesota State credits.

Admission of International Students

International applicants (new and transfer) who are not permanent residents or citizens of the United States may be considered for admissions after submitting the following:

- a. A completed International Student Application for Admission.
- b. Official transcripts from each high school/secondary school, college, university, and ESOL program attended. Transcripts must be translated into English, officially stamped, and mailed by the institution.
- c. Documentation of English proficiency by providing one of the following:
- d. Official TOEFL (Test of English as a Foreign Language) examination scores. Minimum composite score requirements are: 61 (internet based) 173 (computerized) or 500 (pencil/paper)
- e. Official ESOL results from an ESOL center. Must have completed 109 for admissions or
- f. A grade C or better in a college level English.
- g. Completion of the ESOL Accuplacer assessment. ESOL students will be assessed in all areas of reading, writing, sentence meaning and listening
- h. Financial Documentation: Declaration of financial resources in U.S. currency to ensure that there are sufficient funds available to cover applicant's school and living expenses for one year. Please note that students can not rely on financial aid from the college or employment in the U.S. as a source of income.
- i. U.S. Form I-134 Affidavit of Support is required if a third party will be providing some or all support while attending CLC.

Internal Student Application Deadline:

Fall Semester: May 1
(F-1 Transfer students – July 1)

Spring Semester: October 1
(F-1 Transfer students – December 1)

International students on an F-1 visa must:

1. Purchase the Minnesota State International Student Accident and Illness Insurance Plan upon enrollment.
2. Provide written proof of immunization against diphtheria, tetanus, measles, rubella, and mumps as required by Minnesota Law (M.S. 135A.14)

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3. Be enrolled full time completing at least 12 credits each term.
4. Pay tuition in full by required due dates.

Admission of English as a Second Language and Other Language Learners

Self-identified English requiring ELL services and seeking admission to the college may be considered for admission after submitting the following:

1. A completed Application for Admission.
2. A high school diploma, G.E.D. Official school transcripts from high school or postsecondary institution; transcripts must be translated into English and officially stamped and mailed.
3. Written proof of immunization.

International Students who are unable to meet the acceptance criteria for Admission may appeal for admission into Central Lakes College. For more information, please contact the Central Lakes College Admissions Department.

The lack of English skills will not be a barrier to admission and participation.

Determination of Residence

Students who seek to qualify for in-state residence status must meet the following threshold requirements:

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

Students determined to be a non-residents at the time of application, may appeal their status by completing an Admission Appeal.

Reciprocity

Residents of South Dakota, North Dakota, Wisconsin and Manitoba, Canada are eligible to attend Minnesota public institutions under the reciprocity agreements with the State of Minnesota. CLC charges in-state tuition to all students unless another state's reciprocity agreement dictates otherwise.

Program Major Changes

1. Students who are planning to change programs need to follow the following process:
2. Complete a Program Change form (available online under Admission/forms).
3. It is recommended that students meet with an Advisor to discuss a program change.
4. Submit the completed Program Change form to the Admissions office.

Students are accepted into programs on a first-come, first-serve basis by the date of application or by the date of the Program Change form. Students who do not follow the proper procedure to change programs may be placed on a waiting list for their desired program if space is not available.

College in the Schools (CIS)

The College in the Schools Program (CIS) was established as an enrichment program for high school students giving them an opportunity to take college classes in their high schools. Students are expected to perform to the standards to which the college's non-CIS students are held accountable. These include policies regarding academic standing and student conduct.

College in the Schools Criteria

A high school junior/senior applying as a CIS student must meet the following criteria:

1. 12th grade/senior must have a GPA of 2.5 or greater
2. 11th grade/junior must have a GPA of 3.0 or higher
3. 9th or 10th grade must rank in the upper one-tenth of their class or attain a score at or above the 90th percentile on a nationally standardized, norm-referenced test, or letter of recommendation from high school official.

CIS Enrollment Information

1. Students must submit an application and high school transcript to the representative at their high school
2. CIS students receive books at no cost for their classes.

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3. CIS students are not eligible for financial aid, CLC scholarships or student employment. CIS Admissions Appeal Process CIS applicants who do not meet the admissions requirements and are denied acceptance have the right to appeal the decision. Students will contact their high school representative for details on appeal process.

What constitutes an Appeal for Admission into CIS?

An appeal must include a letter of recommendation from the high school counselor or principal stating the student can be academically successful at CLC and that the high school supports the student's admission to the college. CIS Academic Standard for GPA and Course Completion CIS students are required to maintain a minimum grade point average and course completion rate in order to continue their participation in the program. CIS students must maintain a cumulative GPA of 2.0 (C average) in their CLC courses and complete 67% of the courses that they attempt. If a student falls below either of these levels, they will receive a letter indicating that they are dismissed from the PSEO program. Under extraordinary circumstances appeal or dismissal from the CIS program will be re-considered.

Registration

Records and Registration Services

Many of the Records & Registration services such as adding and dropping courses, changing your address, and printing your own unofficial transcript are now available on the Web. For Records & Registration Services on the Web, go to www.clcmn.edu and click on the E-Services. To access registration services on the Web you will need your StarID & Password. You must activate your StarID before you can use it. Your Password is considered your "signature" and must be kept confidential since it will allow access your private data. If you have any problems activating or using your StarID, contact the Minnesota State ITS Help Desk at 1-877-466-6728.

Registration Procedures

Students may register for courses by using the eservices. Registration procedures vary depending upon whether the student is a new, returning, or in a program at the time of enrollment. When enrollment has discontinued for one year, the student is subject to the degree, diploma, or certificate requirements stated in the program that is current at the time of re-enrollment. Students who wish to enroll in more than 19 credits fall or spring semester, must have a 'Request for Additional Credits' form signed by an advisor. Students who wish to enroll for more than 9 credits during the summer semester, must have a 'Request for Additional Credits' form signed by an advisor. The college reserves the right to withhold registration privileges from students with unpaid college financial obligations.

Add/Drop Courses

Students are entitled to have the opportunity to attend one class session for each registered, for-credit course, without obligation. Students are permitted to add and drop courses up to the first five days of the semester, or one business day after the first class meeting, whichever is later. Students are financially obligated for any classes not dropped after the fifth business day of the term, or one business day after the first class session, whichever is later and students are not able to have those courses removed from their academic record. For purposes of this policy, business days are defined as Monday through Friday (excluding posted holidays).

Repeating a Course

A course may be repeated for an improved grade. Only the highest grade earned will be counted toward a degree and in the computation of the overall numerical grade point average. This policy applies to all grades including "F" grades. However, both the original and the repeated grade will appear on the student's transcript. Tuition and fees will be charged each time.

Preferred Name Policy

CLC Policy 1B.1.3 Preferred Name Policy. CLC recognizes and supports students who wish to use preferred names where legally permissible. Students may designate a preferred name to be used in the course of college business and education. Preferred Name Change Forms are available in the Office of Records and Registration.

Transcript Requests

The Records and Registration Office maintains student academic records. Transcript records show all course work for which a student was registered during each term of enrollment and the grades awarded for those courses. Requests for transcripts can be made in person, by fax, by mail or electronically. Transcript requests will not be accepted via e-mail. If

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an official Central Lakes College (CLC) transcript is needed for a Minnesota State college or university, that institution may be able to obtain the CLC transcript electronically.

Please contact that institution directly for further information. A complete listing of the Minnesota State colleges/universities can be found at www.minnesotastate.edu/campuses. Unofficial transcripts may be obtained on the CLC registration website www.clcmn.edu/registration. Students will need their StarID and password to access their transcripts.

Transcript Hold

Academic student transcripts are not released for students with financial obligations. This includes unreturned library materials, media equipment and physical education equipment and unpaid tuition, fees or bookstore charges.

Academic Grading System

The college operates on a semester system. After each semester students may retrieve their grades from the Central Lakes College website www.clcmn.edu/registration.

The following grades are used at CLC:

Grade	GPA	Description
A+	4.0	Excellent
A	4.0	Excellent
A-	3.67	
B+	3.33	Above Average
B	3.0	
B-	2.67	
C+	2.33	
C	2.0	Average
C-	1.67	
D+	1.33	Minimum Passing
D	1.0	
D-	0.67	
F	0.0	Failing (For courses #1000 level or above)
FN	0.0	Non-attendance
FW	0.0	Unofficial Withdrawal
S	0.0	Satisfactory
U	0.0	Unsatisfactory
W	0.0	Withdraw (Student generated)
I	0.0	Incomplete
IP	0.0	In Progress
AU	0.0	Audit (Must be student generated at time of registration)
NC	0.0	No Credit (For courses numbered below 1000)

Definitions:

- The "I" grade is an agreement between the faculty member and the student. The student may be given up to one semester to complete the course requirements. An instructor will submit a grade change once the course requirements have been met. Students not completing the course requirements after the one semester will automatically receive an "F."
- Students who have not attended the first 5 days of class will receive an "FN" grade and will not receive financial aid for this class.
- The "FW" grade means the student stopped attending class prior to 60% of the term being completed.
- The "S" grade represents average achievement of "C" or above. Arrangements for "S" grades must be made with the instructor.
- Credits of "S" will be limited to 30% of the total credits for the degree, diploma, or certificate.
- The "AU" grade means the student will audit the class. At the time of registration the student must indicate that he/she chooses to audit a class. The audit permits attendance and participation in course activities. No credit is

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earned for the audited course, and financial aid does not cover the course. However, tuition and fees remain the same. Regular attendance without registration is not authorized.

- Credit: The unit by which academic work is measured.
- Registered Credits: The total number of credits for which a student is officially enrolled at the end of the registration drop/add period of each semester.
- Earned Credits: Successfully completed credits.

Grade Point Average (GPA)

The grade point average (GPA) is determined by adding all grade points earned and dividing by the sum of all credits attempted in courses where letter grades of A, B, C, D, or F were received. Courses with grades of I, W, IP, S, U, AU, NC, and all transfer grades do not apply toward GPA calculations. A semester example is shown below.

Address Changes

Students may now change their address and phone number using eServices. Students are responsible for keeping their address current with Central Lakes College.

Classification of Students

Students are not required to take a minimum number of credits each semester. However, to make progress toward the completion of a 60-credit associate degree or diploma within a two-year time frame, students must complete an average of 15 credits each semester.

Students planning to take more than 19 credits fall and spring semesters and more than 9 credits summer semester must obtain approval from an advisor. For reporting purposes, students are classified according to the following:

- Full-time: A student who is enrolled in at least 12 credits during a semester.
- Part-time: A student who is enrolled in 11 or fewer credits during a semester.
- Freshman: A student who has completed 29 or fewer semester credits.
- Sophomore: A student who has completed 30 or more semester credits.

Visiting Students

Central Lakes College allows students registered at other Minnesota State colleges and universities to register for courses at Central Lakes College as long as those courses traditionally have not had demand from Central Lakes College admitted students, which historically had exceeded available seating capacity in the course.

Visiting students are not required to apply to Central Lakes College to register for their selection of courses and are permitted to register for a maximum of 22 credits among all Minnesota State colleges and universities. Visiting Students are not eligible for Financial Aid at Central Lakes College, but may be eligible for federal financial aid at their home college or university.

Graduation Requirements

1. Candidates for degrees, diplomas and certificates must comply with the following criteria:
2. Complete all degree, diploma and certificate program requirements. Credits must be earned in courses numbered 1000 or above.
3. Achieve a cumulative grade point average (GPA) of 2.0 or better on a 4.0 grading scale.
4. Fulfill all financial obligations to the college.
5. Complete one-fourth of their credits at Central Lakes College.
6. Submit an "Application for Graduation" form to the Records and Registration Office the semester before graduation.
7. Students who receive a 3.25-3.74 cumulative GPA will graduate with honors. Students who receive a 3.75-4.0 Cumulative GPA will graduate with high honors.

For the graduation ceremony, honors and high honors are determined at the end of fall semester. At this time, spring grades are not included.

Transfer of Credit

Students seeking a degree, diploma or certificate that have attended a previous college must have all official transcripts sent directly from that college to Central Lakes College Records and Registration. If the transcript is hand-delivered by the

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student, it must be delivered in an unopened college envelope. Student copies and faxed transcripts are not considered official. A course syllabus or course outline may be requested to determine course transferability.

Courses completed from colleges or universities which do not possess regional accreditation will be considered on an individual basis for evaluation but do require a syllabi or course outline for the course. Other documentation may be required. Transfer of credits shall be accomplished in accordance with Minnesota State Colleges and Universities policy and the policy of Central Lakes College. Once a course has met the criteria necessary for inclusion in the Minnesota Transfer Curriculum in any area of emphasis, the course must be accepted for full credit in that area of emphasis at all Minnesota State colleges and universities.

Lower division courses (100, 200, or 1000, 2000 numbered) completed with a grade of "D-" or better at regionally accredited colleges will be accepted in transfer. "S" grades will be accepted if the transcript legend designates the "S" grade equals a "C" grade or higher.

Not more than six upper-division (300, 400 or 3000, 4000 numbered) semester credits may be used in transfer.

Your Rights as a Transfer Student

1. To receive a clear, understandable statement of an institution's transfer policy.
2. To receive a fair credit review and an explanation of why credits were or were not accepted.
3. To appeal a transfer decision.

Transfer Appeals Process

1. Student completes the Transfer Appeal Form indicating they would like to appeal a transfer evaluation decision.
2. The CLC Registrar will review the Transfer Appeal and notify the student of the outcome of the appeal in writing.
3. If the student is not satisfied with the decision of the college, they have the right to appeal to the Vice President of Academic and Student Affairs. (Please contact the Transfer Specialist for the appropriate paperwork.)
4. If the student is not satisfied with the decision of the Vice President of Academic and Student Affairs, they have the right to appeal to the Senior Vice Chancellor of Academic and Student Affairs at Minnesota State using the System Appeal Form. This decision is final. (Please contact the Transfer Specialist for assistance with completing the appeal.)

For more information, please refer to Procedure 3.21.1-Part 7, Subpart B-System level appeal at: www.MinnesotaState.edu/board/procedure/321p1.html.

Credit for Military Experience

An enrolled student may request an evaluation of military experience and education for college credit from an official military transcript.

This is evaluated and awarded by the Registrar according to the standards of the American Council on Education (ACE), the American Association of College Registrars and Admissions Officers (AACRAO), and the policies of Central Lakes College. Contact the Records and Registration Office for information.

Credit for Advanced Placement Testing

Central Lakes College will award credit for Advanced Placement testing provided the student earned a score of 3 or above on the exam. The amount of credit granted will not exceed the credit granted for an equivalent course or course sequence offered by CLC.

Approved credits will be transcribed as "Advanced Placement" credits. Students wishing to apply for Advanced Placement credit should request to have test results mailed to Records and Registration.

Credit for CLEP

Credit for both subject and area examinations of CLEP (College Level Examination Program) will be evaluated for credit according to the recommendation of the American Council on Education and according to the policies of Central Lakes College. Students wishing to apply for credit should have results mailed from CLEP directly to the Records and Registration office. Approved credits will be transcribed as "CLEP" credits. Information about CLEP is available in the Counseling Center.

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Credit for Advanced Standing Certification

Central Lakes College has a number of course equivalency agreements with high schools. These articulation agreements allow students to experience advanced learning that can be used in their college career. Students are subject to the current articulation agreement that is in effect at the time of their enrollment at Central Lakes College. Advances Standing Certification credits are transcribed showing total credits and identified as "Advanced Standing Certification" credits. Students who are interested in further information should contact their high school counselor or the Records and Registration Office of Central Lakes College.

Credit by Evaluation

If a student is confident that he/she has the competencies needed to meet the objectives for a diploma program course, he/she may make a request for Credit by Evaluation by following these steps:

1. Contact the instructor of the course you would like credit for to see if this option is available.
2. If the student decides to proceed, he/she should complete the Credit by Evaluation form
3. After the student completes the form, the VP of Academic Affairs or designee will assign the appropriate instructor to administer the evaluation. The evaluation may be oral, written, demonstration, or a combination of these.
4. The student will go to the cashier to pay the appropriate non-refundable fee. Students are reminded that financial aid does not cover any of the Credit by Evaluation fees.
5. The student will then meet with the assigned instructor to set up the test time and finalize criteria for the evaluation.
6. The examination will be administered to the student.
7. The instructor will return the Credit by Evaluation form to the VP of Academic Affairs who will ensure the credits are appropriately transcribed.
8. Only the grade of "S" will be allowed for Credit by Evaluation courses.

Withdrawing from a Course

Students may withdraw online using e-services by selecting the "drop/withdraw" function after selecting the course you wish to withdraw from. When a student withdraws from a course, his/her transcript will show a "W" grade for the course. The last date to withdraw from a course is course specific. This information is located on the course webpage in eServices. While withdrawing from a course does not affect a student's GPA, the student needs to complete 67% of his/her attempted credits to remain in good academic standing at Central Lakes College. The college strongly recommends that before a student withdraws from a course, he/she should first meet with an advisor. No refunds are given for withdrawing from individual courses.

Tuition & Fees

Tuition & Fees

Please visit the Business Office web page for up-to-date tuition rates, fees and policies.

Central Lakes College does not mail tuition statements. The act of registration is considered an acknowledgement on the part of the student that he/she will attend and pay for the registered courses. It is the responsibility of the student to review their account in Student e-Services and pay their bill in a timely manner.

- Tuition is due 15 days prior to the start of the semester.
- Tuition payments must be received, in the Business Office, by 4:30 p.m. on the tuition due date.
- Financial Aid is disbursed on the 12th day of the semester. For current student account information please check online at www.clcmn.edu. Select e-Services at the top of the screen and log in using your StarID.

Tuition

For planning purposes, students may estimate base tuition and fees at \$200 per credit.

- Central Lakes College charges in-state tuition to all students unless another state's reciprocity agreement dictates otherwise.
- Tuition for online courses is an additional \$30 per credit.
- Certain technical and lab courses may be charged a higher rate of tuition.
- Additional charges may apply depending on the courses for which a student registers.

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Mandatory Fees

- **Parking Fee:** Students are charged \$2.50 per credit and a maximum of \$40 per semester for on campus parking. This fee supports parking lot and sidewalk construction, improvements and maintenance. This fee is not assessed for online or off campus credits, nor is it assessed for summer term.
- **Statewide Student Association Fee:** This fee is \$0.35 per credit and supports the Minnesota State Colleges Student Association (MSCSA).

Other Fees

- **Student Life/Activity Fee:** This fee is \$5.35 per credit and supports campus cultural activities, student senate and student clubs. The fee maximum is \$112.50 per semester.
- **Student Athletics Fee:** This fee is \$4.20 per credit and supports student athletics and free access to home games. The fee maximum is \$55 per semester
- **Technology Fee:** This fee supports student and classroom technology. The fee maximum is \$10 per credit.
- **Service Charges:** Charges for items that become the personal property of a student and have an educational or personal value beyond the classroom or for services for or on the behalf of the students. The actual cost shall be the allowable maximum charge. These charges may include but are not limited to testing fees, assessment fees, processing fees, or other course related fees.

Senior Citizen Charges and Fees

As defined in Minnesota Statutes §135A.51 a senior citizen is a legal resident of Minnesota who has reached 62 years of age before the beginning of any term, in which a course of study is pursued. Senior citizens pay an administrative fee and an athletic fee of \$20 per semester credit in lieu of tuition. Senior citizens are exempt from student activity fee, but are required to pay all other applicable student fees. Senior citizens who audit a course do not pay the \$20 administrative fee, student activity fee, athletic fee, technology fee, or student association fee, but are still responsible parking fees and all other applicable fees.

Due Dates

The tuition due date is 15 business days prior to the start of the term. Start of the term is the first day classes are held. Registration Cancellation will process for unpaid credit registrations on the 6th business day of the term. Full payment is due 25 business days after the start of the term unless the student has obtained an approved tuition and fee payment plan. Financial aid disburses on the 12th day of the term.

Registration Cancellation

The college shall cancel student registration for all credit courses unless one of the following conditions has been met:

- The student has paid at least 15% of the Tuition and Fees due or made a \$350 down payment towards tuition and fees;
- An Institutional Student Information Record (ISIR) has been received by the college;
- The student has enrolled in a Nelnet payment plan;
- The student has received an approved third party funding deferral and the college is in possession of an authorization, in an amount adequate to cover charges; or
- The student has received an approved waiver or scholarship at least equal to the amount of tuition and fees due.

The registration cancellation process will occur:

- Three weeks prior to the start of the term, after the tuition due date.
- On the 6th business day of the term, after the free add/drop period has ended.

By meeting the minimum criteria of the payment policy, registration is secured and students should attend their courses. If plans change and the student will not be attending, it is the student's responsibility to login to e-Services and drop/cancel their course registration by the end of the 5th day of the term. Students should not rely on the Registration Cancellation process to drop their courses for them.

Payment Plans

Nelnet Payment Plan: Central Lakes College offers Nelnet as a convenient budget plan. The cost to budget an interest-free monthly payment plan is a \$24 per semester, non-refundable enrollment fee. Tuition, fees and books may be included in the plan. Payments are made through an automatic withdrawal from either a checking, savings, or credit card

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account. Payments are processed on the 5th or 20th of each month. Additional information is available at www.clcmn.edu/businessoffice/.

CLC Payment Plan: Student accounts not paid in full or enrolled in a Nelnet payment plan, by the 25th day of the term are past due, are considered to be on the CLC internal payment plan and are charged a \$30 payment plan fee. After the fee is applied, students have until the last day of the term to pay their account in full.

Unpaid Balances, Holds and Late Fees

An Unpaid Balance Hold is applied to accounts on the 25th day of the term. This hold prevents registration for additional courses at any Minnesota State college or university. Payment in full is required before you may register for subsequent courses and before the hold is removed. Accounts not paid in full by the end of the semester are charged a \$50 late fee and could be referred to Minnesota Department of Revenue for collections. After referral, additional collection fees are applied to the past due account.

Deferment for Textbooks and Course Materials

Bookstore charging is open 4 weeks each term; beginning 3 weeks prior to the start of each term and ending the 5th day of the term. Students that have met the minimum tuition payment criteria, and are not in danger of having their course registrations cancelled, may charge up to \$1,000 in the campus bookstore for textbooks and related supplies. A picture ID (student id, driver's license) and a course schedule are required to charge books. Books can also be purchased online at clcbookstore.com, and charged to financial aid, PSEO or credit card.

Dishonored Checks/NSF Fee

Checks will be considered NSF/dishonored after they have been presented to the bank twice and are returned to Central Lakes College unpaid due to non-sufficient funds, closed account, stop payment, etc. Dishonored checks will be backed out of the account to which they were deposited and the NSF fee will be charged. If the reversal of the receipt causes the account to become unpaid after the due date, applicable late charges will also be added to the account. The NSF fee is \$35 and is subject to change without notice.

Students' Receiving Financial Aid

The fee statement does not list the amount of financial aid a student is eligible to receive. It shows the amount of tuition and fees owed. The financial aid award letter lists the types and amounts of funding a student is eligible to receive based on the number of enrolled credits. The two documents should be compared to determine if the student will personally owe the college for any of the tuition costs.

A separate loan promissory note must be completed in order to borrow a student loan. If you decide to borrow a student loan, there are new regulations from the Federal Government regarding loan disbursements:

- For all borrowers, a single term loan (i.e. fall semester) must have two disbursements. The first disbursement will be in the first half of the term, and the second disbursement will occur after the midway point.
- For first-time borrowers, the first disbursement will be delayed until after the 30th day of the first term. Attendance is required to earn 100% of your financial aid award. Your record is reviewed to ensure compliance financial aid rules.

If you do not complete your courses, you may be required to pay back a portion or your entire financial aid award. Financial aid recipients may not use their current aid to pay unpaid balances from previous academic years.

Refunds for Dropped Classes

Students are entitled to have the opportunity to attend one class session for each registered, for-credit course, without obligation. Subject to the refund for full withdrawal provision, students are financially obligated for any classes dropped after the fifth business day of the term, or one business day after the first class session, whichever is later. Business days are defined as Monday through Friday (excluding posted holidays). If a student is financially obligated for a dropped class, the student may petition Central Lakes College to apply the amount of the tuition and/or fees for the dropped class to the cost of an added class for the current term.

For courses less than three weeks in length, the no-obligation drop-and-refund period is one business day after the first class session for each for-credit course.

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Refunds for Withdrawals

Courses are non-refundable after the fifth day of the semester. You are responsible to drop any courses you do not plan to attend by the published deadline.

You may be eligible for a partial refund if you withdraw from all courses by the published dates.

Fall and Spring Term Refund Percentage

1st through 5th day of semester 100%

6th through 10th day of semester 75%

11th through 15th day of semester 50%

16th through 20th day of semester 25%

After 20th day of semester 0%

Summer Term Refund Percentage

1st through 5th day of term 100%

6th through 10th day of term 50%

After the 10th day of term 0%

Waivers

The president may waive amounts due to Central Lakes College for the following reasons:

- Employee benefit provided by a collective bargaining agreement.
- Death of a student
- Medical reasons
- College error
- Employment related condition
- Significant personal circumstances
- Student leader stipends
- Course conditions (A course condition exists when the location or timing of the course results in the student not being able to use the services intended by a fee).
- Natural disasters or other situations beyond the control of the campus.
- The president may waive amounts due to Central Lakes College for individual institutional waivers as approved by the Board.
- Central Lakes College shall define the terms under which any authorized waiver will be granted. Central Lakes College maintains documentation for all waivers.

Central Lakes College, in accordance with Board policy, cannot waive the MSCSA student association fee.

Appeals for Tuition and Fee Refund

After the drop/add period has expired, a refund of all or part of the tuition paid may be given under certain circumstances.

Students may apply for an Administrative Refund for the following reasons only:

- Medical reasons: Injury or illness that requires a prolonged absence. A doctor's statement, on physician's letterhead, is required and must declare that the medical condition impairs the student's ability to attend or complete classes.
- Significant personal circumstances defined as a life event beyond the student's control that can be corroborated by an independent professional, such as a social worker, lawyer or law enforcement agent.
- Military duty (letter of assignment or notice of re-call is required).
- Death in the immediate family (that can be documented).

Financial aid is based on the number of registered and paid credits. If an Administrative Refund is approved, a student's financial aid may be reduced, which would require the student to repay a portion of his/her financial aid. Students need to contact the Financial Aid Office before applying for a tuition refund to determine if their aid package will be impacted.

If an Administrative Refund is granted, classes are dropped, no grades are awarded and the student's transcript is not impacted. Appeal forms are available from the Financial Aid Office and the Business Office. Forms must be completed and signed by the student

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Appeals must be made within ninety (90) calendar days of the end of the semester for which the debt was incurred. Appeals will not be considered for debt greater than ninety days old. A committee reviews all Administrative Refund Appeals.

Financial Assistance

Financial Assistance

Central Lakes College is dedicated to bringing the highest quality of education within reach of every person who has a desire to pursue a college education. The Financial Aid Office at CLC has developed a comprehensive financial aid program based on federal, state, and institutional resources to help cover the cost of education. CLC annually awards assistance to about 70 percent of its student body.

Therefore, no prospective student should hesitate to apply for admission because of financial circumstances. The CLC Financial Aid staff encourages all students to apply for financial aid. For the most current information regarding Financial Aid please visit the CLC website at www.clcmn.edu/financialaid. CLC has a financial aid office on each campus.

Eligibility Requirements: Unless otherwise stated, students receiving financial aid must:

1. Demonstrate financial need, as determined by the results of the Free Application for Federal Student Aid (FAFSA);
2. Have a high school diploma or GED;
3. Be enrolled and attend class as a regular student in a degree program of at least one academic semester in duration that leads to a certificate, degree or other recognized credential and prepares students for gainful employment in a recognized occupation;
4. Maintain federal and state regulations requiring that all persons receiving financial aid meet the college's Standards of Academic Probation and Suspension.
5. Be a U.S. citizen or an eligible non-citizen;
6. Not be in default on any student loan or owe a refund to any student grant program;
7. Be registered for Selective Service (if required).

How is Eligibility Determined?

Most financial assistance is awarded on the basis of financial need and may include a combination of the various types of aid. Need is defined as the difference between the cost of attending Central Lakes College and the available resources of the student and student's family to meet these costs (determined by the results of the Free Application for Federal Student Aid).

How to Apply for Financial Aid:

The Free Application for Federal Student Aid (FAFSA) is available after October 1 of each year. (The FAFSA needs to be completed online each year the student is in school.) If you have Internet access, you can file a FAFSA at www.studentaid.gov. A paper FAFSA may be requested by directly contacting the US Department of Education. Please contact the Financial Aid office if you have questions.

Students who have a completed financial aid application on file with the college by June 1 receive priority consideration for campus-based aid (Federal Supplemental Educational Opportunity Grant (FSEOG) and student employment). After June 1, applications are reviewed on a first-come, first-serve basis. Separate applications are processes are needed for Post-Secondary Child Care Grant program, Alliss Grant, Foundation Scholarships and any student loan.

Types of Financial Assistance

Financial aid comes in three basic categories: Grants and Scholarships, Student Employment and Loans.

1. Grants and Scholarships:
 - a. Federal Pell Grant - This is a federal grant awarded to eligible students. Students must demonstrate financial need.
 - b. Federal Supplemental Educational Opportunity Grant (SEOG) - This is a federally funded grant administered by the college. Students must demonstrate high financial need. Awards are limited to funds available.
 - c. Minnesota State Grant - This is for Minnesota residents attending a Minnesota college only based on eligibility.

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- d. Post-Secondary Child Care Grant Program - Income-based grant for students who have children in daycare. Awards are limited to funds available.
 - e. Alliss Grant - This grant pays for up to one 1-5 credit class for eligible students. A student may receive it once. Course fees and books are not covered by this grant.
 - f. CLC Foundation Scholarships - CLC has an extensive scholarship program for a variety of scholarship applicants. A CLC Foundation Scholarship application is required. Certain deadlines apply. Check with the Foundation Office, Admissions, Financial Aid or the Counseling/Career Center for more information and application form.
 - g. Outside scholarships - Announced in community newspapers and local high schools. Students may contact the Foundation Office.
2. Student Employment: Provides students with opportunities to earn money to help meet educational costs. Students must complete the FAFSA to demonstrate financial need in order to qualify. Student employment is viewed as a regular job with responsibilities and employer expectations. Students receive an hour's pay for an hour's work. Jobs are available both on campus or at designated off-campus sites. A listing of available jobs can be found on the college's website under Financial Aid.
 3. Student Loans: Money that is borrowed and must be repaid. All borrowers must complete loan entrance and exit counseling, a Master Promissory Note and complete a separate online loan acceptance process. Central Lakes College requires a 30-day delay for students who are new borrowers to receive their loan proceeds. In addition, all Federal Direct loans are subject to multiple disbursement regulations.
 - a. Federal Direct Student Loan programs (subsidized and unsubsidized) - Low-interest loans obtained via CLC, through the U.S. Department of Education. Interest will not exceed 8 1/4% with long-term payments beginning six months after enrollment drops below six credits.
 - b. Federal Direct Parent Loan for Undergraduate Students (PLUS) - This loan has a variable interest rate, not to exceed 9%, with payments due within 60 days after the loan is fully disbursed.
 - c. Federal Perkins Loan - A student must show high financial need for this low interest loan at 5%. Recipients are determined by CLC according to the amount of funds available. Priority is given to students who have their financial aid file completed prior to June 1.
 - d. Alternative Loans - These loans should be used as a last resort, and are secured through a bank, savings and loan or credit union. Interest rates vary greatly and a creditworthy co-signer is usually required.

Steps for Receiving Student Financial Aid

1. The student must be accepted for admission and enrolled at Central Lakes College.
2. The student must file a Free Application for Federal Student Aid (FAFSA).
3. The U.S. Department of Education processor sends a Student Aid Report (SAR) to the student via email or U.S. mail.
4. The U.S. Department of Education processor automatically sends the college your information when you have entered the appropriate college code on the FAFSA. Central Lakes College code is 002339.
5. Paperwork such as Tax Transcripts (parent and/or student), Institutional Verification Forms (IVF), or Social Security card may be required.
6. Students transferring from one college to another in the middle of the academic year must inform both schools of their intent to transfer.
7. Estimated award information will be available to students via the E-Services portal after the financial aid file is completed. Students will be notified via e-mail that their award is ready. This award information will explain your grant, loan and work eligibility. Your financial aid award will be finalized at the time of disbursement.
8. Financial aid awards are based on the number of credits at time of disbursement. Students who add a class after their aid has been disbursed may not be eligible for additional financial aid. Students who withdraw from a class prior to their aid being disbursed do not receive aid for the withdrawn class.
9. If you or your family have unusual circumstances, (such as unusual medical or dental expenses not paid by insurance, loss of income or assets) please contact the Financial Aid office, or refer to the "Special Circumstances" paragraph at the end of your award letter.

Return of Federal Financial Aid

Any student considering totally withdrawing from the college should contact the Financial Aid office before making a decision to totally withdraw. CLC is not required to, and does not, record student attendance. Federal regulations mandate that the college have a procedure in place to ensure that students have attended, at a minimum, one class session in each course in which that student has registered, if that course was used to determine enrollment status for Federal funding. In addition, Federal regulations require that students who totally withdraw, whether officially or unofficially or have

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stopped attending all their classes on or before the 60% point in time of the completed term must be evaluated under the Federal Return to Title IV refund regulations. These regulations include a federal formula, which will determine if a repayment is owed to the financial aid programs for which the student was funded. Withdrawal on or before 60% of the completed term means that a student has not earned all of the financial aid he/she was paid. Federal regulations consider the student to have earned all of their aid if the student's attendance extends beyond the 60 percent point of the term.

The Return of Federal Financial Aid policy applies to the following federal aid programs and funds must be returned in this order: Federal Direct Loans, Perkins Loans, PLUS loans, Pell Grants, SEOG Grants. Refunds to Minnesota financial aid programs are calculated appropriately using CLC's Refund policy.

Impact of Total Withdrawals before the 60 percentage point of time

Students may receive financial aid either as a credit to an account or as a cash payment. If funds have been credited to the student account and the college has an obligation to return federal funds, the student will owe a balance to the college. When a student owes a balance to the college for unpaid tuition/fees, repayment arrangements must be made within 3 weeks of the end of the term. If the student fails to make repayment arrangements, the college will turn the balance owed the college to the Minnesota Revenue Recapture Program. Examples of these calculations are available upon request in the CLC Financial Aid office. Refunds to Financial Aid Programs are conducted before the student would receive a withdrawal refund. For students receiving State financial aid funding, Minnesota Higher Education Services Offices policies will apply.

Unofficial Withdrawals

Any student who stops attending but does not officially withdraw will be considered an unofficial withdrawal. For unofficial withdrawals the last date of attendance is defined as the student's last date of recorded attendance or the midpoint of the semester. Every effort is made to identify students as soon as possible after their withdrawal. Unofficial withdrawals will not receive a refund of tuition or fees. CLC uses the MN State software to determine how much funding will be considered unearned and will need to be returned. Students must attend each class at least once to receive a portion of their financial aid.

Satisfactory Academic Progress

Federal law requires that a recipient of state or federal financial aid make satisfactory academic progress toward a degree, diploma or certificate. All students are required to maintain a 2.0 cumulative grade point average and/ or complete a minimum of 67% of cumulative registered credits, and complete their program within 150% of the program length in credits. In addition, the Financial Aid office is required by the U.S. Department of Education to monitor whether or not a student will be able to graduate in a timely fashion.

Based upon U.S. Department of Education regulations, Minnesota State Colleges and Universities (Minnesota State) policy states "once the institution determines that it is not possible for a student to raise his/her GPA (2.0) or course completion percentage (67%) to meet the institutions standards before the student would reach the end of the program, the student shall be suspended from financial aid". The complete Satisfactory Academic Progress Policy can be found on the CLC Policy and Procedure website: <http://www.clcmn.edu/college-policies/>.

Student Services

Your Success is Our Goal

Attending college is a time for developing your own life direction, learning about yourself and your interests and strengths. To this end, Central Lakes College offers counseling, advising, assessment, career planning, and placement services. And because your personal development is as important as your career decisions, Central Lakes College offers activities through organizations and clubs to meet individual needs. At CLC, the staff wishes to help you become a successful student who knows how to analyze, make decisions, solve problems and relate well with others. The staff is here to help you find and further develop these qualities in yourself.

Career Services

Career Services has a wide range of printed and computerized career materials, surveys, and assessments which can help focus a career search and begin making decisions about college choices and career opportunities. In addition, the Career Services features the Minnesota Career Information System, which is a computerized career information system

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that supplies up-to-date information on employment trends, working conditions, training required for specific jobs, and current salaries.

The Counseling Department offers structured career exploration classes as well as a variety of workshops to assist students in making informed career and educational decisions. Counselors Exploration/Planning courses provide participants with a more comprehensive look at their interests, abilities, personal characteristics, and career options. Counselors are available for individual career counseling appointments.

Academic Advising

CLC's advisors are available to assist students from the time they register through graduation and beyond. Our advisors are equipped to assist students with questions about admissions, financial aid, transfer, career exploration, registration and more. Advisors are a vital resource for students.

Counseling

Counselors meet with students to discuss areas of concern that may interfere with college success. Counselors refer students to outside resources when needed and provide on-campus support for students receiving off-campus services. If you are in a crisis and need immediate help, please come to the Campus Information & Services window and ask to see a counselor right away. If a counselor is unavailable, call for help, 1-800-462-5525 crisis hotline.

Veterans Resource Center

The Veterans Resource Center (VRC) provides information and support to current or former military members, their families and community members. The VRC has, or can locate information about veterans' services, financial resources, scholarships, veteran and family support activities and other items of interest to veterans, family members or community members. The VRC's director also serves as a certifying official for CLC students receiving veterans' benefits. Students or prospective students, who are or were in the military, are encouraged to contact the Center to arrange for priority registration before the beginning of the term. To be eligible for priority registration, the student must visit with the VRC Director, develop a written educational plan, research available financial resources and agree to follow-up services if needed. The Center staff serve as an advocate for veterans as well as a college training and educational resource. Staff from the Center provide information and public speaking about veterans issues for the general public. Everyone is welcome to drop in and visit. For additional information call or e-mail the VRC.

Learning Commons

The Learning Commons at the Brainerd and Staples campuses help prepare students for achievement in college courses. The services coordinated through this area:

1. Computer Assisted Instruction: Interactive computer stations and programs are available to support classroom activities for students from various disciplines.
2. Study Group Facilitation: Study groups for students will be coordinated through the staff in this department.
3. Supplemental Instruction: Academic assistance program that supports classes by providing regularly scheduled, out-of-class, peer-facilitated study sessions.
4. Tutoring Services: Tutoring is offered to enhance a student's understanding of academic course content and lab course content. It can be accomplished in a small group, classroom, lab, or individual settings. Peer tutors provide these services. (Peer tutors are students who are in the top 5% of the course they wish to tutor in, come highly recommended by faculty, and are trained/certified by the Learning Commons Coordinator.) All services are free of charge to CLC students.
5. Read, Write Gold (RWG) Computer Software: RWG Literacy Software is a tool available to all CLC students who would like some extra help with reading, writing, and research. RWG's friendly literacy features help English Language Learners, as well as people with dyslexia and other learning difficulties. Students may easily download this tool free, from the front page of D2L Brightspace.

Accessibility Services

Students with a documented disability may have access to reasonable accommodations through the Accessibility Services Office. Diagnosis include but not limited to learning disabilities, vision and hearing losses, physical and psychological diagnosis, traumatic brain injuries, Autism Spectrum Disorder/Asperger's and attention deficit disorders. Accommodations are determined on a case-by-case basis and may include alternative testing, note taking/lecture notes, interpreters, assistive technology, audio books and other reasonable accommodations. To start the process of getting connected with AS office students must first provide documentation of their diagnosis and then schedule an intake meeting with the Coordinator of Accessibility Services. For any questions please call 218-855-8175, email at

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accessibilityservices@clcmn.edu, or stop by our office at E138. Early application is essential for timely implementation of accommodations

Meta 5 Displaced Homemakers Program

Meta 5 Displaced Homemaker Pre-Employment Program offers participants who have lost their primary source of income due to separation, divorce, disability or death of a spouse, a free, customized, holistic, client-centered program to help you transition into college, the job market and address a variety of other needs. We offer a compassionate, non-judgmental support system. Individuals are empowered to make their own decisions and good choices. We provide referrals to a broad array of resources including social service agencies, educational institutions and training programs, as well as financial aid resources. Meta 5 Displaced Homemaker Program provides this free service through funding from the Department of Employment and Economic Development. Meta 5 has offices both in Staples and Brainerd. Please contact program director Kimberly Pilgrim at 218-855-8010.

Office of Equity and Inclusion

Our commitment to diversity at Central Lakes College is embedded in our mission statement and values. At Central Lakes College we are committed to a supportive environment for the growth and development of students from diverse cultural, ethnic, sexual orientation, economic and educational backgrounds. Contact Mary Sam, (218-855-8159, Office E132) for more information on services, training, clubs and organizations and services provided by the Office of Equity and Inclusion.

TRIO Student Support Services

The Student Support Services program is located on the Brainerd campus in the Bridge. The mission of Student Support Services is to increase the retention, graduation, and transfer rates of Central Lakes College students by offering academic and personal support in a variety of ways. The Student Support Services program serves 180 students each year. Federal regulations require that the participants must qualify as at least one of the following:

- First generation college student (neither parent has completed a bachelor's degree)
- Low to moderate-income student (according to the U.S. Government)
- Student with a documented disability.

A student must be enrolled in Central Lakes College (Brainerd or Staples campus), taking six or more credits and be a U.S. citizen.

During the academic year, students receive individual and group advising to foster positive study habits and academic success. Students can take advantage of a comfortable learning environment, leadership opportunities, cultural excursions, and academic workshops. Student Support Services is a federally funded program by the U.S. Department of Education. For more information, contact director Charles Black Lance at 218-855-8119.

TRIO Upward Bound

Upward Bound is a college access program federally funded by the U.S. Department of Education. Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in pre-college performance and ultimately in higher education pursuits. Upward Bound serves high school students from low income families and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rates at which participants enroll in and graduate from institutions of post-secondary education.

All Upward Bound projects provide instruction in math, laboratory science, composition, literature, and foreign language.

Other services include:

- Instruction in reading writing, study skills, and other subjects necessary for success in education beyond high school.
- Academic, financial, or personal advisement.
- Exposure to academic programs and cultural events.
- Tutorial Services.

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Student Conduct Policies and Procedures

3.6 Student Conduct Policy

Part 1. Student Conduct Policy

The Central Lakes College Student Code of Conduct serves two purposes: the first purpose is to serve as a guide for student behavior; the second purpose is to outline the procedures 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 content.

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 as well as local, state, and federal laws.

Part 2. Off Campus Conduct Jurisdiction

The College Student Code shall apply to conduct that occurs on College premises, at College-sponsored activities, and to off-campus conduct, including Central Lakes College Foundation Student Housing, in the following circumstances:

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

As an institution dedicated to teaching and learning, Central Lakes College has a vested interest in maintaining an environment in which students are free to pursue their academic interests and responsibilities. Conduct 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, yet to demand student responsibility.

Part 3. Appeals

Students found to be responsible for a conduct violation shall be provided an avenue of appeal within the institution. In addition, in cases involving sanctions of suspension for 10 days or longer, students shall be informed of their right to a contested case hearing under Minnesota State Statute 14. Student Code of Conduct Policy and Procedures are located on the CLC website:

Policy 3.6 www.clcmn.edu/wp-content/uploads/2015/06/3.6-Student-Conduct-Policy.pdf

Policy 3.6.1 www.clcmn.edu/wp-content/uploads/2015/06/3.6.1-Student-Conduct-Procedure.pdf

Drugs and Alcohol Policies, Prevention and Resources

As a learning institution, Central Lakes College values and promotes an alcohol and drug free environment for its students, faculty, and staff. In addition, it is the Minnesota State Policy 5.18.1 to maintain a drug and alcohol-free environment. The college prohibits the illegal use of alcohol and drugs and complies fully with federal, state and local regulations regarding the sale, possession and consumption of alcoholic beverages and controlled substances. All members of the college community are held responsible for their behavior and for respecting the rights of others. The college is committed to providing the community with education regarding high-risk alcohol and drug use and to making health-enhancing experiences a priority.

Non-Discrimination:

The drug and alcohol policy in regards to learning or work substance abuse is non-discriminatory in intent and application. However, in accordance with Minnesota Statutes, disability does not include any condition resulting from alcohol or other drug abuse, which prevents a person from performing essential functions of the classroom or the job or creates a direct threat to property or the safety of individuals.

Alcohol Policy:

The unlawful possession, use, production, distribution or sale of alcohol by any student or employee is prohibited on the college property (including buildings, grounds and vehicles) or as any part of a college activity in accordance with Minnesota State Colleges and University guidelines (regardless of age), city, state and federal laws. To consistently

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ensure compliance with these regulations, alcohol beverage containers (both empty and full) are not allowed on campus. Examples include, but are not limited to: cans, bottles, kegs, party balls, crates, cases and wine or liquor bottles. Exemptions would include alcohol beverage containers that may be used within a course curriculum or theatrical production or a college function that has, on file, a Minnesota State Board permit on file. Any student, faculty or staff member found to be in violation of federal, state and/or local law, or who violates the college' alcohol and other drug policies, are subject to Central Lakes College disciplinary procedures and or referral to the appropriate authorities for legal prosecution. Campus disciplinary sanctions include, but are not limited to, written warnings, probation, suspension and/or dismissal. Sanctions may also apply to registered student organizations and to off-campus conduct involving activities sponsored or authorized the Central Lakes.

Legal Requirements:

The following general provisions apply to individual possession or use of alcoholic beverages on college property, on property owned or controlled by the college, and at college sponsored events:

- No person who is less than 21 years of age may purchase, sell, furnish, possess, or consume any type of alcoholic beverage.
- No person may be in a public area in an intoxicated condition.
- No person may possess an open container of alcohol in a public area, including, but not limited to, hallways, stairways, and other common areas of the facilities.
- No person may provide alcohol to any person who is less than 21 years of age.
- No person may misrepresent their age through false documents or to lend their identification to someone for the purpose of purchasing or using alcoholic beverages.
- No person, under the age of 21, may drive with any amount of alcohol in their system.

Policy Violations:

If a policy violation occurs, students are subject to appropriate discipline by the Dean of Students, Equity and Inclusion.

Policy 3.6 [www.clcmn.edu/wp-content/uploads/2015/06/3.6.1-Student-Conduct- Procedure.pdf](http://www.clcmn.edu/wp-content/uploads/2015/06/3.6.1-Student-Conduct-Procedure.pdf)

Policy 1B.3.3 www.clcmn.edu/wp-content/uploads/2015/04/3.6.2-AddendumUniformAmnestyPolicyStudentConductDrugsAlcoholandSexualViolence-CLCWebsite.pdf

Sanctions, may include, but are not limited to, community service hours, loss of privileges or services within the college community, referral to counseling, suspension, dismissal or expulsion or may be referred to law enforcement.

Legal Sanctions:

The State of Minnesota may impose a wide range of sanctions for alcohol-related violations.

Drug Policy

Central Lakes College will not tolerate the use or sale of drugs and/or drug paraphernalia by students, faculty or staff. The possession, use, distribution or sale of marijuana, hallucinogens, narcotics, un-prescribed amphetamines or barbiturates is prohibited. Any sale or sharing of prescription drugs is prohibited.

Legal Requirements:

The following general provisions apply to individual possession or use of drugs on College property, on property owned or controlled by the College, and at College sponsored events: The Controlled Substances Act prohibits the manufacture, possession, use, distribution or sale of cocaine, crack, narcotics, hallucinogens, marijuana and the various individual drugs in these categories and states that are illegal under Minnesota and Federal Law.

Prosecution of drug possession and sale may include the following:

- Students may have drugs and/or paraphernalia confiscated by local law enforcement.
- Students will be referred to the Dean of Students, Equity & Inclusion, for disciplinary action.
- Students may have possible legal action taken against them by the State or Federal Government.
- Students may have a possible loss of Federal Financial Aid.

Policy Violations:

If a policy violation occurs, students are subject to appropriate discipline as noted in the student code of conduct:

Policy 3.6 [www.clcmn.edu/wp-content/uploads/2015/06/3.6.1-Student-Conduct- Procedure.pdf](http://www.clcmn.edu/wp-content/uploads/2015/06/3.6.1-Student-Conduct-Procedure.pdf)

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Policy 1B.3.3 www.clcmn.edu/wp-content/uploads/2015/04/3.6.2-AddendumUniformAmnestyPolicyStudentConductDrugsAlcoholandSexualViolence-CLCWebsite.pdf

Sanctions, may include, but are not limited to, community service hours, loss of privileges or services within the college community, referral to counseling, suspension, dismissal or expulsion or may be referred to law enforcement.

Legal Sanctions:

Federal and state sanctions for illegal possession of controlled substances range from up to one-year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more.

Special Addition to Policy:

Students and faculty who are enrolled in or teaching in the programs of Heavy Equipment Operations and Maintenance and the Diesel and Heavy Equipment Technician Programs must comply to a specific program drug and alcohol policy as well as the general College policy.

Drug/Alcohol Policies:

Policy 3.6 www.clcmn.edu/wp-content/uploads/2015/06/3.6.1-Student-Conduct- Procedure.pdf

Policy 1B.3.3 www.clcmn.edu/wp-content/uploads/2015/04/3.6.2-AddendumUniformAmnestyPolicyStudentConductDrugsAlcoholandSexualViolence-CLCWebsite.pdf

Health Risks Associated with Alcohol and Drug Use and Abuse

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.

Methamphetamine: 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. Over time, methamphetamine users may experience symptoms similar to Parkinson's disease, a severe movement disorder.

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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. Additional information can be found at: www.nida.nih.gov.

Drug and Alcohol Treatment Programs

- Crow Wing County Health Services- 218-824-1140
- Meridian Behavior Health- www.meridianprograms.com/brainerd.asp
- MN Teen Challenge- 612-373-3366
- Region 5 recovery (Crow Wing, Todd, Wadena Counties) – www.region5Recovery.com
- St. Joseph's Medical Center (Brainerd): 218-828-7374 Website: www.sjmcmd.org/
- Todd County Social Services: 218-894-6300, 200 1st St. NE, Suite 1, Staples, MN 56479
- United Way- 1-800-543-7709
- Wadena County Social Services: 218-631-7605, 124 1st ST SE Suite 1, Wadena, MN 56482

Recovery Support:

- Alcoholics Anonymous -218-829-3740 Website: www.usrecovery.info/AA/Minnesota.htm
- Narcotics Anonymous- (952) 939-3939 or 1-877-767-7676 Website: www.naminnesota.org

Sexual Harassment and Sexual Violence

Sexual Harassment and Sexual Violence

Sexual harassment and sexual violence is prohibited at Central Lakes College and is an intolerable intrusion into the most personal and private rights of an individual. CLC is committed to eliminating sexual harassment and sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Minnesota State Board Policies that may require separate proceedings. To further its commitment against sexual harassment and sexual violence, Central Lakes College provides reporting options, an investigative and disciplinary process, and prevention training or other related services as appropriate.

Sexual violence is a continuum of conduct that includes:

- Sexual harassment (verbal, physical and non-verbal)
- Sexual assault
- Sexual exploitation
- Domestic, dating, and intimate partner violence
- Stalking

Sexual violence is nonconsensual and happens through coercion or force.

What is Consent?

Consent is an affirmative, conscious, and voluntary agreement between participants to engage in sexual activity. It is saying 'yes' every step of the way. Silence or not saying 'no' is not consent. Consent cannot be given while under the influence of alcohol or drugs.

What is Coercion?

Coercion is a tactic-including subtle pressure, guilt, threats, and the use of alcohol and drugs-used to persuade, manipulate, intimidate, or force someone to engage in sexual activity against their will.

How Can I Prevent Sexual Violence?

There are many factors that perpetuate sexual violence. Current prevention strategies focus on victims, perpetrators, or bystanders and commonly include:

Risk reduction techniques

- Being aware of your surroundings

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- Protecting your beverage
- Knowing your limits
- Going out in groups
- Having a safety plan

Increasing protective factors

- Raising knowledge and awareness of sexual violence
- Improving communication and conflict resolution skills
- Eliminating gender roles
- Taking a stand and taking action against sexual violence
- Educating others

Bystander Intervention

- Paying attention to situations that may easily escalate
- Creating a distraction or intervening
- Talking directly to the person who may be in trouble and asking if they need help
- Enlisting others to support you
- Referring to the authorities

How Do I Report Sexual Violence?

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Central Lakes College. CLC strives to create a safe campus and 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. Individuals are not expected to determine whether or not an incident constitutes an act of sexual violence in order to report it. CLC will investigate all reports made to our Title IX office.

If you have experienced or witnessed any type of sexual violence and choose to report, there are several options:

- Online at www.clcmn.edu/sexualviolenceprevention (can be reported anonymously)
- Free Campus Eye App, available at the App Store and Google Play, enter CLC sign-up code D7C6 (can be reported anonymously)
- Mary Sam, Title IX Coordinator, 218-855-8159, room E132 located in “The Bridge” on the Brainerd Campus
- CLC Counselor, Suzie Karsnia- 218-855-8015, room C164
- CLC Campus Security, 218-828-6050, room C125
- Sexual Assault Services (confidential reporting and support available 24 hours a day), 218-828-0494/888-458-0494
- Local Law Enforcement:
Brainerd Police Department, 225 East River Road, Brainerd, MN 56401, 218-829-2805
Baxter Police Department, 13190 Memorywood Drive, Baxter, MN 56425, 218-454-5090
Staples Police Department, 301 2nd Avenue NE, Staples, MN 56479, 218-894-1841
In case of emergency, call 911

CLC’s Amnesty Policy

A witness or victim of an incident of sexual violence who reports the incident in good faith will not be sanctioned by the school for admitting to a violation of the student conduct policy on the personal use of alcohol or drugs. (MN Statute 135A.15 Sexual Harassment and Violence Policy)

Sexual Prevention and Support Resources

There are several local and national resources for sexual violence prevention and support.

- CLC Title IX office, 218-855-8159, room E132 located in The Bridge on the Brainerd Campus
- Sexual Assault Services (confidential reporting and support available 24 hours a day), 218-828-0494/888-458-0494, 211 South 4th Street, Brainerd, MN 56401,
- Essentia Health-St. Joseph’s Medical Center, 218-829-2861/800-277-8262 523 North 3rd Street, Brainerd, MN 56401, www.essentiahealth.org
- Minnesota Coalition Against Sexual Assault (MNCASA), 651-209-9993, www.mncasa.org
- Rape, Abuse, and Incest National Network (RAINN), 800-656-HOPE (4673), www.rainn.org, (available 24 hours a day)
- Know Your IX, Empowering Students to Stop Sexual Violence, www.knowyourix.org
- Circle of 6, www.circleof6app.com, a free personal safety app designed for college students.

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Nondiscrimination, Sexual Harassment, Sexual Violence Policies

1B.1 Nondiscrimination Policy www.minnstate.edu/board/policy/1b01.html

1B.1.1 Nondiscrimination Procedure www.minnstate.edu/board/procedure/1b01p1.html

1B.3 Sexual Violence Policy www.minnstate.edu/board/policy/1b03.html

1B.3.1 Sexual Violence Procedure www.minnstate.edu/board/procedure/1b03p1.html

1B.3.3 Addendum to Uniform Amnesty Policy www.clcmn.edu/wp-content/uploads/2015/04/1B.3.3-AddendumUniformAmnestyPolicySexualViolence-CLCWebsite.pdf

1B.1 Policy on Harassment and Discrimination

Central Lakes College is committed to providing a safe learning environment free from discrimination and harassment.

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

Part 1. Policy Statement

Subpart A. Equal opportunity for students and employees. Minnesota State 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, Minnesota State Colleges and Universities 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, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech. The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

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

This policy supersedes all existing system, college, and university equal opportunity and nondiscrimination policies.

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 Board Policy 4.10, Nepotism.

Subpart B. Discrimination. Discrimination means conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

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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 environment.

As required by law, Minnesota State Colleges and Universities further define 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 the college or university; 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 Minnesota State Colleges and Universities, 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 he or she:

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

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, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit any college or university or the system office from taking immediate action to protect victims of alleged sexual abuse. Board Policy 1B.3 Sexual Violence addresses sexual violence.

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

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

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

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

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

Complainants are strongly encouraged to report incidents of harassment and discrimination to campus authorities. Central Lakes Contacts include:

- Designated Title IX Officer/Affirmative Action, Dean of Students- Mary Sam (218-855-8159, Office E132).
- Campus Security- (218-828-6050, Office C125)
- Student Concern Process - www.clcmn.edu/concern/

1B.1 Nondiscrimination /Harassment Policy www.minnstate.edu/board/policy/1b01.html

1B.1.1 Report/Complaint Process and Procedure Policy www.minnstate.edu/board/procedure/1b01p1.html

Student Concern Process

Central Lakes Colleges strives to offer a student-centered learning environment. We are committed to resolving student concerns.

CLC encourages you to resolve issues of concern on your own; however if you cannot do so, please submit an electronic report on the CLC Student Concern link located at www.clcmn.edu/concern/

Student Concerns related to academic, service related, behavior or conduct, discrimination, harassment or sexual violence reporting can be accessed via the link above.

College Information

Libraries

A physical library is located on both the Staples and Brainerd campuses. They provide for academic needs beyond the classroom and include printed material, research support, access to interlibrary loans, quiet places to study, areas for group work, computer labs, and a learning commons. Both learning commons provide students peer tutoring services and support from the Learning Commons Coordinators. The combined number of printed volumes in the library's catalogs is in excess of 40,000. Also, students have access to circulating material located in the libraries of over 60 consortium member colleges. In addition to printed material, the libraries of CLC provide access to thousands of online journals and over 140,000 eBooks. The Brainerd campus library, formally known as the Jon Hassler Library, also contains a special government section in the Heritage Center. It is dedicated to Minnesota Senator Gordon Rosenmeier. An additional collection of over 3,000 Native American-related titles is housed in the Humphrey Center for American Indians Studies, which is located in the library's Skone Family Conservatory. Central Lakes College students access the databases and borrow material using the 14-digit barcode located on the back of the "myCLCPlusCard" they receive when they initially register for classes.

Bookstore

There is a bookstore on both campuses. Each store offers a variety of products and services, in addition to textbooks and course materials. Textbook information is available on our website, <http://clcbookstore.com>, one month before the start of each term.

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Deferment for Textbooks and Course Materials

Bookstore charging is open four weeks each semester; beginning three weeks prior to the start of each semester and ending the fifth day of the semester. Students that have met the minimum tuition payment criteria, and are not in danger of having their course registrations cancelled for non-payment, may charge up to \$1000 in the campus bookstore for textbooks and related supplies.

- A picture ID (student id, driver's license) is required to charge books.
- Bring a copy of your class schedule. You will need the course and section numbers that appear on the class schedule to select the right books for each class. If you do not have a copy of your schedule you can print one through e-Services.
- Keep your receipts for all of your books. This will be needed to exchange or return a book and for tax purposes.

Post-Secondary Enrollment Option (PSEO) students are allowed to charge required books and a reasonable amount of required supplies that will be used up in their courses. Books charged by PSEO students are the property of Central Lakes College and must be returned to the bookstore at the end of the semester. You can also purchase your books online at <http://clcbookstore.com>, charge them to financial aid, PSEO or credit card, and have them shipped directly to you.

Return Policy

- A CLC Bookstore receipt is required for all returns.
- Unopened general merchandise may be returned within 24 hours of purchase.
- Unopened software may be returned within 24 hours of purchase. Software is not returnable if opened.
- Computers (laptops, notebooks and tablets) may be returned within 72 hours of purchase.
- Nursing kits cannot be returned. Please check your nursing kit for supplies before you leave the store.
- Books may be returned through the 5th day of the semester. A receipt is required for all returns.
- After the fifth day of the semester, books may be returned with 3-days of purchase, with a store receipt.
- New books must be returned in original condition, with a receipt.
- Books with open shrink-wrap will be returned at used book price within the return period.

Buyback and

- Students have the opportunity to sell their books back during finals week each semester.
- No receipt is required for buyback, but A STUDENT ID is required.

PSEO & Rental Returns

- Rental and PSEO books must be returned during finals week each semester.
- Rental and PSEO books should not be sold at buyback.

Textbook Buyback

Students have the opportunity to sell their books back at the end of each semester. No receipt is required for buyback. Books are being purchased for the campus bookstores and for a wholesale book company. The bookstores' greatest need for books is at the end of the semester during the week of finals. Dates and times of buyback are posted on the CLC website. Study guides, lab manuals and workbooks are bought under limited conditions. Books bundled with multiple components such as CDs, diskettes, supplemental pamphlets, etc. must have all components to be bought back.

Foodservice

Brainerd Campus: breakfast and Lunch are available daily from 7:30-2:00

Staples Campus: breakfast and lunch are available daily from 7:30-1:00

Telephones

Office telephones are for official use only. There are public telephones located on campus for student use. Students may not receive phone calls at the college. In the event of an emergency, a student will be contacted in class to return a phone call. The caller will be asked the nature of the emergency in order for the college to determine if the call warrants a student being removed from class.

Parking

Convenient student parking is available for all students on all campuses of Central Lakes College. You are subject to a CLC parking citation for the following reasons:

- Parking in a loading zone
- Blocking driveways
- Parking on grass

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- Parking on perimeter
- Improper permits
- No permit displayed
- Improper position
- Parking between 11 p.m. and 6 a.m. without a permit
- Parking in restricted zones (i.e. yellow curb, visitor parking, no parking zones, fire lanes)

If you receive a CLC parking citation and wish to appeal, obtain an Appeal Form from www.clcmn.edu/general-information/security-safety/ and submit it within 5 days of receipt of the citation. Appeals received after the 5th business day will NOT be considered.

Business and Industry Center parking is restricted to Business and Industry Center clients only. CLC parking lots are patrolled by local police and Campus Security.

Security Escort Service to the parking lots, is available during business hours on the Brainerd Campus by contacting the security department at 218-828-6050, or by pressing the red button on the emergency call boxes by the main exits or by contacting the Information Center (Brainerd: 218-855-8000, Staples: 218-894-5100). Contact maintenance personnel at Staples Campus.

Handicapped Parking

Parking for students with disabilities is provided in designated areas. Students and others parking in these areas must display a current State Handicapped Parking Permit on their vehicle.

CLC Permit Parking

Parking is provided for students with temporary disabilities in designated "permit parking" areas. Students must display a current CLC handicapped-parking permit. Permits expire at the end of each semester and are only available through Disability Services (Brainerd: 218.855.8218, Staples: 218.894.5182).

Overnight/Extended Parking

Students needing to park overnight or over an extended time period must obtain a permit through the Information Center at the CLC campus where the parking is being requested; and display the permit on the vehicle's dashboard, and park in the posted designated parking area.

Community Resources

Daycare Services/Early Education

Annie's Child Care and Learning Center -Central Lakes College, in partnership with the Annie's Child care and Learning Center, offers quality childcare and learning opportunities on the CLC Brainerd campus. Annie's Child Care and Learning Center provides full- Center telephone number: 218-855-8274 or Joann Ostrowski, Owner 218-829-9228
annieslearningcenter501@gmail.com Brainerd Daycare Providers- <http://www.brainerd.com/service/serv.html#Day>
Child Care Aware of Minnesota-1-888-291-9811
Early Childhood Family Education: 651-582-8399
Headstart- 218-728-1091
Staples Day Care Directory -www.childcarecenter.us/Minnesota_homecare/staples_mn_city

Food Shelves & Meal Sites

Second Harvest North Central Food Bank - www.secondharvestncfb.com/index.html
Mothers and Children (MAC) Free Food Program -1-800-365-0270 218-326-4420
WIC Nutrition Program- 218-824-1073
Sharing Bread Soup Kitchen -218-829-4203
Ruby's Pantry Food Distribution, 320-629-7400
Brainerd Food Shelf (Salvation Army)-218-829-1120
Crosslake Food Shelf-218-692-1004
Cuyuna Range Food Shelf- 218-546-7444 and 218-534-9264

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Emily Food Shelf- 218-763-3097
Garrison Food Shelf- 320-692-5399
Lakes Area Food Shelf (Nisswa/Pequot/Breezy/Lakeshore)- 218-568-8474
Staples Area Food Shelf- 218-894-1041
Staples: SNAP (Supplemental Nutrition Assistance Program)- 218-894-6300

Housing

Information on area housing is located on the CLC Student Life webpage, under Campus Life: contact the Student Life Office or check the student life website: <http://www.clcmn.edu/student-services/area-housing-list>
Parkway Apartments, owned by the Central Lakes College Foundation, call: 218-824-8403 for more information
Brainerd Dispatch - www.brainerddispatch.com/
Brainerd Housing Authority -218-829-8634
Craig's List- brainerd.craigslist.org/apa/
Hope Housing (Lutheran Social Services)-218-824-1437 or toll free 1-866-970-1437
Housing Resource List- Bridges of Hope- bridgesofhopemn.org/resources/housing.html
Salvation Army Rental Assistance Program -218-829-1120
Staples Housing and Redevelopment Authority (HRA)- 218-894-2301

Emergency Housing/Shelter

Mid-Minnesota Women's Shelter and Center-218-828-1216
MN Complete List - www.hud.gov/local/mn/homeless/shelterslisting.cfm#crow
New Pathways -763-691-0121

Prenatal care

Essential Health St. Joseph's Good Beginnings OB Clinic (Brainerd) - 218-828-7688
Lakewood Health System (Staples): 218-894-1515
Lakes Area Pregnancy Support Center - 218-825-0793 and Facebook www.facebook.com/pages/Lakes-Area-Pregnancy-Support-Center/167959363214241
Todd County Public Health- 320-732-4440 or toll free 800-732-4440, WIC- 320-732-4456

Transportation

Brainerd Area Taxi -218-828-1111
Crow Wing County Public Transit -218-825-7433 or toll free 1-866-925-7433
Dial-A-Ride -218-825-7433
Transportation to a Doctor's Appointment/Hospital
bridgesofhopemn.org/resources/transportation.html
Minneapolis Airport to Brainerd-218-855-6973
Crow Wing County Veteran Services-218-824-1058
MN Department of Veterans Affairs - www.mdva.state.mn.us/
Care Cab (Medical)- 1-800-450-4227
Medivan (Medical)-1-800-422-0976
Staples area transportation: People's Express – 1-800-450-0123
Wadena County Friendly Rider (bus service), 218-631-5730/888-773-5500

College Polices

Central Lakes College polices are located on the CLC website: www.clcmn.edu/college-policies/
CLC is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. This information is available in alternative format upon a 48-hour advance request by contacting Accessibility Services, accessibilityservices@clcmn.edu, office E138 at 218-855-8175. Consumers with hearing or speech impairments may contact us via their preferred Telecommunications Relay Service.

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Telephone Directory

CLC Toll Free.....	800-933-0346
General Information.....	218-855-8000
Administration.....	218-855-8051
Brainerd Bookstore & Cashier.....	218-855-8248
Staples Bookstore & Cashier.....	218-894-5118
Business & Industry Center.....	218-855-8142
Business Office.....	218-855-8230
Computer Commons Help Desk.....	218-855-8200
Library.....	218-855-8180
Student Service Center (Admissions, Advising, Counseling, Financial Aid, Registration).....	218-855-8031

For up-to-date information check the CLC Website at www.clcmn.edu