

CLC

STUDENT HANDBOOK 2023-2024

We build futures!

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

Table of Contents

About the College • Pages 2-6

Values, Vision Statement, Mission Statement, History, Accreditation, Scholarships, Annual Notice

Admissions • Pages 6-13

Admissions Policy, Admission to Central Lakes College, Admission Requirements, Immunization, Immunization against Communicable Diseases, College Readiness, Assessment Testing for College Readiness, Minimum Standards for Access to General Education Courses, Accuplacer testing Exemptions, Course Placement in Developmental Education, Post Secondary Enrollment Options (PSEO) Procedures, Admission of Transfer Students, Admission of International Students, Admission of English as a Second Language, Determination of Residence, Reciprocity, College in the Schools (CIS), Program Major Changes, What Constitutes an Appeal for Admission into CIS?

Registration • Pages 13-23

Records and Registration Services, Registration Procedures, Add/Drop Courses, Repeating a Course, Preferred Name Policy, Transcript Requests, Transcript Hold, Academic Grading System, Grade Point Average (GPA), Address Changes, Classification of Students, Visiting Students, Graduation Requirements, Transfer of Credit, Transfer Appeals Process, Credit for Military Experience, Credit for Advanced Placement Testing, Credit for CLEP, Credit for Advanced Standing Certification, Credit by Evaluation, Withdrawing from a Course

Tuition and Fees • Pages 23-29

Tuition and Fees, Tuition, Mandatory Fees, Other Fees, Senior Citizen Charges and Fees, Due Dates, Registration Cancellation, Payment Plans, Unpaid Balances and Late Fees, Deferment for Textbooks and Course Materials, Dishonored Checks/NSF Fee, Students' Receiving Financial Aid, Refunds for Dropped Classes, Refunds for Withdrawals, Waivers, Appeals for Tuition and Fee Refund

Financial Assistance • Pages 29-33

Financial Assistance, How is Eligibility Determined?, How to Apply for Financial Aid, Types of Financial Assistance, Steps for Receiving Financial Aid, Return of Federal Financial Aid, Impact of Total Withdrawals before the 60% percentage point of time, Unofficial Withdrawals, Satisfactory Academic Progress

Student Services • Pages 33-37

Your Success is our Goal, Career Services, Academic Advising, Counseling, Veterans Resource Center, Tutoring Services, Accessibility Services, Office of Equity and Inclusion, TRIO Student Support Services, TRIO Upward Bound

Student Conduct Policies and Procedures • Pages 37-38

Student Conduct Policy

Drugs and Alcohol Policies, Prevention and Resources • Pages 38-44

Alcohol Policy, Drug Policy, Health Risks Associated with Alcohol and Drug Use and Abuse, Drug and Alcohol Treatment Programs, Recovery Support

Sexual Harassment and Sexual Violence • Pages 44-46

Sexual Harassment and Sexual Violence, What is Consent?, What is Coercion, How Can I Prevent Sexual Violence, How do I Report Sexual Violence, CLC's Amnesty Policy, Sexual Prevention and Support Resources, Nondiscrimination, Sexual Harassment, Sexual Violence Policies

1B.1 Policy on Harassment and Discrimination • Pages 47-51

1B.1 Equal Opportunity & Nondiscrimination in Employment and Education, Education Policy, Student Concern Process

College Information • Pages 51-54

Libraries, Bookstore, Food Services, Telephones, Parking

Community Resources • Pages 54-56

Daycare Services/Early Education, Food Shelves and Meal Sites, Housing, Emergency Housing/Shelter, Prenatal Care, Transportation, College Policies

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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).

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

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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: 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.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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
- Culinary and Meat Cutting
- Business, Accounting and Healthcare Administration
- Child Development and Human Services
- Dental, Nursing and EMT
- Information Technology
- Law Enforcement
- Welding, Robotics and Machine Tool Technology
- Graphic Design and Videography
- Automotive, Marine and Diesel Mechanics and Heavy Equipment Operation
- Occupational Skills

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.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

Nondiscrimination Coordinators:

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

Accessibility Services Director – Megan Bistodeau, 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, Dental Assisting and Criminal Justice programs require additional criteria. Contact the Admissions Department for details.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

5. Heavy Equipment Maintenance and Operation 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 can fill out a 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 and Career Studies courses as early in their college career as possible. These College and Career Studies skills are prerequisites for some courses.

Assessment for Course Placement

Central Lakes College (CLC) is dedicated to supporting student success through student assessment and course placement. CLC will assess students’ knowledge and skills in order to offer appropriate course placement decisions according to the Minnesota State policy and procedure of assessment for course placement ([3.3 Assessment for Course Placement](#)).

CLC will review all relevant student information including subject area test scores from the ACT, SAT, Minnesota Comprehensive Assessments (MCA), and the system-endorsed placement instrument (ACCUPLACER) to determine student course placement. When a course or program requires a specific level of reading, writing, or mathematics skill, the subject area test scores from these measures, as well as additional academic criteria, will be used to determine student placement in courses.

CLC will not require students to have taken the ACT, SAT or MCA tests for course placement purposes. However, students who have not taken these tests, or do not meet any other exemption criteria, may be required to take the system-endorsed instrument (ACCUPLACER) in the appropriate subject area.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

Assessment of students who are non-native speakers of English

A student who self-identifies as being a non-native speaker of English may elect to be evaluated for college readiness in the area of English language proficiency using one or more parts of the English for Speakers of Other Languages (ESOL) version of the system-endorsed placement instrument (ACCUPLACER).

ACCUPLACER testing and retesting process

Prior to testing, CLC shall inform students how their test score(s) will be used for course placement. When taking the ACCUPLACER for the first time, a student will be provided a reasonable opportunity and time to review ACCUPLACER test materials, including a sample test. When course placement requires the student to take a developmental-level course, the student will be provided the opportunity to retest as early as the following day, as testing is available, including retesting during or after a student has taken a developmental-level course. CLC will allow students to take each section of the ACCUPLACER test up to three times in a twelve-month period, all test attempts are free to the student.

Accommodations for ACCUPLACER testing

When requested in advance by a student through an authorized reasonable accommodation process CLC will provide students reasonable accommodations for ACCUPLACER testing. Accommodations will be provided by [Accessibility Services \(AS\)](#), who may be contacted at accessibilityservices@clcmn.edu or (218)-855-8175.

Exemptions from course placement requirements

Students are exempted from submitting documentation of test scores from the ACT, SAT, or MCA or from taking the ACCUPLACER subject area tests based on;

1. enrollment exclusively in non-credit courses, or
2. documentation of successful completion of a college-level course in the area for which the course placement score is used, or
3. documentation of completion of an associate's degree, a baccalaureate degree, or higher degree.

Course placement decisions

CLC is committed to following Minnesota State guidelines for minimum subject area test scores for placement into the corresponding college-level course(s) when a course or program indicates a requirement for a specific level of reading, writing, or mathematics skills.

Additionally, CLC will provide students placement into developmental-level or advanced level courses based on all available criteria. Find a full listing of course placement criteria as well as corresponding placement levels on the [CLC Placement Levels](#) webpage.

A student may choose to challenge a course placement decision by completing the Guided Self-Placement process in which they acknowledge the risks and challenges associated with taking coursework that may not align with their current knowledge and skills. Additional information about this process can be found on the [CLC Course Placement & Testing](#) webpage.

Post-Secondary Enrollment Options (PSEO) Program

The PSEO program was established to promote rigorous educational pursuits by encouraging and enabling high school students to enroll in postsecondary courses or programs. CLC expects PSEO

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

students to perform to the same academic and student conduct standards to which all other CLC students are held accountable.

PSEO Eligibility Standards

For 12th grade students, a high school GPA of 2.5 or higher is required.

For 11th grade students, a high school GPA of 3.0 or higher is required.

For 10th grade students, a high school GPA of 3.0 or higher is required, additionally the student must have attained a ‘meets’ or ‘exceeds’ expectations level on the 8th grade MCA Reading test. If the student *did not take* the 8th grade MCA Reading test CLC will accept a college level Accuplacer Reading test score.

Students who do not meet the standards listed above may submit a [CE Admission Appeal](#) which requires a letter of support from a high school counselor.

PSEO Admission Process

The process to be admitted to CLC as a PSEO student requires submission of:

1. [CLC Application](#) for admission;
2. PSEO program Notice of Student Registration Form signed by the student, a parent or guardian (if the student is under 18 years of age) and a secondary school contact;
3. Current high school transcript that lists grade and cumulative GPA

Additionally, 10th grade students must submit a score that ‘meets’ or ‘exceeds’ expectations level on the 8th grade MCA Reading test. If the student *did not take* the 8th grade MCA Reading test CLC will accept a college level Accuplacer Reading test score.

PSEO Registration Information

- PSEO students cannot register for developmental courses (any course numbered below 1000).
- PSEO students cannot register for courses with fees above \$175 unless required for their program of study.
- Prior to registration PSEO students must submit a PSEO program Notice of Student Registration Form signed by the student, a parent or guardian (if the student is under 18 years of age) and a secondary school contact EACH SEMESTER.
- PSEO registration opens after all current students have had the opportunity to register. Registration dates and times are determined based on the number of credits completed and listed on the CLC Academic Calendar.
- PSEO students may drop coursework through the 10th business day of the semester per State of Minnesota Statute. PSEO students from a school district on contract with CLC may have additional time to drop coursework per contract details, typically through the 15th business day of the semester.
- PSEO students charge all required books and supplies through the CLC Bookstore at no cost to them. These materials remain the property of Central Lakes College and must be returned at the end of the semester. Unreturned and/or un-usable books will be charged to the student.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

- PSEO students are not eligible for financial aid, CLC scholarships, or work-study funds.

PSEO Satisfactory Academic Progress

PSEO students are held to the same Satisfactory Academic Progress standards as all other CLC students. If a PSEO student is placed on Academic Suspension, the student may submit a [Suspension Appeal](#) to seek approval to continue taking college level coursework.

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 Transfer Team. Students who have attended other Minnesota State institutions should complete the eTranscript Request form located at www.clcmn.edu to alert CLC's Transfer Team 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 cannot rely on financial aid from the college or employment in the U.S. as a source of income.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

- i. U.S. Form I-134 Affidavit of Support is required if a third party provides 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)
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.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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

Students who are planning to change programs need to follow the following process:

1. Complete a Program Change form (available online under Admission/forms).
2. It is recommended that students meet with an Advisor to discuss a program change.
3. 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) Program

The CIS program was established to promote rigorous educational pursuits by encouraging and enabling high school students to enroll in college level coursework and earn college credit in the high school setting. CIS courses are taught by college-credentialed high school instructors in collaboration with CLC faculty members. CLC expects CIS students to perform to the same academic and student conduct standards to which all other CLC students are held accountable.

CIS Eligibility Standards

For 12th grade students, a high school GPA of 2.5 or higher is required.

For 11th grade students, a high school GPA of 3.0 or higher is required.

For 9th or 10th grade students, a high school GPA of 3.0 or higher and a letter of support from a high school official is required. Alternately, class rank in the top 10% will be accepted.

Students who do not meet the standards listed above may submit a [CE Admission Appeal](#) which requires a letter of support from a high school official.

CIS Admission Process

The process to be admitted to CLC as a CIS student requires submission of:

1. [CLC Application](#) for admission. The application deadline for the fall semester is September 15, while the application deadline for the spring semester is January 31.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

2. Current high school transcript that lists grade and cumulative GPA

Additionally, 9th and 10th grade students must submit a letter of support from a high school official. Alternately, class rank in the top 10% will be accepted.

CIS Registration Information

- CIS registration is managed by the high school. Each high school may elect to have CLC register students based on a class list they provide OR help students to register themselves through their online student account (eServices). The registration deadline for the fall semester is September 30, while the registration deadline for the spring semester is February 15. Classes that do not follow the typical schedule will be given two weeks from the start of the course to finalize registration.
- CIS students receive books and supplies at no cost.
- CIS students are not eligible for financial aid, CLC scholarships, or work-study funds.

CIS Satisfactory Academic Progress

CIS students are held to the same Satisfactory Academic Progress standards as all other CLC students. If a CIS student is placed on Academic Suspension, the student may submit a [Suspension Appeal](#) to seek approval to continue taking college level coursework.

Registration

Records and Registration Services

Many Records and Registration services are available through [E-Services](#), the web-based student portal. Students log in to [E-Services](#) to add or drop courses, withdraw from courses, check grades, change address/email/phone number, view add/drop/withdrawal deadlines, and view/print class schedules, Degree Audit (DARS) reports, and unofficial transcripts. To log in, go to www.clcmn.edu and click on “E-Services” under “Quicklinks.” Login with your StarID and 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 register for courses through [E-Services](#) after discussions with their advisor. Registration procedures vary depending upon whether the student is a new, returning, or visiting student. Students having a one year or longer break in attendance are required to reapply to the college. In this case, the student follows the degree, diploma, or certificate requirements that are current at the time of reenrollment. Students who wish to register for more than 22 credits in fall or spring semesters or nine credits in summer semester must work with an advisor, who will complete a

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

“Request for Additional Credits” form on behalf of the student. The college reserves the right to withhold registration privileges from students with unpaid college financial obligations.

Add/Drop Courses

Students can attend one class session for each registered, for-credit course, without obligation. Students are permitted to add and drop courses through the first five business days of the semester or through one business day after the first class meeting, whichever is later. Students are financially obligated for any classes not dropped by the end of the fifth business day of the term, or one business day after the first class meeting, whichever is later. Courses not dropped within these deadlines will remain on the transcript. 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 graduation and included in the computation of the overall numerical grade point average. This policy applies to all grades including “F” grades. Both the original and the repeated grade will appear on the student’s transcript and both are considered attempted courses for Satisfactory Academic Progress measurements. Tuition and fees will be charged for each course taken.

Preferred Name Policy (CLC Policy 1B.1.2 Preferred Name Policy)

Central Lakes College (CLC) recognizes and supports students who wish to use preferred names where legally permissible. Students may designate a preferred name to be used by CLC where legally permissible by logging into [E-Services](#) and selecting “Name and Address Info” under “Account Management.” CLC reserves the right to deny inappropriate preferred names.

Transcript Requests

The Records and Registration Office maintains student academic records. Transcripts show all registered courses each semester and the official grades awarded for those courses. Students can view, download, and print an **unofficial** transcript by logging into E-Services and selecting “Unofficial Transcripts” under “Academic Records.”

To request an **official** transcript, go to www.getmytranscript.com. You can choose to have it sent electronically, which is the fastest and most secure way, or mailed. There is a small fee associated with this service.

Please note: Students do not need to request that an official CLC transcript be sent to another Minnesota State college or university. Rather, please contact the receiving institution’s Admissions or Records Office and ask them to obtain your e-Transcript. A complete list of the

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

Minnesota State colleges/universities can be found at <https://www.minnstate.edu/campusesprograms/index.html>

Transcript Hold

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 check their official grades in [E-Services](#) under “Academic Records.” Login with your StarID and StarID Password.

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 selected at time of registration)
NC	0.0	No Credit (For courses numbered below 1000)

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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 by the deadline will receive an “F” grade.
- Students who have not participated in an academically-related activity within the first five 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.
- “S” and “U” grades are used for internships and internship-like experiences and developmental Reading courses. “S” (Satisfactory) grades indicate the student met the standards for and completed the internship or internship-like experience. “U” (Unsatisfactory) grades indicate that the student did not meet the standards for and/or complete the internship or internship-like experience. “S” and “U” grades do not impact grade point average.
- The “AU” grade means the student will audit the class. At the time of registration, students requesting to audit a course must choose that option. Audited courses do not meet graduation requirements. The audit permits attendance and participation in course activities. No credit is 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 on the transcript.

Address/Phone/Personal Email Changes

Students change their address, phone number, and personal email within [E-Services](#). Students are responsible for keeping their contact information current with Central Lakes College.

Classification of Students

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

Students are usually not required to take a minimum number of credits each semester. However, to complete a 60-credit associate degree or diploma within two years, students must complete an average of 15 credits each semester.

Students planning to take more than 22 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 if course prerequisites are met. Visiting students are not required to complete an admissions application to CLC. Visiting students may 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

Candidates for degrees, diplomas and certificates must meet the following criteria:

1. Complete all courses required by the degree, diploma, and certificate, as well as all other program-specific requirements. Note: Students are subject to the program requirements in effect at the time of enrollment. When a student stops attending CLC for one year or more, the student is subject to the degree, diploma, or certificate requirements in effect at the time of reenrollment.
2. Achieve a cumulative grade point average (GPA) of 2.0 or better on a 4.0 grading scale. Note that some program majors may have additional GPA and/or grading requirements for graduation.
3. If applicable, achieve a cumulative grade point average (GPA) of 2.0 or better on a 4.0 grading scale in 40 Minnesota Transfer Curriculum credits in ten goal areas to complete the Minnesota Transfer Curriculum requirement.
4. Complete a minimum of one-fourth (25%) of the required credits at Central Lakes College. Credits awarded through Credit for Prior Learning (CPL) internal college assessments count toward the one-fourth (25%) requirement.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

5. When applicable, complete all courses within the timeframe specified. Note that some technical courses expire after a specified number of years. See the program planning guides for more information.

Other Information:

- Students who achieve a 3.25-3.74 cumulative Central Lakes College GPA will graduate with honors. Students who achieve a 3.75-4.0 cumulative Central Lakes College GPA will graduate with high honors. For the commencement ceremony and program, honors and high honors are determined using the cumulative GPA at the end of prior semester.
- Students who achieve a 3.25-3.74 cumulative Central Lakes College GPA at the time of award completion will receive a transcript notation indicating graduation with honors. Students who achieve a 3.75-4.0 cumulative Central Lakes College GPA at the time of award completion will receive a transcript notation indicating graduation with high honors. Note that this calculation includes the final semester grades, which is different than the calculation used for the commencement ceremony and program.
- Participation in the commencement ceremony does not imply that a student has officially graduated.
- Students attending the commencement ceremony will receive a diploma cover with a special message inside. The official diploma will be mailed approximately eight (8) weeks after graduation once all grades are posted and final checks performed.

Transfer of Credit

Students seeking a degree, diploma or certificate who have attended a college other than CLC must have official transcripts sent directly from that college to Central Lakes College, Attention: Transfer. See the other colleges' websites for instructions on ordering an official transcript. Note: CLC has the ability to retrieve [MinnState college and university](#) e-transcripts once a student has applied to CLC. Therefore, students do not have to request official transcripts from [MinnState schools](#). Note that the University of Minnesota is not part of MinnState so students must request official transcripts from the U of M.

If the transcript is hand-delivered by the 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.

Central Lakes College complies with Minnesota State System Policies and Procedures for evaluating transfer courses and credits, including Undergraduate Course Credit and Credit Transfer and the Minnesota Transfer Curriculum (Policy 3.21); Transfer of Undergraduate Courses, Credit, Associate Degrees and the Minnesota Transfer Curriculum (Procedure 3.21.1

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

Part 9); and Transfer Rights and Responsibilities (Policy 3.39).

Your Rights as a Transfer Student

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

Transfer Review and Appeals Process

Students not satisfied with Central Lakes College's transfer decisions may request an additional review.

1. Students submit a transfer review within student [E-Services](#). Students may be required to include additional information to support their review including, but not limited to, a course syllabus, course lab information, course outline, and a course description.
2. The Transfer Specialist forwards the review request and documentation to the appropriate academic department for review. Students will receive a response within two weeks if the appeal is submitted during the academic year and when school is in session. There will be longer response times during breaks and in the summer.
3. Students will receive the transfer review decision in writing within student [E-Services](#).
4. Students whose transfer reviews were denied may request a transfer appeal.

Students not satisfied with Central Lakes College's transfer review decision may submit a transfer appeal.

1. Students submit a transfer appeal in student [E-Services](#). Students may submit additional documentation such as transcripts, course syllabi, course outlines, course descriptions, etc.
2. The Central Lakes College Vice President of Academic Affairs or designee will review the appeal and the student will receive a response within two weeks if the appeal is submitted during the academic year and when school is in session. There will be longer response times during breaks and in the summer.
3. Students will receive the transfer appeal decision in writing within student [E-Services](#).
4. Students whose transfer appeals were denied at the college level may request a Minnesota State System-level appeal.

Students not satisfied with the college-level transfer appeal decision may submit a transfer appeal to the Minnesota State senior vice chancellor for academic and student affairs. A student shall exhaust all steps in the transfer appeal process at the college prior to appealing at the system level.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

1. Students submit a system-level transfer appeal in student [E-Services](#). Students may submit additional documentation such as transcripts, course syllabi, course outlines, course descriptions, etc.
2. Minnesota State system office transfer staff review the appeal based on course descriptions, course outlines, learning outcomes, and/or other relevant information. The transfer staff submit a recommendation to the senior vice chancellor for academic and student affairs. The senior vice chancellor for academic and student affairs shall make a final determination regarding disposition of the transfer appeal.
3. Students will receive the system-level transfer appeal decision in writing within student [E-Services](#).
4. The decision of the senior vice chancellor is binding on all college and university parties.

Credit for Prior Learning

Central Lakes College recognizes students have diverse life experiences which may be applicable towards their educational goals. Credit for Prior Learning provides options for students to earn college credit in the following ways:

- Credit for prior learning (CPL) – external assessments
- Credit for prior learning (CPL) – internal assessments

Credit for prior learning (CPL) – external assessments

Advanced Placement (AP)

Central Lakes College will award credit for Advanced Placement exams if the student earned a score of 3 or above. The credits awarded will not exceed the credits for an equivalent CLC course or course sequence.

[View a full listing of AP Exam score requirements and their CLC equivalents](#)

[Request your official AP transcript be sent to CLC Records and Registration](#)

International Baccalaureate (IB)

Central Lakes College awards credit for prior learning to high school students who participated in the International Baccalaureate (IB) Program. The International Baccalaureate (IB) diploma program is an educational program taught in one of three languages – English, French, or Spanish and is intended for students in their final two years of secondary school, often before entering university. The program, administered by the International Baccalaureate Organization, is one of the most widely recognized pre-university educational programs in the world. A student may present a full IB diploma or a certificate recognizing specific higher level or standard level examination scores for evaluation.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

Central Lakes College will award credit for scores of four (4) or higher on individual IB examinations or successful completion of the IB diploma. Students who attain an International Baccalaureate (IB) diploma shall be granted six (6) lower division course credits for scores of four (4) or higher on each Higher Level IB examinations and two (2) lower division course credits for scores of four (4) or higher on each Standard Level IB examination. Students who do not complete an IB diploma may have their individual examinations evaluated. A student shall receive three (3) or more course credits for scores of four (4) or higher on individual Higher Level IB examinations and two (2) or more credits for scores of four (4) or higher on individual Standard Level IB examinations.

[View a full listing of International Baccalaureate exam score requirements and their CLC equivalents](#)

[Request your official IB transcript be sent to CLC Records and Registration.](#)

College Level Examination Program (CLEP)

CLEP examinations, prepared and administered by The College Board, are designed to assess student knowledge of lower division college and university course material in specific subject areas.

[View a full listing of CLEP Exams that have CLC equivalents](#)

[CLEP testing is offered at CLC.](#)

[Request your official CLEP transcript be sent to CLC Records and Registration.](#)

DANTES Subject Standardized Tests (DSST)

The DANTES Subject Standardized Tests (DSST) program is an extensive series of examinations in college subjects that are comparable to the final or end-of-course examinations in undergraduate courses.

[View a full listing of Dantes exam score requirements and their CLC equivalents](#)

[Request your official DSST transcript be sent to CLC Records and Registration.](#)

World Language Seals and Certificates

Central Lakes College awards college credit to enrolled students with Minnesota bilingual and multilingual seals and world language proficiency certificates. Students must request college credit within three academic years of graduation from high school by providing CLC with an official final high school transcript. Upon submitting your transcript, please notify

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

transfer@clcmn.edu of the high school where the seal or certificate was earned and the year of high school graduation.

[View a full listing of World Language Seals and Certificate Proficiency Levels](#)

Credit for Military Experience

An enrolled student may request an evaluation of military experience and education for college credit from an official military transcript. For more information on military credit transfer for veterans and service members, please visit <https://www.minnstate.edu/military/index.html>

Credit for Advanced Standing

Advanced Standing Articulation Agreements award credit for prior learning to high school students who complete certain Career and Technical Education (CTE) courses. CLC instructors collaborate with participating high school instructors to identify course content and outcomes that are common at both the high school and college levels. Advanced Standing courses are taught by high school CTE instructors.

To be eligible for this credit, students must create an account on [CTE CreditMN](#) during high school and work with their high school teacher(s) to fulfill the Advanced Standing/Articulated College Credit requirements.

Advanced Standing credits are nontransferable and must be applied to a CLC degree within two years of graduating high school. To obtain college credit, a student must first apply to CLC. The student then goes online to retrieve the [Minnesota Articulated College Credit Record](#) and emails the record to transfer@clcmn.edu or presents the record to CLC's Welcome Center, Attention: Transfer.

Credit for prior learning (CPL) – internal assessments

Credit for Prior Learning (Credit for Life/Work Experience)

Competency-based education allows students to present nontraditional learning as competencies to be evaluated for credit by qualified faculty members toward their educational program. These competencies must be equivalent to what would have been learned through college coursework.

Students who feel they have the competencies needed to meet the objectives may request an evaluation by completing the [Credit for Prior Learning Evaluation form](#). Students pay for the opportunity to be evaluated prior to the evaluation. Payment does not guarantee credits will be awarded.

Central Lakes College complies with Minnesota State System Policies and Procedures for evaluating prior learning, including Credit for Prior Learning ([Policy 3.35](#)) and applicable

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

procedures and Transfer Rights and Responsibilities ([Policy 3.39](#)).

Withdrawing from a Course

Students withdraw from courses by the course-specific withdrawal deadline by logging into [E-Services](#). Under “Courses & Registration” select “View/Modify Schedule” and select the course from which you wish to withdraw. Confirm the withdrawal process by entering your StarID password. The transcript will show a “W” grade for the course after successful withdrawal. The course schedule in E-Services shows the withdrawal deadlines, which may vary by course. Withdrawing from a course does not affect a student’s GPA but it impacts completion rate. Students must complete 66.67% of all attempted credits and earn a cumulative 2.0 GPA to remain in good [academic and financial aid standing](#) at Central Lakes College. Student should meet with an [advisor](#) before withdrawing from course(s). 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 by the due date.

- Tuition is due 15 days prior to the start of the semester.
- Tuition payments must be received, in the Business Office, by 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 tuition and fees at \$210 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.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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 LeadMN (Minnesota State College Student Association).

Other Fees

- **Activity Fee:** This fee is \$5.74 per credit and supports campus cultural activities, student senate, student clubs and student activities. The fee maximum is \$174.00 per semester.
- **Athletics Fee:** This fee is \$4.38 per credit and supports student athletics and free access to home games. The fee maximum is \$75 per semester.
- **Health Services Fee:** This fee is \$2.00 per credit and supports health services for students. The fee maximum is \$90 per semester.
- **Technology Fee:** This fee supports student and classroom technology. The fee maximum is \$11.18 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. On a space-available basis, senior citizens pay an administrative fee of \$20 per semester credit in lieu of tuition. Senior citizens are exempt from student activity fee and athletic 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. Central Lakes College determines on the second day of the semester if there is space available for senior citizens to register and receive the reduced rate. To receive the reduced rate, senior citizens must complete the Senior Citizen Registration Form located at www.clcmn.edu and return to the Records and Registration Office at registration@clcmn.edu.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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 tuition and fees due or made a \$350 down payment towards tuition and fees;
- FAFSA (Free Application for Student Aid) 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 toward tuition and fees due.

The registration cancellation process occurs 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 \$34 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 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

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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 offer 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 master loan promissory note must be completed in order to borrow a student loan. 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.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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.

Refunds for Withdrawals

Individual 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

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

- 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 passed, a student with extenuating circumstances may appeal for a refund/reduction of all or part of the tuition and fees charged within **90 days of the end of the semester**. Students must submit supporting documentation with the appeal.

Students may appeal for a refund/reduction of all or part of the tuition and fees charged if the student has the following:

- **Death** in the immediate family*. Be sure to submit documentation with the appeal.
- **Medical reasons** such as injury or illness of the student or family member** that require an extended absence from class. A doctor's statement (on physician's letterhead) is required to be submitted with the appeal and must state that the medical condition impairs the student's ability to attend or complete classes.
- **Significant personal circumstances** beyond the control of the student that can be corroborated by an independent professional such as a social worker, lawyer, or law enforcement agent
- **Natural disaster** or similar situations that can be documented
- [Minnesota State Procedure 5.12.1](#) provides options for students who are members of any branch of the U.S. military and who are unable to complete a semester due to being called to active duty. Contact the [Veterans Certifying Official](#) to learn about your options.

Students must upload supporting documentation to the appeal before signing and submitting the appeal.

Notes: *In the case of death, the immediate family is defined as the spouse or domestic partner of the student; the parents, step-parents, grandparents, guardian, children, grandchildren, brothers,

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

sisters, wards, or stepchildren of the student; and the parents or grandparents of the student's spouse.

**In the case of medical reasons, a family member is defined as the spouse, minor or dependent children/stepchildren/foster children (including wards and children for whom the student is legal guardian), or parent/step-parent living in the same household as the student.

If the appeal for tuition and fees refund/reduction is granted, all classes are dropped and removed from the transcript. In addition, Financial Aid (loans and grants) and other financial assistance will be reduced for the dropped credits.

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).

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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 processed 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.

Grants and Scholarships:

1. Federal Pell Grant - This is a federal grant awarded to eligible students. Students must demonstrate financial need.
2. 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.
3. Minnesota State Grant - This is for Minnesota residents attending a Minnesota college only based on eligibility.
4. Post-Secondary Child Care Grant Program - Income-based grant for students who have children in daycare. Awards are limited to funds available.
5. 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.
6. CLC Foundation Scholarships - CLC has an extensive scholarship program for a variety of scholarship applicants. A CLC Foundation Scholarship application is required. Certain

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

- deadlines apply. Check with the Foundation Office, Admissions, Financial Aid or the Counseling/Career Center for more information and application form.
7. Outside scholarships - Announced in community newspapers and local high schools. Students may contact the Foundation Office.
 8. 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.
 9. 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.
 10. 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.
 11. 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.
 12. 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

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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 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

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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

Central Lakes College and [Minnesota State Board Policy 2.9](#) require that all students make satisfactory academic progress toward a degree, diploma or certificate to remain in good academic and financial aid standing. Central Lakes College's [Satisfactory Academic Progress Policy \(SAP\)](#) impacts students' financial aid and registration statuses since 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/overall grade point average and complete a minimum of 66.67% of cumulative/overall attempted credits. In addition, all students must complete their program within 150% of the program length in credits. The Financial Aid office is required by the U.S. Department of Education to monitor if 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 (66.67%) to meet the institutions standards before the student would reach the end of the program, the student shall be suspended from financial aid." The Satisfactory Academic Progress Policies and Procedures can be found on the CLC 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

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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 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.

College Social Worker and Mental Health Services

College Social Worker meets with students to discuss areas of concern that may interfere with college success. 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. Social Worker Kellee Rossina can be reached at phone: 218-855-8024 or email: kellee.rossina@clcmn.edu.

Veterans Resource Center

The Veterans Resource Center (VRC) and the VRC Coordinator serve current or former military members, spouses and dependents by:

- Certifying veterans' educational benefits
- Assisting with the application, registration, and transfer processes, including transferring military credits
- Allowing for priority registration

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

- Providing information on changes to benefits if students add, drop, withdraw, never attend or stop attending courses
- Supporting prospective students, current students, and alumni with career counseling, exploration, and referrals
- Referring to [career and transfer services](#)
- Providing VA resources and referrals
- Providing computers and free printing
- Providing a comfortable and welcoming place to study and meet with other veterans
- Building relationships among service members and veterans organizations, such as DAV, VFW, American Legion, Military Order of the Purple Heart, Beyond the Yellow Ribbon, Family Assistance Centers, and all branches of service

English Language Learner Services

Limited English language skills should not be a barrier to admissions to Central Lakes College. Upon admissions, CLC supports ELL students to navigate the college process and overcome barriers by taking appropriate measures to assess each student's ability to participate and benefit through placement testing and one-on-one coaching.

Raider Connect Services

Raider Connect Coaches (RCCs) provide mentorship, support and connections to all CLC students.

RCCs are proactive mentors that can advocate for the student's personal, educational and career goals. A Raider Connect Coach checks on student progress by monitoring academic success and connects with students through personalized, early intervention that fosters problem solving, skill-building and access to resources.

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. 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

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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

Meta 5 Displaced Homemakers Program

Have you lost your primary source of income due to separation, divorce, disability or death of a spouse? If so, Meta 5 MN Family Resiliency Program, a pre-employment program offers a free, customized, holistic, client-centered program to help you transition into the job market and address a variety of other needs. Meta 5 offers 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 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 E204) 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)

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

- 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.

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

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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, 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

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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 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's 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.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

- 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

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.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

- 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

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

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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 Review

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.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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.

Resources

There are several local and national resources for alcohol and drug information, treatment, and support.

Information:

- National Institute on Alcohol Abuse and Alcoholism, www.niaaa.nih.gov
- National Institute on Drug Abuse, 800-729-6686, www.drugabuse.gov
- National Alliance on Mental Illness, 800-950-6264, www.nami.org

Treatment Programs:

- Crow Wing County Community Services, Chemical Health, 218-824-1140, 204 Laurel Street, Brainerd, MN 56401, www.crowwing.us/169/Chemical-Dependency
- Essentia Health-St. Joseph's Medical Center, 218-829-2861/800-277-8262, 523 North 3rd Street, Brainerd, MN 56401, www.essentiahealth.org
- Todd County Health and Human Services, 320-732-4500, 200 1st Street Northeast, Suite 1, Staples, MN 56479, www.co.todd.mn.us/divisions/health-human/health-services
- Meridian Behavioral Health, 877-367-1715, www.meridianprograms.com
- MN Adult & Teen Challenge, 218-833-8778/612-373-3366, 2424 Business 371, Brainerd, MN 56401, www.mntc.org

Support Services:

- Alcoholics Anonymous, 218-828-4811/218-825-3770, 302 4th Avenue Northeast, Brainerd, MN 56401 and 7829 State Highway 210, Baxter, MN 56425, www.aacentrallakes.org
- Alcoholics Anonymous, 218-631-3828, 421 4th Street Northwest, Wadena, MN 56482, www.al-anon.org/, or www.meetings.intherooms.com/meetings/search?latitude=46.358449&longitude=-94.783979&proximity=100
- Narcotics Anonymous, Brainerd, MN 56401, www.narcotics.com/na-meetings/minnesota/brainerd/

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

- Narcotics Anonymous, Staples, MN 56479, www.narcotics.com/na-meetings/Staples/
- Crisis Line (available 24 hours/day), 218-828-HELP/800-462-5525

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?

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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
- 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))
- Mary Sam, Title IX Coordinator, 218-855-8159, room E204 located on the Brainerd Campus
- CLC College Social Worker, Kellee Rossina, 218-855-8024, room E204
- CLC Campus Security, 218-828-6050, room C125

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

- 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 Violence 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 E204, 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.

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

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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.

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.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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:

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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.

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

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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.

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 a FAFSA on file, have

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

met the minimum tuition payment criteria, and are not in danger of having their course registrations cancelled for non-payment, may charge up to \$1,000 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.

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.

Post-Secondary Enrollment Option (PSEO) students are allowed to charge required books and required supplies that will be used 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.

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 within 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

- 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.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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 access codes, supplemental pamphlets, etc. must have all components to be bought back.

Foodservice

Brainerd Campus: breakfast and lunch are available daily from 8:00 am – 1:30 pm

Staples Campus: breakfast and lunch are available daily from 7:30 am -1:00 pm from Monday-Thursday; 7:30 am-10:30 am Friday.

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
- Parking on perimeter
- 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.

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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” spaces. 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-time child care for the children of CLC staff and students.

Center telephone number: 218-855-8274 or email address: 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

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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
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.craigslislist.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

CLC Student Handbook 2023-24

*The information in the CLC Handbook is subject to change without notice.
Please refer to the CLC website for the most up-to-date policy versions and other important information.*

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.

Handbook revised on 08/04/2023