

**Campus Policies Table of Contents**

**Chapter 1 - General..... 2**

1.1 Policy on Policy and Procedures ..... 2

1.2 Reasonable Accommodations Policy ..... 5

    1.2.1 Reasonable Accommodation in Employment Policy ..... 5

    1.2.2 Individuals with Disabilities..... 5

    1.2.3 Access for Individuals with Disabilities..... 5

    1.2.4 Emergency Communication, Evacuation and Safety of a Disabled Person ..... 5

1.3 Affirmative Action/Nondiscrimination ..... 6

    1.3.1 Affirmative Action Policy..... 6

    1.3.2 Nondiscrimination in Employment and Educational Opportunity ..... 6

    1.3.3 Title IX ..... 6

    1.3.4 Student Rights Compliance Officers ..... 7

1.4 Harassment and Discrimination Policy ..... 8

1.5 Sexual Violence Policy ..... 9

    1.5.1 Sexual Violence Procedure..... 11

1.6 Zero Tolerance of Workplace Violence ..... 16

1.7 Code of Conduct and Ethics..... 21

    1.7.1 Fraudulent and Other Dishonest Acts..... 21

    1.7.2 Employee Code of Ethics..... 21

1.8 Copyright Policy ..... 22

1.9 Use of Cell Phones, Camera Phones and Digital Cameras ..... 25

1.10 Children on Campus ..... 25

**Chapter 2 - Students..... 26**

2.1 Campus Student Association ..... 26

    2.1.1 Student Senate ..... 26

    2.1.2 Student Organizations and Clubs ..... 26

        2.1.2.1 Procedure..... 28

2.3 Employment Services ..... 29

2.4 Student ID Cards ..... 29

2.5 Student Code of Conduct, Discipline and Discipline Appeals ..... 29

    2.5.1 Student Code of Conduct..... 29

    2.5.2 Off-campus Conduct ..... 31

    2.5.3 Sanctions for Violation of Conduct Code ..... 32

2.5.4	Student Complaints and Grievances .....	36
2.5.5	Attendance Policy .....	37
2.6	Financial Aid .....	37
2.6.3	Veteran’s Benefits .....	39
2.6.4	Emergency Loan Fund.....	39
2.6.5	Smart Start .....	39
2.6.6	Child Care .....	40
2.7	ATCC Foundation Scholarships .....	40
2.10	Intramural Activities .....	41
2.11	Student Life.....	41
2.11.1	Activities .....	41
2.12	Off-Site Program Activities.....	41
2.13	Counseling Center.....	41
2.14	Health Services.....	42
2.14.1	Immunization Records .....	42
2.14.2	Health Insurance .....	42
2.14.3	Student Accident Insurance .....	43
2.15	Student Background Check Policy .....	43
2.17	Student Information on File .....	47
<b>Chapter 3 – Educational Policies .....</b>		<b>47</b>
3.1	Student Rights and Responsibilities .....	47
3.1.1	Annual Notice to Students “Know Your Rights” .....	47
3.1.2	Standards for Distribution of Student Assignments, Assessments and General Information .....	48
3.2	Accreditations and Affiliations.....	49
3.3	Student Assessment.....	49
3.3.1	Assessment/Prerequisite Information .....	49
3.3.2	Assessment for Course Placement.....	50
3.3.3	Advanced Placement .....	51
3.3.4	Advanced Standing/Test-Outs/Experiential Learning .....	52
3.3.5	College-level Examination Program (CLEP).....	53
3.3.6	International Baccalaureate Credit (IB).....	53
3.4	Admissions .....	54
3.4.1	Readmission .....	56
3.4.2	PSEO Enrollment Program .....	56

3.4.4	Students Academically Suspended from College .....	57
3.5	Registration.....	57
3.5.1	Online Courses .....	58
3.5.3	Registration Deadline for Programs.....	58
3.5.4	Course Drop, Add and Withdrawal .....	58
3.5.5	Waiting List.....	59
3.6	State Residency Requirements .....	59
3.7	Immigration and Naturalization Requirements .....	60
3.10	Students with Disabilities .....	60
3.11	Academic Program Review .....	62
3.11.1	Academic Program Review.....	62
3.11.2	Academic Program Approval .....	62
3.12	Program Advisory Committee.....	62
3.13	Information that is of a Directory Nature.....	62
3.14	Change of Name and Address .....	63
3.15	Program Promotional Items Policy .....	63
3.16	Graduation Policy .....	63
3.16.1	General Education Requirements for AAS Degree Program.....	64
3.16.2	General Education Requirements for Associate of Science (AS) Degree Program 64	
3.16.3	Commencement.....	64
3.16.4	Graduation Requirements.....	65
3.16.5	Early Out .....	66
3.16.6	Late Graduation Requests .....	66
3.16.7	Program-Specific Graduation Requirements .....	67
3.17	Course Requirements and Grading.....	67
3.17.1	Class Scheduling .....	67
3.17.3	Length of Semesters .....	67
3.17.4	Grading System .....	68
3.17.5	End of Semester Grades.....	69
3.17.6	Incompletes.....	69
3.17.7	Repeating Courses .....	70
3.17.9	Program Enrollment Policy.....	70
3.17.10	Satisfactory Academic Progress .....	70
3.17.12	Grade Change.....	76

3.17.13	Change of Major.....	76
3.17.14	Grade Appeal Policy .....	77
3.17.15	Course Substitution (Exception) .....	78
3.17.17	Credit Limits for Students.....	79
3.17.18	Consortium Courses .....	79
3.17.19	Student Internships and Faculty Coordination .....	79
3.17.20	Honorary Degrees.....	82
3.18	High School Articulation.....	82
3.19	Transfer of Credit.....	83
3.19.1	Total Number of Credits that May be Transferred into a Major Program .....	85
3.20	Health and Safety Policy.....	85
3.20.1	Accident Policy.....	91
3.20.2	Personal Protective Safety Equipment .....	91
3.20.3	Communicable Diseases and Blood-borne Pathogens .....	94
3.20.4	Emergency Response.....	94
3.20.5	Fire Evacuation Plan .....	94
3.20.6	Tornado and Severe Weather Plan .....	96
3.20.7	OSHA Inspection Policy.....	98
3.20.8	Lockout Tag Out Policy and Procedures .....	98
3.20.9	Noise and Hearing Conservation Policy .....	102
3.21	Student Safety Policy for Operating Recreational Vehicle(s).....	104
3.23	Uniforms, Tools and Personal Protective Equipment.....	105
3.24	Lockers .....	105
3.25	Official College Communication Policy.....	105
3.27	Academic Calendar .....	105
3.28	Student Records .....	106
3.28.1	Transcripts.....	106
3.28.2	Law Enforcement Student Record Retention.....	107
3.29	Student Leave of Absence Policy.....	107
3.30	Cancelled Classes and Related Announcements Web Page .....	108
3.32	End of Semester .....	109
3.33	Academic Honesty/Dishonesty.....	109
3.34	Mid-Term Advising.....	110
3.37	Transcripts from Other Colleges.....	110

<b>Chapter 4 - Human Resources</b> .....	<b>111</b>
4.1 Weather and Emergency Closings and Cancellations .....	111
4.1.1 Inclement Weather Policy .....	111
4.2 Student Employment Policy.....	112
4.3 Faculty .....	112
4.3.1 College Faculty Credentialing .....	112
4.3.2 Credentialing and Hiring Temporary Full-time and Temporary Part-time, Adjunct and External Concurrent Instructors .....	113
4.3.3 Faculty Leave Policy .....	114
4.4 Support Staff – Professional Development.....	115
4.4.1 Classes Taken at MnSCU Colleges.....	115
4.4.2 Seminars or Conferences .....	116
4.5 Travel Policy .....	118
4.5.1 College Vehicle Policy.....	118
4.5.2 Field Trip Policy.....	119
4.5.3 Student Drivers in School Vehicles.....	120
4.5.4 Students Driving Personal Vehicles for College Business.....	121
4.6 Personal and Professional Responsibilities.....	121
4.6.1 Responsibilities of the Classroom Instructor Regarding Classroom Attendance	121
4.6.2 Image and Appearance Policy .....	121
4.7 Use of Volunteers .....	123
 <b>Chapter 5 - Administration</b> .....	 <b>124</b>
5.11 Tuition and Fees .....	124
5.11.1 Tuition Rates .....	124
5.11.2 Fees .....	124
5.11.3 Tuition and Fee Payments .....	124
5.11.4 Tuition and Fee Extension and Deferment Policy.....	125
5.11.5 Senior Citizens Exemption .....	125
5.12 Refunds, Waivers and Withdrawals.....	126
5.12.1 Active Duty with the Armed Forces.....	4
5.13 Information Technology Administration .....	4
5.13.1 Campus Computer Software Policy .....	4
5.13.2 E-Mail Retention Procedure.....	6
5.13.3 Request for Access to ISRS.....	7
5.14 Procurement and Contracts.....	7

5.14.1	Purchasing Guidelines .....	7
5.14.2	College Purchasing Card Policy and Procedure.....	8
5.14.3	Surplus Property and Equipment Disposal Policy .....	11
5.14.4	Vendor Policy .....	14
5.14.5	Customer Work Procedures.....	16
5.15	College-owned Cell Phone Policy .....	16
5.15.1	Procedure .....	17
5.16	Telephone Policy and Procedures.....	20
5.17	College-Sponsored Function Code of Ethics .....	20
5.18	Alcohol and Drug-Free Campus .....	22
5.19	Tobacco Use Policy .....	25
5.20	Parking Policy .....	26
5.21	Gifts and Donations .....	28
5.22	Acceptable Use of Computers and Information Technology Resources.....	28
5.22.1	Computers and Information Technology Resources Acceptable Use .....	28
5.23	Security and Privacy of Information Resources .....	33
5.24	All Personnel Meetings.....	34
<b>Chapter 6 - Facilities Management .....</b>		<b>35</b>
6.4	Facility Use .....	35
6.4.1	Key Policy.....	37
6.4.2	Animals in Building Policy .....	38
6.5	Energy Policy.....	38
6.6	Building Security .....	38
6.6.1	Equipment Security .....	38
6.6.2	Bomb Threat Procedures .....	39
6.6.3	Campus Security Act.....	40
<b>Chapter 7 - Finance.....</b>		<b>41</b>
7.1	Check Cashing Service .....	41
7.2	Grant Administration .....	41
7.3	Payment Card Data Security Policy .....	41

## Chapter 1 - General

### 1.1 Policy on Policy and Procedures

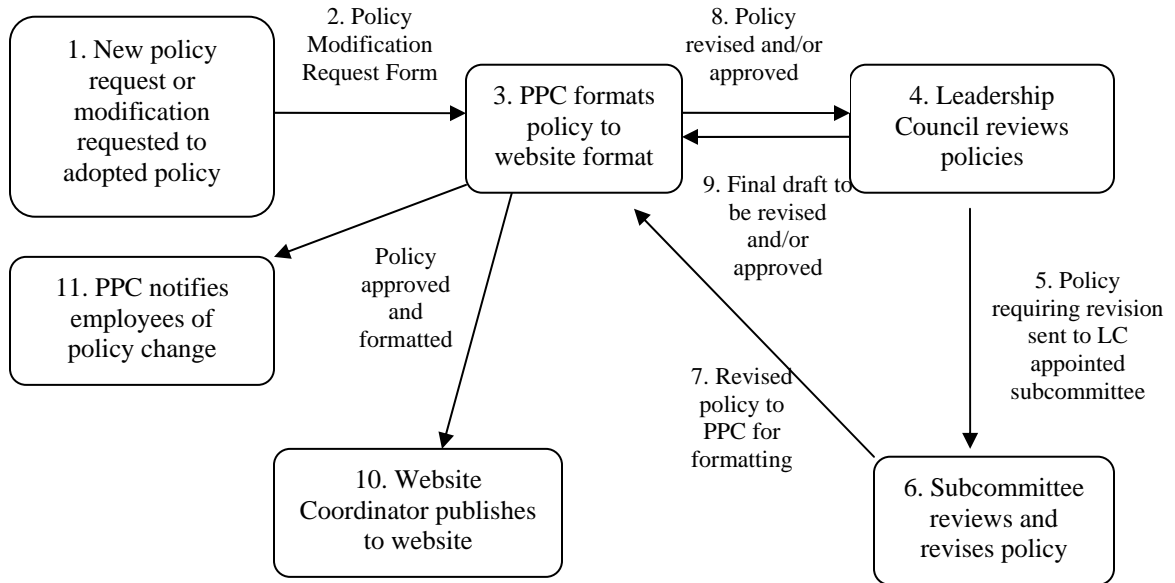
#### **Policy Statement**

This policy sets forth the process for the origination of new policies and revision of existing policies of Alexandria Technical and Community College.

#### **Policy and Procedure Development Procedure**

1. The Leadership Council will appoint a Policy and Procedures Coordinator (PPC) to be responsible to format and revise policies and procedures, i.e. Academic Policies, Student Policies, etc. The Leadership Council (LC) may appoint subcommittees, at their discretion, to revise.
2. The Leadership Council may review each campus policy to develop a new College policy. The Policy and Procedures Coordinator will be responsible to draft this policy and maintain it electronically as a Word document.
3. Requests for new policies or changes requested to adopted policies will be forwarded to the Policy and Procedures Coordinator by completing a Policy Modification Request Form. The PPC will forward the request to The Leadership Committee for input/discussion. The Leadership Council may assign a subcommittee to review and revise the policy or procedure and/or develop specific policies, if required. If changes are determined to be made, the PPC will make the changes and follow Steps 4-7 below of the review and approval process.
4. When the subcommittees have completed drafting a policy, the Policy and Procedures Coordinator will format and draft stamp the policy and then forward it to the Leadership Council to review. The Leadership Council is responsible to review each draft policy and submit policy revisions and/or policy approval to the Policy and Procedures Coordinator by a designated date.
5. The Policy and Procedures Coordinator will format the policy revisions to the website format.
6. The Policy and Procedures Coordinator will forward each approved policy to the Website Coordinator. The approved policy will be posted to the website by the Website Coordinator for two weeks for employee comment. The Policy and Procedures Coordinator will notify employees via e-mail that a policy has been posted for review. If no comments are received, the policy will be posted as approved to the website. If comments warrant a revision, Steps 3-5 above will be followed.
7. Each approved policy will be posted as a final or adopted policy to the website/network with the *Last Date Revised* and the *Effective Date* following the body of text for each policy.

**Policy Development Flowchart**



**Procedure Development Process**

Procedures are developed and revised in the same manner as policies.

Approved by: ATCC Leadership Council  
Effective Date: 3/16/06  
Last Date Revised: 3/16/06

**POLICY MODIFICATION REQUEST FORM**

Policy Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Change is to be Effective: \_\_\_\_\_

Change Requested By: \_\_\_\_\_

1. Explain why the new policy (or revision) is necessary:

\_\_\_\_\_ MnSCU \_\_\_\_\_ Legislation \_\_\_\_\_ ATCC

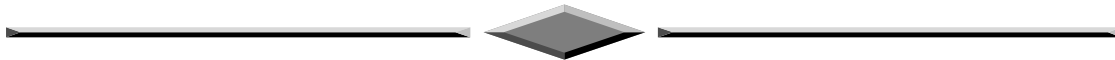
\_\_\_\_\_ Other \_\_\_\_\_

2. Determine whether the policy will have a fiscal impact. Will new resources be required in order to implement the policy? Will there be any cost savings that result from the policy? (Attach page)

3. Affirm that there are no existing MnSCU policies that this proposal will overlap or contradict.

4. Attach the draft policy with procedures, if any, which will need to be followed in order to implement the policy.

5. Forward completed form with attachments to the Policy and Procedures Coordinator



Action

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

\_\_\_\_\_  
Leadership Council Representative Date

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

\_\_\_\_\_  
President Date

1.2 Reasonable Accommodations Policy

This policy sets forth the criteria to be used for responding to requests for reasonable accommodations in employment based on an applicant's or employee's disability.

1.2.1 Reasonable Accommodation in Employment Policy

It is the policy of Alexandria Technical and Community College to encourage the employment and promotion of any qualified individual including any qualified individual with disabilities. Alexandria Technical and Community College has adopted and follows the MnSCU Board Policy in its entirety. This policy may be reviewed at: <http://www.mnscu.edu/board/procedure/1b0p1.html>.

Approved by: ATCC Leadership Council

Effective Date: 7/25/06

Last Date Revised: 7/6/06

1.2.2 Individuals with Disabilities

The Alexandria Technical and Community College complies with Section 504 of the Rehabilitation Act and is committed to providing for the needs of students with disabilities. Students able to document a disability through a recent assessment will be provided services determined to be necessary and most effective at no cost to the student. Eligibility for services and types of services will be determined on a case-by-case basis. It is the responsibility of the student with disabilities to seek available assistance at the Alexandria Technical and Community College and to make their needs known.

A student in need of accommodations must provide information and documentation several weeks in advance to allow time for the arrangement of appropriate accommodations. In cases where books on tape or an interpreter are required, a minimum of six weeks' advance notice is required. Requests should be directed to the Support Services Coordinator. If a student feels that his/her rights have been violated with regard to Section 504 or ADA, he/she should contact the Support Services Coordinator or the Vice President of Academic and Student Affairs.

Approved by: ATCC Leadership Council

Effective Date: 7/25/06

Last Date Revised: 7/6/06

1.2.3 Access for Individuals with Disabilities

Alexandria Technical and Community College has adopted and follows the MnSCU Board Policy, 1B.4 Access for Individuals with Disabilities, in its entirety. The policy may be reviewed on the MnSCU website at <http://www.mnscu.edu/board/policy/1b04.html>.

Approved by: ATCC Leadership Council

Effective Date: 7/25/06

Last Date Revised: 7/6/06

1.2.4 Emergency Communication, Evacuation and Safety of a Disabled Person

In case of an emergency, all employees with disabilities will receive notification, if at work, by the supervisor or designated backup staff. The supervisor, or designee, will be responsible for coordination of evacuation processes for these individuals.

In the event of the closing of the College because of a weather emergency, the department/unit in which an employee with a hearing impairment shall designate a person responsible to notify the hearing impaired employee or a person named by the employee, of the college's closing. Arrangements can be made by the

supervisor, or designee, with the Minnesota Relay Service (1-800-627-3529) to contact the employee using the TTY as well.

Alexandria Technical and Community College asks everyone's help if or when a building needs to be evacuated. Students, faculty, and/or staff who anticipate they could have a problem knowing when or how they should evacuate a building, should alert the Director of Safety and Security of their needs.

In the case of a fire or building evacuation, the Alexandria Fire Department will be responsible for evacuating people within the buildings. Additionally, at the beginning of each semester, faculty are asked to report to the Director of Safety and Security the names of any students having a disability that prohibits them from moving down stairwells. The Director of Safety and Security will provide such student with an evacuation plan specific to their needs. The Director of Safety and Security will be responsible for coordination of this specific plan with the Alexandria Fire and Police Departments.

Approved by: ATCC Leadership Council  
Effective Date: 8/16/10  
Last Date Revised: 7/30/10

### 1.3 Affirmative Action/Nondiscrimination

#### 1.3.1 Affirmative Action Policy

Alexandria Technical and Community College is committed to and supports aggressive affirmative action steps and programs intended to remedy the historical underrepresentation of persons of color, women and persons with disabilities in the workforce.

Approved by: ATCC Leadership Council  
Effective Date: 8/17/2006  
Last Date Revised: 8/17/2006

#### 1.3.2 Nondiscrimination in Employment and Educational Opportunity

Alexandria Technical and Community 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 student access to and participation in, programs, services, and activities with regard to race, color creed, religion, national origin, sex, marital status, disability, age, sexual preference, status with regard to public assistance, and membership or activity in a local commission as defined in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd. 23.

Alexandria Technical and Community College has adopted and follows the MnSCU Board Policy in its entirety. The policy may be reviewed on the MnSCU website at <http://www.mnscu.edu/board/policy/1b01.html>.

Approved by: ATCC Leadership Council  
Effective Date: 8/17/06  
Last Date Revised: 8/17/06

#### 1.3.3 Title IX

##### **Definition**

Title IX prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance. Anyone, student or employee, of Alexandria Technical and Community College who feels that he/she has been discriminated against in violation of this college's policy shall avail themselves of the following grievance procedure.

### **Filing of Grievance**

A student or employee, who believes himself or herself to be a victim of sex discrimination in violation of Title IX of the Education Amendments of 1972, may file a grievance in person or in writing with the college's Human Rights Officer if not grievous by means of another grievance procedure. The grievance should be filed as soon as possible after the alleged discriminatory act/conduct occurs.

### **Investigation Procedure: Informal Conference**

The Human Rights Officer shall make a prompt investigation of each charge filed. If after investigation it is the Human Rights Officer's opinion the charge lacks foundation, the officer shall so inform the complainant within 15 calendar days of the date of the filing charge. However, should the Human Rights Officer's investigation disclose the possibility that the charge is valid or has some foundation, the officer shall meet informally with the complainant and the college officials/employees involved and endeavor to arrive at an equitable solution to the problem.

### **Appeal Procedure and Time Limits on Appeals**

If the complainant is dissatisfied with either the results of the informal conference or the Human Rights Officer's finding that no violation of Title IX has occurred, he/she may appeal that decision to the Minnesota State Colleges and Universities System using MnSCU Policy 1B.1.1, . <http://www.mnscu.edu/board/procedure/1b01p1.html>. Such an appeal must be taken within 10 days from the date the complainant was informed of the Human Rights Officer's decision. The appeal must be in writing and state the reason for the complaint with particularity the reasons the complainant disagrees with the Human Rights Officer's disposition of his/her case.

### **Optional Hearing Procedures, Decision, Review by Board**

If the grievance is not informally resolved, both the complainant and the alleged discriminator shall have an opportunity to be heard on their own behalf. The hearing will be held before a committee of three administrators of the college appointed by the president. The written decision issued as a result of a hearing held pursuant to this section shall be final.

If the complainant is not satisfied with the decision, appeal may be made to one or more of the following offices: Director of the Office for Civil Rights, 300 South Wacker Drive, Chicago, Illinois 60606; or Commissioner of Human Rights, 200 Capitol Square Building, St. Paul, Minnesota 55105; or Equal Employment Opportunity Commission (EEOC) Regional Office, 342 North Walker Street, Milwaukee, Wisconsin 53202. For a complete copy of MnSCU Policy 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution, contact the Human Rights Officer.

Approved by: ATCC Leadership Council

Effective Date: 9/14/04

Last Date Revised: 3/16/06

#### 1.3.4 Student Rights Compliance Officers

##### **Affirmative Action/Equal Employment Opportunities Officer**

- Shari Maloney, Human Resources, 320-762-4466

##### **Human Rights Officer/Title IX Coordinator**

- Tam Bukowski, Safety and Security, 320-762-4415

##### **Section 504 Coordinator/Americans with Disabilities**

- Mary Ackerman, Support Services, 320-762-4673

Approved by: ATCC Leadership Council

Effective Date: 2/07/12

Last Date Revised: 2/07/12

#### 1.4 Harassment and Discrimination Policy

##### **Statement of Policy and Definition**

It is the policy of the Alexandria Technical and Community College to provide employees and students with an environment for learning and working which is free from racial, religious, and sexual harassment and discrimination. Alexandria Technical and Community College expects that all members of the college community will conduct themselves in a responsible manner that shows respect for others and the community at large. The same behavioral standards apply to all individuals.

This policy is directed at conduct that constitutes discrimination under state and federal law. Individual's rights to free speech shall be considered in cases involving verbal statements or other forms of expression. Complaints of discrimination or harassment shall be pursued through the system complaint process.

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 have no place in a learning or work environment and is prohibited.

##### **Racial Harassment**

Racial harassment is a form of race discrimination that is prohibited by state and federal law. Racial harassment is defined as verbal or physical conduct that is directed at an individual because of his/her race, color, or national origin or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Racial 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 other persons having business at or visiting the work or educational environment.

##### **Sex Discrimination/Harassment**

Sex discrimination is prohibited by state and federal law. Sex discrimination is defined as verbal or physical conduct that is directed at an individual because of his/her gender or that of his/her spouse and that subjects the individual to different treatment 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.

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

- 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
- 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

- 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.

### **Sexual Orientation Discrimination/Harassment**

Sexual orientation harassment is a form of sexual orientation discrimination which is prohibited by state law. Sexual orientation harassment is defined as verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Sexual orientation 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 other persons having business at or visiting the educational environment.

Any student who wishes or needs to discuss a harassment/violence issue or needs information should contact the Human Rights Officer.

Approved by: ATCC Leadership Council

Effective Date: 8/03/11

Last Date Revised: 7/08/11

### 1.5 Sexual Violence Policy

#### **Policy Statement**

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities (MnSCU). Alexandria Technical College (ATCC) is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other ATCC or MnSCU Board policies that may require separate proceedings. To further its commitment against sexual violence, MnSCU provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

As part of the larger community, Alexandria Technical and Community College is subject to, abides by, and supports Minnesota state statutes and local ordinances regarding criminal sexual conduct, including the Minnesota State College's and University's Sexual Violence Policy, which can be viewed at [www.mnscu.edu/board/policy/1b03.html](http://www.mnscu.edu/board/policy/1b03.html).

Sexual violence has no place in a learning or work environment and is prohibited. Further, the Minnesota State Colleges and Universities shall work to achieve zero tolerance of violence in all its forms. This policy includes, but is not limited to, ATCC's students and employees.

#### **Definitions**

The following definitions apply to this Policy and subsequent 1.5.1 Sexual Violence Procedure.

Sexual violence. Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, as well as aiding acts of sexual violence.

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

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or

- “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
  3. The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
  4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Consent. Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

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

System property. “System property” means the facilities and land owned, leased, or under the primary control of Alexandria Technical and Community College.

Employee. “Employee” means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and System office, including student workers.

Student. “Student” means an individual who is:

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

### **Notice of Complainant Options**

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

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

### **Notice of Complainant Rights**

Complainants shall be notified of the following:

1. Their right to file criminal charges with local law enforcement officials in sexual assault cases;
2. Rights under the crime victims bill of rights, Minnesota Statutes Sections 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
3. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident;
4. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
5. That complaints of incidents of sexual violence made to campus security authorities shall be promptly and appropriately investigated and resolved;
6. That, at a sexual assault complainant's request, ATCC may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or a work site, if such alternatives are available and feasible.

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

Campus-wide training. ATCC shall offer an annual sexual violence training program to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents. These educational programs shall emphasize the importance of preserving evidence for proof of a criminal offense. ATCC develops educational programs, brochures, posters and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or they learn of such an incident.

Each employee is required to complete a sexual harassment training module as part of their new employee training process.

Training for individuals charged with decision making authority. ATCC provides appropriate training and other resources to individuals charged with decision making responsibilities under applicable procedures in order to facilitate a fair, respectful and confidential procedure on allegations of sexual violence in accordance with this and other applicable policies, procedures and laws.

Approved by: ATCC Leadership

Effective Date: 12/21/11

Last Date Revised: 12/21/11

#### **1.5.1 Sexual Violence Procedure**

This procedure is designed to further implement ATCC's policy, 1.5 Sexual Violence Policy, prohibiting sexual violence. This procedure provides a process through which individuals alleging sexual violence may pursue a complaint.

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

Alexandria Technical and Community College is subject to, abides by, and supports Minnesota state statutes and local ordinances regarding criminal sexual conduct,

including the Minnesota State College's and University's Sexual Violence Procedure, which can be viewed at [www.mnscu.edu/board/procedure/1b03p1.html](http://www.mnscu.edu/board/procedure/1b03p1.html).

### **Definitions**

Campus security authority. Campus security authority includes the following categories of individuals at a college or university:

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

### **Reporting Incidents of Sexual Violence**

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

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, and ATCC's campus security authorities for appropriate action.

Assistance in reporting. When informed of an alleged incident of sexual violence, all ATCC students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services and campus security authorities.

ATCC's Director of Safety and Security, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, including providing guidance in filing complaints with outside agencies including law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards.

When appropriate, ATCC may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard.

### **Confidentiality of Reporting**

Confidential reports. Because of laws concerning government data contained in Minnesota Statutes chapter 13, the Minnesota Government Data Practices Act, ATCC cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed health care professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or health care professionals.

Reports to campus security authorities. Complainants of sexual violence may contact any campus security authority for appropriate assistance or to report incidents. Absolute confidentiality of reports made to campus security authorities cannot be promised. However, campus security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainant's consent except as may be required or permitted by law. There may be instances in which ATCC determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, ATCC will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

Required reports. Any campus security authority or any ATCC employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow college procedures for making a report for the annual crime statistics report. In addition, the Director of Safety and Security shall report to other school officials, as appropriate, such as the campus affirmative action office, the campus office responsible for administering the student conduct code, and/or the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures.

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

### **Policy Notices**

Distribution of policy to students. ATCC shall, at a minimum, at the time of registration make available to each student information about its sexual violence policy and procedure, and shall additionally post a copy of its policy and procedure at appropriate locations on campus at all times. ATCC may distribute its policy and procedure by posting on ATCC's Web site, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

Distribution of policy to employees. ATCC shall make available to all employees a copy of its sexual violence policy and procedure. Distribution may be accomplished by posting on ATCC's Web site, provided all employees are directly notified of the exact address of the policy and procedure and that they may receive a paper copy upon request.

### **Complaint Procedure**

The following process and procedure is used to investigate and resolve allegations of sexual violence for employees, students and individuals who are both an employee and student.

Employees. If the respondent is an employee, the investigation and disciplinary decision-making shall be conducted pursuant to the procedures outlined in Board Procedure 1.B.1.1 except that use of the optional "Personal Resolution" described in Part 3. Subpart B. should not be encouraged in dealing with allegations of sexual violence due to the seriousness of the conduct.

Nothing in this procedure is intended to expand, diminish or alter in any manner any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under

this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Students. ATCC may elect to process complaints against students under this procedure using either the investigation and decision making process of System Procedure 1B.1.1 or Board Policy 3.6. ATCC shall notify students of this process.

If ATCC elects to use its procedures under MnSCU Board Policy 3.6 for incidents of sexual violence, the conduct panel shall make written findings and recommendations, including proposed sanctions, if any, which will be submitted to a decision maker designated by the President. If the decision maker issues an adverse decision against the student, the student may appeal to the president or designee.

Individuals who are both an employee and a student. If the respondent is both a student and employee, the investigation shall be conducted by the designated officer, as defined by MnSCU Board Procedure 1.B.1.1., Part 2, Subpart A. The results of the investigation shall be submitted for review to both the decision maker appointed under Procedure 1.B.1.1 Part 2, Subpart B, concerning the personnel action, and to the President or designee concerning the student action.

### **Investigation and Disciplinary Procedures**

Immediate action. ATCC, at any time during the report/complaint process, may reassign or place on administrative leave an employee alleged to have violated this policy, in accordance with the procedures in MnSCU System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

ATCC may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy, in accordance with MnSCU System Procedure 1B.1.1 or Board Policy 3.6.

General principles. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. Mediation or other negotiated dispute resolution processes between the complainant and the respondent concerning allegations of sexual violence shall be used only if both parties voluntarily consent. No party shall be required to participate in mediation.

ATCC investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:

- Be respectful of the needs and rights of individuals involved;
- Proceed as promptly as possible;
- Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
- Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
- Be conducted in accordance with applicable due process standards and privacy laws;
- Inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.

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

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

Relationship to parallel proceedings. In general, ATCC's investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. If ATCC is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for Minnesota State Colleges and Universities procedures.

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

Withdrawn complaint. If a complainant no longer desires to pursue a complaint through the college's proceeding, the college reserves the right to investigate and resolve the complaint as it deems appropriate.

ATCC's discretion to pursue certain allegations. ATCC reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the college.

ATCC's discretion to deal with policy violations disclosed in investigation. ATCC reserves the right to determine whether to pursue violations of policy by students or employees other than the respondent, including a complainant or witness, that come to light during the investigation of an incident of sexual violence. In order to encourage reporting of sexual violence, under appropriate circumstances college administrators may choose to deal with violations of ATCC's policy in a manner other than disciplinary action.

Sanctions. Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

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

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

Data that is collected, created, received, maintained or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of the Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), and other applicable laws.

Information on reports of incidents of sexual violence that are made to Campus Security Authorities shall be documented in accordance with the Jeanne Clery

Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 United States Code section 1092 (f). Such information will be used to report campus crime statistics on college and university campuses as required by that Act.

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act and other applicable law and policy.

### **Sex Offender Registration Website**

In accordance with the Jeanne Clery Act, Alexandria Technical and Community College is providing a link to the State of Minnesota Predatory Sex Offender website, which is [http://www.co.douglas.mn.us/Sheriff/Sex\\_Offender.htm](http://www.co.douglas.mn.us/Sheriff/Sex_Offender.htm) .

Approved by: ATCC Leadership  
Effective Date: 8/0911  
Last Date Revised: 7/08/11

## 1.6 Zero Tolerance of Workplace Violence

### **Introduction**

In 1992 the Minnesota Legislature adopted the following act (Minnesota Statute 1.5):

### **Freedom from Violence**

The State of Minnesota hereby adopts a policy of zero tolerance of violence. It is state policy that every person in the state has a right to live free from violence.

In furtherance of this policy, Minn. Stat. 15.86 mandates that each agency of state government adopt a goal of zero tolerance of violence in and around the workplace.

Each agency is also encouraged to develop a plan that describes how the agency will (1) seek to eliminate any potential for violence in and around the agency workplace; and (2) seek to eliminate any potential for violence by affecting the attitudes and behavior of the people that the agency serves or regulates.

### **Agency Goal**

It is the goal of the Alexandria Technical and Community College to achieve a work environment that is free from threats and acts of violence. The college will not tolerate workplace violence of any type from any source. This includes threatening or violent actions by employees or students directed against other employees or students, by employees or students directed against college customers or other workplace visitors, and by college customers or visitors directed against college employees or students.

### **Agency Policy**

It is the policy of the Alexandria Technical and Community College and the responsibility of its managers, its supervisors, and all of its employees to maintain a workplace free from threats and acts of violence. The college will work to provide a safe workplace for employees, students, and visitors to the workplace. Each employee, and everyone with whom we come into contact in our work, deserves to be treated with courtesy and respect.

The college's policy on work-related violence includes the following:

- The college will actively work to prevent and eliminate acts of work-related violence.

- The college will respond promptly, positively, and aggressively to deal with threats or acts of violence. This response will include timely involvement of law enforcement agencies when appropriate.
- The college hereby adopts and will work to enforce a policy of prohibiting possession of firearms and other dangerous weapons in the workplace unless under the direct supervision of registered instructors in connection with curriculum requirements for specific programs.
- Incidents of work-related threats or acts of violence will be treated seriously by the college. Reports of such acts will be promptly investigated, and management will take action as necessary to appropriately address each incident.
- The college will take strong disciplinary action, up to and including discharge from employment or enrollment, against employees or students of the college who are involved in the commission of work-related threats or acts of violence.
- The college will support criminal prosecution of those who threaten or commit work-related violence against its employees, students, taxpayers, or other visitors to its work environment.
- Pursuant to Minnesota Statute 15.86, this policy does not create any civil liability on the part of the Alexandria Technical and Community College or the State of Minnesota.

### **Plan for Implementing Zero Tolerance of Violence in and Around the Workplace**

1. The college will provide a safe workplace.
  - The Alexandria Technical and Community College is committed to ensuring that the workplace provides for the safety of employees, students, and guests and for reasonable protection from workplace violence.
  - A “Facility Protection Plan” will be prepared for the college. The plan will address physical security requirements of the facility and will include procedures for appropriate response to threats and acts of violence.
2. The college will attempt to limit violence from external sources by positively affecting the attitudes and the behavior of its customers.
  - Customer Service: The college will continue the customer service emphasis; the use of a “We Care” strategy to achieve a comfortable environment for all visitors; and work toward a friendly, safe educationally-sound system that is fair, efficient, reliable, competitive, and understandable. In doing so, and by treating customers with the respect and dignity they are entitled to, the potential for workplace violence from external sources will be greatly reduced.
  - Appeals: Customers have the right to make both informal and formal appeals of college decisions or actions which may affect them adversely. The college will continue to work with customers to make them aware of their appeal rights. Conscientious administration of a fair appeals process is another means by which the college can positively affect the potential for workplace violence from external sources.
3. The college will attempt to reduce the potential for internal workplace violence by positively affecting the attitudes and the behavior of its employees.
  - Creating a Low-risk Work Environment: Division chairs, supervisors, administrators, and faculty are expected to promote positive behavior and to lead by example by treating employees and students with the respect and dignity each person deserves. Emphasis will be placed on creating a workplace where

established standards of conduct are clear, communicated, and consistently enforced and discipline being used fairly and appropriately to deal with instances of unacceptable behavior.

- Supervisory Training: All division chairs, administrators, and supervisors will be provided with training on how to deal with workplace-related threats and acts of violence. This training will focus on prevention and de-escalation of violence, suggestions for appropriate responses to threats and acts of violence, and identification of resources which are available for use once a potential problem has been identified or an incident has occurred.
- Employee Training: All employees will be given the opportunity to receive training in threat awareness and appropriate responses to aggressive, threatening, and violent behaviors. Assessment of additional training needs for employees will be made upon request of the supervisor, and appropriate training programs will be developed and presented.
- Employee Counseling and Assistance: The department will encourage use of the Employee Assistance Program (EAP). The EAP is primarily an assessment, short-term counseling, and referral agency. While supervisors, union representatives, or family members may encourage employees to seek help from the EAP, the decision to use the services must be a voluntary one. Employees may also choose to seek assistance from private health services to deal with pressures, stress, emotional problems, or other personal issues which could, if ignored, lead to threats or acts of violence.
- Self-help: Informational brochures and other media will be used to make all employees familiar with the services offered by the EAP. Information will also be provided about other options for the resolution of personal and work-related problems which may have a potential for escalating to a violent incident. Employees will be encouraged to utilize all available resources.
- Valuing and Respecting Diversity: It is the college's policy and practice to value and respect individual differences among people. Harassment of any person in the workplace is strictly prohibited. Harassment can be any behavior which is unwelcome, personally offensive, insulting, or demeaning when
  - submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment or academic status;
  - submission to, or rejection of, such conduct is used as the basis for employment decisions or academic status affecting such an individual; or
  - such conduct has the purpose or the effect of unreasonably interfering with an employee's or student's educational performance or creating an intimidating, hostile, or offensive working environment.

Harassment and discrimination are serious concerns. Incidents of this nature, if not corrected, may result in workplace violence. Management will continue to treat reports of harassment and discrimination seriously. Complaints of alleged harassment or discrimination will be promptly investigated, and appropriate disciplinary action will be taken as necessary.

4. The college will effectively deal with threats of violence and with actual incidents of violence.
  - Supervisory Responsibilities: Division chairs, supervisors, and administration have primary responsibility for ensuring a safe work environment. Administrators and division chairs are specifically empowered to take immediate action to

resolve or stabilize violent situations in the workplace and protect people from harm. Division chairs, supervisors, or administrators will ensure that when a threat is made or a violent incident occurs, appropriate incident response resources are notified immediately. Administrators will also ensure that appropriate disciplinary responses to internal workplace violence and aggression are made.

- Incident Response Coordinator (IRC): The college has appointed an “Incident Response Coordinator” (IRC) who is responsible for coordinating responses to violent or threatening situations in the workplace. The IRC will
  - assist division chairs, administrators, and supervisors in the development of applicable training programs;
  - serve as a resource referral agent and information source for supervisors and others with regard to workplace violence concerns; and
  - respond, as needed, to incidents involving threats or acts of workplace-related violence. While each situation will be unique, this will often require that the IRC
    - ◆ perform situation assessments and evaluations;
    - ◆ assist with attempts to de-escalate/properly manage potentially violent situations when possible;
    - ◆ facilitate and coordinate response actions of appropriate resources, both internal and external; and
    - ◆ ensure that appropriate follow-up action is taken (investigation, victim assistance, preventative and corrective actions, etc.)

The IRC will carry out these responsibilities with the assistance of appropriate college, state, and local government resources.

5. The college will work to eliminate dangerous weapons from the workplace.

- Dangerous Weapon Prohibition: Effective immediately, the possession of any dangerous weapon, including firearms, in the college workplace by any person, other than a law enforcement officer or under the control and supervision of the Law Enforcement training program as pursuant to the Law Enforcement curriculum, is strictly prohibited. See Appendix A for a list of dangerous weapons included in this prohibition.

### **Plan Implementation**

Copies of this policy and plan will be distributed to all employees and will be posted on employee bulletin boards. Division chairs and supervisors will be responsible for informing employees of this policy and plan and for enforcing compliance with them. This policy and plan will be discussed at new employee orientation, and all new employees will be provided with a copy of this policy and plan. A copy of this plan will also be available in the college’s Library.

The college will continue to provide information about the services available through the Employee Assistance Program and the Health and Wellness Program to help employees deal with concerns and issues related to workplace or family violence. Training needs will be assessed; and training sessions for division chairs, supervisors, and employees will be developed and presented. The college will work to further advance this plan and identify and address specific action items.

Following appointment of the college's Incident Response Coordinator (IRC), employees will receive informational materials on the role and responsibilities of the IRC.

Effective immediately, the IRC will assume responsibility for coordinating the college's response to work-related threats and acts of violence. Division chairs and supervisors will continue to have primary responsibility for ensuring a safe workplace, monitoring and resolution of employee conflicts or disputes, taking appropriate corrective action when potentially violent situations develop, and for working with the college's IRC when threats or acts of violence do occur.

## Appendix A

### Dangerous Weapons

For purposes of this Plan and Policy, the following items are considered to be “dangerous weapons”:

- any weapon which, per applicable law, is illegal to possess
- any firearm, loaded or unloaded, assembled or disassembled, including pellet, “BB,” and stun guns (electronic incapacitation devices)
- replicate firearms as defined in Minn. Stat. 609.713
- knives (and other similar instruments) with a blade length of more than three inches other than those present in the workplace for the specific purpose of food preparation and service
- any “switchblade” knife
- “brass knuckles,” “metal knuckles,” and similar weapons
- bows, cross-bows, and arrows
- explosives and explosive devices, including fireworks and incendiary devices
- “throwing stars,” “numchucks,” clubs, saps, and any other item commonly used as, or primarily intended for use as, a weapon
- any object that has been modified to serve as, or has been employed as, a dangerous weapon
- any other item so designated by the president of the college
- Exception: The Law Enforcement program at Alexandria Technical and Community College may possess necessary weapons for the sole purpose of training pursuant to compliance with its curriculum and MN POST Board program certification requirements.

Approved by: ATCC Leadership Council

Effective Date: 3/16/06

Last Date Revised: 3/16/06

#### 1.7 Code of Conduct and Ethics

The purpose of this policy is to establish the general standards of ethics and conduct required of the employees and administrators at Alexandria Technical and Community College.

##### 1.7.1 Fraudulent and Other Dishonest Acts

Alexandria Technical and Community College is committed to creating an environment where fraudulent and other dishonest acts are not tolerated. Alexandria Technical and Community College has adopted and follows the MnSCU Board Policy in its entirety. The policy may be reviewed on the MnSCU website at [www.mnscu.edu/board/policy/1c02.html](http://www.mnscu.edu/board/policy/1c02.html).

Approved by: ATCC Leadership

Effective Date: 6/23/06

Last Date Revised: 6/23/06

##### 1.7.2 Employee Code of Ethics

### **Policy Statement**

The administrators of Alexandria Technical and Community Colleges set the ethical tone for the institution through both their personal conduct and their institutional leadership. Each employee should adhere to the highest ethical standards and promote the moral development of the college community. To achieve these goals, employees should support active moral reflection, dialogue, and principled conduct among themselves, their supervisors, fellow administrators, faculty, staff, students, and the community at large.

### **Rights of Chief Executive Officers**

An administrator should have the right:

1. To work in a professional and supportive environment.
2. To a clear, written statement of the philosophy and goals of the college; to participate fully in setting subsequent goals and policies.
3. To a clear, written statement of conditions of employment, board procedures for professional review, and a job description outlining duties and responsibilities.
4. Within the scope of authority and policy, to exercise judgment and perform duties without disruption or harassment.
5. To freedom of conscience and the right to refuse to engage in actions which violate professional standards of ethical or legal conduct.

Approved by: ATCC Leadership Council

Effective Date: 1/29/07

Last Date Revised: 1/29/07

## 1.8 Copyright Policy

### **Introduction**

The federal copyright law (Title 17, United States Code) governs the making of photocopies or reproductions of copyrighted material. It is the intent of the Alexandria Technical and Community College to comply with this federal law. The policies and procedures set forth in this policy shall govern the copying in any form of copyrighted materials by any employee of Alexandria Technical and Community College or use by any employee or student, of any equipment owned by the Alexandria Technical and Community College in the copying or reproduction of such materials in whole or in part.

### **General**

All federal copyright laws shall be complied with by all employees and agents of the Alexandria Technical and Community College. No college employee shall violate the copyright law. Copyrighted material whether in the form of written publications, films, video or audio tapes, computer disks, photographs, phonograph recordings, or in any other copyrighted form may not be copied or otherwise reproduced without the written consent of the copyright owner or authorized agent, except as allowed below under the fair use doctrine.

### **Reprographics Department**

Personnel working in the Reprographics Department shall not violate this policy and have the specific authority to reject copying projects if in their opinion the project would involve a violation. In the event the requestor disagrees with the Reprographics Department personnel's opinion, the matter may be brought to the college official designated as the "responsible official".

### **Use of Materials in Class**

No material that has been copied in violation of this policy or the copyright law may be used in any way in any class or activity sponsored by the college. No student assignment may be given that reasonably could be expected to result in copyright violations by students.

### **Software**

Software may not be located in any computer hard drive or used in any college computer if that software has been copied in violation of the copyright law or if the person responsible for the computer in question knows or should have known the software was so copied.

### **Video and Films**

College equipment may not be used to duplicate any videotape unless the copyright owner has consented to the copying in writing. Videotapes or films that have been copied in violation of the copyright law may not be used in any class or college-sponsored activity.

### **Downlink**

No televised production received through the college's downlink facilities may be copied or otherwise used in violation of the copyright law. The director of the Learning Resource Center, along with the responsible official, shall be responsible for monitoring compliance with this paragraph.

### **Bookstore**

The Bookstore may not sell or distribute material that has been reproduced in violation of the copyright law.

### **Fair Use**

The federal law allows certain lawful use to be made of copyrighted material by instructors for classroom use. Under this doctrine, an instructor may make a single copy of the following for use in teaching, preparing for a class, or scholarly research:

- a single chapter from a book;
- an article from a periodical or newspaper;
- a short story, short essay, or short poem, whether or not from a collective work; or
- a chart, graph, diagram, cartoon, or picture from a book, periodical, or newspaper;
- a short excerpt (up to 10 percent) from a performable unit of music such as a song, movement, or section, for study purposes.

The doctrine allows multiple copies to be made of the following for classroom use:

- a complete poem if less than 250 words and printed on not more than two pages;
- an excerpt of up to 250 words of a longer poem;
- a complete article, story, or essay of less than 2500 words;
- an excerpt from a prose work of up to 1000 words or 10 percent of the work, whichever is less; or
- one graph, diagram, drawing, cartoon, or picture per book or per periodical issue;
- an excerpt of up to two pages of "special works" containing words and pictures; or up to 10 percent of a performable unit of music (song, movement, section) for academic purposes other than performance.

- Individuals may make a single recording of student performances for evaluation, rehearsal, or archival purposes.
- Individuals may make a single recording of oral exercises or examination questions using excerpts from copyrighted materials.
- Individuals may make an emergency replacement copy to substitute for a purchased copy that is not available for an imminent musical performance.

In order to legally make multiple copies as outlined in the last paragraph, the following two additional conditions must be met:

- the copying must be at the instance and inspiration of the individual instructor; and
- due to the inspirational nature of the copying, insufficient time exists to obtain permission from the publisher.

Single or multiple copies may NOT be made:

1. to create or replace an anthology;
2. of consumable works such as workbooks, exams, and answer sheets;
3. to substitute for purchase of books, publishers' reprints, or periodicals;
4. at the direction of higher authority;
5. of the same item by the same instructor from term to term; or
6. to be provided to students at a cost greater than the actual cost of photocopying;
7. to utilize more than nine instances of multiple copying per course, per term;
8. to copy more than one short work or two excerpts from one author's work in any one term;
9. to employ a successful use of multiple copying developed by another instructor without securing permission from the copyright owner;
10. to make copies of music (or lyrics) for performance of any kind in the classroom or outside of it, with the imminent musical performance; exception noted above; or
11. to copy protected materials without inclusion of a notice of copyright.

As an overall principle, fair use does not count if the copying of the material could reasonably be said to have resulted in the loss of the sale of even one copy of the copyrighted work.

If any employee is found to have violated this policy, appropriate disciplinary action will be taken against the employee. This action will be in accordance with contractual language college policy addressing disciplinary action.

### **Off-Air Video Recording**

A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable re-transmission) and retained by a non-profit educational institution for a period not to exceed forty-five (45) calendar days after the date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.

Off-air recordings may be used once by individual instructors in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in

classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction during the first ten (10) consecutive school days in the 45 session days--not counting weekends, holidays, vacation, examination periods, or other scheduled interruptions--within the 45 calendar day retention period.

**Responsible Official**

The college president will designate the responsible official under this policy. She/he has the overall responsibility for monitoring compliance with this policy. In addition, she/he has the authority to resolve disputes between and among employees concerning interpretation of this policy and the copyright law as applied to a specific situation.

**Notice Requirement**

The responsible official shall cause the following notice to be posted in a conspicuous place near each copy machine in the school.

**NOTICE**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

The person using this equipment is liable for any copyright infringement.

**Effective Date**

This policy is effective February 1, 1992.

Approved by: ATCC Leadership Council

Effective Date: 3/16/06

Last Date Revised: 3/16/06

1.9 Use of Cell Phones, Camera Phones and Digital Cameras

To protect the learning environment, private information of students and the institution, and students' privacy, it is the policy of Alexandria Technical and Community College to prohibit the use of cell phones, camera phones and digital cameras during supervised classroom sessions, in departmental offices of the college and other locations of the college that display use restrictions specific to that area. Faculty responsible for the classroom or supervisors for an area may authorize specific use of the devices for a limited and temporary timeframe.

Students are responsible for the derivative uses of the digital content that they create.

Approved by: ATCC Leadership Council

Effective Date: 05/10/10

Last Date Revised: 3/30/10

1.10 Children on Campus

It is the policy of Alexandria Technical and Community College that children, under the age of twelve, of students and employees are welcome on campus at appropriate activities and college events under the supervision of an adult.

Our campus is intended to be devoted to the efficient and effective delivery of education and related services to students, parents, and members of the community. The presence of children, other family members or friends not devoted to accomplishing these objectives may be disruptive and potentially unsafe. Students and employees must make adequate arrangements for childcare. They must have alternative plans that can be used in the case of illness or unavailability of normal childcare. College employees should not be asked to supervise children. Exception should only be made in response to special circumstances for

short periods of time and must be approved by the student's instructor and Academic Affairs or the employee's supervisor.

Approved by: ATCC Leadership Council

Effective Date: 4/16/07

Last Date Revised: 4/16/07

## **Chapter 2 - Students**

### **2.1 Campus Student Association**

#### **Student Organizations**

BPA - The local chapter of the Business Professionals of America is open to all students in the Business Education and Computer Science programs. Participation promotes leadership training in and out of the classroom as well as state and national competition and conferences in various areas of business and office training.

DEX - The Delta Epsilon Chi is composed of students in the Marketing Education programs. This organization provides a professional, social, and service association for the students. Each year the members participate in state and national contests and conferences. DEX is an excellent educational supplement to students preparing for a career in marketing occupations.

PTK - Phi Theta Kappa is an honor society in two-year colleges. The local chapter, Alpha Pi Phi, is comprised of students in either degree or diploma programs who have earned a cumulative GPA of 3.5 or higher and have completed 12 credits at Alexandria Technical and Community College. The focus of the international society centers on four hallmarks--scholarship, leadership, service and fellowship. Members are recognized for their academic achievements and may take part in activities on local, regional and international levels.

SkillsUSA - This organization is organized exclusively for students in manufacturing, transportation, health, and Law Enforcement programs. Members participate in a variety of social, community service, and educational activities. The highlight of the SkillsUSA year is the Skills Olympics with local, state, and national competition.

PROGRAM CLUBS – Some programs have student clubs or organizations that provide activities and development opportunities specific to their field of training. They range from formal clubs with membership and dues to informal organizations. Additional information on these clubs is available from the program areas and/or the current student members.

Approved by: ATCC Leadership Council

Effective Date: 02/09/09

Last Date Revised: 1/06/09

#### **2.1.1 Student Senate**

The Student Senate at Alexandria Technical and Community College serves as the student government and is very active on behalf of students planning and organizing student activities, as well as representing students on issues and concerns. The Student Senate is composed of representatives from each of the divisional areas. Students interested in serving others and promoting leadership responsibility are encouraged to seek office as representatives during Fall Semester.

Approved by: ATCC Leadership Council

Effective Date: 5/07/12

Last Date Revised: 5/07/12

#### **2.1.2 Student Organizations and Clubs**

### **Introduction Policy**

It is the policy of the college that the existence and structure of all student organizations and special interest clubs must be approved by the Leadership Council of the college. The official assessment of Student Activity Fees through the Business Office and the distribution of these funds will be governed by the Student Senate, requiring approval by the college President. Advisor compensation will be governed by the MSCF contract when appropriate.

### **Student Organizations at Alexandria Technical and Community College**

For the purposes of advisor compensation as defined in the current MSCF contract, Alexandria Technical and Community College recognizes four major student organizations within the college. These four are the only clubs that will be considered qualified for the receipt of the club advisor stipend. These four clubs are Business Professionals of America (BPA), Delta Epsilon Chi (DECA), Phi Theta Kappa (PTK), and SkillsUSA.

The Alexandria Technical and Community College also recognizes that there are numerous other special interest clubs that may choose to exist. The operation of these organizations is encouraged, provided they enhance the existing clubs identified above. These clubs, however, are viewed as being sub organizations and, therefore, for the purposes of the contract compensation will not be considered authorized by the college for the purposes of advisor compensation. Should any program or group of programs wish to create their program specific club, they may do so with this understanding. These clubs would be authorized to use the facilities and resources of the college, again provided that they are within the scope and mission of the college and the sponsoring program or group of programs. Should a club seek to attain major student organization status a formal request, in writing, must be submitted to the President of the college. The request must include a letter of support from the student organization from which the club would be breaking away.

### **Authorized Structure**

Historically, the Alexandria Technical and Community College has had an informal expectation that all faculty, through their role as a professional technical educator, would embrace student organizations and would make them an integral part of their respective program. The MSCF contract has created the expectation that there be clearly identified club advisors, and those club advisors would then be compensated for their work with the student organizations. It is under this constraint that the college narrows the number of authorized clubs to the four identified in paragraph one and establishes the following guidelines for determining the number of compensated advisors for each organization:

1. Each of the four identified clubs above (para. II. A.) are authorized compensated advisors.
2. They are authorized additional compensated advisors on an incremental basis of one additional advisor for local membership above a base of 500 student members. The additional advisor shall first be offered to faculty and if none seek the position then will be open to non-instructional staff members. A student can only be counted once for organization affiliation. In case of a dispute between organizations claiming the student as a member, the student will identify which major organization they wish to be affiliated with for official membership rostering.
3. The advisors shall be selected from the faculty of programs associated with the student organization and, should there not be sufficient volunteers from the

faculty, non-instructional staff of the college may be appointed to help fulfill the advising duties. Non-instructional staff would be compensated at the same rate as faculty advisors.

Should, for any reason, there be no faculty or non-instructional staff wishing to assume the role of advisor under these conditions, then that organization shall be put in inactive status until an advisor/advisors is found.

### **Student Organization and Club Advisors**

It is the policy of the college to require Leadership Council-approved advisors for every student organization and club. When appropriate, advisor compensation will be governed by the MSCF contract. Further, the college shall require that the Advisor Responsibilities, found in the procedures of this policy be followed.

#### **2.1.2.1 Procedure**

##### **Advisor Responsibilities**

It is the goal of the college to have well-directed, meaningful activities for the student members of the organizations. Therefore, it is expected that advisors will:

1. Have a clearly stated mission statement, yearly goals, specific performance objectives, and program of work for the student organizations. At a minimum, these goals and objectives should include leadership development activities, vocational awareness activities, social service/civic consciousness duties, and student life activities. (Due to the Academic Affairs office no later than November 1. Stipend payment is processed after report is submitted.
2. Establish a set of student officers with a minimum of the following functional areas addressed: (1) president (a member of the president's council); (2) vice president; (3) secretary; (4) treasurer; (5) historian/public relations. Responsibilities for each office are to be defined in the organization's bylaws.
3. Coordinate with the student senate and the other primary student organizations for the sharing of resources and activities.
4. Establish, in cooperation with the Student Technology Access Team, an internal web site for the posting of club activities, minutes, and announcements.
5. Ensure full compliance to all college policies related to student conduct during student organization events.
6. Oversee the organization's budget to ensure proper authorization and documentation as well as not exceeding funds available. All expenditures must be co-signed by the designated student officer for managing the organization's funds. Expenditures during the summer months will be signed once the students return.
7. Submit a written summary report of the activities accomplished by students and advisors. (Due to the Academic Affairs office by May 15 of each year. Stipend payment is processed after report is submitted.)

Approved by: ATCC Leadership Council  
Effective Date: 2/12/07  
Last Date Revised: 01/24/07

### 2.3 Employment Services

The mission of Alexandria Technical and Community College is to maximize graduates' opportunities for employment in the career field of their choosing. While the college does not and cannot ensure employment for its graduates, it does work to affect the employment process.

Approved by: ATCC Leadership Council  
Effective Date: 8/03/11  
Last Date Revised: 8/03/11

### 2.4 Student ID Cards

Student ID cards are required to check out materials from the college's (or any Minnesota State Colleges and Universities System) library. There is no charge for the first ID card; however, a \$15 fee is charged for a replacement card.

Student ID cards are created at the Student Technology Help Desk. Students must be registered at Alexandria Technical and Community College and must present their Student ID number and a Driver's License or military ID to obtain a Student ID card. Students that do not have either forms of identification listed above may contact the Student Technology Help Desk by e-mail or at 320-762-4949 for assistance.

Approved by: ATCC Leadership Council  
Effective Date: 05/07/12  
Last Date Revised: 5/07/12

### 2.5 Student Code of Conduct, Discipline and Discipline Appeals

#### **Policy**

It is the policy of the college that failure of students to always conduct themselves in a respectful and professional manner may result in student discipline. A Student Code of Conduct, Sanctions for Violation of Student Code of Conduct and procedures must be provided. Students have the right to appeal discipline sanctions.

#### 2.5.1 Student Code of Conduct

Alexandria Technical and Community College is committed to the creation and maintenance of an academic community that fosters the intellectual, personal, social, and ethical development of its students. The college expects that each student will obey the laws enacted by federal, state, and local governments. In addition, there are certain rules and regulations governing student conduct that have been established by the ATCC and the Minnesota State Colleges and Universities Board.

Disciplinary Offenses The following are defined as disciplinary offenses actionable by the college.

1. College Rules and Policies: Violation of any published college policies, rules, or regulations or administrative announcement of the Minnesota State Colleges and Universities System or the college. This includes, but is not limited to, the Alexandria Technical and Community College Student Handbook.
2. Academic Dishonesty: Submission of false academic records, cheating, plagiarism, altering, forging, or misusing a college academic record; acquiring or using test materials without faculty permission; or acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, or awards.

3. Unapproved willful absence from class(es).
4. Forgery, alteration, destruction, or misuse of college documents, records, identification cards, or papers.
5. Knowingly furnishing false information to the college or other similar forms of dishonesty in college-related affairs, including knowingly making false oral or written statements to any member of the Disciplinary Appeals Committee, Vice President of Student and Academic Affairs, or any other college administrator.
6. Theft, attempted theft, unauthorized borrowing or use of any college property or service wherever located or the theft, attempted theft, unauthorized borrowing or use of public or private property on college premises, or unauthorized or unsupervised use of college property and/or equipment.
7. Disruptive Conduct/Behavior: Actions which unreasonably interfere, obstruct, or prevent the regular and essential operations of the college or infringe upon the rights of others to freely participate in its programs and services. This may include, but is not limited to, intentionally and substantially interfering with the freedom of expression of others including speech which incites imminent unlawful acts or which causes reasonable apprehension of physical harm to an individual, participating in a campus demonstration which disrupts substantially or materially the activities of the college, and intentionally obstructing or interfering with the freedom of pedestrian or vehicular movement on campus.
8. Disorderly or Disrespectful Conduct: Threat to, physical abuse of, or harassment which threatens to or endangers the health, safety, or welfare of a member of the college community; physically assaulting another and fighting or engaging in any offensive language; or in disruptive conduct reasonably tending to arouse alarm, resentment, or anger in others on college-owned or controlled property or at college-sponsored or supervised activities.
9. Sexual Misconduct: Engaging, individually or in concert with others, in sexual misconduct (i.e., non-consensual physical conduct of a sexual nature including, but not limited to, sexual physical abuse, rape, or any other form of sexual assault or threat of sexual violation).
10. Criminal Sexual Behavior: Including, but not limited to, the implied use or threatened use of force to engage in any sexual activity against a person's will and/or engaging in such behavior with a person who is unconscious or substantially mentally impaired (including intoxicated). NOTE: Consent does not exist when acts are committed by force, intimidation, coercion, or through use of authority or the victim's mental or physical incapacity. The expectation is that consent is clear and mutual.
11. Harassment: Any harassment to include sexual, racial, religious, age, sexual preference, national origin, or disability. (Refer to Harassment/Violence Policy)
12. Hazing: An act which endangers the mental or physical health or safety of a person; subjects a person to public humiliation or ridicule; or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.
13. Inline Skating: Rollerblading, roller skating, and skateboarding in college hallways and/or buildings.
14. Weapons on Campus: Use or possession of weapons on the college premises unless expressly authorized by the college. "Weapon" is broadly defined to mean

any object, device, or instrument designed as a weapon or capable of threatening or producing bodily harm including, but not limited to, all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy clubs, and fireworks or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm.

15. Controlled Substances on Campus: Use, possession, or distribution of a controlled substance, drugs, and/or drug paraphernalia on college premises.
16. Alcohol on Campus: Use, possession, or distribution of alcohol on college premises, except as expressly permitted by law and college policy.
17. Gambling: Gambling for money or other things of value, except as permitted by law.
18. College Facilities and Services: Unauthorized entry into or use of the college facilities, telephone system, mail system, or computer system or use of any of the above for any illegal act or any act prohibited by the Student Code of Conduct.
19. Violation of local, state, or federal law on college property or off campus when such violation of the law is directly related to the college.
20. Encouraging Conduct Violations: Attempts to commit acts prohibited by this code or encouraging others to commit acts prohibited by the code will be punished to the same extent as if one had committed the prohibited act.
21. Failure to comply with directions of or to present identification to college officials acting in the performance of their duties. This includes failure to comply with conditions of sanctions resulting from previous college conduct action.
22. Physical or psychological/emotional abuse, intimidation, or harassment of a person including, but not limited to, stalking, defamation, intimidation, or harassment through other persons or use of electronic or other communication devices such as video, computers, or telephones.

Approved by: ATCC Leadership Council

Effective Date: 02/09/09

Last Date Revised: 1/02/09

#### 2.5.2 Off-campus Conduct

The Minnesota State Colleges and Universities may hold students accountable for a violation of the behavioral proscriptions contained in the Student Code of Conduct committed off campus when:

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

Approved by: ATCC Leadership Council

Effective Date: 02/09/09

Last Date Revised: 1/02/09

### 2.5.3 Sanctions for Violation of Conduct Code

The following sanctions shall comprise the range of official action which may be imposed for violation of regulations. One or more sanctions may be imposed.

Conduct Warning: Conduct warning is a notice to students that their conduct has been questionable and that future breaches of conduct will be treated more severely. The warning is recorded in the private conduct records of the Vice President of Student and Academic Affairs. This includes, but is not limited to, all acts of academic dishonesty.

Conduct Probation: Conduct probation is a trial period during which the student must behave in a manner acceptable to the college. The status of conduct probation is assigned for a specific period of time. While on conduct probation, the student is encouraged to seek advice and counsel from appropriate college offices. A conduct board may recommend terms of probation which restrict the student's participation in extra-curricular activities. The terms of probation may involve a conduct contract including, but not limited to, the following:

- A work contract whereby the student is required to perform some type of work function. The work assignment shall be reasonably safe and related to the violation(s) of the students involved.
- Counseling contract whereby the student is required to attend regular counseling sessions for the purpose of understanding behavioral motivation factors and accepting responsibility for and modifying behavior accordingly.
- A contract restricting privileges. Conduct probation status may affect qualifications for some awards, prizes, or aid—particularly those stipulating conduct acceptable to the college.

Proof of a major violation of the terms of probation or of a further major incident of misconduct shall result in separation from the college for not less than one full academic term. Conduct probation is recorded in the private conduct records of the Vice President of Student and Academic Affairs.

Conduct Suspension: Conduct suspension is an action which excludes students for a specific period of time from registration or class attendance. The privilege of the use of college facilities is withdrawn by this action unless specific permission is obtained from the Vice President of Student and Academic Affairs.

In unusual circumstances (when the presence of the student on campus is deemed to be acceptable for the moment), a college suspension action decided after the eighth week of the term may be deferred until the end of the term by the Vice President of Student and Academic Affairs. Conduct suspension is recorded in the private conduct records of the Vice President of Student and Academic Affairs and appropriately noted in the student's permanent file. Upon termination of the period of suspension, the student shall be considered for registration in compliance with academic admission standards then in effect. Proof of a further incident of misconduct, after the student is readmitted, will likely result in dismissal or expulsion.

Summary Suspension: In certain circumstances the Vice President of Student and Academic Affairs or designee may impose a summary suspension prior to the informal or formal proceedings described in the other sections. A summary suspension may be imposed only when, in the judgment of the administrator, the

accused student's presence on the college campus would constitute a threat to the safety and well being of members of the campus community. Before implementing the summary suspension, the accused student shall be given an opportunity to present oral or written arguments against the imposition of the suspension. Notice of intent to impose the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine days. During the summary suspension the student may not enter the campus without obtaining prior permission from the Vice President of Student and Academic Affairs or designee.

Conduct Dismissal: Conduct dismissal is the withdrawal by the college's president or designee of the privilege of registration or class attendance with no promise (implied or otherwise) that the student may return at any future time. The privilege of the use of college facilities is withdrawn by this action unless specific permission is obtained from the Vice President of Student and Academic Affairs. Conduct dismissal is recorded in the student's academic file. Students on conduct dismissal may be readmitted only by action of the college president or designee. Students who have been dismissed are not eligible for readmission sooner than one year from the date of dismissal. If the students are readmitted, proof of further incident of misconduct shall result in expulsion.

Conduct Expulsion: Conduct expulsion is the permanent withdrawal by the college president of the privilege of registration or class attendance. The privilege of the use of college facilities is withdrawn by the action unless specific permission is obtained from the Vice President of Student and Academic Affairs. Conduct expulsion is recorded in the student's academic file.

Loss of Privilege: Loss of privilege is the withdrawal of a privilege or use of a service for a specific period of time consistent with the offense committed and the rehabilitation of the student. Loss of privilege is recorded in the private conduct records of the Vice President of Student and Academic Affairs. Loss of privilege may be imposed separately or in addition to any other sanction(s).

Restitution: Restitution requires the student to pay for damages for misappropriation of college funds, property, or the property of members of or visitors to the college community. Such reimbursements shall be charged to any student who alone, or through group concerted activities, organizes or knowingly participates in the events causing the damage or costs. Restitution is recorded in the private conduct records of the Vice President of Student and Academic Affairs. Restitution may be imposed separately or in addition to any other sanction(s).

### **Academic Dishonest Definition**

Submission of false academic records, cheating, plagiarism, altering, forging, or misusing a college academic record; acquiring or using test material without faculty permission; or acting alone or in cooperation with another to falsify records to obtain dishonest grades, honors, or awards.

### **Academic Dishonesty**

Academic dishonesty may, at the discretion of the instructor involved, result in a zero grade for that activity and the Vice President of Student and Academic Affairs will be notified. Offenses of academic dishonesty, when reported to the Vice President of Student and Academic Affairs, are subject to sanctions for Student Code of Conduct violations. These violations could result in suspension or dismissal.

### **Plagiarism**

Plagiarism is using the words, ideas, pictures, diagrams, graphs, figures, or projects of others and presenting them as one's own without proper credit to the author or source. Plagiarism can occur in many forms besides writing, such as art, illustrations, speeches, videos, music, computer code, mathematics, and scientific work.

Plagiarism includes but is not limited to

- Using a direct quote without citing the source.
- Paraphrasing information without citing the source.
- Buying, borrowing, or stealing another's work.
- Turning in another person's work with or without his/her knowledge.

## College Disciplinary Procedures

### A. The Complaint

- The complaint will be filed with the Vice President of Academic and Student Affairs.
- The complaint citation will be signed by the person entering the complaint. Anonymous citations will not be accepted for entry into the disciplinary process.
- Any student cited for violation of the Student Code of Conduct will be assumed innocent until a properly constituted investigation determines otherwise.

### B. The Investigation

- The college reserves the right to suspend immediately and remove from campus without hearing any student that poses an immediate threat to the health or safety of persons on campus. In certain circumstances the Vice President of Student and Academic Affairs or designee may impose a summary suspension prior to the informal or formal proceedings described in the other sections. A summary suspension may be imposed only when, in the judgment of the administrator, the accused student's presence on the college campus would constitute a threat to the safety and well being of members of the campus community. Before implementing the summary suspension, the accused student shall be given an opportunity to present oral or written arguments against the imposition of the suspension. Notice of intent to impose the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine days. During the summary suspension the student may not enter the campus without obtaining prior permission from the Vice President of Student and Academic Affairs or designee.
- When a complaint citation has been filed, excluding harassment/discrimination complaints, it shall be given to the Vice President of Student and Academic Affairs. The Vice President of Student and Academic Affairs shall investigate the complaint by interviewing the complainant, the student cited, and others as appropriate.
- If the accusation seems unwarranted, the Vice President of Student and Academic Affairs may discontinue proceedings. If there is sufficient evidence to support the accusation, the Vice President of Student and Academic Affairs shall offer the accused student an opportunity to resolve the violation at an

informal meeting. Prior to this meeting the student shall be given oral or written notice of the specific charges against him/her and of evidence to support the charge. If a mutually acceptable resolution cannot be reached during the informal meeting, including any applicable sanctions, the case shall be referred for the formal adjudication process.

**C. Formal Hearing in Appeal of Sanction**

The formal hearing shall be conducted within two weeks of the informal process conducted by the Vice President of Student and Academic Affairs. The student referred to the formal hearing shall be given five business days advance written notice of time, place, and date of hearing. Student's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled. The advance notice to the student shall include in writing:

1. the charges,
  2. the evidence to be presented against him/her,
  3. a list of witnesses and nature of their testimony.
- At the formal hearing the Vice President of Student and Academic Affairs, or designee, shall present the case for the college. The student shall be given the right to speak on his/her own behalf and to question any witnesses and may have an advisor present. The advisor may provide advice to the student but may not participate in any questioning. When there is likelihood that a student involved in proceedings will face criminal prosecution for a serious offense, it may be advisable that the student has an attorney as advisor. When the student intends to bring witnesses, a list of their names and nature of testimony must be provided to the Vice President of Student and Academic Affairs five business days prior to the hearing.
  - The Disciplinary Appeals Committee shall hear the formal appeal. This committee shall be comprised of five members representing the following: students, faculty, support staff, and college administration.
  - The Disciplinary Appeals Committee may 1) support the imposed sanction, 2) modify by increasing or decreasing the sanction, 3) repeal the sanction. Written notice and rationale of the committee's actions shall be provided to the student and Vice President of Student and Academic Affairs within five business days following the date of the hearing. Notice will be delivered directly to the student, when possible, or mailed to the last known address listed with the Registrar's Office.
  - The decision made by the Disciplinary Appeals Committee may be appealed to the president by either the student or the Vice President of Student and Academic Affairs.

**D. Appeal to the President**

- Appeal of the decision made by the Disciplinary Appeals Committee brought either by the student or Vice President of Student and Academic Affairs must be made in writing to the president within five business days from receipt of the notice of decision. The president shall then conduct an investigation and render a decision within 10 business days of the appeal. The president's decision allows for a full scope of options and shall be final.

The process above provides an avenue of appeal within the institution for any adverse outcome of a conduct proceeding. Also, in cases involving sanctions of

suspension for 10 days or longer, students shall be informed of their right to a contested case hearing under Minnesota law (Chapter 14, MSA).

Approved by: ATCC Leadership Council

Effective Date: 2/12/07

Last Date Revised: 1/24/07

#### 2.5.4 Student Complaints and Grievances

##### **Policy Statement**

The Alexandria Technical and Community College grievance policy provides students with a vehicle to seek a remedy for a dispute or disagreement through a designated complaint process. This policy does not substitute for other grievance procedures specific to Minnesota State Colleges and Universities Board policy or negotiated agreements. Students should use available informal means to have decisions reconsidered before filing a grievance or complaint. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. This procedure also protects data privacy rights.

##### **Notification and Publication**

The Alexandria Technical and Community College will inform its students of the established policy through the college's Student Handbook. This notification will also address how and where students can obtain the proper forms for filing a grievance.

##### **Complaints**

Students may complain concerning any Alexandria Technical and Community College issue and discuss it with their instructor, appropriate employee, or administrator. A complaint may constitute a grievance, if not resolved, and if the complaint falls within the definition of a grievance.

##### **Informal Procedure**

A complaint is an informal claim by a student or group of students attending Alexandria Technical and Community College alleging improper, unfair, arbitrary, or discriminatory treatment. A complaint may constitute a grievance if not mutually resolved. Complaints shall be processed through the informal procedure for handling complaints as set forth herein.

The student(s) will present and discuss the complaint with the appropriate college officials or faculty. The presentation and discussion shall be entirely informal.

The student(s) should present the dispute with the faculty/staff person involved in an attempt to resolve the issue. This is an informal process.

If no resolution is reached in Step 2, the student(s) may discuss the issue with the Dean or Associate Dean of Academic Affairs in an attempt to resolve the dispute. This is an informal procedure.

Complaints must be addressed within 15 calendar days from the date of the alleged incident or within 15 days of the date the student knew or through the use of reasonable diligence should have known of the event or occurrence that gave rise to the dispute. Complaints not submitted within this time frame will not be recognized.

##### **Grievances**

Students wishing to file a complaint and/or grievance must do so within the following time frame:

- Grievances must be filed within 20 calendar days following a decision on a complaint.
- All grievances must be submitted in writing. The proper form for submission of a grievance can be acquired from the Academic Affairs Office or Human Rights Officer.

### **Appeals**

Grievance decisions may be appealed to the college president, or designee, if the grievance involves a college policy, rule, or regulation. The decision of the president, or designee, is final and binding.

If the grievance decision involves a Minnesota State Colleges and Universities System Board policy, rule, or regulation or the actions of the Alexandria Technical and Community College president, students may appeal the decision through the chancellor to the board. The board's decision is final and binding.

### **Student Grievance Committee Membership**

Faculty Member (1)

Support Staff Member (1)

Human Rights Officer (1)

Administrator (1)

Counselor (1)

Student Representative (2)

Approved by: ATCC Leadership Council

Effective Date: 2/25/08

Last Date Revised: 2/25/08

#### **2.5.5 Attendance Policy**

It is the policy of Alexandria Technical and Community College that students are expected to attend all scheduled classes. In case of absence, it is the responsibility of the student to arrange for completion of class work. Willful absence from class(es) is unacceptable and the student may be subject to suspension or dismissal. If at any time during a semester a student stops attending consecutively for more than 15% of a class and does not officially withdraw, the student will be subject to an unofficial withdrawal. The faculty member will enter a "FW" grade and enter the last date of attendance.

### **Leaves of Absence**

Contact Academic Affairs if you anticipate a prolonged absence from your program to determine if a "Leave of Absence" would be appropriate.

Approved by: ATCC Leadership Council

Effective Date: 1/24/12

Last Date Revised: 1/24/12

#### **2.6 Financial Aid**

##### **What is Financial Aid?**

Financial aid is intended to help students and their families pay for education. While students have the primary responsibility, parents of dependent students are expected to contribute based on a formula designed by the U.S. Department of Education. Student's spouses are

also expected to contribute. Financial aid is designed to contribute to the difference between what a student and the student's family are expected to contribute and the cost of education, which includes tuition and fees, books and supplies, room and board, transportation, and personal expenses. (Cost of Attendance minus Expected Family Contribution = Need). Some loans can be used to replace the expected contribution.

### **How to Apply?**

The Free Application for Federal Student Aid (FAFSA) is the common application for all financial aid programs. The FAFSA can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or paper applications are available at ATCC's Financial Aid Office. Returning students can complete a Renewal Application either online or on paper. Renewal Applications require a limited amount of new information. Students must file a FAFSA or a Renewal Application every year. Students who file applications as soon as possible after January 1 have an advantage since ATCC processes requests for aid as they are received. Assistance is available by contacting the Financial Aid Office.

### **How Long Does It Take?**

To avoid problems, financial aid applicants should file the FAFSA or Renewal Application as soon as possible after January 1. Any applicant who has not filed at least six (6) weeks prior to the first term of enrollment should not expect to have any aid available to pay for charges when charges are due. The Financial Aid Office receives the results of aid applications daily. The Financial Aid Office processes files in the order they are received. Files are tracked, reviewed, and verified. Initial award letters usually begin in April for the following year. Delays in filing, inaccurate information, or delays in submitting requested documentation will delay processing. The volume of applicants typically increases significantly shortly before fall term begins. Late applicants will experience delays at this critical time. Charges may be due before financial aid is available. Plan accordingly!!!

### **How to Avoid Problems?**

Apply early, provide accurate information the first time, submit requested documentation immediately, and ask for assistance if you need help.

### **What Programs Are Available?**

#### Federal Programs

Pell Grants

SEOG

Subsidized Stafford Loan

Unsubsidized Stafford Loan

PLUS

Work-Study

#### Agency Programs (partial list)

Department of Rehabilitative Services (DRS)

Veterans' Benefits

JTPA

CEP

Scholarship

Any agency that chooses to fund students

#### Minnesota Programs

Minnesota State Grant

Minnesota Work-Study

Post-Secondary Child Care

SELF Loans

#### College Programs

Scholarships

Work

Emergency Loans

### **Award Notification**

Aid applicants receive notification of their eligibility for grants. Applicants have access to an online Award Notification Supplement that describes in detail the processes for borrowing and pursuing work-study jobs and includes information critical to processing which can affect the timely disbursement of aid. Contact the Financial Aid Office at 320-762-4540 if you have questions or need assistance.

Approved by: ATCC Leadership Council

Effective Date: 3/16/06

Last Date Revised: 3/16/06

#### 2.6.3 Veteran's Benefits

Alexandria Technical and Community College is approved by the Minnesota State Approving Agency for veterans' educational benefits. The vet's benefit program is administered in the Financial Aid Office. The VA Form 22-1990 or 22-1999 must be filled out in order to receive any benefits. The veteran must provide a certified DD-214 when applying for benefits. Also required if applicant is married and/or with dependents are certified copies of the marriage license and birth certificates.

**IMPORTANT** – All students who are receiving either the Montgomery GI Bill Active Duty or Selected Reserve MUST now verify their enrollments monthly to receive payments. This verification can be done either by using the Web Automated Verification of Enrollment (WAVE) application at [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave) or using the automated telephone system at 1-877-823-2378 and follow the prompts. Failure to do so will delay the benefit checks. The veteran is also responsible for reporting changes in address, marital status, dependents, or enrollment as soon as they occur.

Approved by: ATCC Leadership Council

Effective Date: 9/17/07

Last Date Revised: 9/17/07

#### 2.6.4 Emergency Loan Fund

From time to time students may experience a short-term financial problem of an emergency nature. Upon application through Alexandria Technical and Community College Foundation, a loan can be arranged for up to a maximum time period of 60 days. A processing fee will be assessed on each loan borrowed. Emergency loan checks are available at 10 a.m. the business day following the application date. All loan applications must be for school purposes but are not available to cover initial enrollment costs. For further information, contact Academic Affairs.

Approved by: ATCC Leadership Council

Effective Date: 7/25/08

Last Date Revised: 7/25/08

#### 2.6.5 Smart Start

Single Parent, Displaced Homemaker, and Single Pregnant Women Grant

This grant will provide funding to students who meet the criteria for services and vendor paid stipends for emergency medical/dental expenses (not covered by insurance), gas money, transportation, state/national conferences, relocation, child care assistance and training-related needs not covered by financial aid. A "Lunch & Learn" network group meets weekly. A monthly newsletter is distributed to eligible participants. For individual assistance and further information, contact the Counseling/Testing Center in Room 112 or at 320-762-4487 or 1-888-234-1313, ext. 4487.

Approved by: ATCC Leadership Council  
Effective Date: 2/24/12  
Last Date Revised: 2/06/12

#### 2.6.6 Child Care

Initiating child care funding is the responsibility of the student. It must be obtained in your county of residence. Most counties prefer you contact your local Resource and Referral office. For this region call Lakes & Prairies Child Care Resources and Referral at 1-800-941-7003.

Alexandria Technical and Community College has two child care programs available: Post Secondary Child Care for students who do not qualify for MFIP benefits and SMART START for single parents, displaced homemakers, and single pregnant women. Contact the Financial Aid Office for further information.

Approved by: ATCC Leadership Council  
Effective Date: 7/27/06  
Last Date Revised: 7/10/06

#### 2.7 ATCC Foundation Scholarships

The Alexandria Technical and Community College Foundation has an established Trust and Scholarship Fund. A portion of the money from the Trust and Scholarship Fund is targeted to specific programs; other Trust & Scholarship monies have been earmarked for the general fund in which guidelines for eligibility have been set by a Trust and Scholarship Committee.

The scholarship coordinator can provide information to students regarding academic scholarships. There are a variety of sources for outside scholarships.

##### Honorary Scholarship

The Alexandria Technical and Community College Honorary Scholarship recognizes individuals who have distinguished themselves through academics and involvement in their schools/communities and who plan to pursue their career goals through preparation in one of Alexandria Technical and Community College's full-time programs.

Students who have graduated from a high school (or will graduate prior to June 15th) or have completed one term at a postsecondary institution may apply. Eligible applicants must have **at least a 3.0 GPA on a 4.0 scale or be ranked in the upper half of their class**. Applicants must be enrolled in a program on a full-time basis for the upcoming school year.

##### Re-entering Adult Scholarship

The Re-entering Adult Scholarship recognizes individuals who have distinguished themselves through academics and involvement in their schools/communities and who plan to pursue their career goals through preparation in one of Alexandria Technical and Community College's full-time programs. Applicants must carry an average of at least six credits/semester. Applicants may apply if they are a graduate of a high school or G.E.D. program who are (or will be) at least 25 years of age by December 31st **and** have a cumulative GPA of 3.0 or higher.

##### Dollars for Scholars

The Dollars for Scholars Program in Minnesota, of which Alexandria Technical and Community College is a participant, will help assist the private sector in meeting the educational needs of future students. Alexandria Technical and Community College will match the amount of the award (up to a maximum of \$200) per recipient and will award the scholarship to students who inform our institution that they are recipients of their local Dollars for Scholars program. **The deadline is January 1<sup>st</sup> of each year.** The scholarship will be applied towards the student's tuition and fees statement.

**Please note: All scholarship awards must be applied to the student's financial aid eligibility and will become part of his/her aid package.**

For further scholarship information, contact the Alexandria Technical and Community College Foundation.

Approved by: ATCC Leadership Council  
Effective Date: 5/01/12  
Last Date Revised: 5/01/12

#### 2.10 Intramural Activities

Registration for a variety of intramural activities takes place in the Placement Center/Activities Office. This includes softball, flag football, basketball, volleyball, etc. Intramural activities offered are based on student interest.

Approved by: ATCC Leadership Council  
Effective Date: 3/20/08  
Last Date Revised: 3/20/08

#### 2.11 Student Life

##### 2.11.1 Activities

These include contests and tournaments throughout the year, from turkey bowling to golf tournaments. Activity clubs are organized based on student interest and may include drama, photography, tennis, etc.

Approved by: ATCC Leadership Council  
Effective Date: 3/16/06  
Last Date Revised: 3/16/06

#### 2.12 Off-Site Program Activities

The Alexandria Technical and Community College policy relative to students participating in off-site program activities which require them to travel with other members of their industry/profession, and incur overnight stays in the process is as follows:

1. All Alexandria Technical and Community College students must decide themselves whether they can afford the expense of an overnight stay. No money from the college will support such an activity.
2. All students will be expected to conduct themselves in a professional, business-like manner while with the business representative.
3. Students should report to their instructor any inappropriate and/or unprofessional behavior on the part of the business representative they are accompanying.
4. Any violation of this policy may result in disciplinary action being taken. Such action may result in sanctions up to and including dismissal from the program and/or the college.
5. Students who need an accommodation for a disability to engage them to fully participate in an off-site program activity should contact the Director of Support Services at Alexandria Technical and Community College.

Approved by: ATCC Leadership Council  
Effective Date: 12/22/08  
Last Date Revised: 11/04/08

#### 2.13 Counseling Center

The Counseling Center at Alexandria Technical and Community College provides counseling and referral services to all ATCC students.

Approved by: ATCC Leadership Council

Effective Date: 12/22/08

Last Date Revised: 12/22/08

## 2.14 Health Services

### 2.14.1 Immunization Records

Minnesota Law (M.S.135A.14) requires that all students born after 1956 or who graduated from a Minnesota High School prior to 1997 and enrolled in a public or private post secondary school in Minnesota must be immunized against diphtheria, tetanus, measles, mumps, and rubella.

The student must provide proof of immunization by completing the Immunization Record for Students Attending Post Secondary Schools form prior to registering for classes. This form was distributed with your acceptance letter.

#### **Exceptions:**

1. This form need not be completed by students who are enrolled for only one class during the full academic semester or for customized training, extension, correspondence or online courses only.
2. Students may also be exempt for medical or conscience reasons.
3. Transfer students from a different Minnesota college if transcripts or other information from the previous school indicate that the student has met immunization requirements.

**Note:** Students are legally required to supply the immunization information requested, including the month, day and year of each immunization. The law stipulates that anyone enrolled at Alexandria Technical and Community College who fails to submit the required information within 45 days of the beginning of the semester cannot remain enrolled.

Students enrolled in certain programs at Alexandria Technical and Community College may be required to submit additional immunization records besides those indicated within this policy.

Approved by: ATCC Leadership Council

Effective Date: 8/16/10

Last Date Revised: 5/24/10

### 2.14.2 Health Insurance

Students are encouraged to carry health and accident insurance while attending college. A health insurance plan is available to students through an approved Minnesota State Colleges and Universities System group plan. This insurance is made available to assist those students not covered under family and/or employer plans. Some courses and/or activities may require health and/or liability insurance. Contact the Director of Safety and Security for more information.

All international students and visiting scholars engaged in educational activities are required to purchase the Minnesota State Colleges and Universities international student accident and illness insurance plan unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that might occur.

**IMPORTANT:** All students are advised to carry an insurance card with them to provide necessary information to medical providers, whether covered under parents'

insurance or on their own. Students may be required to obtain pre-approval from your insurance company if you seek medical care outside their designated provider.

Approved by: ATCC Leadership Council

Effective Date: 8/03/11

Last Date Revised: 7/08/11

### 2.14.3 Student Accident Insurance

All registered students, carrying one credit or more and taking classes on campus, are covered by a mandatory student accident insurance policy. Alexandria Technical and Community College is participating in an accident insurance policy that will provide benefits for accidental bodily injury incurred while:

1. Attending regular school sessions,
2. Participating in school-sponsored and supervised extracurricular activities which are exclusively sponsored by the school (excluding club, intramural, and intercollegiate sports).

This plan covers only medical expenses that are not payable by other insurance. Therefore, you must first file a claim with your primary family insurance coverage.

#### **Claims Procedure**

In the event of a compensable accident, contact the Director of Safety and Security at Alexandria Technical and Community College to complete the insurance claim forms for the student accident insurance coverage.

Approved by: ATCC Leadership Council

Effective Date: 8/03/11

Last Date Revised: 7/08/11

### 2.15 Student Background Check Policy

#### **Policy**

It is the policy of the college to adhere to Minnesota Statutes (MSs245A.04;245A.09) requiring background checks of persons involved in direct contact with patients and residents at a health care facility. State disqualification standards will be followed.

#### **Procedure**

All applicants to the Alexandria Technical and Community College health care programs will be informed of the required background study by the respective program instructor and admission representative during the application/interview process. A copy of the disqualification standards will be sent/given to applicants on request. Accepted students will again be notified during pre-admission mailings and on orientation day to their respective program. All new Practical Nursing faculty will be required to have a background study completed by the facility prior to working at a clinical site for their program. Each program will assume the responsibility of ensuring the compliance of the law.

The faculty member responsible for clinical placement will initiate compliance of this law by having each student fill out a form authorizing a background study be conducted. Upon completion of filling out the required forms, the instructor will forward the completed forms to the Department of Human Services.

The faculty member responsible for clinical placement will provide an Authorization for the Release of Student Background Study Information for them to read and sign.

In the event a student has been disqualified as a result of the background study, the student has the right to request reconsideration of the disqualification. It is the responsibility of the

faculty of the respective program to inform the student of the procedures for requesting reconsideration. It is not the responsibility of the Alexandria Technical and Community College to arbitrate any decisions regarding the findings of a background study but rather to advise the students as to the proper method of contacting the Commissioner of Human Services. Students should be informed by the appropriate faculty member that they, the student, have 30 days in which to appeal the decision of the Commissioner of Human Services. The student requesting the appeal may remain in direct contact with clients of the facility pending the decision of the request for reconsideration only if the student and the facility are willing and able to meet any conditions which may be imposed by the Commissioner.

If a student has admitted to any of the listed crimes or a preponderance of the evidence indicates that the student has committed any of the crimes, he/she is automatically disqualified.

This means that a person need not have been convicted of a crime in order to be disqualified for engaging in the activity for which is the basis for the criminal law. If a student has been identified as the perpetrator of maltreatment of a minor or has abused vulnerable adults and it has been determined by a preponderance of evidence that the acts occurred, the student is automatically disqualified.

### **Disqualification Standards**

Subpart 1. Disqualifications. Items A to D disqualify an individual from programs serving children or adults.

The subject has been convicted of a crime or anticipatory crime against persons; or a crime or anticipatory crime reasonably related to the provision of services. The following offenses have been deemed to be crimes against persons or reasonably related to the provision of services or both:

1. Minnesota Statutes, section 609.17 (Attempts);
2. Minnesota Statutes, section 609.175 (Conspiracy);
3. Minnesota Statutes, section 609.185 (Murder in the first degree);
4. Minnesota Statutes, section 609.19 (Murder in the second degree);
5. Minnesota Statutes, section 609.195 (Murder in the third degree);
6. Minnesota Statutes, section 609.20 (Manslaughter in the first degree);
7. Minnesota Statutes, section 609.205 (Manslaughter in the second degree);
8. Minnesota Statutes, section 609.21 (Criminal vehicular homicide and injury);
9. Minnesota Statutes, section 609.215 (Suicide);
10. Minnesota Statutes, section 609.221 (Assault in the first degree);
11. Minnesota Statutes, section 609.222 (Assault in the second degree);
12. Minnesota Statutes, section 609.223 (Assault in the third degree);
13. Minnesota Statutes, section 609.2231 (Assault in the fourth degree);
14. Minnesota Statutes, section 609.224 (Assault in the fifth degree);
15. Minnesota Statutes, section 609.228 (Great bodily harm caused by distribution of drugs);
16. Minnesota Statutes, section 609.23 (Mistreatment of persons confined);
17. Minnesota Statutes, section 609.231 (Mistreatment of residents or patients);

18. Minnesota Statutes, section 609.235 (Use of drugs to injure or facilitate crime);
19. Minnesota Statutes, section 609.24 (Simple robbery);
20. Minnesota Statutes, section 609.245 (Aggravated robbery);
21. Minnesota Statutes, section 609.25 (Kidnapping);
22. Minnesota Statutes, section 609.255 (False imprisonment);
23. Minnesota Statutes, section 609.265 (Abduction);
24. Minnesota Statutes, section 609.2661 (Murder of an unborn child in the first degree);
25. Minnesota Statutes, section 609.2662 (Murder of an unborn child in the second degree);
26. Minnesota Statutes, section 609.2663 (Murder of an unborn child in the third degree);
27. Minnesota Statutes, section 609.2664 (Manslaughter of an unborn child in the first degree);
28. Minnesota Statutes, section 609.2665 (Manslaughter on an unborn child in the second degree);
29. Minnesota Statutes, section 609.267 (Assault of an unborn child in the first degree);
30. Minnesota Statutes, section 609.2671 (Assault of an unborn child in the second degree);
31. Minnesota Statutes, section 609.2672 (Assault of an unborn child in the third degree);
32. Minnesota Statutes, section 609.268 (Injury or death of an unborn child in the commission of a crime);
33. Minnesota Statutes, section 609.322 (Solicitation, inducement, and promotion of prostitution);
34. Minnesota Statutes, section 609.323 (Receiving profit derived from prostitution);
35. Minnesota Statutes, section 609.3232 (Protective order authorized; procedures, penalties);
36. Minnesota Statutes, section 609.324, subdivisions 1 and 1a (Other prohibited acts);
37. Minnesota Statutes, section 609.33 (Disorderly house);
38. Minnesota Statutes, section 609.342 (Criminal sexual conduct in the second degree);
39. Minnesota Statutes, section 609.343 (Criminal sexual conduct in the second degree);
40. Minnesota Statutes, section 609.344 (Criminal sexual conduct in the third degree);
41. Minnesota Statutes, section 609.345 (Criminal sexual conduct in the fourth degree);
42. Minnesota Statutes, section 609.3451 (Criminal sexual conduct in the fifth degree);
43. Minnesota Statutes, section 609.352 (Solicitation of children to engage in sexual conduct);
44. Minnesota Statutes, section 609.365 (Incest);
45. Minnesota Statutes, section 609.377 (Malicious punishment of a child);
46. Minnesota Statutes, section 609.378 (Neglect or endangerment of a child);
47. Minnesota Statutes, section 609.561 (Arson in the first degree);
48. Minnesota Statutes, section 609.562 (Arson in the second degree);
49. Minnesota Statutes, section 609.563 (Arson in the third degree);

50. Minnesota Statutes, section 609.713 (Terroristic threats);
51. Minnesota Statutes, section 609.746 (Interference with privacy);
52. Minnesota Statutes, section 609.79 (Obscene or harassing phone calls);
53. Minnesota Statutes, section 609.795 (Letter, telegram, or package opening, harassment);
54. Minnesota Statutes, section 617.23 (Indecent exposure);
55. Minnesota Statutes, section 617.241 (Obscene materials and performances);
56. Minnesota Statutes, section 617.243 (Indecent literature, distribution);
57. Minnesota Statutes, section 617.246 (Use of mirrors in sexual performance);
58. Minnesota Statutes, section 617.247 (Possession of pictorial representations of minors);
59. Minnesota Statutes, section 617.293 (Harmful materials; dissemination and display to minors); and
60. Felony convictions under Minnesota Statutes, chapter 152 (Prohibited drugs).

The subject had admitted to or a preponderance of the evidence indicates the individual has committed an act that meets the definition of a crime listed in item A.

- A. The subject is identified as the perpetrator in a determination that maltreatment of minors has occurred and a preponderance of evidence indicates:
  1. an act that meets the definition of maltreatment in Minnesota Statutes, section 626.556, subdivision 10e, paragraph (a), occurred;
  2. the subject committed the maltreatment; and
  3. the maltreatment was serious or recurring.
- B. The subject is identified as the perpetrator in a substantiated report of abuse or neglect of vulnerable adults and a preponderance of evidence indicates:
  1. an act meets the definition of abuse or neglect in Minnesota Statutes, section 626.557, subdivision 2, occurred;
  2. the subject committed the abuse or neglect;
  3. the abuse or neglect was serious or recurring; and
  4. the subject is not the victim of the abuse or neglect.

For purposes of this item "serious maltreatment, abuse, and neglect" is defined as a serious injury set forth in part 9543.3020, subpart 10, whether intended or suffered as the result of neglect; sexual abuse; neglect or abuse which results in illness or harm which reasonably requires the attention of a physician; or death.

Subpart 2. Terminated parental rights. A subject who has had parental rights terminated under Minnesota Statutes, section 260.221, paragraph (b), is disqualified from programs serving children.

Subpart 3. Residential programs. A subject in a residential program must not have a conviction for, must not have admitted to, or a preponderance of the evidence must not indicate that the individual has committed an act of theft or related crimes. The following offenses have been deemed to be acts of theft or related crimes:

- Minnesota Statutes, section 609.52 (Theft)
- Minnesota Statutes, section 609.521 (Possession of shoplifting gear);

- Minnesota Statutes, section 609.582 (Burglary);
- Minnesota Statutes, section 609.625 (Aggravated forgery);
- Minnesota Statutes, section 609.63 (Forgery);
- Minnesota Statutes, section 609.631 (Check forgery; offering a forged check);  
and
- Minnesota Statutes, section 609.635 (Obtaining signature by false pretense).

Statutory Authority: MSs245A.04;245A.09

History: 15SR2043

Approved by: ATCC Leadership Council

Effective Date: 2/12/07

Last Date Revised: 1/24/07

### 2.17 Student Information on File

All students are required to have a current address and/or phone number on file at the college. It is important that we have correct information on file in the event of an emergency and for college mailings. Permanent and local addresses and/or phone numbers should be updated on the web at the E-services site (located within the student portal).

Approved by: ATCC Leadership Council

Effective Date: 2/12/07

Last Date Revised: 1/24/07

## **Chapter 3 – Educational Policies**

### 3.1 Student Rights and Responsibilities

#### 3.1.1 Annual Notice to Students “Know Your Rights”

The Alexandria Technical and Community College maintains records about you in various places throughout the college. The college president is the official keeper of the records. Under federal and state law, you have certain rights concerning the records that the college maintains. This notice is to make you aware of those rights. Should you have questions concerning your rights, please contact the college Registrar.

Under the Minnesota Government Data Practices Act (MGDPA) and the Family and Educational Rights Privacy Act (FERPA), you have a right

- to inspect and review educational records maintained about you;
- to request amendment to records about you for the purpose of correcting inaccurate or misleading records, or records which violate your privacy or other rights in some fashion;
- to a hearing regarding records which you believe are inaccurate or misleading if the college does not amend the records at your request;
- to place a written statement explaining your disagreement with the college in your records if the college does not amend records after the opportunity for a hearing about whether the records are inaccurate or misleading;
- to consent to disclosures of information which identifies you personally, except to the extent that such disclosures are allowed without your consent under state and federal law;

- Disclosures may be made to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, or support staff position; a person or company with whom the college has contracted; a student serving on official college committees; a person serving on the Board of Trustees or in the System office; or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibility.
- If you are currently enrolled in or receiving services from one college or university within the Minnesota State Colleges and University System ("System"), your academic records from that institution are available to officials of other schools within the System while you are in attendance. If you seek or intend to enroll at another institution within the System, your academic records from other institutions are also accessible to officials at the school where you are seeking or intend to enroll. You have the right to request a copy of records that have been disclosed. You also have the right to request a hearing to correct any inaccurate, incomplete, or misleading information in those disclosed records. For further information about your rights, please contact the Registrar at the college or university that supplied the records.
- Disclosures to parents will not be made without the student's prior written consent.
- Transcripts may be sent to other colleges or institutions in which the student seeks or intends to enroll without the student's consent.
- to file a complaint with the United States Department of Education if you believe the college is not meeting the requirements of the federal law.

Approved by: ATCC Leadership Council

Effective Date: 12/21/11

Last Date Revised: 12/21/11

### 3.1.2 Standards for Distribution of Student Assignments, Assessments and General Information

In compliance with state, federal and system mandates for protecting student data privacy, the following standards for distribution of student private and public information have been approved by the Academic Affairs Standards Council (AASC).

1. Any documents or projects that contain information that is unique to an individual student and is not defined by Policy 3.13, Information that is of a Directory Nature, as "directory" data will be considered as private student data and will be protected from public access or view. This includes grades, individual project feedback, home addresses and student ID numbers.
2. Private Student Data storage will include a visual warning that the information enclosed is Confidential, which implies that unauthorized access is prohibited. This is to apply to physical file storage, individual student files and individual documents in storage. The storage standard applies to all individual offices, departments and classrooms.
3. Electronic distribution of private student data will be distributed in an encrypted electronic environment through a method that required electronic student authentication to access the content. Examples of this would include the use of the college e-mail address, the student D2L account, or authenticated web access accounts.

4. Distribution of printed materials will individually identify the student recipient and protect content from public view. Privacy will be protected through the use of college-designated individual drop boxes, direct distribution to the student, or through supervised distribution that ensure the mATCCh between the individual student and distributed content.
  - a. College drop boxes may be used by programs and divisions with the following restrictions.
    - i. The location and program use of the drop box is inventoried in the college Academic Affairs office.
    - ii. All drop boxes will have a printed designation that identifies the content as being confidential and limited to the individual identified on the printed material.
    - iii. All locations of drop boxes must be in a supervised area which could be a classroom or shop, a department office location, or in a protected area of support services at the college that have unrestricted public access.
    - iv. Unclaimed materials are to be removed after one week or on the distribution of subsequent material.
  - b. Distribution of printed material will protect content from visual review by:
    - i. Folding and stapling materials to protect content,
    - ii. Inserting printed material into a file or envelope,
    - iii. Providing a cover sheet attached on the return material, or
    - iv. Other appropriate methods.
5. Public posting of grades or other private information is not allowed at any location in the college.

Approved by: ATCC Leadership Council  
Effective Date: 8/20/07  
Last Date Revised: 8/14/07

### 3.2 Accreditations and Affiliations

The Alexandria Technical and Community College is authorized to operate in the State of Minnesota by the Minnesota State Colleges and Universities as a technical college and is accredited by the Higher Learning Commission and a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504. Telephone 312-263-0456 or 1-800-621-7440; Fax 312-263-7462;  
[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org).

All programs which require special state and/or national accreditation status are accredited as prescribed by the respective agencies.

Approved by: ATCC Leadership Council  
Effective Date: 2/12/07  
Last Date Revised: 2/12/07

### 3.3 Student Assessment

#### 3.3.1 Assessment/Prerequisite Information

It is the policy of Alexandria Technical and Community College that all enrolled students must demonstrate college readiness prior to registration.

The Testing Center will administer the assessment tests or determine if the student has met the assessment requirement in any other way. Students who test as not being ready for specific college level courses will be required to take a designated college prep course(s) as a prerequisite.

Approved by: ATCC Leadership Council

Effective Date: 12/22/08

Last Date Revised: 12/22/08

### 3.3.2 Assessment for Course Placement

In accordance with MNSCU Board Policy 3.3, Part 2, Subpart A, <http://www.mnscu.edu/board/procedure/303p1.html>. Alexandria Technical and Community College is implementing the following Assessment for Course Placement policy that addresses how student knowledge and skills are assessed for course placement decisions. Alexandria Technical and Community College's policy is in accordance to MNSCU Procedure 3.3.1, Assessment for Course Placement, <http://www.mnscu.edu/board/procedure/303p1.html>.

All students entering Alexandria Technical and Community College shall take the Accuplacer assessment prior to registering for courses. Students may be exempted from the Accuplacer assessment at ATCC based on the following criteria:

1. documentation of Accuplacer scores;
  - a. test date within three (3) years for courses with reading or writing pre-requisites
  - b. test date within two (2) years for courses with math pre-requisites
2. documentation of ACT scores;
  - a. test date within three (3) years for courses with reading or writing pre-requisites
  - b. test date within two (2) years for courses with math pre-requisites
3. documentation of Advanced Placement exam score of 2 or higher in related area(s) taken within the last three years;
4. documentation of completion (D or higher) of equivalent English course for writing exemption, equivalent math course for math exemption, and reading intensive course for reading exemption from a postsecondary institution;
5. documentation of completion (C or higher) of an equivalent developmental reading, English, or math course from a postsecondary institution completed within the last five years;
6. documentation of completion of a degree from a post secondary institution (for students enrolled in a program that does not have a math requirement);
7. undeclared students who wish to take a developmental course;
8. enrollment exclusively in non-credit courses or programs;
9. enrollment exclusively in Farm Business Management.

#### **Retest Policy**

Students will be allowed one retest per semester and will be charged a \$5 retest fee. PSEO students will not be assessed the retest fee.

#### **Appeals Process**

Students may appeal the assessment decisions through the academic appeals process.

Approved by: ATCC Leadership Council

Effective Date: 4/19/10

Last Date Revised: 03/11/10

### 3.3.3 Advanced Placement

Alexandria Technical and Community College awards Advanced Placement (AP) credit based on the following MnSCU policy and procedure, <http://www.mnscu.edu/board/policy/315.html> and <http://www.mnscu.edu/board/procedure/315p1.html>.

AP scores should be submitted to the Registrar's Office.

For more information, please refer to Advanced Placement Course Equivalencies at [http://atc.custhelp.com/app/answers/detail/a\\_id/322](http://atc.custhelp.com/app/answers/detail/a_id/322)

#### **Exam Score Course Equivalency Credit**

Art History (f) 3-5 Elective – General – Goal 6/Art 1401 & Art 1406 3

Studio Art Drawing (f) 3-5 Elective - Technical

Studio Art 2-D Design (f) 3-5 Elective - Technical

Studio Art 3-D Design (f) 3-5 Elective - Technical

Biology (f) 3-5 Elective, General – Goal 3 3

Calculus AB (f) 3-5 Elective, General – Goal 4 / MATH 1420 3

Calculus BC (f) 3-5 Elective, General – Goal 4 3

Chemistry (f) 3-5 CHEM 1405 – Goal 3 3

Computer Science A (f) 3-5 ITEC 1430 3

Computer Science AB (f) 3-5 Elective - Technical 3

Macroeconomics (f) 3-5 ECON 1420 - Goal 5 3

Microeconomics (f) 3-5 ECON 1430 - Goals 5 & 8 3

English Language & Composition (f) 3-5 ENGL 1410 - Goal 1 3

English Literature & Composition (f) 3-5 Elective, General - Goal 1 3

Environmental Science (f) 3-5 BIOL 1430 – Goals 3 & 10 3

French Language (f) 3-5 Elective

French Literature (f) 3-5 Elective

German Language (f) 3-5 Elective

Chinese Language & Culture (f) 3-5 Elective

Italian Language & Culture (f) 3-5 Elective

Comp. Government & Politics (f) 3-5 Elective, General

U.S. Government & Politics (f) 3-5 Elective, General/POLS 1460 – Goal 9 3

European History (f) 3-5 Elective, General – Goals 5 & 7

United States History (f) 3-5 Elective, General – Goals 5 & 7

World History (f) 3-5 Elective, General – Goals 5 & 7  
Human Geography (f) 3-5 Elective, General – Goals 5 & 7  
Latin: Vergil or Literature (f) 3-5 Elective, General  
Music Theory (f) 3-5 Elective, General  
Physics B (f) 3-5 MEDR 2606 3  
Physics C-Electricity & Mag (f) 3-5 Elective  
Physics C - Mechanics (f) 3-5 Elective  
Psychology (f) 3-5 PSYC 1445 – Goal 5 3  
Spanish Language (f) 3-5 LANG 1401 3  
Spanish Literature 3-5 LANG 1401 3  
Statistics (f) 3-5 Math 1445 – Goal 4 3  
(f) full year

Approved by: ATCC Leadership Council  
Effective Date: 9/12/11  
Last Date Revised: 8/08/11

3.3.4 Advanced Standing/Test-Outs/Experiential Learning  
**Policy**

Advanced standing is course credit granted on the basis of proficiency acquired through learning other than formal credit-based college classes, such as test outs or experiential learning. In order for a student to be awarded credit based on experiential learning, the student must document that they have mastered a minimum of 75% of the course goals.

**Procedure**

A test-out is available for Intro to Computer, Beginning Personal Computers and Personal Computer Skills. For these courses only, contact the Library. A non-refundable test administration fee of \$30 must be paid at the Business Office prior to testing.

Any other prior learning will need to be evaluated by an instructor on an individualized basis. Students should contact the Registrar's Office for the paperwork to begin the process. It is recommended that this be completed in the term prior to the term the class would normally be completed. The instructor will determine the appropriate method for a student to demonstrate his/her competency (i.e., challenge exam, portfolio, research paper, oral exam, demonstration, etc., or any combination of these). Requests for experiential learning credit acquired outside of the college require official documentation from the outside source (former employer, supervisor, official certificates, etc.).

The fee for earning credits through institutional test-outs or evaluations is \$30 per credit. In the case of the test-outs (Intro to Computer, Beginning Personal Computers and Personal Computer Skills), this fee will only be charged to students who successfully pass the test. In the case of other test-outs or an experiential learning evaluation, the fee is payable upfront and is non-refundable.

Test-outs will be recorded on the transcript with a CR (credit) if the student was successful or a NC (no credit), if the student did not pass the test-out. If the request for experiential learning is approved, a CR is recorded on the transcript. However, no notation is recorded on the transcript if the request is not approved. The student's GPA is not impacted in either situation

Approved by: ATCC Leadership Council

Effective Date: 12/2/09

Last Date Revised: 12/2/09

### 3.3.5 College-level Examination Program (CLEP)

#### **Policy**

Alexandria Technical and Community College awards College-level Examination Program (CLEP) credits based on MnSCU policy 3.33, <http://www.mnscu.edu/board/policy/333.html>, and procedure 3.33.1, <http://www.mnscu.edu/board/procedure/333p1.html>.

For further information on CLEP credit at ATCC, visit the Testing Center site at <http://alextech.edu/en/CollegeServices/TestingCenter/CollegeLevelExaminationProgram.aspx>.

#### **Procedure**

Students may earn credit by successfully passing the CLEP subject or general examinations that measure achievement in specific college courses. The list of subjects is available in the Counseling and Assessment Center. The Counseling and Assessment Center will provide information about the College Level Examination Program and will administer the CLEP examinations to interested students. A non-refundable fee is charged. The CLEP composition test needs to be taken a minimum of six weeks prior to when the results are needed. It is recommended that all other CLEP tests be taken prior to the start of the semester that the credits are needed.

The awarded credit will appear on the student's transcript with no effect on the student's GPA. It is recommended that a student should determine whether a CLEP test will meet program/course requirements prior to testing. CLEP scores below acceptable levels are not recorded on the college transcripts at Alexandria Technical and Community College. A candidate may retake any examination six months from the original test date. Students who have taken CLEP examinations elsewhere, including the military services, should submit an official transcript of their scores to the Registrar's Office where they will be processed for appropriate credit allocation. The Registrar's Office will make appropriate entries on students' transcripts in cases where credit is granted.

Approved by: ATCC Leadership Council

Effective Date: 9/12/11

Last Date Revised: 8/08/11

### 3.3.6 International Baccalaureate Credit (IB)

Alexandria Technical and Community College awards International Baccalaureate Credit (IB) based on MnSCU policy 3.16 located at <http://www.mnscu.edu/board/policy/316.html> and procedure located at <http://www.mnscu.edu/board/procedure/316p1.html>.

For a list of courses, go to

Students who complete an International Baccalaureate high school diploma with a score of 30 or higher are awarded 8 semester credits for each of three higher-level examinations, plus two semester credits for each of the subsidiary examinations, for

a total of 30 semester credits. When a test covers material that is substantially similar to an existing course, the equivalent credit or credits are awarded. When a test covers college-level material that is not substantially similar to an existing course, elective credits are awarded.

The International Baccalaureate (IB) is an internationally recognized program through which secondary students complete a comprehensive curriculum of rigorous study and demonstrate performance on culminating examinations. The examination for the IB diploma covers six subjects, three or four of which must be at the higher level, with others at the standard level. Students may present a full IB diploma or a certificate recognizing specific subject examinations and be considered for credit based on the examination level and result.

Students shall be granted 6 semester credits for scores of 4 or higher on each higher level examination, plus 2 credits for each standard level examination with a score of 4 or higher.

Where test material is substantially similar to the content of an existing ATCC course, credit for that course will be awarded. Where test material is considered to be college level but not substantially similar to the content of a ATCC course, elective credit will be awarded.

#### **International Baccalaureate (for High School Students)**

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.

The Diploma Program (DP) curriculum consists of completing six courses from six different subject areas, writing an Extended Essay (EE) of up to 4,000 words, taking part in the Theory of Knowledge (TOK) class, and fulfilling requirements in Creative, Active and Service (CAS) pursuits.

Students pursuing the Diploma take six courses, usually from six different subject areas, with three (or four) of them taken at higher level (HL) and the rest at standard level (SL).

Approved by: ATCC Leadership Council

Effective Date:

Last Date Revised: 8/08/11

### 3.4 Admissions

When prospective students inquire about Alexandria Technical and Community College and its programs, they will most likely visit with one of our admissions representatives to discuss their interests. The admissions representatives are available to answer questions or provide information to prospective applicants to the college, existing students within the college, and anyone interested in general information on technical college education. They are very knowledgeable concerning the program offerings, admissions procedures, and the college atmosphere surrounding the Alexandria Technical and Community College.

The admissions representatives also provide information to prospective applicants while visiting high schools in and around the state. Their objective is to meet the high school counselor and interested students at their school and hold a question-and-answer session with interested students in an effort to provide effective, timely and accurate information to them.

#### **Admissions Procedure**

Applicants may either mail their application to the Admissions Office or complete one online. An application form for admission to MnSCU institutions may be obtained from high school counselors and other public service agencies or online at [www.mnscu.edu](http://www.mnscu.edu) or [www.alextech.edu](http://www.alextech.edu).

Applicants who are currently enrolled in high school should complete the application and take it to their high school counselor or principal who will attach a high school transcript and mail the application to the Admissions Office of the Alexandria Technical and Community College.

Applicants will be contacted by the Admissions Office to make arrangements for an orientation interview. During the orientation interview, applicants have an opportunity to visit with a program instructor so they may be better informed regarding program goals and expectations and occupational opportunities resulting from successful program completion. In addition to visiting with an instructor, applicants will have an opportunity to visit with an admissions representative to discuss their educational and occupational plans, financial aid process, housing, available special services, and any other concerns relating to their success in pursuing educational and occupational goals. An acceptance fee will be paid when a student wishes to secure a spot in a program. When the admissions process has been completed, the applicants will receive a letter advising them of their enrollment status.

Applicants who have been accepted for enrollment will be invited to the college for assessment and registration. Testing will provide information to assist students and their advisors registering for courses.

#### **Admission of International Students**

Students who are not permanent residents or citizens of the United States of America may be considered for admission after submitting the following:

1. A completed application for admission which is available from the Counseling and Assessment Center.
2. An English evaluation of any post-secondary transcripts if students expect any course transfers.
3. A completed bank statement which has been certified and supported with documentation.
4. Proof of English language proficiency as indicated by the TOEFL (Test of English as a Foreign Language) with a recommended score of 500.
5. All international students are required to purchase the Minnesota State Colleges and Universities student accident and illness insurance plan unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that may occur.

#### **Admission of Undeclared Students**

Applicants who do not intend to pursue a major at Alexandria Technical and Community College will be considered "Undeclared" students. Undeclared students may apply in the same manner as other students, either with a paper application or using any online application.

Undeclared students are not eligible for financial aid from ATCC.

Undeclared students will not be required to pay an application/acceptance fee. High school transcripts will not be required. College transcripts would be necessary only if they want to take ATCC courses that have prerequisites that they have satisfied at another college.

Students who are taking any courses from the Minnesota Transfer Curriculum (Minnesota Transfer Curriculum (MnTC)) will need to take an assessment with ATCC or provide one from

another college. Any questions about assessment requirements can be addressed to the Counseling and Assessment Center.

### **Admission of LEP Students**

1. LEP students will be referred to the International/LEP Student Advisor.
2. The student will visit with the advisor to determine appropriate assessment and course of action.
3. Appropriate referrals will be made, if necessary.
4. International/LEP Student Advisor, in conjunction with the student, will develop a reasonable course of action to complete academic program. If student and International/LEP Student Advisor disagree on the course of action, the International/LEP Student Advisor will prevail.

Approved by: ATCC Leadership Council

Effective Date: 1/29/07

Last Date Revised: 1/29/07

#### **3.4.1 Readmission**

All students enrolled in continuous programs that have been away from Alexandria Technical and Community College for one year or more must file an application for re-admission to the college. Students re-admitted must comply with the program completion requirements and college policy that are in effect when returning to the college.

Students that have not registered for courses for one term plus 15 days will have the following accounts inactivated or deleted:

- Student status in the student information system – inactivated.
- Student network account and college email accounts – deleted.

Prior students who wish to return after this time will need to contact the Admissions Office, complete the readmission form and meet admission requirements that are in effect upon returning to the college. For further information regarding program completion requirements, see policy [3.16.6 Late Graduation Requests](#).

If the student plans to take a semester(s) off and return in the same major, they need to complete the enrollment continuation form and return it the Registrar's Office with their intended return date. By completing this form, their accounts will remain active until the intended return date indicated on the form.

Approved by: ATCC Leadership Council

Effective Date: 12/13/10

Last Date Revised: 12/3/10

#### **3.4.2 PSEO Enrollment Program**

It is the policy of Alexandria Technical and Community College that high school students may earn both high school and college credit for college-level courses completed at ATCC through the PSEO program. High school juniors and seniors enrolled through any Minnesota secondary school, home school, or alternative learning center who present evidence of the ability to perform college work are eligible to apply for the program. Acceptance to the college as a PSEO student will be based on individual interest, career goals and basic skills. Students may attend the college on a part-time or full-time basis.

There is no cost for the tuition or the required textbooks. However, personal property and service fees may apply. College provided textbooks are to be returned to the college immediately following the end of the semester. PSEO students have the option of purchasing their ATCC textbooks. If books are not returned or purchased, the student will be billed for the original cost of the books.

Approved by: ATCC Leadership Council

Effective Date: 12/2/09

Last Date Revised: 12/2/09

#### 3.4.4 Students Academically Suspended from College

In accordance with MnSCU Policy 3.4, <http://www.mnscu.edu/board/policy/304.html>, students on academic suspension from another Minnesota State College or University school shall not be admitted to Alexandria Technical and Community College unless they demonstrate potential for being successful in the program to which they apply. Students on an active suspension status at another college will need to complete the ATCC academic appeals process prior to being admitted.

##### **Procedures**

The appeal must be filed prior to the beginning of the next semester.

1. Any student who left his/her previous college on an active academic suspension and is subsequently accepted into ATCC, based on a successful appeal, will be accepted on probation.
2. If suspension date and reinstatement dates are posted, those are the dates that will be used. For MnSCU colleges, it will be assumed that academic suspensions will be posted. MnSCU colleges should also be posting the dates students are eligible for reinstatement. If a suspension is posted, but reinstatement date is not noted, eligibility for reinstatement will be considered to be one year.
  - Students eligible for reinstatement will be admitted to Alexandria Technical and Community College on a warning status.
3. For non-MnSCU institutions, transcripts will be reviewed using the same criteria as MnSCU institutions (Items 1 and 2 above).
4. If students are accepted and the Registrar's Office later receives college transcripts that indicate suspension status, their acceptance will be reviewed to determine if they are still eligible to attend. Their admit status may be canceled, especially if they intentionally withheld transcripts. Those who are eligible to attend will have their acceptance changed to probationary status.

**Note:** This is an academic policy and only addresses a student's eligibility to attend. It does not address a student's financial aid eligibility. Students must contact the Financial Aid Department for any questions about aid eligibility.

Approved by: ATCC Leadership Council

Effective Date: 05/15/12

Last Date Revised: 5/08/12

#### 3.5 Registration

Students must register each semester for courses to be taken the following semester. Web registration is available, and students are encouraged to use this option. Registration information will be made available approximately mid-semester to advisors and/or students by the Registrar's Office. Sample schedules may be provided, but it is the student's responsibility to make sure they are registered for appropriate courses. You must go on the ATCC website to print your schedule and tuition statements as needed.

Approved by: ATCC Leadership Council  
Effective Date: 3/20/08  
Last Date Revised: 3/03/08

3.5.1 Online Courses

Online courses may have different dates for dropping/adding and for receiving W's.

It is the responsibility of the student to know the policies, withdrawal dates, etc., of the college that provides the course, as defined on the website of the respective college.

Approved by: ATCC Leadership Council  
Effective Date: 2/08/10  
Last Date Revised: 12/11/09

3.5.3 Registration Deadline for Programs

No changes in majors will occur after the five day drop/add period.

Approved by: ATCC Leadership Council  
Effective Date: 8/20/07  
Last Date Revised: 8/03/07

3.5.4 Course Drop, Add and Withdrawal

It is the policy of Alexandria Technical and Community College that students must drop, withdraw and/or add courses according to the following procedures.

**Definitions**

- Add – register for course(s)
- Drop – remove course(s) and the associated charge(s)
- Withdraw – course(s) remains on transcript with a grade of “W”
- Business Day – refers to days college is in session
- Calendar Day – refers to all days (including weekends and holidays)

**Drop/Add Period**

The drop/add period is any time prior to midnight on the fifth (5) business day of each semester for courses that run the entire length of the semester. For courses that meet less than the entire semester, the drop/add period is the first two (2) business days from the beginning date of the course. Schedule changes may be made on the web during these time frames on a space-available basis. When using the web to make these changes, students will be aware immediately if there is space in the class.

If a student adds a course that has already met, it will be the student's responsibility to meet with the instructor to receive all assigned work. In some courses, it may not be possible for students to make up any assignments that were already due.

Students taking classes from other colleges need to know and follow the timelines and procedures of the college offering the course(s).

Drop or add schedule changes made within the first five (5) business days for courses that span the entire semester or the first two (2) business days for courses that meet less than the entire semester will result in automatic tuition adjustments.

**Schedule Changes after Drop/Add Period**

**Adds:** If a course begins after the fifth (5th) business day of the semester, the student may add the course during the first two (2) business days from the beginning date of the course if space is available. There will be no adjustment to financial aid for adds after the fifth (5th) business day of the semester. Students will be responsible for the cost of the added course(s).

Administration-approved courses that are added to the master schedule after the first five (5) business days must be completed within that semester. This would include, but not be limited to, requests for independent study.

**Drops:** If a course begins after the fifth (5th) business day of the semester, the student must drop the course during the first two (2) business days from the beginning of the course or they will be financially obligated for the costs associated with the course (see Withdrawal from College information below).

### **Withdrawal from College**

After the drop/add periods, students cannot drop a course for a tuition adjustment. Students may still “withdraw” from individual courses and receive a “W”. Students process the withdrawal from class online at eServices. Refer to policy 5.12 Refunds, Waivers and Withdrawals or contact the Registrar’s Office for further information.

Approved by: ATCC Leadership Council

Effective Date: 5/15/12

Last Date Revised: 5/08/12

#### 3.5.5 Waiting List

##### **Policy**

It is the policy of ATCC to have a waiting list in the event that a course is filled.

##### **Procedure**

If a class is full and a student wants to be placed on the waiting list, they will add themselves to the waiting list through e-Services. The student will receive an automated e-mail if an opening becomes available. The e-mail will include the timeframe in which the student must register for the course or their name will be removed from the waiting list.

The automated waiting list will remain active until the term begins. On the first day of the term, faculty will be e-mailed with a list of students that remain on the waiting list. Beginning with the first day of the semester, students will not be able to add themselves to the waiting list. At that time, admission into a filled class will be based on instructor permission only.

Approved by: ATCC Leadership Council

Effective Date: 05/10/10

Last Date Revised: 03/11/10

#### 3.6 State Residency Requirements

Students shall be eligible to pay in-state tuition if they meet the criteria of Minnesota Statute 135A031, Subd. 2. Alexandria Technical and Community College has adopted and follows the MnSCU Board Policy, 2.2 State Residency Requirements, in its entirety. The policy may be reviewed on the MnSCU website at <http://www.mnscu.edu/board/policy/202.html>.

Approved by: Leadership Council  
Effective Date: 10/22/07  
Last Date Revised: 10/22/07

### 3.7 Immigration and Naturalization Requirements

It is the policy of ATCC to adhere to the regulations of the US Immigration and Naturalization Service. It requires that all international students who attend United States colleges on student visas must complete a minimum of eight credits in each academic semester and maintain the minimum grade point average as established by the college. The Department of Homeland Security (DHS) requires the collection of a fee to be paid by aliens seeking status as F-1, F-3, M-1, or M-3 nonimmigrant students after September 1, 2004. DHS levies a fee of \$100 to cover costs of the Student and Exchange Visitor program. The fee regulations will give students several options to pay by mail or credit card via the Internet. A website link has been established for fee information, [www.ice.gov/sevis/i901/index.htm](http://www.ice.gov/sevis/i901/index.htm). Please contact the International Student Advisor at [international@alextech.edu](mailto:international@alextech.edu) if you need further assistance.

Approved by: ATCC Leadership Council  
Effective Date: 1/23/12  
Last Date Revised: 1/23/12

### 3.10 Students with Disabilities

It is the policy of the college to comply with Section 504 of the Rehabilitation Act. This section states, "No otherwise qualified handicapped individual . . . shall, solely by reason of handicap, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." The college assures that students who have disabilities will have an equal opportunity to achieve academically in the most integrated setting possible.

To support these assurances, the college will provide, upon request of the student, the necessary supplemental services, academic assistance, and advocacy services, including:

1. Transition assistance, career counseling and assessment, personal issues counseling and referral services.
2. Program advising, assistance with course selection, early syllabus availability, testing assistance and modification, and individual or small group tutoring.
3. Availability of the Support Services Coordinator and/or the Section 504 Coordinator, as contact persons for students needing services, intervention assistance, or for grievance procedures.

Qualified students are expected to give sufficient advance notice to the college in order to give the various service areas a reasonable time in which to evaluate and respond to requests. Requests should be directed to the Support Services Coordinator, at 320-762-4673/V or Minnesota Relay Service 800-627-3529.

Eligibility for services and types of services will be determined on a case-by-case basis. Students able to document a disability through a recent assessment will be provided services determined to be necessary and most effective at no cost to the student. It is the responsibility of students with disabilities to seek available assistance at the Alexandria Technical and Community College and to make their needs known.

If a student feels his/her rights have been violated with regard to Section 504 or ADA, he/she should contact the Support Services Coordinator at 320-762-4673/V or Minnesota Relay Service 800-627-3529.

Support Services provides and coordinates services to students in order to accommodate their disabilities and promote educational opportunities. The Support Services Department is located in the Information Commons.

Students with the following disabilities are those typically served by Alexandria Technical and Community College. State or federal disability law does not cover students with an impairment unless they have an impairment that substantially limits a major life activity and are qualified students.

- Learning disability
- Blind
- Limited vision
- Deaf
- Hard of hearing
- Mobility disability
- Speech disability
- Systemic disability
- Chemical dependency disability
- Psychiatric disorder
- ABI—Acquired Brain Injury/TBI—Traumatic Brain Injury
- ADHD/ADD—Attention Deficit Hyperactivity Disorder/Attention Deficit Disorder
- Mental Impairment

Students with disabilities requesting services should:

- Contact the Support Services Coordinator
- Provide documentation that supports requests for accommodations, academic adjustments, and/or auxiliary aids and services
- Meet with Support Services Coordinator to develop an Accommodation Plan

A student in need of accommodations must provide information and documentation several weeks in advance of the start of the semester to allow time for the development and arrangement of appropriate accommodations. Sign language interpreters are available upon request. In cases where a sign language interpreter or books on tape are required, a minimum of six weeks' advance notice is required. A notification received less than six weeks prior to the start of the semester may mean that interpreting/taping services cannot be provided in a timely manner.

Accommodations are individualized and flexible, based on the nature of the disability and the academic environment. Accommodations cannot be retroactive, and begin only after documentation is received and reasonable time for accommodation development has been allowed. ADA does not require colleges to provide personal attendants, individual personal tutors or personal assistive technology.

Students suspecting/reporting a disability or learning/attention difficulties but have no prior record or assessment of such are given referrals for comprehensive and diagnostic testing in the community. Any testing/assessment costs are the student's responsibility.

For further information, contact the Support Services Coordinator.

Approved by: Leadership Council  
Effective Date: 9/9/10  
Last Date Revised: 9/9/10

3.11 Academic Program Review

3.11.1 Academic Program Review

It is the policy of the college to follow the prescribed MnSCU Academic Program Review Policy, 3.10 and Academic Programs Policy, 3.36, for all academic programs.

**Procedure**

See MnSCU 3.10 Academic Program Review Policy at <http://www.mnscu.edu/board/policy/310.html> and MnSCU 3.36 Academic Programs Policy at <http://www.mnscu.edu/board/policy/336.html>.

Approved by: ATCC Leadership Council  
Effective Date: 2/12/07  
Last Date Revised: 1/24/07

3.11.2 Academic Program Approval

It is the policy of the college to follow the prescribed MnSCU Academic Program Approval Policy, 3.14, for all academic programs.

**Procedure**

See MnSCU 3.14 Academic Program Approval Policy at <http://www.mnscu.edu/board/policy/314.html>.

Approved by: ATCC Leadership Council  
Effective Date: 2/12/07  
Last Date Revised: 1/24/07

3.12 Program Advisory Committee

Advisory committees are an integral part of the instructional program of the Alexandria Technical and Community College.

It is a policy of the college that each academic program must be reviewed by an advisory committee. Some programs with a natural affinity may choose to have combined advisory meetings. Members of advisory committees should include people employed in the occupation and business or at a supervisory level of that occupation. It is also highly recommended that former graduates be included as members of each advisory committee and possibly, a student.

Program advisory committees must meet at least once during the school year. Additional meetings may be called if desired. Each advisory meeting must have minutes taken and a list of members in attendance. These must be on file in the Academic Affairs Office.

A General Advisory Committee shall also be in operation during the school year. General Advisory Committee meetings are called by the President or the Chairperson. Its members include people from business and industry along with parents, students, and graduates.

Approved by: ATCC Leadership Council  
Effective Date: 2/12/07  
Last Date Revised: 1/24/2007

3.13 Information that is of a Directory Nature

Alexandria Technical and Community College has designated the following information as directory information: student's name, home town, program/major, pictures,

enrollment/withdrawal dates, graduation status (type of degree/diploma and date of graduation), and honors/awards. This information may be released to the public without prior consent unless the student notifies the college in writing of his/her objection to the release of information in one or more of these categories. Forms to request the withholding of directory information are available in the Registrar's Office. If a student requests to have all or a portion of their directory information withheld, the request will remain in effect until the student rescinds it in writing. If a student does not specifically request the withholding of directory information within the first 15 days of enrollment, it will indicate student approval for disclosure.

Minnesota Statutes §135A.145 prohibits colleges and universities and any affiliated organizations from providing a credit "card issuer" with the names, addresses, phone numbers or other contact information about its undergraduate students without the student's consent.

Approved by: ATCC Leadership Council  
Effective Date: 5/10/10  
Last Date Revised: 3/11/10

### 3.14 Change of Name and Address

All students are required to have a current address and/or phone number on file at the college. It is important that we have correct information on file in the event of an emergency and for college mailings. Permanent and local addresses and/or phone numbers should be updated on the web at the E-services site (located within the student portal).

Name changes require a copy of the student's social security card and another form of ID with the correct name. Students should contact the Registrar's Office if they need to process an official name change.

Approved by: ATCC Leadership Council  
Effective Date: 5/15/12  
Last Date Revised: 5/08/12

### 3.15 Program Promotional Items Policy

Recommended retail limits on program promotional items must be within program budget guidelines and will generally not exceed \$15.00 per individual receiving the promotional item. In unique situations where this policy limit will be exceeded, approval for those expenditures must be received from Academic Affairs.

Approved by: ATCC Leadership Council  
Effective Date: 12/22/08  
Last Date Revised: 12/22/08

### 3.16 Graduation Policy

#### **Policy**

Upon successful completion of program requirements, a student will be eligible to receive an Associate in Science degree, Associate in Applied Science degree, a diploma, or a certificate as listed for each major. Total credit requirements will vary by program and have been determined based upon curriculum requirements, advisory committee recommendations and Program Development Staff at the System office.

#### **Definitions**

The **Associate in Applied Science (AAS)** degrees range from 64 to 85 credits and include at least 18 semester credits of general education. Students must select courses from at least three goal areas of the Minnesota Transfer Curriculum (MnTC).

The **Associate in Science (AS)** degrees are 64 credits in length. Each of them contains 30-40 credits of general education and 24-34 credits of technical education. The general education credits are to be from the MnTC, which is transferable in whole or in part to other Minnesota state colleges and universities. Students must select courses from six MnTC goal areas. An Associate in Science degree is designed to provide a substantial general education component. An Associate of Science degree may include the entire MnTC.

**Diploma** programs range from 30 to 72 semester credits and contain primarily technical courses. The two-year diploma includes a minimum of 11 semester credits of general education as well as the required technical credits.

**Certificate** programs require from 10 to 30 semester credits. Some certificates are at entry level and some are advanced certificates that require completion of another program or equivalent occupational experience. In programs where students have the option of earning either a diploma or a degree, the award choices are noted for each major.

Approved by: ATCC Leadership Council  
Effective Date: 12/21/2011  
Last Date Revised: 12/21/11

3.16.1 General Education Requirements for AAS Degree Program

Students enrolled in the Associate of Applied Science (AAS) degree programs at ATCC must complete a minimum of 25% of general education courses. Within these credits there must be courses from at least 3 of the 10 goal areas in the Minnesota Transfer Curriculum (MnTC). Additional institutional writing component expectations require students to take Composition I or Technical Writing. Other requirements include assurance of computer literacy and job seeking and keeping abilities by all AAS graduates. No more than three Physical Education credits may count towards graduation.

Approved by: ATCC Leadership Council  
Effective Date: 12/22/08  
Last Date Revised: 12/22/08

3.16.2 General Education Requirements for Associate of Science (AS) Degree Program

Students enrolled in Associate of Science (AS) degree programs must complete a minimum of 30 credits of general education with courses from at least six (6) of the ten (10) areas of the Minnesota Transfer Curriculum (MnTC).

Approved by: ATCC Leadership Council  
Effective Date: 9/12/11  
Last Date Revised: 9/02/11

3.16.3 Commencement

Alexandria Technical and Community College provides commencement as an option for students graduating with diplomas and degrees.

In order for students in diploma and degree programs to qualify for participation in the ceremony, they must have met all the program requirements (or have no more than 15% of their credits remaining to complete—excluding internship--and have a plan that those be completed by the end of the upcoming Fall Semester or have advisor approval). They must also be in good academic standing. For certificate programs (10-30 credits), students must complete all requirements by the end of Summer Semester to participate in the ceremony.

Students who complete their graduation requirements at the end of Fall Semester may participate in the commencement ceremony the following spring if they choose to do so.

Participation in commencement exercises does not constitute actual graduation from the program. Diploma covers will be issued at the commencement ceremony. Actual degrees, diplomas, and certificates will be mailed within six to eight weeks after the completion of all graduation requirements.

**Note:** College commencement exercises will be held at the end of the spring semester. The Law Enforcement program will hold its own commencement in May. Practical Nursing will have two commencement exercises—one in July and one in December.

Approved by: ATCC Leadership Council

Effective Date: 7/27/06

Last Date Revised: 7/10/06

#### 3.16.4 Graduation Requirements

Alexandria Technical and Community College has a graduation requirements policy. In order to be eligible for graduation, a student must meet the following graduation requirements.

##### **Graduation Requirements**

1. Complete the requirements listed on the Degree Audit Reporting System (DARS) report for a specific program with a minimum cumulative GPA of 2.0 (C average).
2. Complete all the college and program-specific requirements; including general learning outcomes.
3. Fulfill all financial and legal obligations to the college.
4. Complete the graduation application.
5. Students would have the right to appeal through the Academic Affairs Appeal Process.

##### **Graduation Procedure**

Students completing their program requirements spring or summer term should submit their graduation application by the application deadline.

Students may also participate in the graduation ceremony if they are in good standing, have no more than 15% of their credits (excluding internship) remaining and have a plan to complete the remaining credits by the end of the upcoming fall semester.

1. Students are to complete Part I of the Graduation Application, attach a DARS report, obtain advisor signature and submit to the Registrar's Office.
  - a. Registrar Review: Priority deadline for the Registrar's Office to review to determine if requirements are met is at mid-semester of the term prior to graduation.
  - b. Graduation Program: Deadline for submitting information to be listed on the graduation program is April 1<sup>st</sup>.
2. Advisor should review DARS report to verify progress and sign Part II if student has completed all courses satisfactorily to date and, if upon satisfactory completion of courses for which student is currently registered, he/she will be eligible for graduation. 'AU', 'F', 'FN', 'FW', 'NC' or 'U' grades will not satisfy requirements. In some programs, a grade of 'D' will not satisfy program requirements.

If a student will not be graduating at this time, please return the form to the Registrar's Office with an explanation.

3. The Registrar, or designee, will make a preliminary review and notify the student and advisor of missing requirements for those requests submitted by the priority deadline.
4. Final approval will not be determined until final grades are submitted and posted to the student's record. Awards will be mailed four (4) to six (6) weeks after all requirements have been verified.
5. In order for awards to be mailed, there must be no holds on the students' accounts, such as Business Office, laptop, loan exit counseling (may be completed at <http://mappingyourfuture.org/>). If a hold exists, awards will not be mailed until the Registrar's Office has been notified that the obligation has been satisfied.

It is the student's responsibility to keep the college informed of address changes so that awards are mailed to the correct address.

Approved by: ATCC Leadership Council

Effective Date: 10/03/11

Last Date Revised: 10/03/11

#### 3.16.5 Early Out

##### **Policy**

The official policy of the college is not to allow students leaving early for related placement near the end of their program (early outs) and still completing their program successfully. Procedures shall be established for very limited exceptions.

##### **Procedures**

All of the following criteria must be met:

1. When the student can demonstrate financial hardship.
2. When the student has a 2.75 GPA or better.
3. When the leave is within two (2) weeks of the end of the student's last semester.
4. When the student is on schedule to complete all assignments by the end of the semester or will have satisfactory grades, even if assignments in the last two (2) weeks are not completed.
5. When the instructor and Academic Affairs has approved the leave.

Not more than 10% of a program may be authorized for early outs in any given year.

Approved by: ATCC Leadership Council

Effective Date: 9/17/07

Last Date Revised: 9/17/07

#### 3.16.6 Late Graduation Requests

Students who did not complete the requirements for graduation at the time of their initial enrollment and wish to re-enroll and graduate must meet all current college requirements, including:

The program the student wishes to graduate from must still be listed as active on the MnSCU inventory.

If the length of non-attendance does not exceed four (4) consecutive academic years:

- the student would be able to graduate under the requirements in place when they were previously enrolled
- faculty/academic affairs retain the right to make course substitutions if the curriculum has been revised

If the length of non-attendance exceeds four (4) consecutive academic years:

- the student must apply for readmission to the program
- the student must meet all current program requirements
- all technical courses must be validated by the program faculty for current relevancy

Approved by: ATCC Leadership Council

Effective Date: 2/08/10

Last Date Revised: 12/11/09

#### 3.16.7 Program-Specific Graduation Requirements

It is the policy of Alexandria Technical and Community College that all program-specific graduation requirements must be approved by program faculty and the advisory committee.

No course requires external certification exams as part of the course or graduation requirements unless approved by the program faculty and advisory committee.

Approved by: ATCC Leadership Council

Effective Date: 12/22/008

Last Date Revised: 3/05/07

### 3.17 Course Requirements and Grading

#### 3.17.1 Class Scheduling

Classes will be scheduled to insure to the maximum extent possible that each day have a balance of classes. The credit-based system implies that students have time between classes to do some studying, some additional lab work, etc. Schedule shall **not** be arranged to give students a whole day off. (We will not change the schedule in order to allow students to attend the campus four days a week.)

Approved by: ATCC Leadership Council

Effective Date: 7/01/1994

Last Date Revised: 3/05/07

#### 3.17.3 Length of Semesters

ATCC operates on a semester system as defined by MnSCU Board Policy. There will be common fall and spring semester start dates with other MnSCU institutions.

The college calendar is subject to modification or interruption due to occurrences such as, fire, flood, labor disputes, interruption of utility services, acts of God, civil disorder, and war. In the event of such occurrences, the college will attempt to accommodate its students. It does not, however, guarantee that courses of instruction, extracurricular activities, or other college programs or events will be completed or rescheduled. Refunds will be made to eligible students in accordance with MnSCU Board policy.

Approved by: ATCC Leadership Council  
Effective Date: 9/17/07  
Last Date Revised: 4/16/07

### 3.17.4 Grading System

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

- A . . . . . 4 grade points per credit
- B . . . . . 3 grade points per credit
- C . . . . . 2 grade points per credit
- D . . . . . 1 grade point per credit
- F . . . . . No grade points

A course that has a "0" as the first digit in its course number is considered a preparatory level class and will not count as credit toward graduation in any program.

AU - Audit: registration as an audit permits participation in course activities. Regular tuition is charged but no credit or grade is earned. Requests to audit a course must be made to the instructor and Registrar. If the student is registered for the course they wish to audit by the fifth business day from the beginning of the term, they must request the audit by the fifth business day of the term, even if the course starts later in the term. If the student registers for a course after the fifth business day of the term, they may request an audit within the first five business days from the beginning date of the course.

CR – Credit: used for successful test outs and awarded prior credit, counts in attempted and earned credits, but does not affect GPA.

FN - Failing for Non-attendance: used when a student registers for classes, but fails to attend any class session. This grade does not affect the GPA or attempted/earned credits.

FW – Unofficial Withdrawal: used when a student registers for class, stops attending, but does not officially withdraw from class and is calculated the same as an F.

I - Incomplete: a temporary grade assigned when the instructor has a "reasonable expectation" that the student can successfully complete unfinished work in a course no later than the end of the first half of the semester. If a course is not completed as prescribed, the incomplete grade becomes an F. An incomplete is calculated the same as an F. See Policy [3.17.6Incompletes](#) for details.

IP - In Progress: for courses not on a structured basis. An in progress is calculated the same as an F.

NC – No Credit: used when a test out was not successful, but does not count in credits attempted, earned or GPA.

P - Pass: counts in credits attempted and earned, but not in the GPA.

R – Repeated Course: follows the number of credits and indicates a repeated course. The original course is shown with parenthesis around the credits earned. Only the "R" (repeated grade) is computed in the GPA, but both count as attempted credits.

S - Satisfactory: for a limited number of courses that are offered on a S/U basis – counts in credits attempted and earned, but not in the GPA.

TR – Transfer Credit: not included in GPA (not used after Spring 2000).

U – Unsatisfactory: for a limited number of courses that are offered on an S/U basis – counts in credits attempted, earned and is calculated the same as an F in the GPA.

W - Withdrawal: For courses that are less than a full term in length, please refer to Policy [3.5.4 Course Drop, Add and Withdrawal](#) for further details on the timelines for being eligible to receive a “W”. A “W” is calculated in the attempted credit calculation for satisfactory progress. If a student does not withdraw online within the appropriate timelines, he/she will receive an F for those courses instead of a “W”. A Request for Late Withdrawal Form is available for students who had extenuating circumstances that prevented them from meeting the timeline. These requests must be supported by the instructor and the Vice President of Student and Academic Affairs. See Policy [3.5.4 Course Drop, Add and Withdrawal](#) for details.

Approved by: ATCC Leadership Council  
Effective Date: 1/08/12  
Last Date Revised: 2/02/12

### 3.17.5 End of Semester Grades

Students can look up and print their grades off of the same website where they do on-line registration. Grades will be available E-Services on the ATCC website the week following the end of each semester. Grades will not be mailed out to students. Students who need a grade report other than that available on the website will need to contact the Registrar’s Office and request a transcript.

Approved by: ATCC Leadership Council  
Effective Date: 9/17/07  
Last Date Revised: 9/17/07

### 3.17.6 Incompletes

#### **Policy**

Any student receiving an incomplete (I) will have until the due date established by the faculty or the end of the first half of the next semester, whichever comes first, to complete the requirements of the course or the grade will automatically become an F.

Incomplete grades are approved under two conditions:

1. when a leave of absence is in effect or
2. when a student and an instructor have a mutually agreed upon plan of completion.

If the instructor agrees to grant an incomplete, the following conditions must be met:

1. the student must be making satisfactory progress and cannot be on probation, unless there are mitigating circumstances,
2. 75% of the coursework must be completed at the time of the request,
3. the earned grade for the completed coursework must be at a passing level, and
4. the completion plan should identify the unfinished work and set up a completion timeline, which is a date no later than the end of the first half of the next semester.

#### **Plan of Completion Procedure**

The plan of completion should identify the unfinished work and set up a completion timeline. This completion plan should be submitted to the Registrar at the same time grades are entered. Any incompletes remaining on the student’s record based on the above timeline will be changed to F’s.

**Note:** If the student receives an F, the last date of attendance will be the end of the preceding term.

Approved by: ATCC Leadership Council

Effective Date: 10/31/11

Last Date Revised: 10/31/11

### 3.17.7 Repeating Courses

A student must successfully complete a course within three (3) attempts. The repeat grade will become the grade calculated for GPA purposes. All attempts will count for determining percentage of completion rate and maximum time frame. It is the student's responsibility to contact the Registrar's Office to request the course repeat coding be entered on the transcript.

Financial aid exemption: a student may only repeat a successfully passed course one (1) additional time for financial aid purposes.

Approved by: ATCC Leadership Council

Effective Date: 9/12/11

Last Date Revised: 8/08/11

### 3.17.9 Program Enrollment Policy

Alexandria Technical and Community College reserves the right to interview and assess students for program enrollment. When this right is exercised, the purpose is to assess the potential for success, which may include the following criteria:

- Successful completion of the enrollment requirements of the program.
- An interview with a program faculty member to discuss program and occupational requirements.

Approved by: ATCC Leadership Council

Effective Date: 10/31/11

Last Date Revised: 10/31/11

### 3.17.10 Satisfactory Academic Progress

#### **Policy**

Alexandria Technical and Community College, the Minnesota State Colleges and Universities board, federal and state law require that students make satisfactory qualitative and quantitative academic progress towards a degree or certificate to attend college and remain eligible for financial aid. The standards defined below are cumulative and include all periods of enrollment and all courses on the student's academic record (transcript), whether or not a student received financial aid. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Counseling, tutoring, mentoring, special programs and outside referrals are all available.

#### **Qualitative Measure of Progress (Grade Point Average)**

All students are required to maintain a 2.0 cumulative grade point (GPA). Grades of A, B, C, D, F, FW, U, I and IP will be included in the GPA calculation. (Refer to [Policy 3.17.4 Grading System](#) for further details on how the GPA is calculated.)

#### **Quantitative Measure of Progress (Completion Percentage and Maximum Time Frame)**

##### Completion Percentage

- All students are required to successfully complete a minimum of 66.67% of their cumulative registered/attempted credits. Grades of F, FW, I, U, W, IP and Z (or blank/missing) are treated as registered credits but NOT earned credits and thus negatively impact the percent of completion.

#### Maximum Time Frame (applies to financial aid recipients only)

- All **financial aid recipients** are expected to complete their degree/certificate at Alexandria Technical and Community College within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published credit length of the program. Financial aid recipients may continue to receive aid through their cumulative registered credits that equal 150% of the required number of credits needed to complete their degree/certificate.

#### **Evaluation Period**

Alexandria Technical and Community College will evaluate satisfactory academic progress after each term which includes fall, spring and summer. All students with registered credits during a term will be evaluated at the end of that term.

#### **Failure to Meet Standards**

##### Warning

- If at the end of the evaluation period a student has not met either the GPA or completion percentage standard, the student will be placed on warning for one evaluation period. Students on warning are eligible to register and receive financial aid.

##### Suspension of Students on Warning Status

- If at the end of the warning period a student has not met both the cumulative grade point average and completion percentage standards, the student shall be suspended. Students on suspension are not eligible to register or receive financial aid.

##### 5.16 Academic Exception – does not apply to financial aid

If at the end of the warning period a student has not met both the cumulative grade point average and completion percentage standards but has a term grade point average of at least 2.5 and has completed a minimum of 75% of the courses registered for within the term, the student will automatically be placed on a probationary status when they appeal.

##### Suspension of Students Not on Warning Status

- Suspension for Exceeding the Maximum Timeframe. If at the end of the evaluation period a student has failed to meet the standard for measurement of maximum timeframe, the student shall be suspended from financial aid eligibility.
- Suspension for Inability to Meet Program Requirements within the Maximum Timeframe. If at the end of the evaluation period the institution determines it is not possible for a student to raise her or his GPA or course completion percentage to meet the institution's standards before the student completes their program of study at Alexandria, the student shall be suspended from financial aid.
- Suspension for Extraordinary Circumstances. Institutions may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of

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

- Suspension at another MnSCU Institution. Students who have been suspended from another MnSCU institution within the past academic year shall be denied admission and financial aid at Alexandria but may contact the Registrar's Office for the appropriate appeal form. Students who were suspended longer than one year ago (but who have not subsequently enrolled and been returned to good standing) may enroll at Alexandria Technical and Community College. Students in these situations would start on a warning status.
- Suspension at a non-MnSCU institution. Students who have been suspended from a non-MnSCU institution are subject to the same standards as those students suspended from a MnSCU institution.

### **Return to Good Standing**

If at the end of the warning period a student has met both the cumulative GPA and cumulative completion percentage standards, the warning status is ended and the student is returned to good standing.

### **Appeals and Probation**

#### Appeals

A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on special, unusual or extenuating circumstances causing undue hardship such as death in the family or a student's injury, illness or hospitalization.

- Appeals are due by the date indicated in the correspondence if the student wishes to be reinstated for financial aid and/or enrollment.
- Appeals must be submitted in writing on a form(s) available from the college.
- The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.
- The appeal must also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
- Supporting documentation beyond the written explanation is strongly encouraged.
- Initial consideration of appeals will be undertaken by the Director of Financial Aid, Registrar or designee. If denied, it may be resubmitted for consideration by an Appeal Committee.
- Appeals that are approved must contain an academic plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.

All academic plans put in place for GPA deficiency will require a minimum term GPA of 2.50 during any probationary term. All academic plans put in place for percent (%) completion deficiency, will require a term completion percentage of 75% during any probationary term.

#### Probationary Status

A student who has successfully appealed shall be placed on probation for one evaluation period. If, at the end of the next evaluation period, a student on probation status:

- Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- Has not met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan (2.50 term GPA and/or 75% term completion rate, depending upon the deficiency), the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
- Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

## **Notification of Status and Appeal Results**

### Status Notification

Students are notified in writing (letter or email) when the evaluation of satisfactory academic progress results in warning, suspension, or probation. The notice includes the conditions of the current status and the conditions necessary to regain eligibility for registration and financial aid. Notice of suspension also includes the right and process necessary to appeal suspension.

### Appeal Result Notification

Students are notified in writing (letter or email) of the results of all appeals. Approved appeals include the conditions under which the appeal is approved and any conditions necessary to retain eligibility for registration and financial aid. Denied appeals include the reason for denial and the process to appeal the denial.

## **Reinstatement**

A student who has been suspended from financial aid eligibility may be reinstated after an appeal has been approved or the minimum cumulative GPA and completion percentage standards have been achieved. A student suspended from the college may be reinstated to enroll for classes after not attending Alexandria for one year. Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility.

## **Treatment of Grades and Credits**

Credits: The unit by which academic work is measured.

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

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

Earned Credits: Earned credits include grades of A, B, C, D, S, CR and P. They are successfully completed credits that count towards the required percentage of completion (66.67%) as defined by the quantitative measure.

Attempted, NOT Earned: Grades of F, FW, I, IP, W, U and Z (or a blank/missing) will be treated as credits attempted but NOT successfully completed (earned).

Fresh Start: Credits for which a student has been granted an academic fresh start WILL be included in all financial aid satisfactory academic progress measurements.

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

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

Developmental Credits: Developmental credits are those awarded for remedial course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 credits hours (excluding ESL). These credits are included in all satisfactory academic progress measurements. However, up to 30 developmental credits are excluded from the maximum timeframe calculation.

Repeat Credits: Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student shall not be permitted to receive financial aid for more than one repetition of a previously passed course. (Refer to [Policy 3.17.7 Repeating Courses](#) for further details on how repeating courses affects satisfactory progress.)

Transfer Credits: Transfer credits are credits accepted by Alexandria Technical and Community College and applied to the student's program requirements and shall be counted as credits attempted and completed for calculation of cumulative completion percentage. Grades associated with these credits shall not be used in calculating cumulative GPA.

Transfer credits accepted and applied toward a student's general education, program or degree requirements shall apply toward the maximum time-frame calculation.

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

Incompletes: The mark of "I" (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An "I" grade will automatically become an "F" grade at the end of the first half of the next semester if requirements to complete course work have not been satisfactorily met. Instructors have the option of setting an earlier completion date for the student. A grade of "I" is included when calculating grade point average or earned credits. It negatively impacts GPA and the student's percent of completion.

In Progress: The mark of "IP" (in progress) is a temporary grade for courses that are not on a structured basis. A grade of "IP" is included when calculating grade point average or earned credits. It negatively impacts GPA and the student's percent of completion.

## **Definitions**

Academic Plan. A student who successfully appeals for reinstatement will be required by Alexandria to complete, during their probationary period, specific requirements contained in an academic plan developed for that student. At a minimum the academic plan will require a student to achieve a 2.50 GPA during their

probationary term and/or a 75% completion rate during their probationary term, depending upon the deficiency.

Evaluation Period. Satisfactory progress is measured at the end of each academic term or at mid-point for programs less than one year in length.

Probationary Status. A student who has successfully appealed a suspension shall be placed on probation for one evaluation period. At the end of the next evaluation period, the student's status will be reviewed again to determine their status at that time.

Suspension Status. A student on suspension status is not eligible to register or receive financial aid. Students who have been suspended may regain their eligibility only through the institution's appeal process or when they are again meeting the institution's satisfactory academic progress cumulative grade point average and completion percentage standards.

Warning Status. Students on warning are eligible to register and receive financial aid for one evaluation period despite a determination that the student has not met either an institution's grade point average standard, or completion percentage standard, or both.

#### **Definition of Student:**

- Pursuing Credential – student is admitted to Alexandria Technical & Community College and intends to complete a certificate, diploma or degree.
- Undeclared – student is admitted to Alexandria Technical & Community College with the intention of completing courses, but not a credential.
- Consortium/partner – student is taking classes at Alexandria Technical & Community College as part of an official consortium/partnership agreement with another college. This student may be admitted to Alexandria Technical & Community College or pursuing their credential from another college.
- Visiting - registered through MnOnline or the advanced search option at another college in the Minnesota State College and University system.
- Customized Training Credit-based Course – student is taking a credit-based course offered by Alexandria Technical & Community College's Customized Training Department.
- Post-secondary Enrollment Options – student is taking courses under the Post-secondary Enrollment Options program. The student may be taking classes at Alexandria Technical & Community College either pursuing a credential, undeclared or one of the following methods:
  - Concurrent - Student is taking a course(s) offered by Alexandria Technical & Community College in their high school. This student is subject to satisfactory progress review at the end of each term.
  - Online College in the High School - Student is taking an online course(s) offered by Alexandria Technical & Community College while in high school. This student is subject to satisfactory progress review at the end of each term.

Fresh Start. The fresh start option applies to academic standing only and does not affect financial aid satisfactory progress status. A student will return to the college with the status that was in effect when they last attended. A student may request an academic fresh start after completing their first term of enrollment if they meet the following criteria:

- Have not attended ATCC for five (5) academic years. (An academic year is three (3) semesters in length.)
- First term of enrollment is successfully completed (2.0 GPA and no withdrawals).
- Only prior D and F grades no longer count in GPA.
- Exception: If a student graduated from a program and a D grade was used to meet program requirements, that grade would remain and continue to affect academic satisfactory progress.
- With the exception above, a student cannot choose to keep some D grades and have fresh start applied to other D grades – it is all or no D and F grades.
- Student must complete the fresh start request form if they meet the above criteria.

Approved by: ATCC Leadership Council

Effective Date: 11/14/11

Last Date Revised: 11/14/11

### 3.17.12 Grade Change

All course grade changes approved by the instructor must be made no later than the end of the semester following the semester in which the grade was earned.

**Note:** This policy is for changing a grade if the instructor allowed work to be submitted after the original grade was issued. Please refer to the [3.17.14 Grade Appeal Policy](#), if you feel a grade you received was unfair.

#### **Procedure**

The instructor may either complete the grade change form, located within the faculty resources folder, or e-mail the Registrar's Office with the following information:

- Student Name
- Student ID
- Course Name/ID
- Former Grade
- New Grade

Approved by: ATCC Leadership Council

Effective Date: 02/09/09

Last Date Revised: 1/16/09

### 3.17.13 Change of Major

If a student wishes to change their major, they must contact the Admissions Office and complete the change of major form. If the change of major form is submitted within the first five (5) days of the term, the change occurs at that point. If the form is submitted after the fifth (5th) day of the term, the change will become effective at the start of the next term.

During a student's first term of enrollment, they may have only one declared major. Beginning with the second term of enrollment, a student may request to have a second major added to their record.

Approved by: Leadership Council  
Effective Date: 12/13/10  
Last Date Revised: 12/03/10

### 3.17.14 Grade Appeal Policy

Students have the right to ask instructors for an explanation of any grade received. Students may submit a formal grade appeal when they believe that a final grade is unfair, arbitrary, or capricious. However, the student bears the burden of proving that there are sufficient grounds for changing a grade. The appeal process will meet the usual criteria of due process for both students and faculty.

#### **Grade Appeals Criteria**

A student may appeal a final course grade on the grounds that:

- The methods or criteria for evaluating academic performance as stated in the course syllabus or communicated by the instructor at the beginning of the course were not actually applied in determining the final grade.
- The instructor applied grading criteria unfairly.
- The evaluation of academic performance so exceeded the reasonable limits of the instructor's discretion as not to be acceptable to the instructor's peers.

#### **Grade Appeals Procedure**

##### Attempt Resolution

- The student should discuss concerns about a final grade with his/her instructor by making a formal appointment with the instructor.
- The instructor is expected to discuss the grade with the student (only if the instructor is no longer employed at the college or is otherwise unavailable, may the student proceed with the appeal process without discussing the matter with the instructor).
- After meeting with the student, the instructor may decide to change the disputed grade by submitting a change of grade form to the Registrar's Office.

#### **Formal Grade Appeal**

1. Written Appeal: If the matter is not resolved through discussions with the instructor, the student may initiate the formal grade appeal process by submitting a written request to the Associate Dean of Academic Affairs. The formal grade appeal process must be initiated within six weeks of the semester ending in which the disputed grade was issued.
  - The request must contain a statement of the problem, description of attempts to resolve the matter, relevant information and documentation, and the resolution sought.
2. Grade Appeal Committee: The Grade Appeal Committee will be convened under the following circumstances:
  - Associate Dean of Academic Affairs refers the dispute to committee after reviewing.
  - If the student disagrees with Associate Dean of Academic Affairs review, the student may submit a written request for review by committee (the student must make a written request for review within ten business days of receipt of Associate Dean of Academic Affairs (written response).

The Faculty Association will designate seven faculty members to comprise a “pool” of faculty to serve on the Grade Appeal Committee annually. Three faculty members will serve on the committee at a time. The instructor whose grade is being appealed may not serve on the committee reviewing the dispute. The Vice President of Academic and Student Affairs will convene the committee but will not participate in the proceedings.

The Grade Appeal Committee will review the case within ten business days of accepting the Associate Dean of Academic Affairs referral or the student’s written request. The committee will select a chair, follow due process, and reach a decision by a majority vote.

The Grade Appeal Committee will reach one of three decisions:

- Appeal settled by consent: The committee reaches a resolution that is mutually acceptable to the student and instructor who issued the grade. If the acceptable conciliation involves a change of grade, the instructor will submit a change of grade form.
- Appeal affirmed: The committee recommends a change of grade to the Vice President of Academic and Student Affairs, who implements the recommendation and notifies the instructor and student of the decision.
- Appeal denied: The committee recommends the original grade stands to the Vice President of Academic and Student Affairs, who notifies the instructor and student of the decision.

Decisions reached by the Grade Appeal Committee and implemented by the Vice President of Academic and Student Affairs are final and binding on all parties.

### **Timelines**

Under unusual circumstances, timelines for proceeding with the grade appeal process may be extended. If the college administrator fails to review or respond within the time limits provided, the student may proceed to the next step of the process. If the student fails to respond within the time limits provided, the appeal shall be deemed withdrawn.

Approved by: ATCC Leadership Council

Effective Date: 12/11/06

Last Date Revised: 11/06/06

### **3.17.15 Course Substitution (Exception)**

#### **Policy**

Alexandria Technical and Community College will allow a student the option to request the substitution of a course outlined in their Program’s required course list. This substitution must be similar in both content and outcome and be deemed by both program advisor and designated representative of Academic Affairs to be applicable to the academic program.

Substitutions are allowed on a case-by-case basis and may not reduce the program length or reduce MNTC goal area requirements. MntC substitutions must remain in the same goal area as the program requirement.

Substitution requests for transfer courses may be made after ATCC Transfer Specialist has evaluated the official transcript and equivalency determination has been made.

#### **Procedure**

Students may obtain a Substitution Request Form from the Transfer Specialist. Upon gaining appropriate signatures, the form must be returned to the Transfer Specialist no later than mid-term of the semester prior to graduation. Substitution Request Forms are stored in the student's permanent file upon approval.

Approved by: Leadership Council

Effective Date: 3/20/08

Last Date Revised: 3/10/08

#### 3.17.17 Credit Limits for Students

It is the policy of this college to limit normal credit load for students in good standing to 21 credits per semester. Exceptions to this policy must be approved by Academic Affairs.

Approved by: Leadership Council

Effective Date: 3/20/08

Last Date Revised: 3/20/08

#### 3.17.18 Consortium Courses

**Note:** any course that a student registers for using the options listed below must be applicable to their ATCC degree to meet academic and financial aid requirements.

Courses taken through official partnerships with other MnSCU colleges or degree-applicable courses the student registers for using the advanced search option in eServices will be treated the same as local courses in the administration of academic and financial aid policies, i.e. the courses will count both in cumulative grade point average and percentage completion rates for determining academic status (probation, suspension, president's list, graduating with honors, etc.).

Courses taken through official partnerships will also be counted toward meeting the residency credit requirement at Alexandria Technical and Community College. See 3.19.1 Total Number of Credits that May be Transferred into a Major Program.

The course repeat process is not applicable to courses taken through these options.

Approved by: Leadership Council

Effective Date: 12/13/10

Last Date Revised: 12/02/10

#### 3.17.19 Student Internships and Faculty Coordination

It is the policy of the college that all internship courses must be approved by the Curriculum Committee. Additionally, the college will develop and follow internship procedures.

##### **Procedures**

##### Definition

The Alexandria Technical and Community College defines an internship to be a full-time (30 hours per week or greater), paid, business and industry entry-level, training-related student occupational work experience. Any modifications in this internship procedure must be endorsed by the program advisor and approved by Academic Affairs. The decision is final and not subject to appeal.

##### Coordination Forms

The following forms have been standardized and are to be used for all internships offered at Alexandria Technical and Community College.

ATCC-ACAD AFF-003 Student Agreement

ATCC-ACAD AFF-004 Employer Agreement

ATCC-ACAD AFF-005 Coordination Call Report

ATCC-ACAD AFF-006 Master Coordination Log

ATCC-ACAD AFF-007 Information Sheet

ATCC-ACAD AFF-008 Semi-Monthly Student Report (2 pages)

ATCC-ACAD AFF-009 Annual Coordination Report

ATCC-ACAD AFF-011 Out-Of-Sequence Agreement

### STUDENT AGREEMENT (ATCC-ACAD AFF-003)

The Student Agreement form should be integrated into the pre-internship process and reviewed in detail at that point. Note # 7 on this form. It requires paid tuition, an approved training site, and a signed Student Agreement form. This form should be kept in the intern's student file.

### EMPLOYER AGREEMENT (ATCC-ACAD AFF-004)

At the beginning of the internship, the Employer Agreement form should be reviewed with the employer, signed, and on file for each interning student. If a bona fide employer declines signature, it should be noted on this form and duly filed. A copy of each Employer Agreement or a list of all employers with addresses should be forwarded to Academic Affairs so a survey can be sent.

### COORDINATION CALL REPORT (ATCC-ACAD AFF-005)

In reference to the coordination call/contact with each student, this policy is in effect: A minimum of one call/contact (personal, phone, or mail) shall be made with the intern and employer for every two credits of internship or portion thereof. If the internship is 6 or more credits, at least two of these contacts shall be personal visits. If less than 6 credits, only one contact need be a personal visit.

Example: For a 6 credit internship, this would mean a minimum of 3 contacts...  $6 \div 2 = 3$ . These 3 contacts would include any and all personal, phone, or mail communications (including the Semi-Monthly Student Report, form ATCC-ACAD AFF-008, and include at least two personal visits).

Form ATCC-ACAD AFF-005 would be used to document each contact whether by phone, in-person, or mail. The only exception to using this form to document a contact would be Form ATCC-ACAD AFF-008, Semi-Monthly Student Report where the form documents the contact.

Coordination trips to make a personal visit will be limited to the State of Minnesota or bordering cities. Out-of-state coordination travel needs advance approval from Academic Affairs.

### MASTER COORDINATION LOG (ATCC-ACAD AFF-006)

This shall serve as a master log giving a one-glance overview of the coordination. The date and method of contact from each Coordination Call Report (ATCC-ACAD AFF-005) should be recorded on this master log. This log shall be submitted to the Academic Affairs office with the Annual Coordination Report.

A coordinator may deviate from using this form only if they prefer maintaining an electronic log or need a master log, which will document more information than is allowed on the standard form.

### INFORMATION SHEET (ATCC-ACAD AFF-007)

This standard data sheet will record all pertinent student information. This should be completed and returned from the interning student as soon as possible. At the close of the internship, this form should be kept in the instructor's student files.

#### SEMI-MONTHLY STUDENT REPORT (ATCC-ACAD AFF-008)

This form is to be completed by the interning student twice each month. It also will serve as verification of internship hours worked. This form should be mailed to the coordinator when personal visits aren't planned to keep close contact with the intern. These forms should be retained in the instructor's student files.

#### ANNUAL COORDINATION REPORT (ATCC-ACAD AFF-009)

This document will serve to verify the coordinator's contract obligation for internship coordination and provide significant insight to the coordination process. The Annual Coordination Report and the Master Coordination Log shall be forwarded to the Academic Affairs office.

This Annual Coordination Report and Master Coordination Log should be completed and forwarded to Academic Affairs within 30 days from the end of the normal internship period.

#### Registration and Financial Aid Procedures

Internships will be on the semester schedule at the beginning of the semester for fall and spring terms. Summer internships will be scheduled at the beginning of each summer session (May and July).

If the student is registered for an internship, but has not obtained an internship within five (5) days from the internship scheduled start date, the faculty needs to enter an FN.

If a student has obtained an internship but it no longer fits their schedule, the student will have five (5) calendar days to drop the internship that starts at the beginning of the semester and two (2) days to drop the internship that starts during the semester. If the internship is not dropped within these timelines, the student will be responsible for tuition costs and will receive a W on their transcript.

If a student obtains an internship site after the drop/add period, the student will have to register for the next available start date or get permission from their internship coordinator and Academic Affairs to register for an out-of-sequence internship.

Students who are registering for internship during fall and spring must be registered within the first five (5) days in order to be eligible for financial aid.

#### Out-of-Sequence Internships

When a student wants to enroll in an internship during a period outside the normal internship time frame for the program, it should be treated as an independent study request. The student makes the request, faculty agrees to the request and Academic Affairs approves the request.

If the out-of-sequence internship is conducted, it may be necessary to reduce the normal coordination services. The decision to reduce the normal coordination services is completely at the discretion of the coordinator.

If it is the coordinator's decision that the normal coordination services are to be reduced/limited, the form OUT-OF-SEQUENCE INTERNSHIP AGREEMENT (ATCC-ACAD AFF-011) needs to be completed and on file with student internship paperwork.

### Training Plans

Every interning student shall have a program-specific training plan. This plan shall be made available to each student and a copy will be retained by the coordinator.

The method of developing a training plan--how individualized it is--how detailed and specific it is--shall be the prerogative of each coordinator/program.

### Projects/Assignments

Interning students shall have additionally assigned learning activities. The quantity, thoroughness, and implementation shall remain the prerogative of the coordinator/program. These assignments should be graded and reflected in the overall level of performance by the intern.

### Evaluations

Formal internship evaluations must occur by the coordinator and/or the employer/supervisor at least once for every 6 internship credits or portion thereof. At least one evaluation must be from the employer/supervisor. These evaluations shall contribute significantly to the appraised level of performance for the entire internship. Development, thoroughness and implementation shall remain the prerogative of the coordinator/program. Copies of all evaluations will be kept in the intern's file.

### Grading the Intern

Grades shall represent an objective assessment of achieving the students' internship responsibilities. Either letter grades or S/U are acceptable methods of recording performance on the internship. The method of grading must follow what is in the course outline.

### Maintaining Files

Student internship files shall be kept in the program area. All internship documentation should be retained for three years. Before destroying internship documentation, please make sure Academic Affairs has the Employer Agreement copies, Annual Report and Master Coordination Log.

Approved by: ATCC Leadership Council

Effective Date: 10/31/11

Last Date Revised: 10/31/11

### 3.17.20 Honorary Degrees

Alexandria Technical and Community College awards honorary degrees per MnSCU Policy 3.18 Honorary Degrees (<http://www.mnscu.edu/board/policy/318.html>).

Approved by: ATCC Leadership Council

Effective Date: 2/09/10

Last Date Revised: 1/20/10

### 3.18 High School Articulation

Alexandria Technical and Community College will accept high school credits that are earned under an articulation agreement between a high school and other Minnesota State Colleges and Universities System institutions provided that (1) the agreements meet Alexandria Technical and Community College's standards, (2) the articulated college course matches an Alexandria Technical and Community College course that counts toward the completion of a student's major, and (3) the student presents documentation to the Registrar's Office that identifies it as an articulated course prior to registration.

### **Procedure**

Certificates must be presented within the first five (5) days of the term in which the student wishes to utilize credit earned through an articulation agreement.

1. Life Span of Articulated College Credit Certificate:

Valid for five (5) years from the semester they are awarded. If the specific program requirements change/vary before certificate is presented at the college, it is at the discretion of the college if credit is awarded.

2. Articulated College Credits for courses that have been articulated between high schools and other MnSCU institutions (where we do not have an agreement):

3. Instructors determine whether to accept credits.

4. If awarding partial credit, student must still attend the class, complete assignments and tests; however, they will be only paying partial cost of the course.

5. Accepting Articulated College Credit Agreements between out-of-state high schools:

In the event a student requests ATCC to honor an articulated credit certificate from another state, the student is required to provide documentation from the high school. Based on the documentation, the faculty will ascertain the appropriateness of any awarded credit.

6. Project Lead the Way (PTLW) credits:

PLTW credits may come in as transcribed credits from the University of Minnesota.

Approved by: ATCC Leadership Council

Effective Date: 2/08/10

Last Date Revised: 12/11/09

### 3.19 Transfer of Credit

It is the policy of Alexandria Technical and Community College to accept the transfer of credits from a Minnesota Transfer Curriculum (MnTC) course and also to review course credits from non-regionally accredited educational institutions for possible transfer of credit using the following procedure.

#### **Procedure**

The Transfer Specialist, along with the Registrar, serves as a credit evaluator to assist students with questions about the transfer of credit. A Minnesota Transfer Curriculum (MnTC) course, goal area, or entire Minnesota Transfer Curriculum must transfer from one Minnesota State College or University to another Minnesota State College or University as determined by the sending institution criteria. Therefore, if a student is certified as completing an MnTC course or goal by one Minnesota State College or University, that course or goal must be considered complete at all Minnesota State Colleges and Universities.

Because many courses are sequential, students who transfer in credits will usually still attend school for the standard number of terms to complete majors, but may take fewer credits in some semesters or need to adjust their schedules in some other way. Transfer students who receive financial aid should check with the Financial Aid Office to determine how the transfer impacts their current Status.

#### **Transfer of Credit to Alexandria Technical and Community College**

Students who have attended other post-secondary institutions should have official transcripts sent to Alexandria Technical and Community College (ATCC) from all other colleges attended. Courses transferred from other institutions will not impact Alexandria Technical and Community College GPA. In some cases, students will be asked to provide additional

information, such as course descriptions or outlines, so that the course content can be reviewed. ATCC will award transfer credit under the following conditions:

1. The previous coursework must be from a regionally accredited higher education institution. See 6. for possible exceptions.
2. The earned grade must be equivalent to the program grade requirement.
3. In order to be considered for transfer, courses must be not less than 75% comparable to courses that are required by ATCC in the student's major or be applicable to goal areas of the Minnesota Transfer Curriculum (MnTC).
4. Technical courses must have been successfully completed within the time frame set by the department or be approved by their program advisor.
5. In some program areas, general education courses must have been successfully completed within specified timelines.
6. ATCC will consider courses for transfer from non-regionally accredited educational institutions under the following conditions:
  - c. Items 2 through 5 listed above must be met.
  - d. The student needs to submit a course outline and a copy of the faculty credential for the course.
7. **Note:** If a course(s) from a non-regionally accredited institution is accepted to fulfill a degree requirement at ATCC, this does NOT guarantee that another college will also accept the course in transfer.
8. Credit recommendations from military transcripts will be reviewed based on the criteria listed in items 2 through 5 above.

If official transcripts are available prior to the student's Registration/Advising day, transfer evaluation information will be available at that time. Transcripts received after that date will be evaluated as they are received. Incoming students who have not received information about transferability of their previous courses by the beginning of the semester should contact the Transfer Specialist for information.

If a student does not agree with a transfer of credit decision, the Student Appeal Process is in place for him/her to appeal the decision.

### **Rights of Transfer Student's Appeal Process**

Transfer students are entitled to a fair credit review and an explanation of why credits were or were not accepted. If a student believes a course should be accepted in transfer that was not accepted, they have the right to appeal the decision.

Usual appeal process steps are:

1. Student fills out an appeals form. Supplemental information, i.e. a course outline, course description or reading list, can help in this process.
2. Registrar or Dean of Academic Affairs, or his/her designee, will review the appeal and notify the student of the outcome of the appeal in writing.
3. If the student is not satisfied with the decision of the college, they have the right to appeal to the Vice President of Academic and Student Affairs. (Please contact the Transfer Specialist for the appropriate paperwork.)
4. If the student is not satisfied with the decision of the Vice President of Academic and Student Affairs, they have the right to appeal to the Senior Vice Chancellor of Academic

and Student Affairs at MnSCU. This decision is final. (Please contact the Transfer Specialist for the appropriate paperwork.)

For assistance with transfer issues, including transferring to other institutions, contact the ATCC Transfer Specialist.

In order for the MnTC Curriculum completed notation to be coded on an ATCC transcript, the student must:

1. Complete a minimum of six (6) credits of MnTC courses at ATCC.
2. Submit a Degree Audit Reporting System (DARS) report for all prior courses taken at a MnSCU college to ATCC.
3. Have a cumulative GPA of 2.0 for the MnTC courses. GPA calculations include all transfer courses with a grade of A-D for the MnTC.

### **Procedure for Students Transferring to Other Institutions**

Minnesota's and universities are working to make transfer easier. You can help if you plan ahead, contact the Transfer Specialists at the sending and receiving institutions, and familiarize yourself with transfer agreements and course equivalencies. The following website, [www.uSelectmn.org](http://www.uSelectmn.org), provides links to Transfer Specialists at all colleges and universities in Minnesota, as well as links to transfer agreements. In addition, this website provides course equivalencies so you can see how your courses fulfill degree requirements at the desired college or university. For general transfer information, check out the web site of the college you wish to transfer to or contact the Alexandria Technical and Community College Transfer Specialist.

Approved by: ATCC Leadership Council

Effective Date: 12/27/11

Last Date Revised: 12/27/11

#### **3.19.1 Total Number of Credits that May be Transferred into a Major Program**

Up to one-third of the credits may be transferred from another institution. In certain situations and with advisor approval, an additional one-third will be considered.

Up to one-third of the credits may be granted through test-out (including advanced standing, credit for life experience, CLEP tests, etc.).

Per MnSCU Policy 3.36.1, Academic Programs, at least one-third of the credits in a certificate, or diploma or at least 20 credits in an associate of applied science degree, shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation by the faculty and approval by the President of the college.

Approved by: ATCC Leadership Council

Effective Date: 12/13/10

Last Date Revised: 12/03/10

#### **3.20 Health and Safety Policy**

*Alexandria Technical and Community College is committed to the safety of its students, faculty, and staff. This commitment will be demonstrated through modern and well-maintained equipment, proper safety procedures, and a major emphasis on the reduction of unsafe acts within the college. It is everyone's responsibility within the college to conduct all activities in a safe manner. With everyone responsible, the awareness towards safety will enable the college to provide a safe and injury-free environment.*

*This policy is designed to provide the general overall safety policy for the college. All individual education programs will discuss specific safety policies as they relate to their program and equipment. These policies will be strictly enforced. Willful disregard to safety procedures will be subject to disciplinary action to include withdrawal from the college. Achieving a safe work and learning environment involves everyone. Your support is needed and expected.*

*Dr. Kevin J. Kopschke*

*President*

The following safety policies and procedures were developed by the Alexandria Technical and Community College Safety Committee and are reviewed and revised annually. The Safety Committee is a group of faculty, staff, and students who meet regularly to maintain a safe and healthy educational environment at Alexandria Technical and Community College. Comments or suggestions may be directed to the Safety Committee through the college suggestion system or by contacting the President's Office.

### **Student and Employee Responsibilities**

Students and employees are expected to follow safe procedures and take an active part in the work of protecting themselves, their fellow students, and college personnel. You are encouraged to detect and report to your instructor or supervisor any hazardous conditions, practices, and behavior you see in your area and to make suggestions for their corrections.

Your cooperation is necessary for the protection of yourself and others. It is important that you follow safety rules, take no unnecessary chances, and use all safeguards and safety equipment provided. Violations of safety procedures will result in disciplinary action by supervisors/instructors that may include warnings, suspension, and termination.

### **The following safe practices are minimum standards.**

#### **General Safety**

Be alert for unsafe work methods and conditions. Either correct them or report them to your instructor or supervisor immediately.

Develop good housekeeping habits into your daily routine. Keep your own work area clean of clutter, dust, and surface spills. Put tools and equipment in their proper place when you have finished with them and leave your workstation, shop/lab, or classroom clean and tidy at the end of the day.

Horseplay, practical jokes, running in hallways, etc., are not allowed on campus grounds.

Obey all posted warning signs.

Loose clothing is easily caught in machinery. Loose sleeves, ties, aprons, rings, wristwatches, and other jewelry are not recommended on the job.

Your safety suggestions are appreciated and can be put in the comment boxes located throughout the college.

#### **Handling Materials—Proper Lifting Techniques**

Don't try to lift objects that may be beyond your physical capacity or training. Get help or use proper mechanical equipment. Hernia or back strain may result from over lifting. Use proper lifting techniques.

Use gloves, aprons, or pads when handling materials that are rough, sharp, hot, cold, or covered with hazardous substances.

When carrying materials, be sure you can see where you are going.

When carrying long objects like pipe or lumber, keep the leading end above head height and keep the trailing end close to the ground.

Pile material on a strong, level base. Interlock so the pile won't come apart. Chock round stock so it can't roll.

### **Lifting Equipment**

Mechanical and hydraulic lifting devices are to be inspected monthly and the status recorded. The record is to be filed and retained by the instructor for one year.

Hydraulic leaks, chain and cable wear, and damaged and bent hooks are to be repaired or replaced prior to use.

You are to use only the proper equipment for the specific job and to immediately report problems to the person who is responsible.

### **Hand Tools**

Cutting tools must be sharpened at the proper angle and kept sharp. Keep them in a protective casing, not your pocket. Store them in a safe place.

The heads of striking tools must be dressed square (with a few exceptions) and without burrs.

Use the right kind and size tool(s) for the task at hand.

Hold screwdrivers, wrenches, chisels, etc., in such a way that if there is a slip or miss, you will not be hurt.

Do not use a file without a handle.

### **Portable Power Tools**

All electric power tools must be UL approved.

Check the insulation on the wires and the condition of plugs and sockets every day. If they are frayed, worn, or broken, have them repaired before using.

String temporary extension cords and power lines so they will not create a tripping hazard and so they are protected from physical damage.

Power tools shall not be used without the guards in safe working condition.

Before using power tools on a wall, floor, or ceiling, be sure electric wires, gas lines, and high-pressure lines are not in the way.

### **Power Machinery**

Use machinery only when you have been authorized to do so and when you have received safety and operating instructions.

Do not operate any machine without guards properly in place and adjusted.

If you see an unguarded machine, report it at once.

A safety guard covers all moving parts and is designed to permit safe oiling and adjusting without removing the guard. If it is necessary to remove the guard, stop the machine and either lock the switch or tag it so another worker will not inadvertently start the machine.

Two-handed controls shall not be bypassed or otherwise made ineffective.

### **Motorized Vehicles**

Operate vehicles only when you have been authorized to do so and when you have received safety and operating instructions.

Passengers are forbidden to ride on vehicles that have not been provided with seats.

Seat belts must be used when operating any vehicle or motorized equipment.

Do not get on or off a vehicle while it is in motion, even slow motion.

Overloading a vehicle with passengers or material is forbidden.

All vehicles will be maintained in a safe operating condition. It is the responsibility of the driver to report any defective condition.

No vehicle shall be driven in a fast or reckless manner. The maximum speed any vehicle shall be driven at any time shall be such that the driver can stop the vehicle within the clear, unobstructed distance ahead, giving due regard to possible unforeseen obstructions and the condition of the road surface and the vehicle. The posted speed shall not be exceeded.

All vehicle accidents, whether involving injury or not, must be reported.

### **Trade and Industrial Program Safety**

High-pressure hose couplings shall have safety chains. Do not disconnect lines until pressure has been released.

All arc welding shall be shielded from walkways.

Do not cut or weld on any tank or vessel until a competent and responsible person has declared it safe to do so.

Do not use your hand to pull shavings from a machine; use a tool provided for this purpose.

All grinders must have safety shield installed.

Handle grinding wheels gently to avoid chipping or cracking the wheel when installing.

Do not try to stop revolving equipment with your hand.

Wearing of gloves around rotating parts is forbidden.

Do not grind with the side of a grinding wheel, and always keep the wheel properly dressed.

Do not use grinder until the tool rest has been adjusted to 1/8" from the wheel.

Never lay tools on a battery.

Do not obstruct access to electrical switch panels. Maintain three-foot clearance in front of electrical panels.

Know where all emergency shut-off switches are located.

Students will be given specific safety instructions for their respective program area.

### **Personal Protective Equipment (PPE)**

Appropriate eye or face protection must be worn at all times in shops and other areas where hazards can threaten eye safety. OSHA approved non-prescription safety glasses can be purchased at the college's DECA Store. Students who require prescription lenses will need to purchase OSHA approved safety glasses through their personal eye doctor.

Instruction should be given regarding clothing regulations in shop areas. For example: non-flammable apparel in welding areas, gloves, etc.

Leather work shoes with oil-resistant soles are required footwear in shop areas. It is highly recommended that steel-toe models be worn.

Use goggles, gloves, ear protection, or other protective equipment required by the job.

### **Lock Out/Tag Out**

All maintenance and repairs to all equipment must follow lock out /tag out procedures.

All electrical repairs are to be made by properly licensed maintenance personnel following all lockout/tag out procedures.

Complete lock out/tag out procedures available in the Safety Officer's Office.

### **Chemicals**

The Hazard Communication Program and a copy of all Material Safety Data Sheets (MSDS) are available in the Safety Officer's Office and Staff Lounge.

Know the properties of all chemicals with which you work.

Read the label on the container and follow the manufacturer's instructions. Be familiar with the Material Safety Data Sheet (MSDS) and its location in the shop or lab.

Know proper first aid treatment and be prepared to carry it out immediately if need be.

Store chemicals in a safe manner and in accordance with the manufacturer's recommendations.

Keep containers closed when not in use.

Inspect containers and pipelines of corrosive materials at regular intervals. Report leaks immediately.

If using corrosive materials, know where the nearest shower and eye fountain are located. Keep them unobstructed and in working condition at all times.

Use goggles, gloves, and other protective equipment as required.

### **Biohazards**

Biohazards are materials that may contain organisms that cause disease in humans. Biohazards include body fluid, blood, saliva, urine, feces, and vomit and shall be regarded as contaminated. The following **Universal Precautions** shall be used when in contact with biohazards:

Use barrier protection routinely to prevent skin and mucous membrane contamination (gloves, fluid resistant lab coats, protective eye wear).

Wash hands or other exposed skin surfaces thoroughly and immediately after contact with body fluids.

Place needles, lancets, scalpels, and other sharps in sharps containers.

Do not recap, break, or bend needles.

Use mouth pieces, resuscitation bags, or other ventilation devices during emergency resuscitation procedures.

All specimens of blood and body fluids shall be put in biohazard waste containers with leak proof lids for transportation and disposal.

Mouth pipetting is not permissible.

Decontaminate work area at end of the day.

All employees will attend yearly OSHA update for bloodborne pathogens.

Students will be given Universal Precautions instructions pertinent to their specific work area.

Any person with a possible occupational exposure to body fluids must report to their instructor or the school nurse immediately.

### **Fire Prevention and Control**

Good housekeeping is the first rule of fire prevention. Oily rags, paper, shavings, trims, turnings, etc., shall be cleaned up and placed in proper containers.

Flammable liquids shall be kept to a minimum and stored in approved containers. Such containers shall be labeled and bear the word "FLAMMABLE" in large letters.

Flammable liquids and gases shall not be used in proximity to open flames, sparks, incandescent surfaces, or other sources of ignition.

All electrical circuits shall be protected by the correct capacity fuse or circuit breaker. Fuses or circuit breakers that "trip" shall not be put into service again until the cause of the overload is located and corrected. Notify the Maintenance Department.

Know where fire extinguishers are located. Not all fire extinguishers can be used on electrical or liquid fuel fires. Read the labels on extinguishers and remember what type of fire they are used on.

Know how to turn on a fire alarm in your area.

Report every fire immediately.

Welding and cutting torches start many fires. Don't let hot slag fall on combustibles.

Do not block fire doors or sprinkler heads. Air hoses, welding power cords, electrical extension cords, etc., must not be run under fire doors from one area to another.

Keep open flames at least 20 feet from a vehicle battery.

Respect the fact that Alexandria Technical and Community College is environmentally tobacco-free. Smoking is prohibited in college buildings and grounds, except in designated areas.

For fire evacuation routes, see Fire Evacuation Plan.

### **Fire Alarm Procedures in College Buildings**

Fire alarms shall always be taken seriously. Anyone who does not leave the building in the event of a fire alarm or drill is subject to campus discipline and to possible criminal charges. Misuse of any fire equipment is grounds for disciplinary action.

The building's fire alarm system is activated in two ways:

Automatically by the smoke detection system.

Or manually at pull stations.

Should you see or smell smoke prior to automatic smoke detector alarm activation, you should immediately pull the nearest fire alarm, leave the building, and contact campus administration from another building (4469).

When a fire alarm has been activated, everyone shall evacuate the building immediately.

Disabled persons unable to move down the stairwells should move to the nearest stairwell landing where assistants can be provided for their evacuation.

Only the Alexandria Fire Department can authorize an alarm to be reset and building reentry when the building is safe in the event of a fire.

After the fire has been extinguished, the area should be kept secure until the Alexandria Fire Department authorizes cleanup.

### **Safety Suggestion Program**

Any student or instructor who has a safety suggestion or recommendation, or feels there is a particular hazard in his or her department that needs correction, is requested to bring it to the Safety Officer or a suggestion box.

Remember---It is the responsibility of all students and all college personnel to make safety a personal concern, not only for themselves but also for their fellow students and fellow workers.

Fire evacuation and severe weather plans are posted in each room of the college. Program specific safety and emergency procedures will be covered during Program Kick-off Day.

Approved by: ATCC Leadership Council

Effective Date: 6/29/06

Last Date Revised: 6/29/06

### 3.20.1 Accident Policy

Occupational Safety and Health Administration (OSHA) and insurance regulations require a recording of all accidents. The college procedure is as follows: In case of injury, students should report the incident promptly to their instructors. Employees should report all accidents and injuries to their supervisor. First aid supplies are located throughout the college for the care of minor cuts, scrapes, scratches, and burns. All injuries and accidents must be recorded by completing an Accident Investigation Report (available on the ATCC website, in Mission Control under "Forms") and returning it to their supervisor or respective instructor within 24 hours after the incident or no later than the end of the next working day.

Approved by: ATCC Leadership Council

Effective Date: 8/03/11

Last Date Revised: 8/03/11

### 3.20.2 Personal Protective Safety Equipment

as per MSCF Contract, Article 24, Section 5

#### **Eye Protection**

Alexandria Technical and Community College recognizes the need for eye protection for certain types of areas of work. The use of approved eye protection in these areas shall be a condition of employment. Eye hazards such as flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors or potentially injurious light radiation, are outlined in the American National Standards Institute (ANSI) Standard 87.1, Practice for Occupational and Educational Eye and Face Protection and the U. S. Department of Labor, Occupational Safety and Health (OSHA) Standard CFR 29 1910.133 Eye and Face Protection.

Departments shall designate work, classes, or areas under their jurisdiction which require eye protection. Protective safety eyewear conforming to ANSI Z87.1 shall be in the form of: (1) safety glasses, (2) prescription safety glasses with side shields, or (3) special devices such as goggles or face shields appropriate to the specific situation.

Employees performing only occasional work or authorized visitors, either of whom requires eye protection, shall be provided adequate protection during the duration of the work or visits.

#### **Procurement Procedures**

Alexandria Technical and Community College will provide one pair of American National Standard Institute (ANSI Z87.1) approved protective prescription eyeglasses every twelve months to its employees who meet the following criteria:

The requesting employee is an unlimited faculty or staff member (having an ongoing and renewable appointment expected to last one year or more from the date of the request). Temporary, part-time faculty who are teaching five credits or more during the semester on the date of request also qualify for one pair of protective prescription eyeglasses every twelve months. Adjunct faculty do not qualify for this program.

The requesting employee must be a qualifying program instructor or staff member who requires corrective lenses in Carpentry, Diesel Mechanics, Center for Applied Megatronics, Machine Tool Technology, Marine and Small Engines, Welding, Truck Driving, Concrete Mason, Law Enforcement or Medical Laboratory Technician.

The employee is responsible for paying examination costs. The employee's department will pay for frames, permanently attached side shields and lenses according to the following rates:

Single prescription lenses and frame: maximum of \$75

Bifocal prescription lenses and frame: maximum of \$95

Trifocal prescription lenses and frame: maximum of \$95

A properly completed Personal Protective Equipment Requisition, and resulting purchase order, shall be authorization for an employee to be fitted for and purchase prescribed eye protection. For prescription safety glasses, a current prescription shall accompany the requisition for enclosure with the purchase order. Prescription safety eyeglasses may not be purchased without prior authorization. The Safety and Security Department will indicate on the purchase order that all eye protection shall meet ANSI-OSHA standards. Prescription safety glasses must be purchased through Alexandria Technical and Community College's prescription safety glasses program at approved vendors. The Safety Department will provide the employee with a list of approved vendors. The employee's cost center in the Safety budget will be charged for the prescription safety glasses.

Departments shall determine exact procedures for providing students and visitors with required eye protection.

### **Foot Protection**

Alexandria Technical and Community College recognizes the need for foot protection for certain types of areas of work. The use of approved protective footwear when working in these areas shall be a condition of employment. Protective footwear must be worn by employees working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards, according to Occupational Safety and Health (OSHA) Standard CFR 29 1910.136 Occupational Foot Protection.

Departments shall designate work, classes, or areas under their jurisdiction which require foot protection. Protective footwear shall comply with ANSI Z41-1991.

### **Procurement Procedures**

Alexandria Technical and Community College will provide one pair of American National Standard Institute (ANSI Z41.1991) approved protective footwear every

twenty-four months at a maximum expense of \$150 to its employees who meet the following criteria:

The requesting employee is an unlimited faculty or staff member (having an ongoing and renewable appointment expected to last one year or more from the date of the request). Temporary, part-time faculty who are teaching five credits or more during the semester on the date of request also qualify for one pair of protective footwear every twenty-four months. Adjunct faculty do not qualify for this program.

The requesting employee must be a qualifying program instructor or staff member who requires protective footwear in Carpentry, Diesel Mechanics, Fluid Power Technology, Machine Tool Technology, Marine and Small Engines, Welding, Truck Driving, Distributed Electrical Generation Technician, or Concrete Mason.

A properly completed Personal Protective Equipment Requisition shall be authorization for an employee to be reimbursed for the purchase of approved protective footwear. A detailed, original receipt, indicating that the purchase was for steel toe protective footwear meeting ANSI-OSHA standards, must be attached to the requisition for the employee to receive the allowed reimbursement. Only footwear meeting ANSI-OSHA standards will be paid by Alexandria Technical and Community College under the compensation rate specified in this policy. Work boots that do not have steel toes do not qualify for reimbursement under this program. The employee's cost center within the Safety budget will be charged for the protective footwear.

#### **Cold Weather Clothing**

Alexandria Technical and Community College recognizes the need for cold weather clothing for certain types of areas of work. Cold weather clothing qualifying for reimbursement under this policy is specifically limited the following: an exterior insulated coat, exterior insulated work pants, exterior insulated bibbed overalls and/or exterior insulated one-piece coveralls.

#### **Procurement Procedures**

Alexandria Technical and Community College will provide qualifying, approved cold weather clothing every thirty-six months at a maximum expense of \$200 for each employee that meets the following criteria:

The requesting employee is an unlimited faculty or staff member (having an ongoing and renewable appointment expected to last one year or more from the date of the request). Temporary, part-time faculty who are teaching five credits or more on the date of request qualify every thirty-six months for a maximum expense of \$100 for qualifying, approved cold weather clothing. Adjunct faculty do not qualify for this program.

The requesting employee must be a qualifying program instructor or staff member who requires cold weather clothing in Diesel Mechanics, Law Enforcement, Carpentry, Truck Driving, or Concrete Mason.

A properly completed Personal Protective Equipment Requisition and detailed purchase receipt must be submitted to the Safety and Security Department for approval. Cold weather clothing purchases not meeting the qualifying criteria will not be reimbursed by Alexandria Technical and Community College. The employee's cost center within the Safety budget will be charged for the cold weather clothing.

Approved by: ATCC Leadership Council  
Effective Date: 5/07/12  
Last Date Revised: 5/07/12

### 3.20.3 Communicable Diseases and Blood-borne Pathogens

Alexandria Technical and Community College complies with OSHA Blood-borne Pathogens Standards, 29 CFR 1910.1030, and will take steps to minimize or eliminate the exposure to blood and other body fluids in the educational and occupational setting. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials and appropriate work practice controls shall be implemented to reduce the likelihood of exposure to communicable diseases and blood-borne pathogens.

Alexandria Technical and Community College respects the rights of individuals with communicable diseases to education. The college will not discriminate against any person on the basis of disability as defined by the American Disabilities Act, including individuals with communicable diseases. Individuals with communicable diseases will not be excluded from participating in the programs, services and activities of the college unless their participation creates a substantial risk to the health and safety of other individuals which cannot be eliminated by reasonable accommodation and the use of universal precautions.

Approved by: ATCC Leadership Council  
Effective Date: 1/29/07  
Last Date Revised: 1/29/07

### 3.20.4 Emergency Response

All significant emergencies or dangerous situations involving an immediate threat to the health or safety of students or staff occurring on the campus must immediately be reported to the Director of Safety and Security. Upon receiving a report of these types of situations, the Director of Safety and Security in conjunction with the President, or their designee, will determine if an immediate emergency response or evacuation procedure shall be initiated. If an emergency response or evacuation is warranted, an immediate warning will be sent out informing the campus community of this threat. Warnings will be published using the campus monitor system, class announcements, e-mail, campus paging system and the StarAlert Emergency Notification System, unless issuing a notification would compromise efforts to contain the emergency.

The emergency response and evacuation procedures are updated annually and are published in ATCC's Policy and Procedures Manual located at: <http://www.alextech.edu/policies>.

The emergency response and evacuation procedures are tested annually in all student occupied buildings on campus.

Approved by: ATCC Leadership Council  
Effective Date: 2/09/09  
Last Date Revised: 1/20/09

### 3.20.5 Fire Evacuation Plan

Fire siren is a long steady blast broadcast through the entire facility.

#### **100 Wing**

102, 103, 105, and Business Office will exit through the north exit of 100 wing. Academic Affairs, DECA Store, President's Office, Admissions, and Counseling and Assessment Center will exit through the west front exit. Room 117 and Registrar's Office, Financial Aid Office and Information Center will exit through the south

emergency entrance exit near 400 wing. Rooms 114, 116, 118, 121, 123, and 125 will exit through the west door of 100 Wing. Rooms 131-140, 142 will also exit through the west door of 100 Wing.

### **200 Wing**

Customized Training Center and Customized Training Center classrooms will exit through the center's north entrance. Rooms 204, 206, 208, and 210 will exit through the north exit in the Auditorium. Room 201 will exit through the north exit of 100 wing.

### **300 Wing**

Rooms 301, 302, 303, 304, the Bookstore, Student Activities, Support Services, the Library and Open Computer Lab, and the Campus Café will exit through the west front exit. Rooms 309, 310, 311, 312, 313, 319, 321, 322, 324, 323, 325, 326, 327 and the kitchen, will exit through the loading dock exit to the north (by Reprographics).

### **400 Wing**

Rooms 401, 402, 404, 406, 408, 410, and 403 (Computer Center) will exit through the southwest end of the 400 wing. Rooms 405, 407, 409, 412, and 414 will exit through the 400/600 wing link and exit through the south door in the link.

### **500 Wing**

Room 501 (Gymnasium) should exit through north door. Rooms 503 and 505 (Marine & Small Engine Shops) will exit through the doors on the north end of the shop. Rooms 502 and 504 (Diesel Shops) will exit through the doors on the south end of the shop.

### **600 Wing**

Rooms 603 and 605 will exit through their west doors and proceed to the north parking lot. Rooms 606, 607, and 610 will exit through the 611 exit and proceed to the parking area near the district bus garage. Rooms 617, 619, and 621 will exit through the east door and proceed to the parking area just north of the bus garage. Room 601 (Carpentry), 602, and 604 will exit the nearest door and proceed to the north parking lot by the cement pillars. Rooms 612, 613a-b, 614, and 615a-b will exit shop and proceed out east exit through hallway between 613 and 615 and proceed to the parking area near the district bus garage.

### **700 (Office & Technology Learning Center) Building**

Rooms 705, 707, 708, 710, and 712 will exit through the east door. Rooms 702, 703, 704, 706, and Instructors' Office area will exit through the north door.

Rooms 743, 744, 746, 747, 758, 759, 760, 761, and Instructors' office will exit through the west door. Rooms 748, 750, 751, 752, 753, 755, 762, 763, 764, 765, 766, and 767 will exit through the east door.

### **Law Enforcement Center Building**

Rooms 784, 787, 795 and 796 should exit east through the east exit. Rooms 773, 775, 776, 777, 778, 778 and the Main Lobby should exit through south doors.

### **800 (Truck Driving) Building**

Rooms 801, 802, Student Lounge, and Media room should exit east or west exits. Room 807 (Truck Driving shop) should exit through south doors.

### **900 (Interior Design Center) Building**

All classrooms and laboratories should exit through the nearest exit and meet at the south parking lot.

**Concrete Mason Building**

All classrooms and shops should exit through the nearest exit and meet in the west parking lot.

**Temporary House 8 (MSE Quonset)**

All classrooms and shops should exit through the nearest exit and meet in the south parking lot.

**Temporary House 12 and 13**

All classrooms should exit through the south exit and meet in the north parking lot by the north 600 wing entrance.

Approved by: ATCC Leadership Council

Effective Date: 1/23/12

Last Date Revised: 1/23/12

3.20.6 Tornado and Severe Weather Plan

Tornado/severe weather warning will be broadcast through the phone paging system, when conditions warrant evacuation to storm shelter areas.

When the alert has been given, the staff should proceed with all students to pre-designated shelter areas. The shelter areas are identified on the inside door to each classroom. Move quickly and quietly. Instructors, please see that all the inside doors are closed.

The safest position to assume is on your knees with hands covering your head.

Remain in the assigned area until an all clear is given.

Instructors are responsible for informing and guiding their students to the appropriate area as identified below.

Please Use the Following Areas When Alerted to a Tornado or a Severe Weather Warning

**100 Wing**

Academic Affairs, Registrar's, Financial Aid, and Information Center Offices remain in the room along the west wall. Rooms 105, 117, 119, 121, 123, and 125 remain in the room along the west wall. Rooms 102, 103, 114, 116, 118, Business Office, Administration Office, DECA Store, Admissions, and Counseling & Assessment Center utilize the west wall of 100 wing hallway.

**200 Wing**

South wall of 200 wing hallway. Customized Training Office, Advancement & Foundation Office, and office suite use south wall of 200 wing hallway.

**300 Wing**

Rooms 311, Reprographics, and Student Lounge remain in the room along the south wall. Rooms 308, 310, 312, Student Services, Bookstore and Kitchen sit along the south wall of hallway. Second floor of 300 wing sit along the south wall of the Cafeteria; if needed, along south wall of hallway in 300 wing. Library and Open Computer Lab, and Campus Café use west wall in their respective areas, away from glass doors and windows.

**400 Wing**

Rooms 402, 404, 406, 408, 410, 412, and 414 position yourself along the south wall of 400 wing hallway. Rooms 401, 403, 405, 407, and 409 remain in the room along the south wall.

**502 (Diesel Mechanics I)**

East/west hallway by the Marine and Small Engine shop, along the south wall

503/505 (Marine and Small Engines)

East/west hallway by the shops, along the south wall

**504 (Diesel Mechanics II)**

Men's locker room across from the gym

**600 Wing**

Room 601 (Carpentry) use storage rooms in the southeast corner and/or bathrooms. Rooms 603, 605, and 607 remain in the room along the west wall. Rooms 602, 604, 606, 610, 612, 613, 614, and 615 use west wall in 600 wing hallway. If needed, you may use hallway of north wall of 610 also. Room 617 (Machine Shop) will go into the computer room. Room 621 will go into their library and parts room. Room 619 (Engine shop) will go into their tool room and instructor's office.

**700 Building (Office & Information Technology Center)**

Rooms 702, 704, 706, 708, 710, and 712 use south wall of the hallway. Rooms 703, 705, and 707 remain in the room along the south wall. Instructors' offices use center storage area along the south wall.

Rooms 747, 749, 751, 753, and 755 use south wall of the hallway. Rooms 744, 746, 748, 750, and 752 remain in the room along the south wall. Room 743 (auditorium) use the west wall in the hallway outside the auditorium. Instructors' offices use employee lounge area along south wall. Second floor of 700 wing use the south wall of hallway in first floor.

**Law Enforcement Center Building**

Evacuate into Rooms 794 (CSI Lab), 792 (Dispatch), 787 (Storage), 789 (Childers/Metcalf) and the east wall inside of the men's and women's locker rooms.

**Truck Driving**

West wall of shop

Concrete Mason Building

West wall of shop

**900 Building (Interior Design Center)**

Rooms 901, 905, 907, and 912 use west wall of the hallway. Rooms 902, 906, 908, and 910 remain in room along west wall.

**Temporary House 5**

South wall of 500 wing

**Temporary House 8 (MSE Quonset)**

West wall of Truck Driving Shop

**Temporary House 12 and 13**

Move into Carpentry shop (Room 601)

Approved by: ATCC Leadership Council

Effective Date: 1/23/12

Last Date Revised: 1/23/12

**3.20.7 OSHA Inspection Policy**

Alexandria Technical and Community College will be represented by a member, or designee, of the Leadership Council during Occupational Safety and Health Administration (OSHA) inspections. All subsequent activity associated with the inspection, such as disclosure of records, appeals and payments of fines will be coordinated through the Leadership Council.

Approved by: ATCC Leadership Council

Effective Date: 6/22/09

Last Date Revised: 3/17/09

**3.20.8 Lockout Tag Out Policy and Procedures**

**Purpose**

The purpose of the Lockout/Tag Out policy is to prevent injury to our employees from unexpected energizing, start up of release of stored energy that could cause injury.

**Policy**

A lockout/tag out will be required whenever any maintenance or service work is performed on any machine or equipment.

**1. Required Lockout/Tag Out**

- a. Maintenance or service work is defined as constructing, installing, setting up, adjusting, inspecting, modifying and maintaining and/or servicing machines or equipment. These activities may also include lubrication, cleaning or un-jamming or machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energizing or startup of the equipment or release of hazardous energy.
- b. Before removal or bypassing any guard or other safety device.
- c. When an employee is required to place any part of their body into a "point of operation" or other danger zone that exists during a machine operation cycle.

**2. Exceptions to Lockout/Tag Out**

- a. Normal production activities in which lockout cannot be feasibly conducted because of the nature of the operation, or if the operation is routine, repetitive, and integral to the use of the equipment for production, provided the work is performed using alternative measures which provides effective production.
- b. Cord and plug type of equipment (operator has "contact" of the cord).
- c. Hot Tap operations

**Examples of Stored Energy where Lockout Tag Out Applies**

- Electrical
- Mechanical
- Thermal, steam

- Chemical, acids and caustics
- Explosives, natural gas
- Hydraulic
- Pneumatic
- Gravity

### **Responsibilities**

1. Safety Director
  - a. Procedure development and maintenance
  - b. Authorization of lockout tag out devices
  - c. Employee training
  - d. Annual inspections for compliance of procedures
2. Supervisors
  - a. Knowledge of lockout tag out procedures
  - b. Enforcement of lockout tag out procedures
  - c. Recognition when retraining is needed
  - d. Participates in development of specific job procedures.
3. Authorized employees to perform lockout tag out
  - a. Understanding the purpose of lockout tag out
  - b. Understanding hazards of unexpected energizing of equipment
  - c. Can perform lockout tag out
4. Affected employees – employees in lockout tag out
  - a. Understanding the importance of lockout tag out and the importance of not attempting to remove a lockout tag out.

### **Approved Lockout Tag Out Devices**

1. Specific lockout locks will be issued to all authorized employees.
  - a. All locks will be standardized, approved and supplied by the Safety Director.
  - b. Only one key will be issued with each lock. The lock user will maintain the key issued. The Safety Director will maintain a master key, but will not utilize the key without following lock removal procedures.
  - c. Making duplicate keys is strictly forbidden and will be cause for disciplinary action.
  - d. Locks issued to authorized employees will not, under any circumstances, be used for any other purpose than lockout.
  - e. Multiple lock adapters will be available for all jobs requiring more than one safety lock.

### **Training**

1. Frequency

- a. During job orientation
- b. Before a new job assignment
2. Affected Employee
  - a. Purpose and function of energy control program (Lockout/Tag Out)
3. Authorized Employee
  - a. Purpose and function of energy control program (Lockout/Tag Out)
  - b. Recognition of type and significance of applicable hazardous energy sources.
  - c. Methods and means for isolation and control of energy (Lockout/ Tag Out).
4. Recordkeeping
  - a. All training records will be maintained in the Safety Director's office

### **Retraining**

1. When procedure inspection reveals non-compliance by employees
2. Reported accidents due to non-compliance of procedures
3. Changes of Lockout/Tag Out program and procedures
4. Changes of machines or equipment

### **General Lockout Procedures**

1. Employee Notification: Notify **all** affected employees that a lockout or tag out system is going to be utilized and the reason for the lockout.
2. Preparation: Locate **all** energy sources that need to be isolated.
3. Equipment Shutdown: If the equipment is in operation, shut it down by normal stopping procedures, i.e. (depress the stop button, open toggle switch, etc.) The equipment operator will be contacted for the appropriate shutdown procedures.  
**Note**: Do not use electrical disconnect switch to stop the equipment.
4. Equipment Isolation: Operate the switch, valve or other energy isolating device(s) so the equipment is isolated from its energy source(s).
  - a. For electrical energy:
    - i. Locate the correct electrical disconnect switch and pull the disconnect switch down to the "OFF" position or disconnect the cord or plug attachment.
  - b. For mechanical energy:
    - i. Mechanical energy such as that in springs, elevated machine members, rotating fly-wheels and cams must be dissipated or be dissipated or restrained by such methods or repositioning or blocking.
  - c. For thermal, chemical, flammable, pneumatic, hydraulic systems where energy is contained in lines or pipes:
    - i. Valves must be closed or lines disconnected or isolating "blanks" installed.
5. Application of Lockout Tag Out Device

Place assigned lock or disconnect switch, valve or other locking device on machine or equipment to be worked on.

- a. Each person involved with the repair or maintenance of a piece of equipment or machine will place their assigned lock on the locking device. A single lock **WILL NOT** be used to represent more than one employee unless management procedures have been established for such specified situations and will provide “at least as effective” protection to all employees working that particular machine or equipment.
- b. In the event a maintenance crew will be conducting extensive equipment service or repair will be held over into continuing shifts, group lockout procedures will be followed.
  - i. The Supervisor will assume responsibility or assign responsibility for group lockout.
  - ii. The “responsible” individual will follow equipment lockout procedures and install a group lockout device.
  - iii. Each employee performing equipment servicing will install their personal lockout device and remove the personal lock when their work has been completed. This also includes the “responsible” individual installing a group lock.
  - iv. The group lock will remain on the equipment throughout the time required for repairs to be made and can only be removed by the “responsible” individual.
  - v. Tags will not be allowed unless supported by a specific job procedure demonstrating that tags are “at least as effective” as a lock. The procedure must be approved by the Safety Director.
  - vi. Outside Personnel (Contractors, etc.): Whenever outside servicing personnel are engaged in activities covered by the scope and application of this standard, the on-site employers and outside employer will inform each other of their respective lockout or tag out procedures. The on-site employer will ensure that their personnel understand and comply with restrictions and prohibitions of the outside employer’s energy control procedures.

6. Release of Stored Energy

All potentially hazardous stored or residual energy must be relieved, disconnected, restrained or otherwise made safe. In the event of servicing hazardous chemical transfer lines, the lines will be flushed out according to established procedures.

7. Test Start

After making certain that no personnel are exposed and as a check to make sure all energy sources have been disconnected and all energy sources are inoperable, operate the push button or other normal operating controls to make certain the equipment will not operate.

**Specific Lockout Procedures**

1. For machines and equipment having one of the following criteria, specific lockout procedures will be developed through safe job procedures:
  - a. Equipment having more than one energy source.

- b. Equipment requiring more than one lockout device.
- c. Equipment lockout requiring multiple lockout box.
- d. A previous, unexpected energizing accident occurred to that type of equipment.
- e. Equipment requiring tags rather than locks.

#### **Restoring Locked Equipment**

1. Notify personnel in the area of the equipment being started up.
2. Clear all tools and repair equipment from the machine or equipment.
3. Remove locking devices.
4. Restore all isolating devices.
5. Notify personnel responsible for the operation of the machine or equipment.

#### **Emergency Removal of Lock; Other than the Installer**

1. Attempt to contact the person responsible for installing the lock to determine the status of the work being done on the machine or equipment.
2. Notify the Facilities Maintenance Manager
3. Facilities Maintenance Manager and the Facilities Maintenance Lead will inspect the machine or equipment to be restarted.
  - a. Together, they will review the equipment work order
  - b. Determine if repairs are completed
  - c. Insure that all guards are properly in place and secured
  - d. Insure that all tools and repair equipment have been removed from the equipment to be started.

#### **Inspections and Enforcement**

1. Inspections will be made on an annual basis and appropriate records maintained. The Safety Director will be responsible to complete and record the results of the inspection.
2. If an inspection reveals a lack of compliance with the established Lockout Tag Out Procedures, retraining of all affected employees will be conducted.
3. All supervisors will conduct daily inspections for compliance of established lockout procedures.

Approved by: ATCC Leadership Council

Effective Date: 1/24/07

Last Date Revised: 1/24/07

#### **3.20.9 Noise and Hearing Conservation Policy**

##### **Policy**

These procedures apply to all employees whenever noise exposure equals or exceeds an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A scale of a standard sound level meter (slow response), or, equivalently, a dose of fifty percent.

### **Purpose**

The purpose of these safety procedures is to prevent hearing loss in employees of Alexandria Technical and Community College (ATCC) who may be exposed to high levels of noise during their time at the college, and to effectively comply with all Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.95, "Occupational Noise Exposure."

ATCC is committed to providing a safe and healthy work environment for its faculty, staff and students. ATCC further requires its faculty, staff and students to conduct their work and activities in a safe manner that will comply with all internal and external safety and health standards.

### **Engineering Controls**

Engineering controls such as mufflers or sound deadening devices shall be installed whenever possible to reduce noise levels.

### **Hearing Protection Devices**

If engineering solutions cannot reduce the noise level, employees will be given the opportunity to select hearing protective devices from a variety of suitable samples arranged for by the Director of Safety and Security. In all cases, the sample hearing protectors shall have a Noise Reduction Rating (NRR) high enough to reduce the noise at the ear drum to lower than 85 dB.

### **Training**

A training program will be repeated annually for each employee or employee group included in the hearing conservation program. The training shall include:

- the effects of noise on hearing, the purpose of hearing protectors;
- the advantages, disadvantages and the attenuation of various types of hearing protectors;
- instructions on selection, fitting, use, and care of hearing protectors; and
- the purpose of audiometric testing and an explanation of the test procedures.

The Director of Safety and Health will provide, upon request, copies of the hearing conservation program, training materials and records.

### **Job Responsibilities**

At Alexandria Technical and Community College, the Director of Safety and Security, supervisors, deans and employees all share the responsibility for complying with the OSHA Hearing Conservation regulation. The following three groups must meet their obligations to effectively reduce occupational noise exposures and to prevent noise-induced permanent hearing loss.

- Director of Safety and Security
- Coordinate and/or perform noise measurements;
- Educate supervisors and employees about the effects of noise;
- Consult and advise on engineering and administrative controls to reduce noise exposure;
- Recommend proper hearing protection devices;
- Provide annual hearing test services; and

- Train employees and supervisors in the need for, and proper use and care of hearing protection devices.
- Supervisor/Dean
- Implement engineering and/or administrative controls to reduce noise exposure;
- Inform Director of Safety and Security of employee concerns with hearing or noise levels;
- Notify the Director of Safety and Security of changes in workplace processes or equipment which affect noise levels;
- Notify the Director of Safety and Security of employee new hires, rehires, transfers, or terminations;
- Ensure that proper hearing protectors are provided through the department, program or discipline;
- Enforce the use of required hearing protectors; and
- Assure employees complete required Hearing Conservation Program training.
- Employees
- Follow safe work practices that reduce or prevent occupational noise exposures;
- Complete Hearing Conservation Program required training;
- Participate in audiometric testing;
- Wear properly-fitted hearing protectors when necessary; and
- Report to supervisors any changes in processes or equipment that alter noise levels.

Approved by: ATCC Leadership Council

Effective Date: 2/07/12

Last Date Revised: 1/12/12

### 3.21 Student Safety Policy for Operating Recreational Vehicle(s)

Prior to operating any recreational vehicle on college property, students must be authorized to do so by submitting to instructors a copy of their current driver's license as well as their driving record.

In order to operate any recreational vehicle equipment, the requirements as specified in Minnesota State Statute pertaining to such equipment shall be adhered to.

It is recommended that any person operating any ATV, motorcycle, snowmobile or any other recreational vehicle at Alexandria Technical and Community College must wear a helmet.

Only one person per vehicle is allowed, unless vehicle is designed for two.

Alexandria Technical and Community College obtains the right to refuse or revoke operating privileges to any student at any time for any reason.

Misuse of college property or violation of this policy will result in discipline up to and including suspension or expulsion, depending on severity of infraction.

Approved by: ATCC Leadership Council

Effective Date: 12/11/06

Last Date Revised: 10/23/06

### 3.23 Uniforms, Tools and Personal Protective Equipment

Uniforms, coveralls, shop coats, or safety glasses are required in many laboratory, technical, or industrial programs. Students will be expected to have the recommended tools and personal protective equipment for their required shop activities for specific programs. This information was reviewed with each student at the time of the orientation interview.

Personal protective equipment required by any program for use by students, visitors and customers is a program-related cost and must be provided by that program's budget.

Exceptions include the purchase of prescription safety glasses, specialized ear muffs or plugs and safety toed footwear for employees who qualify under the Personal Protective Equipment Policy. Authorized purchases of these items will be charged to the Safety and Security budget.

Approved by: ATCC Leadership Council

Effective Date: 8/20/07

Last Date Revised: 8/13/07

### 3.24 Lockers

Lockers are available to students throughout the campus on a first-come, first-served basis. Students are allowed to use one locker and may place a lock on any unused locker at their own expense. This privilege is extended to students on the basis that the locker is to be kept in good condition. The college reserves the right to inspect lockers for articles threatening the safety and health of the college community as well as to obtain the return of college property. In the event the college needs to enter the locker when the student using the locker is unavailable or uncooperative, the lock will be cut off at the lock owner's expense. The college is not responsible for lost or stolen articles/items.

Approved by: ATCC Leadership Council

Effective Date: 3/16/06

Last Date Revised: 3/16/06

### 3.25 Official College Communication Policy

It is Alexandria Technical and Community College's policy that when a student is enrolled at this college, ATCC e-mail will be the approved method of communicating official school business.

Approved by: ATCC Leadership Council

Effective Date: 7/18/06

Last Date Revised: 8/21/06

### 3.27 Academic Calendar

#### **Policy**

It is the policy of the College to reflect MnSCU Policy, MFCF contractual obligations and Chancellor mandates regarding the academic calendar. In areas where the college has discretion, we have adopted the following procedures.

#### **Procedure**

- Academic Affairs prepares a draft calendar.
- Faculty Shared Governance and Leadership Council discuss the draft and work for compromise, if needed.

- Both Faculty Shared Governance and Leadership Council must approve the final draft.

Approved by: ATCC Leadership Council

Effective Date: 8/20/07

Last Date Revised: 8/03/07

### 3.28 Student Records

All individual student records must be purged after 10 years from the student's departure from enrollment whether that departure was through graduation or otherwise. Only pertinent relevant material is to be kept in a student's file after purging. The following information is considered pertinent and relevant:

- Name
- Social Security Number
- Date of birth
- Permanent address
- Telephone number
- Dates of attendance
- Major program of study
- Graduation date
- Degree or diploma granted
- Transcript

#### **Desk Drawer Notes**

"Desk drawer notes" are records of instructors about a student that are in the exclusive possession of the instructor and are not revealed or made accessible to anyone else (except a substitute teacher) and are to be destroyed after one year. Desk drawer notes are excluded by FERPA from the definition of "educational records" and are not to be made available for inspection by the student who is the subject of the notes.

#### **Consolidation of Files**

When student files are purged, all program files, department files, and division files should be consolidated into a single "official" student records file. The college Registrar is the official custodian of student records at Alexandria Technical and Community College.

This policy is effective July 1, 2000, and will supersede any current Alexandria Technical and Community College policy regarding purging of student files.

Approved by: ATCC Leadership Council

Effective Date: 2/12/07

Last Date Revised: 3/16/06

#### 3.28.1 Transcripts

##### **Policy**

ATCC will follow the MnSCU standard transcript format.

##### **Procedure**

- An unofficial transcript will be mailed to students with their diploma, degree, or certificate.

- Alexandria Technical and Community College electronically sends and receives education reports/transcripts from other MnSCU colleges, if a student has attended after 1990.
- Additional transcripts are available from the Registrar's Office when requested in writing by the student. A \$5 fee will be charged for all official transcripts that are mailed or unofficial transcripts that are faxed.
- There is a \$35 charge for transcripts sent via overnight mail. This request must be received in the Registrar's Office by 2:30 PM.
- If an official transcript is sent to another college, but has not arrived within a three (3) month timeframe of the initial request, a second transcript will be sent at no charge; however, a written request will be required.
- Transcripts will not be mailed if a "hold" has been placed on a student's record because of overdue debts to the college, loan exit holds, or because of books, equipment, or other college material that has not been returned in a timely manner. Students can obtain unofficial copies of their academic record by going online through their e-Services account.

Approved by: ATCC Leadership Council  
Effective Date: 9/21/11  
Last Date Revised: 9/21/11

### 3.28.2 Law Enforcement Student Record Retention

It is the policy of the Law Enforcement Program at Alexandria Technical and Community College to retain the student records of any student enrolled in this program for a period of seven years after the date that the student has graduated, withdrew or has been terminated from the Law Enforcement Program. Law Enforcement Program student records will be destroyed after they have been retained for seven years.

Approved by: ATCC Leadership Council  
Effective Date: 2/12/07  
Last Date Revised: 7/27/06

### 3.29 Student Leave of Absence Policy

If a student anticipates a prolonged absence from a program, he or she may benefit from a leave of absence.

Under Federal Title IV, Section 668, relating to federal financial aid, students who have a legitimate reason for an extended absence may request a leave of absence (a temporary interruption in a student's program of study). The Leave of Absence procedure basically freezes potential attendance issues and financial aid payback provisions for the duration of the leave. Some examples of legitimate reasons for which ATCC has granted leave are:

- Inability to be in attendance during any initial drop/add period of a semester.
- Pregnancy with childbirth imminent.
- Doctor-documented illness or health restrictions for a period of time.
- Documented family emergency.
- Other documented emergencies that may interfere with attendance.

A student must apply in advance for a leave of absence unless unforeseen circumstances prevent the student from doing so.

For a leave of absence to be granted, it has to meet all of the following conditions:

- The request must be made in writing by the student stating both starting and ending dates, the reason for the leave of absence, and a plan for completion of coursework.
- There must be a reasonable expectation that the student will return from the leave of absence.
- The leave must be approved by:
  - The student's advisor;
  - Each course instructor; and
  - The Dean or an Associate Dean of Academic Affairs, who will explain the consequences of failing to return or withdrawal from courses or from the college.
- Initial leave cannot exceed forty (40) calendar days and will apply only to the current semester.
  - In no case shall a leave of absence exceed 180 calendar days within a 12-month period.

Coursework must be completed in accordance with the terms of the leave request.

The student will not be required to pay any additional charges to the college for the leave period, nor is the student eligible for any additional federal student aid until the student has completed the coursework in which the student was enrolled when the leave of absence was granted.

The student will not be required to repeat any completed class time and coursework.

Courses not approved for a leave of absence will result in the student being withdrawn from the course. If a student is granted a leave of absence but does not return to class or complete required coursework (and does not receive an extended leave) at the end of the leave, the student's withdrawal date will be the first date of the leave. Return of federal funds will then apply as of the first day of the leave. A leave of absence form is attached.

After the leave of absence period ends, whether successfully completed or not, the advisor must notify the Dean or Associate Dean of Academic Affairs in order to complete the process.

Approved by: ATCC Leadership Council

Effective Date: 4/13/12

Last Date Revised: 4/13/12

### 3.30 Cancelled Classes and Related Announcements Web Page

It is the policy of Alexandria Technical and Community College that all scheduled classes will be held unless an official cancellation notification is issued. The official notification will be posted on myATCC. The web page will be updated as soon as notification is given of the class cancellation. This page will not include faculty who have made other arrangements for their class for planned absences due to field trips, conferences, or pre-approved days off.

See Policy [4.1 Weather and Emergency Closings & Cancellations](#) in this document.

Approved by: ATCC Leadership Council  
Effective Date: 7/27/06  
Last Date Revised: 7/10/06

### 3.32 End of Semester

In an 80+ instructional-day semester, the last day of the semester shall be non-instructional for all programs and faculty (no students). The preceding school days of that calendar week may be used in the following manner based on each course instructor's discretion.

#### **Procedure**

- If instructor uses a final exam for end of semester assessment, instructional class hours may be cancelled. Final exam hours are to be scheduled within the ISRS listed course meeting times. Any final exam schedules requiring student attendance outside of the normal course schedule times must be approved by Academic Affairs.
- If instructor uses final course/program capstone projects, these days may not require normal class attendance by students when project(s) is completed.
- If instructor chooses not to use final exams or final projects (see above), classes shall meet in normal manner through the final "instructional" day of the semester.

Where programs/divisions are tightly cored, coordination and communication between instructors regarding what their intentions are will provide a more professional semester end for our students.

Approved by: ATCC Leadership Council  
Effective Date: 8/20/07  
Last Date Revised: 8/20/07

### 3.33 Academic Honesty/Dishonesty

It is the policy of Alexandria Technical and Community College to protect individual academic work and to ensure academic integrity across the college. All students, faculty and staff are responsible for work submitted under their name.

If, by a preponderance of the evidence, an academic act of dishonesty has occurred, discipline by faculty may include a written warning explicitly detailing the offense, a failing grade for that assignment/quiz/test etc., or a failing grade for the course. Academic Affairs may further sanction the student by removal from the course and expulsion from the college. Cheating, or any action that give the appearance of impropriety, is a serious offense that undermines the legitimate learning process.

#### **Related Information**

The primary mission for the existence of our college is to provide access to learning – for careers and for life. By its nature, learning is an honorable process that highly values integrity and perseverance. To violate this value, to learn without integrity, without honesty, without serious effort and perseverance, is to dishonor the very reason Alexandria Technical and Community College exists.

#### **Definitions**

Cheating in the instructional setting is the unauthorized use or exchange of information (or the appearance of) by students for the purpose of meeting academic standards or requirements; examples include, but are not limited to, the following:

1. copying/reading of other's work during an exam,
2. using unauthorized notes or aids during an exam,

3. taking an exam for another student,
4. collaborating with any other person during a test without authority,
5. using or giving unauthorized assistance on a take home examination, assigned physical work, projects or any other academic work,
6. arranging for another student to take an exam,
7. attempting to obtain, or knowingly obtaining, using buying, selling, transporting, reading, or soliciting in whole or in part, the contents of an unreleased test or information about an unreleased test,
8. unauthorized supplying or bribing any other person to obtain an unreleased test of information about an unreleased test,
9. submitting substantial portions of work for credit in more than one course, without consulting the instructors,
10. submitting research and assignments prepared by others (e.g. purchasing the services of a commercial term paper company),
11. altering or forging an official college document,
12. plagiarizing of any kind (representing another person's words or ideas as one's own without proper attribution or credit),
13. committing collusion (an agreement by two or more people to commit an act of dishonesty),
14. sharing answers for a test/quiz taken previously with someone who has not yet taken the test,
15. submitting false information (includes testimony, names, addresses, as related to admissions, readmission, assessment testing or academic and student services appeals or petitions).

Approved by: ATCC Leadership Council

Effective Date: 8/20/07

Last Date Revised: 8/20/07

### 3.34 Mid-Term Advising

The college shall designate a mid-term advising day as part of the academic calendar for each fall and spring semester. Academic advising is to occur at this time.

#### **Procedure**

Students must provide a Degree Audit Reporting System (DARS) report and D2L printouts or copies of grades for all of their coursework at their mid-term advising session.

Approved by: ATCC Leadership Council

Effective Date: 08/20/07

Last Date Revised: 8/03/07

### 3.37 Transcripts from Other Colleges

It is the policy of the Alexandria Technical and Community College (ATCC) to inform students of the need for and the benefit of providing transcripts from other colleges. If a student withholds pertinent information during the admissions process, it may result in suspension from the college. ATCC receives education records electronically from MnSCU colleges if a student has attended that college after 1990.

#### **Procedure**

- Students applying for admission must submit all college transcripts prior to being admitted to a program major.
- During the program admission process, students will be informed of this policy and Admissions will ask the student to request official transcript(s), with the exception of the transcripts that are available electronically.
  - Prospective students will be asked during the interview about other college attendance/transcripts and be reminded of the requirement of getting all transcripts to ATCC.
  - The letter telling of interview time and date will also encourage them to request other college transcripts, with the exception of the transcripts that are available electronically.
- If a student completes a course(s) from other colleges after we have accepted the student, any negative impact from those resulting grades will not constitute withholding pertinent information.
- An unofficial transcript will be sufficient for acceptance if the student is still in school.
- Official transcripts must be on file once they are available.
- An official transcript is required to complete the admission process into a program major.

Approved by: ATCC Leadership Council

Effective Date: 8/03/11

Last Date Revised: 8/03/11

## Chapter 4 - Human Resources

### 4.1 Weather and Emergency Closings and Cancellations

#### 4.1.1 Inclement Weather Policy

##### **Purpose**

In accordance with MnSCU Policy 4.4, <http://www.mnscu.edu/board/policy/404.html>, the following procedure is followed when it becomes necessary to close the Alexandria Technical and Community College or cancel academic or non-academic activities or delay the opening of the college due to inclement weather or other emergency conditions.

##### **Definitions**

Closing the Alexandria Technical and Community College

Closing the college means to close all operations other than those operations deemed essential to the protection of life and property. Closing the college results in the cancellation of classes; student, faculty, and staff activities; and meetings. All general offices are closed.

##### **Delayed Opening**

Delayed opening refers to closing of all operations for a designated period of time other than those operations deemed essential to the protection of life and property.

##### **Cancellation of Classes and/or Activities**

Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes in the absence of officially closing the entire college.

Cancellation of non-academic activities refers to cancellation of an event such as athletic events, theatrical productions, concerts, or workshops.

#### Procedure and Notification

Notification of and students will be as follows:

The President or his/her designee shall inform employees and students of the emergency at the time of closing by making the appropriate announcement on the ATCC website, the ATCC main phone message, the Weather Hotline (320-762-4400), e-mail, STAR Alert Messaging System and on the TV monitors.

The following media providers will be notified regarding weather or other emergencies that affect the status of the college:

- ATCC Weather Hotline (320-762-4400)
- ATCC Website
- KIKV Radio (100.7 FM)
- COOL Radio (94.3 FM)
- KXRA Radio (92.3 FM or 1490 AM)
- WCCO Radio (830 AM)
- KSAX Television
- KARE11 Television
- KSTP/KSAX Television
- WCCO Television

It is the responsibility of each student and employee to determine whether or not the weather conditions are adversely affecting their safety. The decision to travel in such conditions is exclusively with the individual student or employee. In the event the college is closed, all activities, day classes, evening classes, and extra-curricular activities will also be canceled. Students and employees may call the college weather hotline if there is a question about the status of the college due to weather conditions. The number to call is 320-762-4400.

Approved by: ATCC Leadership Council

Effective Date: 8/03/11

Last Date Revised: 3/23/11

#### 4.2 Student Employment Policy

Alexandria Technical and Community College has adopted and follows the MnSCU Board Policy 4.5 on Student Employees. This policy may be reviewed at:  
<http://www.mnscu.edu/board/policy/405.html>.

Approved by: ATCC Leadership Council

Effective Date: 2/25/08

Last Date Revised: 2/12/08

#### 4.3 Faculty

##### 4.3.1 College Faculty Credentialing

Alexandria Technical and Community College has adopted and follows the MnSCU Board Policy, 3.32 College Faculty Credentialing, in its entirety. The policy may be reviewed on the MnSCU website at <http://www.mnscu.edu/board/policy/332.html>.

Approved by: ATCC Leadership Council

Effective Date: 2/12/08

Last Date Revised: 2/12/08

4.3.2 Credentialing and Hiring Temporary Full-time and Temporary Part-time, Adjunct and External Concurrent Instructors

It is the policy of the College to establish and follow procedures for credentialing and hiring temporary instructors.

**Procedure**

Academic Affairs to collaborate with Human Resources (HR) to:

1. Organize informal search team consisting of administrative representative from Academic Affairs, at least one faculty from discipline area and Division Chair, if possible,
2. Determine position requirements applying MnSCU policy 3.32.1, <http://www.mnscu.edu/board/procedure/332p1.html>, when determining system established minimum qualifications.
3. If temporary full-time position, post on MnSCU career opportunities website for required number of days. If no qualified applicants are generated, continue below.
4. Search current adjunct pool for individuals meeting position requirements
5. If there are no available candidates, search existing resume bank from HR.
6. If there are no available candidates or the applicant pool is limited, advertise available position at least twice in an effort to identify qualified applicants for position. Advertising exposure determined by available HR budget and search team suggestion.
7. If there are no applicants meeting system established minimum qualifications generated from advertising, revisit existing adjunct pool and resume bank in HR, to identify potential emergency staffing prospects.
8. Credentialing exception conditions to take into consideration if necessitated.
9. Pending credentials: Individuals who are close to meeting the minimum qualifications may be hired for no more than two consecutive semesters under this exception.
10. Special expertise: An individual with special expertise may be hired to teach specialized courses. There is no time limit on this exception.
11. Renowned qualifications: An individual who has achieved exceptional status or recognition may be hired to teach appropriate courses in the field of recognition. There is no time limit on this exception.
12. Emerging fields: An exception shall terminate when the system minimum qualifications are established.
13. Search team to screen applicants and collaboratively determine interview candidates.
14. Search team to conduct informal interviews.
15. Interview criteria to be determined by search team.
16. Finalists identified by search team; rank if more than one is acceptable.

17. Offer of temporary employment.
18. College to maintain appropriate credentialing documentation on all temporary hires.

Approved by: ATCC Leadership Council

Effective Date: 8/21/07

Last Date Revised: 8/03/07

#### 4.3.3 Faculty Leave Policy

##### **MnSCU's Faculty Leave Policy Interpretation**

There has been some confusion on the proper use of faculty leave. For this reason, the following is a clarification of MnSCU's interpretation of policy associated with faculty leave.

- Sick and Personal Leave must be taken in half day increments
- Whether or not faculty are scheduled for classes during the leave time has no effect on whether leave must be used. It is assumed faculty use professional judgment when determining the proper use of leave.
- If a faculty member needs to leave campus because of illness, but later in the day overcomes the illness and engage in another meaningful professional faculty activity, they should go to their dean and explain the situation. Either a half or full day's leave adjustment can be made with administrative approval.

##### **ATCC Procedure for Faculty Leave**

In the event faculty must be out due to illness or emergency, the following procedure should be followed to make sure students are taken care of and that the college is aware of the situation.

1. Check with faculty in your division ASAP to see if classes can be covered internally. Some programs are staffed in a way that this is possible.
2. Keep a list of substitute names and phone numbers at home so you can reach someone the night before if necessary if your classes cannot be covered internally.
3. Call Academic Affairs Administrative Assistant ASAP to report your absence. (If after hours leave a message on her phone mail). She will need to know if the class instruction will be covered internally, if you have found another sub, or if you were unable to find a sub. If it is determined there is **no other** alternative but to cancel a class, she will post signs to that effect. She will only attempt to line up a sub for you if it is an emergency situation. The canceled classes will be posted on the website so students can check from home if they are concerned about a cancelled class.
4. If you are using D2L for any classes to be held the day of your absence, leave a message for your students regarding assignments, new deadlines, when they might expect you back if known, etc.
5. Update your phone mail to announce you are out of the office and whether or not classes will be held as scheduled with an alternate instructor. (You can do this from home. Students can check your phone mail before leaving home.)
6. Upon your return, complete a green Employee Leave Report form and submit it to Academic Affairs.

Weather Related Absence: In the event of bad weather whereby you cannot make it in, please follow the above procedure. You will be required to use a personal leave day or have a pay deduct if you determine you cannot make it to work because of weather unless the college is officially closed.

There is nothing more frustrating for students than to drive through less than perfect weather only to find your classes have been canceled.

Prearranged College Related Activities: Canceled classes should not be the norm for pre-arranged college related activities that take you off campus i.e., field trips, etc. Arrangements for class coverage should be in place when you submit a request to attend the activity off campus.

Approved by: ATCC Leadership Council

Effective Date: 3/16/06

Last Date Revised: 3/16/06

#### 4.4 Support Staff – Professional Development

It is the policy of the Alexandria Technical and Community College (ATCC) to actively encourage and support the professional development of all staff.

##### 4.4.1 Classes Taken at MnSCU Colleges

###### **General**

The procedure for this policy specifically addresses the professional development of ATCC support staff (classified and unclassified) regarding classes taken at Alexandria Technical and Community College or another MnSCU College.

###### **Definition**

Professional Development is defined in this policy statement as being continuing education for credit or clock hours.

###### **Scope**

This policy applies to all support staff (classified and unclassified) employed on a full-time or part-time unlimited or seasonal basis at the Alexandria Technical and Community College who have completed three (3) consecutive years of service at a technical college or the MnSCU system office.

###### **Tuition Waiver**

Per AFSCME, MAPE and MMA contracts and the Commissioner's Plan, all technical college employees with three (3) years seniority shall be eligible for a tuition waiver for courses within the Minnesota State College system. Please see your respective contract for the number of credits allowed and language for the payment of special course and lab fees. Unless specifically specified in the contract, all course fees must be paid for out of pocket by the employee. The enrollment in courses is contingent upon space availability. A link to the Tuition Waiver Request Form is available on Mission Control.

###### **Guidelines Specific to Taking Courses at Alexandria Technical and Community College**

The Appointing Authority (President) at this college has the right to approve the payment for books purchased to complete credit courses at this college (dependents are not included). A Book Form must be completed at the ATCC Foundation Bookstore at the time the employee picks up his/her books. The employee's respective Professional Development Budget will be charged for this expense (not to exceed the professional development allotment – currently \$100) upon prior

approval. If books are sold at the completion of the course, all monies received need to be returned to the college's Business Office to be placed back into the Professional Development Budget. The employee's Bookstore account will be credited this same amount.

**(Note:** Permanent, general fund employees working 50% or greater receive the full professional development allocation of \$100. The expectation is that all self-supporting or grant-funded positions use their own operational funds to pay for professional development.)

At the completion of the course (end of semester), a brief report should be submitted to the supervisor and college President describing what was learned and how it will benefit them in their job.

The employee will be liable for reimbursement of expenses paid for unsatisfactory completion of courses.

#### **Procedure for Professional Development Approval**

1. Visit with immediate supervisor.
2. Review ATCC Policy 4.4.1 Classes Taken at MnSCU Colleges.
3. Complete the Professional Development Approval Form for Support Staff located in Mission Control, under "Forms" on the ATCC website.

#### **Procedure for Classes Taken at a MnSCU College**

1. After the Professional Development Approval Form for Support Staff has been completed and signatures obtained, register for the course.
2. If you are eligible, complete the Tuition Waiver form located in Mission Control, under "Forms" on the ATCC website.
3. Obtain the books necessary for the class. (Respective professional development funds may be used to pay book costs up to the level allotted each year.)
4. After completion of the class, sell the book at the "Used Book Buy Back" area (held at the end of the semester) and return the money to the Business Office to be placed back into your respective professional development budget. Your Bookstore account will be credited the same amount.
5. Submit a copy of your transcript to the Human Resources Office to be placed in your respective personnel file.
6. At the completion of the course (end of semester), a brief report should be submitted to your supervisor and to the College President describing what was learned and how it will benefit you in your job.

Approved by: ATCC Leadership Council

Effective Date: 8/03/11

Last Date Revised: 8/01/11

#### **4.4.2 Seminars or Conferences**

##### **General**

It is the policy of the Alexandria Technical and Community College (ATCC) to actively encourage and support the professional development of all staff. This policy specifically addresses the professional development of ATCC support staff (classified and unclassified) for seminar or conference attendance. Employees working 0.5 FTE or greater shall be eligible to receive the professional development allocation.

## Definition

Professional Development is defined in this policy statement as being continuing education for self-improvement or job enhancement. Examples may include attendance at a workshop or seminar on a specific topic or a conference.

## Scope

This policy applies to all support staff (classified and unclassified) employed on a full-time or part-time (working at 0.5 FTE or greater) unlimited or seasonal basis at ATCC.

## Guidelines Specific to Alexandria Technical and Community College Only

The Alexandria Technical and Community College will provide reimbursement up to \$100 per fiscal year, (to be deducted from the respective employee's professional development budget) for the costs of upgrade training for support staff provided that the training meets the following criteria and administrative procedures:

1. Employee(s) applying for reimbursement of registration costs or conference fees for professional development activities must submit an application for approval prior to attending the seminar or conference. Paid work time (release time) may be used for attendance.
2. The application for approval must detail the specific and related nature of the upgrade training to their current job duties and explain how this training will enhance their performance and benefit the college.
3. Approval of the request will be required from the employee's immediate supervisor and the Appointing Authority (President).
4. Upon approval, the staff member will complete a College-related Activity Form, located in Mission Control, under "Forms" on the ATCC website. Approved travel and meals will be submitted for reimbursement through the employee expense reimbursement procedure and will be charged to the employee's respective professional development and/or supply budget(s). The employee will be liable for reimbursement of expenses paid for unsatisfactory completion of training.
5. The Appointing Authority (President) will designate the costs eligible for reimbursement on a situational basis. These costs may include registration fees, books, mileage, meals, parking, hotel costs, or other sundry items related to the employee's participation in the seminar or conference.

**Note:** The expectation is that all self-supporting or grant-funded positions use their own operational funds to pay for professional development.

6. Any seminar or conference attended must work toward the goals written into the employee's professional development plan and must have the immediate supervisor's approval. At the completion of the seminar or conference, a brief report should be submitted to the supervisor and college President describing what was learned and how it will benefit them in their job.

## Procedures for Taking Seminars or Conferences

1. After the Professional Development Approval Form for Support Staff has been completed and signatures obtained, complete a requisition form to obtain a purchase order prior to registering for the seminar or conference.
2. Complete a College-related Activity Form, located in Mission Control, under "Forms" on the ATCC website, by estimating reimbursement costs.

3. Register for the seminar or conference.
4. Make hotel reservations for overnight stay, if needed.
5. Reserve a car, if traveling outside of Alexandria.
6. Submit a copy of the seminar or conference completion certificate to the Human Resources Office to be placed in your respective personnel file.
7. At the completion of the seminar or conference, a brief report should be submitted to your supervisor and to the College President describing what was learned and how it will benefit you in your job.

Approved by: ATCC Leadership Council

Effective Date: 3/16/06

Last Date Revised: 8/01/11

#### 4.5 Travel Policy

Employee Business Expense Forms must be completed and signed by the employee and his/her respective supervisor before being submitted to the Business Office. Expense forms must be submitted on or before the cutoff dates in order to receive reimbursement in the proper pay period. Any expense forms received after the due date will be processed the following month. A copy of the completed College Related Activity form must be attached to the expense form before it is submitted to the Business Office. Employees are responsible for doing this with each of their expense forms submitted.

For additional information, please review MnSCU's Board Policy 5.19 on Travel Management by clicking on the following link.

<http://www.mnscu.edu/Policies/519.html>

Approved by: ATCC Leadership Council

Effective Date: 7/14/06

Last Date Revised: 7/14/06

##### 4.5.1 College Vehicle Policy

College vehicles are provided for administrative and program use in the pursuit of college-related business.

The following are the policies which require adherence to:

1. If you need to attend a college-related activity, use of a college vehicle should be considered first. The mileage reimbursement rate for the use of your personal vehicle varies by union contract. There is one rate for use of your own vehicle in the event there is no college vehicle available. There is also a lesser rate if there is a college vehicle available but you still choose to use your own vehicle. Prior administrative approval is required in those cases.
2. When driving State leased vehicles, refueling must be done at one of the gas stations listed in the folder located in the vehicle.
3. Driving infractions resulting in tickets are the driver's responsibility.
4. Seatbelts must be worn by all occupants of the vehicle at all times when the vehicle is in motion.
5. Personal Use: The insurance covering the vehicle is not written to cover personal use. Only college employees and others with specific college related activities are allowed as passengers. This does not include spouses or family members.

6. Discretion must be used in places you visit while using a government vehicle. Stops which you might make with your personal vehicle may well be off limits with a college vehicle. There is considerable public interest in checking up on the "whys" and "whereabouts" of government vehicles. The State Department has a policy that their vehicles must not be in locations which might make us suspect or invite question.

The following procedures are to be adhered to when using a college vehicle:

1. You must complete a Request to Attend College-Related Activity form prior to your travel.
2. Approval will be granted on first-come, first-served basis; however, generally if more than one needs the car on a given day, the one who will be traveling the greatest distance will have priority. The number of passengers is also a consideration.
3. Employees who plan to use a college vehicle must make this request by booking a vehicle through the Outlook calendar. When using your personal vehicle, your name must be noted on the Outlook calendar under "personal car" in order to be reimbursed at the higher mileage rate if there are no college vehicles available. If all college vehicles are in use, priority will be given to those going on longer trips.
4. Contact the Parking Lot Monitor/Vehicle Maintenance employee if you experienced any mechanical problems while using a college vehicle.
5. The travel log in the vehicle is to be filled out for each trip. Note that the speedometer readings are to be posted at the beginning and conclusion of each trip. Gas and other vehicle related purchases are to be entered into the travel log.
6. Non-state leased vehicles will be equipped with a fuel card so that fuel may be added at the District #206 fuel pumps located near the bus garage. One pump is for unleaded fuel and the other is for diesel fuel.
7. The vehicles are insured with the State of Minnesota. In the event of an accident, treat the situation as if it was your own vehicle: get the name of the other driver(s), license number(s), location, time, etc.; report to local law enforcement authorities; and notify the Business Office.

Approved by: ATCC Leadership Council

Effective Date: 2/24/12

Last Date Revised: 2/22/12

#### 4.5.2 Field Trip Policy

When proper procedures have been followed, it is the policy of the College to provide transportation to field trips and other college-related events.

##### **Procedures**

1. The College will then arrange transportation for programs that desire it for field trips, athletic events and for organized clubs within the college.
2. It is required that faculty advisors going on a field trip complete and submit a Field Trip Form to the switchboard operator/receptionist. A requisition must also be completed and submitted to the Business Office to encumber the cost of the field trip. Every attempt should be made to provide at least a two week notice before the date of the field trip.

3. Program budgets will set the parameters of transportation usage. Each program will be charged for each trip. The mileage cost may vary from year to year.
4. It is mandatory that all groups using the transportation have faculty or administrative personnel on board.
5. Scheduling of bus use shall be done through the switchboard operator/receptionist. It is also recommended that all members of the class or group use the transportation being provided by the college.
6. Students who need an accommodation for a disability to engage them to fully participate in an off-site program activity should contact the Director of Support Services at Alexandria Technical and Community College.
7. Employees on a field trip shall conduct themselves in compliance with the MnSCU Code of Ethics. All students on the field trip must adhere to the Student Code of Conduct.

Approved by: ATCC Leadership Council

Effective Date: 12/22/08

Last Date Revised: 12/22/08

#### 4.5.3 Student Drivers in School Vehicles

The following restrictions apply to any student, under any circumstance, driving school vehicles (i.e. student workers, field trips, conferences, pickups/deliveries, traveling to class work sites, etc.):

1. Students may drive school vehicles when traveling with an employee of the ATCC. This means the employee is driving a second school vehicle to the same destination at the same time. Exception: When driving school vehicles to/from job sites or deliveries/pickups in Alexandria.
2. Any student driving school vehicles must have a valid driver's license.
3. Before any student will be allowed to drive a school vehicle, the student must provide their instructor or supervisor with a copy of their current driver's license and/or complete a "Vehicle Use Agreement" form. ATCC will obtain a copy of his/her motor vehicle report from the appropriate state agency. The motor vehicle report must then be reviewed and approved by a designated college official before the student is authorized to drive a school vehicle.
4. Students will be deemed eligible or ineligible to drive college vehicles based on the criteria listed at:  
[http://www.finance.mnscu.edu/facilities/insurance-riskmgmt/docs/Fleet\\_Programs.pdf](http://www.finance.mnscu.edu/facilities/insurance-riskmgmt/docs/Fleet_Programs.pdf)
5. Students who plan to use a college vehicle must make this request by contacting the switchboard operator/receptionist. If all college vehicles are in use, priority will be given to those going on longer trips. All releases and/or requests concerning this topic should be directed to the switchboard operator/receptionist.
6. Approval must be obtained from the college president or designee prior to the actual travel. Without such pre-approval, student drivers are strictly prohibited.
7. Students must abide by all State and Federal motor vehicle laws.
8. Students must abide by the policies and procedures listed in 4.5.1 College Vehicle Policy.

Approved by: ATCC Leadership Council  
Effective Date: 12/22/08  
Last Date Revised: 12/22/08

#### 4.5.4 Students Driving Personal Vehicles for College Business

This policy applies to students who have received permission to operate their personal vehicles for college business.

College business is defined as activities where students are participating on behalf of, or representing, the college in some official capacity. This may include travel as part of a college-sponsored outdoor or recreational activity; or attending off-campus meetings as student representatives of the college or student government.

Student clubs or student-run organizations that are not controlled by the college are not considered as college business and therefore, are not subject to this policy.

Students choosing to drive their own vehicle to conferences, field trips, etc., will not be reimbursed for fuel costs or any other cost related to such travel. They will also assume primary liability for any accidents or injury incurred during such travel.

Any student driving personal vehicles for college business must have a valid driver's license.

All students driving personal vehicles on college business must complete the "Vehicle Use Agreement" form. The reason for this requirement is that MnSCU's insurance policy will then provide excess liability coverage, if applicable. ATCC will obtain a copy of his/her motor vehicle report from the appropriate state agency. The motor vehicle report must then be reviewed and approved by a designated college official before the student is authorized to drive a their personal vehicle on college business.

Students will be deemed eligible or ineligible to drive personal vehicles on college business based on the criteria listed at:

[http://www.finance.mnscu.edu/facilities/insurance-riskmgmt/docs/Fleet\\_Programs.pdf](http://www.finance.mnscu.edu/facilities/insurance-riskmgmt/docs/Fleet_Programs.pdf)

Students must obey all State and Federal motor vehicle laws.

Approved by: ATCC Leadership Council  
Effective Date: 12/22/08  
Last Date Revised: 11/19/08

#### 4.6 Personal and Professional Responsibilities

##### 4.6.1 Responsibilities of the Classroom Instructor Regarding Classroom Attendance

It is the responsibility of every instructor to maintain accurate records for the last date of attendance.

Approved by: ATCC Leadership Council  
Effective Date: 8/20/07  
Last Date Revised: 8/03/07

##### 4.6.2 Image and Appearance Policy

###### **Policy Statement**

Alexandria Technical and Community College recognizes that dress is a matter of personal taste and that standards vary within the working community. However, Alexandria Technical and Community College is a professional organization and its employees are a direct reflection of that professional environment. Traditional business and business casual attire are acceptable forms of dress for all Alexandria

Technical and Community College employees (Monday through Friday) consistent with the approved guidelines below.

**Guidelines**

Employees should dress in a neat manner for the work they perform during the regular business day.

Examples of ACCEPTABLE clothing include:

- Khaki Pants
- Corduroy Pants
- Colored Denim Pants
- Dress Pants
- Dressy Capri-Length Pants (nothing shorter)
- Skirts (no shorter than 6" above the knee as a guideline)
- Collared Shirts (includes polos)
- Pant Suits
- Dressy Denim Outfits/Suits (includes jumpers and skirts)
- Blouses
- Dresses (no shorter than 6" above the knee as a guideline)
- Suits
- Sport Coats
- ATCC Logo'd Dress Shirts
- Turtlenecks
- Uniforms (chosen by department/program)
- Open-Toed Dress Shoes
- Dress shoes (the exception would be steel-toed shoes in the shop areas for safety reasons or special shoes that need to be worn for medical reasons)
- Light cologne or perfume (due to allergies and health issues of others)
- Business-appropriate jewelry

Examples of UNACCEPTABLE clothing include:

- Hats
- Sweatshirts
- Bibs
- Painter or Carpenter Pants
- Shorts
- Logo'd T-Shirts (i.e., Old Navy, Aeropostale, and/or those items with text, offensive language, or graphic artwork, etc.)

- Athletic Shoes (unless medically necessary or program specific)
- Flip Flops (or anything resembling beach wear)
- Warm-Up Suits or Sweat Suits (unless program specific)
- Spandex Pants
- Halter Tops
- Spaghetti-Strap Tank Tops (unless layered under clothing)
- Mini-Skirts
- Torn, Ripped, or Excessively Tight Clothing
- Clothing Revealing the Midriff, Buttocks, or Cleavage Section
- Denim Blue Jeans (unless job or position specific)
- Facial Piercings and Exposed Body Art (supervisors may require that these items be removed and/or covered during work shifts)

It is the responsibility of all employees to represent the college, their program, and himself/herself in a professional way at all times. This includes one's choice of dress and appearance. Employees who fail to meet these expected standards will be visited with on an individual basis.

#### **When in Doubt**

When you are dressing in the morning, here are seven questions to ask yourself about your dress attire:

1. What would I think of someone else wearing this?
2. Have I seen anyone else wearing something similar?
3. What impression does this outfit give of me?
4. Would this outfit or item offend or distract anyone that I will see today?
5. Would this outfit or item be more appropriate for leisure activities outside the office?
6. Am I meeting with outside business people today?
7. Does this outfit follow Alexandria Technical and Community College's image and appearance policy?

Approved by: ATCC Leadership Council  
Effective Date: 3/16/06  
Last Date Revised: 3/16/06

#### 4.7 Use of Volunteers

##### **Policy**

It is the policy of Alexandria Technical and Community College that all volunteers acting in capacity on campus where they will be working in an unsupervised position in direct contact with students must complete a Volunteer Application Form with Human Resources. This must be completed prior to their first day volunteering on campus. This form grants authorization to the college to review the applicant's credentials for a specific volunteer position.

##### **Procedure**

Alexandria Technical and Community College fully complies with Minnesota State Colleges and Universities Policy 4.0.1, Use of Volunteers Procedure, <http://www.mnscu.edu/board/procedure/400p1.html>.

All volunteers must complete a Volunteer Agreement and Release form with Human Resources. This form must be completed prior to their first day of volunteering on campus. The college reserves the right to waive volunteer access rights to the campus without a review.

Approved by: ATCC Leadership Council  
Effective Date: 06/22/09  
Last Date Revised: 04/24/09

## **Chapter 5 - Administration**

### 5.11 Tuition and Fees

#### 5.11.1 Tuition Rates

Minnesota State Colleges and Universities Policy 5.11, Tuition and Fees, <http://www.mnscu.edu/board/policy/511.html>, requires the Board of Trustees approve the tuition structure for all colleges and universities under its directive. Alexandria Technical and Community College shall charge tuition consistent with Minnesota statutes, board policies and system procedures.

Tuition charges will be based on the number of credits for which a student registers each semester.

Although Alexandria Technical and Community College does not have an out-of-state/non-resident tuition rate, individual courses may have different tuition rates. Online courses also have a higher tuition rate.

Approved by: ATCC Leadership Council  
Effective Date: 2/23/06  
Last Date Revised: 12/23/08

#### 5.11.2 Fees

Minnesota State Colleges and Universities Policy 5.11, <http://www.mnscu.edu/board/policy/511.html>, requires certain fees to be charged by all colleges and universities. Alexandria Technical and Community College assesses the following mandatory or optional fees: Application Fee, Parking Fee, Payment Plan Fee, Student Life/Activity Fee, Student Association Fee, Technology Fee, Health Service Fee, Special Events Fee, and a Credit for Prior Learning Assessment Fee. These fees will not exceed the maximum amounts set by Minnesota Statute and the Minnesota State Colleges and Universities Board of Trustees.

Alexandria Technical and Community College may charge a personal Property and Service Charge (Course Fee). The fee shall be 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 maximum charge shall not exceed the actual cost.

Approved by: ATCC Leadership Council  
Effective Date: 1/13/06  
Last Date Revised: 1/13/06

#### 5.11.3 Tuition and Fee Payments

Minnesota State Colleges and Universities Policy 5.12, <http://www.mnscu.edu/board/policy/512.html>, requires that tuition and fees will be due by the end of the 5<sup>th</sup> business day after the term begins. Alexandria Technical and Community College will drop all classes for students who have not paid in full, do not have a financial aid deferment or extension, payment by a third party, or have not established a payment plan.

In the case of extensions and deferments that are not paid in full by the 25<sup>th</sup> business day after the term begins, a late fee of \$50 will be assessed. Official transcripts and future registration will be denied if an account balance exists. After proper notification, accounts with a balance will be referred to the Minnesota State Department of Revenue for collection.

Approved by: ATCC Leadership Council  
Effective Date: 02/17/12  
Last Date Revised: 02/17/12

#### 5.11.4 Tuition and Fee Extension and Deferment Policy

Minnesota State Colleges and Universities Policy 5.12 <http://www.mnscu.edu/board/policy/512.html>, outlines the requirements for tuition and fee due dates, refunds, withdrawals and waivers. Alexandria Technical and Community College will extend payment of tuition and fees as billed by the Business Office for students who have been accepted for an approved financial aid award. Payment of these costs will be extended until financial aid is applied to the student account.

Students who have applied for financial aid, but have not received approval, will be allowed to extend the payment of tuition until financial aid has been accepted and applied to the student account. Once financial aid has been applied to the student's account any remaining balance is due immediately. For purposes of this policy, "applied for financial aid" means that an Instructional Student Information Record (ISIR), which is results of a Free Application for Federal Student Aid (FAFSA) in electronic format, must be loaded into ATCC's financial aid processing module by the end of business day five of the current term.

Students receiving Veteran's Administration Benefits will be allowed to extend payment of tuition until benefits are disbursed. Students must provide proof of application (VA Form 22-1990) for Veteran's Administration benefits by the end of the fifth business day of the term.

The president or designee may grant short-term tuition and fee payment deferrals in cases where, due to exceptional circumstances, a student needs additional time to arrange third-party financing or otherwise satisfy a tuition and fee balance due. Deferrals must document the reason for and time duration of the deferral and must be signed by the president or designee.

Approved by: ATCC Leadership Council  
Effective Date: 3/02/05  
Last Date Revised: 3/02/05

#### 5.11.5 Senior Citizens Exemption

Minnesota Statute 135A.52 provides for an exemption from tuition and activity fees for senior citizens (62 years of age) who are legal residents of the State of Minnesota. A senior citizen may attend courses offered for credit, audit any courses offered for credit, or enroll in any noncredit courses when space is available after all tuition paying students have been accommodated. The System office defines space available as the second day of class.

### **Procedure**

Senior citizens may register for a course during the drop/add period the day after the first day the class meets. The student must communicate with the Registrar's Office staff, provide proof of age and complete the audit form, if necessary.

A senior citizen who is enrolled must pay any materials, personal property, or service charges for the course.

Courses taken for credit: \$20/credit administrative fee, Minnesota State College student association fee, health service fee, parking permit fee and technology fee will be charged.

Courses taken on an audit basis (the audit form must be completed at the time of the registration): the Minnesota State College student association fee, health service fee, parking permit fee and technology fee will be charged.

Courses offered as closed enrollment (course that requires a student to be in a specific major before they are eligible to enroll): normal tuition and fees, with the exception of the student life fee, will be charged.

If the course is full and the faculty teaching the course agrees to allow the senior citizen into the course, normal tuition and fees, with the exception of the student life fee, will be charged.

This exemption does not apply to noncredit courses designed exclusively for senior citizens. A senior citizen enrolled in closed enrollment contract training or professional continuing education program is not eligible for the exemption and must pay the regular tuition charge for the course.

Approved by: ATCC Leadership Council

Effective Date: 12/21/11

Last Date Revised: 12/21/11

### 5.12 Refunds, Waivers and Withdrawals

#### **Refunds for Dropped Classes**

Minnesota State Colleges and Universities Policy 5.12 outlines the requirements for tuition and fee due dates, refunds, withdrawals and waivers. The drop/add period begins when registration opens and ends, five business days starting from the first day of the term, not the day the class meets for the first time. A 100% refund of tuition, health services fees, course fees, laboratory supply costs, student activity fees, and state student association fees shall be provided to a student who withdraws on or before midnight on the fifth business day in a term.

If a student wishes to change their schedule, they may do so via the web until midnight on the fifth (5th) business day of the term.

The first class for a limited number of are not scheduled during the drop/add period. Students have one business day after the first class meets in which to drop these classes without obligation. If the dropped credits were used to determine the student's status for payment of financial aid, the student's status will be recalculated which could result in the repayment of financial aid.

If a student registers for a class and never attends at least one class session, the student's status for financial aid must be recalculated which could result in repayment of financial aid. The student will receive a grade of "FN" on their transcript. The "FN" does not impact satisfactory progress.

#### **Withdrawal after the Drop/Add Period**

Any student who withdraws from a course or all courses after the drop/add period but before the last day to withdraw will receive a grade of 'W' (Withdrawal). After the last date to receive a "W" is passed, students will receive whatever grade is earned and assigned by the instructor.

The withdrawal date shall be the date on which eighty percent (80%) of the days in the academic semester have elapsed. For courses not on a standard academic semester schedule, the final date for the official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed.

For courses that run the entire semester, the first half of the semester or the second half of the semester, the withdrawal date is posted on the calendar. For all other courses, the withdrawal date shall be as follows:

**Length of Course                      Last Day to Withdraw (excludes weekends)**

1 week	4 <sup>th</sup> business day
2 weeks	8 <sup>th</sup> business day
3 weeks	12 <sup>th</sup> business day
4 weeks	16 <sup>th</sup> business day
5 weeks	20 <sup>th</sup> business day
6 weeks	24 <sup>th</sup> business day
7 weeks	28 <sup>th</sup> business day
8 weeks	32 <sup>nd</sup> business day
9 weeks	36 <sup>th</sup> business day
10 weeks	40 <sup>th</sup> business day
11 weeks	44 <sup>th</sup> business day
12 weeks	48 <sup>th</sup> business day
13 weeks	52 <sup>nd</sup> business day
14 weeks	56 <sup>th</sup> business day
15 weeks	60 <sup>th</sup> business day

**Waivers**

The President may waive amounts due to the college or university for the following reasons:

1. Employee benefit provided by collective bargaining agreement;
2. Death of a student;
3. Medical reasons;
4. College error;

5. Employment-related condition;
6. Significant personal circumstances;
7. Student leader stipends;
8. 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 the fee.);
9. Natural disasters or other situations beyond the control of the campus.

The President may waive amounts due to the college or university for individual institutional waivers as approved by the Board.

Each college or university shall define the terms under which any authorized waiver will be granted. The college or university must document the reason for all waivers.

The college or university cannot waive the MSUSA or MSCSA student association fee.

Colleges or universities shall, in consultation with students, develop guidelines to implement this policy. These guidelines must be available to students.

### **Refunds for Total Withdrawal**

A refund of tuition, health services fees, course fees, personal property and service charge (course fee), student activity fees, and state student association fees shall be provided to a student who totally withdraws from all classes. The refund will be based on the date of total withdrawal. No refund is given when a student withdraws from individual classes and is still attending other 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 schedule below, students are 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.

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

The following applies to any term at least three weeks but less than ten weeks in length.

<i><b>Withdrawal Period</b></i>	<i><b>Refund Percentage (%)</b></i>
1 <sup>st</sup> through the 5 <sup>th</sup> business day of the term	100%
6 <sup>th</sup> through the 10 <sup>th</sup> business day of the term	50%
After the 10th business day of the term	0%

The following applies to any term less than three weeks in length.

<i><b>Withdrawal Period</b></i>	<i><b>Refund Percentage (%)</b></i>
1st business day of the term	100%
2nd and 3rd business day of the term	50%
After the 3rd business day of the term	0%

### **Return of Funds for Federal Financial Aid Recipients**

The Federal Return of Title IV Aid formula derived from the October 7, 1998, Reauthorization of the Higher Education Act is applicable to any student receiving federal aid who withdraws

from all classes on or before the 60<sup>th</sup> percentage point-in-time of the term for which aid was paid. Since financial aid is usually disbursed early in the term, withdrawal before the 60<sup>th</sup> percentage point-in-time means that a student has not earned 100% of the aid the student was paid. Therefore the student has unearned aid which must be returned to the federal programs in the order proscribed by the U.S. Department of Education, who oversees all Title IV financial aid programs. The percentage of unearned aid is equal to the number of calendar days remaining in the term divided by the total number of calendar days in the term.

**Days remaining/ Days in the term = Unearned amount of Title IV paid to student.** If this percentage is less than 40%, no return of funds is necessary.

The return policy applies to Federal Pell Grant, Federal SEOG, Federal Stafford Loans, and Federal Parent Loans. The college may have an obligation to return funds that were applied to the student's account. The student may have an obligation to return funds that were paid to the student. When the college returns funds that were applied to the student's account, a balance due may result. The student will owe that balance to the college. A refund of tuition and fees could be used to reduce the balance or pay it in full.

#### **Withdrawal from Programs or Courses Offered in Modules**

Effective July 1, 2012, when a course or courses in a program do not span the entire length of the semester (or payment period), it is classified as a course offered in modules. A student is withdrawn for financial aid purposes if the student ceases attendance at any point prior to completing the semester or scheduled period of enrollment, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same semester or period of enrollment.

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

The Minnesota Higher Education Services Office (MHESO) Refund Calculation Worksheet will be used to determine refunds for Minnesota State Grant, SELF, institutional grants, and other non-Federal financial aid programs that require a refund. The non-Federal refunds are prorated between the Minnesota financial aid programs and other non-Federal financial aid programs that require a refund. When a student's enrollment status changes or a student withdraws completely, all or a portion of any non-Federal refund may be required to be returned to the program from which the refund was originally paid. If you have questions, contact the Director of Financial Aid.

#### **More Information**

Examples of the calculation of refund, repayment, and return of Federal funds are available upon request from the Director of Financial Aid.

#### **Withdrawal Procedure**

Any student who wants to withdraw from a class or to withdraw totally from all classes may do so online at e-Services. Any student who ceases to attend and does not officially withdraw will be considered an unofficial withdrawal. (See 2.5.5 Attendance Policy) Unofficial withdrawals will receive no refund of tuition or fees. Unofficial withdrawals who received Federal financial aid may be subject to financial aid recalculation and the return of unearned aid. Return of Federal Funds policies as described above will apply.

#### **Administrative Withdrawals**

Any student identified as no longer attending courses and did not officially withdraw prior to the last day to withdraw, will be considered as an administrative withdrawal. The student's last date of an educationally-related activity will be used to determine if unearned financial aid will need to be repaid. If the last date a student completed an educationally-related activity is unknown, the student will be considered administratively withdrawn at the 50% timeframe of

that semester. Financial aid will be recalculated based on the 50% date and the student will be liable for any financial aid that needs to be repaid.

### **Impact of Total Withdrawal before the 60<sup>th</sup> Percentage Point in Time**

Any student who has received financial aid either as a credit to the account or as a cash payment to the student or both may end up owing the college for unpaid charges and/or the U.S. Department of Education for overpayment. The college will attempt to collect in either or both instances. If the attempt to collect is unsuccessful after a reasonable time, the balance owed the college will be turned over to the Minnesota Recapture program, the balance owed the U.S. Department of Education will be reported to NSLDS, and eligibility for financial aid will cease forever until the overpayment is repaid. Either instance will also have a negative effect on the student's credit rating.

**Percentage Point in Time** Total withdrawal from the college before the 60th percentage point-in-time can impact a student's ability to re-enroll and can have very serious financial consequences. Any student considering total withdrawal should contact the appropriate college personnel before making a decision to totally withdraw.

Approved by: ATCC Leadership Council

Effective Date: 5/15/12

Last Date Revised: 5/08/12

#### **5.12.1 Active Duty with the Armed Forces**

Minnesota State Colleges and Universities Policy 5.12.1, Active Duty with the Armed Forces, <http://www.mnscu.edu/board/procedure/512p1.html>, states that students who are members of any branch of the U.S. military reserves and who are unable to complete a semester due to having been called to active duty shall to the extent possible be provided one of the following options:

- A. The student may be given a full refund of tuition. Students receiving financial aid who choose this option should be made aware that they may be liable for any required refunds of state or federal financial aid funds.
- B. The student may be given a grade of incomplete in a course and complete it upon release from active duty. Course completion may be accomplished by independent study or by retaking course without payment of tuition. Under federal financial aid policies a course that is retaken this way may not be counted toward a student's enrollment load.
- C. If, in the instructor's judgment, the student has completed sufficient course work to earn a grade of C or better, the student may be given credit for completion of a course.

Approved by: ATCC Leadership Council

Effective Date: 3/16/06

Last Date Revised: 12/23/08

#### **5.13 Information Technology Administration**

##### **5.13.1 Campus Computer Software Policy**

###### **Purpose**

Define campus computer software policies for all campus owned computers.

In order to comply with Year 2000 (Y2K) standards and in order to meet the requirements of an audit, all software on campus computers must be Y2K compliant and inventoried.

###### **General Technical Support**

Technical support will install and maintain software on campus standalone or network computers and laptops used in the general labs and offices. Knowledge of and instruction in software is the responsibility of the department or instructor. Installation and maintenance of unique software specific to a program is the responsibility of the program instructor.

### **General Purchasing Guidelines**

Purchase of software to be installed on campus owned computers will need mutual agreement between technical support staff and the department, division, or program acquiring the software. This is to insure Y2K compliance and adequate campus network and computer configuration resources. These purchases will provide adequate documentation—documentation materials needed are listed under the Department or Program Specific Software Guidelines. Technical support staff are available to assist with decisions regarding Y2K compliance and compatibility with existing network and software.

### **Existing Software**

Existing software on all campus computers is being checked for compliance and will be inventoried. Any software not legally licensed must be removed from campus owned computers.

### **Campus Standard Software**

Most general lab computers and office computers will have the following standard software installed and maintained by campus technical support. Compliance and licensing is the responsibility of campus technical support staff; each program, division, or department will be billed as appropriate. Instruction on the use of the following software is the responsibility of the department or instructor utilizing the software package.

- Windows 95 Operating System
- Microsoft Office 97 Professional
- Anti-Virus Software, currently McAfee
- GroupWise
- Netscape Internet Browser

### **Department or Program Specific Software**

Software installed and maintained in the general computer labs and in offices is the responsibility of campus technical support. Software not installed by campus technical support will not be maintained by campus technical support.

Requests for software in the labs must be submitted to the Tech Desk prior to July 1 in order to be installed and maintained by campus technical support for any fall semester: Program requests prior to December 1 for any spring semester: Program requests prior to April 1 for any summer session.

The Dean of Technology or designee is to be notified prior to the purchase of all software funded with college resources. At the time of acquisition, the following documentation must be submitted to the Tech Desk:

- Number of licenses
- Copy of license agreement
- Access to software documentation and installation instructions

- Documentation of Y2K compliance
- All software installed on campus computers other than the computers in the general computer labs and offices must also have the software license agreement, documentation of number of licenses, and documentation of Y2K compliance on file at the Tech Desk.

#### **Unsupported Software**

- Software that is not required for coursework or institutional business will not be installed or maintained by campus technical support
- Games not included with the current operating system
- Illegal software (must not be installed and will be deleted if identified)
- Software not licensed and inventoried with the Tech Desk
- Software not installed by campus technical support
- A fee may be charged to anyone responsible for the resolution of software or hardware problems resulting from the installation or use of unsupported software.

Approved by: ATCC Leadership Council

Effective Date: 3/16/06

Last Date Revised: 3/16/06

#### **5.13.2 E-Mail Retention Procedure**

##### **Procedure Overview**

The e-mail retention procedures of ATCC will provide that all college e-mail accounts will be purged 90 days from the origination of the e-mail. All e-mails not archived by individual users or account owners will automatically be deleted after 90 days from being received or sent.

##### **Authority**

MnSCU Board policy 5.13, <http://www.mnscu.edu/board/policy/513.html>, requires that ATCC maintain secure and reliable network and communications systems. In accordance with this policy, actions to effectively manage the network resources and server storage capacity are required. Limiting e-mail storage to 90 days is one management strategy to achieve high levels of reliability. The procedures are also consistent with ATCC Network policy listed in the ATCC Computer Handbook. The procedures have been reviewed and authorized by the ATCC Technology Team.

##### **Procedure Scope and Actions**

All staff, faculty, and departmental e-mail accounts of the college will have information managed according to the following procedures:

1. Sent messages will be deleted from the system 10 days after the item is sent.
2. E-mail trash will be deleted after 15 days from being created.
3. Received e-mail will be deleted 90 days after being received by the user.
4. E-mail will be backed up for 90 days to restore damaged user accounts.
5. E-mails can be archived on the individual's home directory or on their local hard drive. Archived e-mail is the responsibility of the individual owner and will not be identified by the college as institutional data.

6. Calendars will remain on the ATCC calendar system for the life of the current e-mail version or a compatible upgrade. If lost, calendars will not be restored if more than 90 days old.

Student e-mail accounts are managed following the same procedures with the exception that e-mail received is deleted after 15 days.

**Effective Date**

The e-mail procedures outlined here will be implemented effective March 11, 2002.

Approved by: ATCC Leadership Council

Effective Date: 3/16/06

Last Date Revised: 3/16/06

5.13.3 Request for Access to ISRS

Policy

It is the policy of Alexandria Technical and Community College (ATCC) to review all security level requests for access to ISRS on an individual basis to determine if the security level request is valid.

**Procedure**

Check with the department supervisor for the requestor's area (Financial Aid, for example) to obtain approval of their security level request.

Compare the requestor's job duties with the request for access.

- For security level requests from Distance Minnesota, consult with the Dean and the requestor's supervisor at that Distance Minnesota college in regard to their job duties.

Use ISRS (Help screens), MnSCU resources (ITS documentation) and BRIO Security Reports to determine if the security level request is valid.

Based on the requestor's job duties and the security research:

- Security level request may be approved;
- Security level request may be modified in the case where a lower-level access would allow the person to perform the job duty; or
- Security level request may be denied.

If the security level request is valid, it is forwarded to the person(s) authorized to sign the security level request forms and is forwarded to MnSCU for processing.

Approved by: ATCC Leadership Council

Effective Date: 2/08/10

Last Date Revised: 1/20/10

5.14 Procurement and Contracts

5.14.1 Purchasing Guidelines

A purchase for any type of goods or services that is estimated to be \$2,000 or more, but less than \$25,000 is required to have 2 bids from appropriate vendors.

If a purchase is estimated to be \$25,000 or more, sealed bids are required. These are obtained by advertising in a public newspaper or the state register. Contact the Business Office for instructions.

Purchases of goods in excess of \$100,000 require system office approval, which the Business Office will help coordinate.

A purchase for consulting or professional and technical services follows the same bid requirements but also needs to have a written contract in place before any work is performed. A contract is required when we request for any type of service that is performed, even when the vendor supplies the materials. Contracts for professional and technical services can be created for up to \$50,000 without system office approval. After the contract is created, a requisition must be filled out to process a purchase order so the funds are encumbered. Both of these procedures need to be completed before any work can begin by the consultant. When work is completed, the consultant needs to submit an invoice in order to be paid for their work.

If an item can only be purchased from one vendor, it must be noted in writing that it is a sole source vendor and the vendor must be in agreement with that. Documentation supporting this from the vendor must be attached to the requisition when submitted.

Funds must be encumbered prior to making a purchase, which means a purchase order number must be given to the vendor at the time the order is placed. An expenditure or obligation incurred prior to encumbering funds is illegal. Any employee authorizing such a purchase is liable to the state for the amount of the purchase. Prepayments are prohibited except for maintenance contracts, exhibit space, and subscription fees for magazines and newspapers.

Employees purchasing supply items with their personal funds is discouraged, and such purchases in excess of \$25 will be questioned. If an employee does purchase an item with their own funds, they will be reimbursed only for the cost of the item, not the sales tax. The college is exempt from paying sales tax. Any reimbursement to an employee needs to be done through the payroll system. Fill out a Business Expense form for reimbursement.

Delegation of authority has been given to leadership council members in regard to executing any contracts. Please contact your respective leadership council member for approval and signatures on these types of contracts.

#### Unauthorized Purchases

If an individual takes it upon him/herself to commit Alexandria Technical and Community College to any type of purchase obligation, without prior encumbering the funds by preparing a purchase order, he/she may be held personally responsible for that obligation.

If funds are not encumbered prior to making a purchase, a 16A.15 Form must be completed. This form must be completed stating the reason why the obligation was incurred before the funds were encumbered and what corrective action will be taken to prevent this problem in the future. A 16A.15 form is available through the Business Office.

Approved by: ATCC Leadership Council

Effective Date: 6/8/10

Last Date Revised: 6/8/10

#### 5.14.2 College Purchasing Card Policy and Procedure

##### **Policy**

It is the policy of Alexandria Technical and Community College to follow Minnesota State Colleges and Universities Procedure 7.3.3 Credit Cards, <http://www.mnscu.edu/board/procedure/703p3.html>, which provides authority to establish a credit card program for business use only.

## **Procedure**

### Obtaining a Purchasing Card

A completed Employee Purchasing Card Agreement form is required for each cardholder. No employee will be able to apply for a credit card unless his/her supervisor gives approval. All cardholders must sign and accept the terms and conditions of the Employee Purchasing Card Agreement. All cardholders will be required to attend a training session and will receive the Purchasing Card Manual.

Individual purchasing cards will be customized to each cardholder's need and will include:

- A dollar limitation of purchasing authority per transaction and for the total of all charges made during each monthly billing cycle,
- A dollar limitation of purchasing authority assigned to the cardholder per transaction made with the individual purchasing card and
- Merchant agreement blocking.

The cardholder will be responsible for signing the credit card when it is received, the security of card and all transactions made against it.

### **Responsibility, Accountability and Authorized Card Use**

Purchasing cards may be used to purchase eligible merchandise or services required in association with the duties or responsibilities of the cardholder. Each individual cardholder has the following responsibilities:

- Safeguard the purchasing card and card account number at all times; lost or stolen purchasing cards must be reported immediately to the Purchasing Card Coordinator and by calling the Customer Service number listed on the card.
- Do not allow anyone else to use the purchasing card or card account number.
- Obtain and retain original itemized receipts for goods and services purchased. All forms of canceled checks and copies of purchasing card bills do not substitute for original receipts. All credits, including returns, must be documented with itemized receipts referencing the original purchase and purchase date.
- Receipts or packing slips and the customer's copy of the charges must be attached to the monthly statement and the monthly statement must be signed by the card holder. A time period of five (5) days is considered a timely review and submission.
- Late fees which occur because the cardholder did not submit a monthly statement and required documentation in a timely manner are the responsibility of the cardholder.
- In a timely manner, submit the monthly statement and documentation to their supervisor.

### **Supervisor Responsibility**

Supervisors of cardholders are responsible for reviewing expenses and ensuring compliance with policy and procedure. Their duties include:

- Approving employees for participation in the purchasing card program.
- Reviewing purchases to ensure card has not been used for unauthorized or inappropriate purchases.
- Responding to any misuse of the card by the cardholder.
- Ensuring closure of purchasing card at the time of employee's separation or removal of purchasing card authority.

### **Unauthorized and/or Inappropriate Use**

Purchasing cards are not to be used to purchase items for personal use or for non-college purposes, even if the cardholder intends to reimburse the college. A cardholder who makes an unauthorized purchase with the card or uses the card in an inappropriate manner may be subject to disciplinary action, up to and including termination, as well as revocation of the purchasing card, criminal prosecution and the restitution of the unauthorized use.

### **Prohibited Use**

Purchasing cards cannot be used for purchases in the following categories:

- Food and beverages for an individual employee;
- Alcoholic beverages;
- Cash or cash advances;
- Items for personal use;
- Employee relocation expenses;
- Expenses required to be reimbursed under MnSCU Procedure 5.19.3, Travel Management (including gasoline for personal vehicles);
- Sensitive items as defined in MnSCU Procedure 7.3.6, Capital Assets (including weapons of any kind); or
- Items for non-college purposes.

### **Use Allowed Only when Specifically Authorized**

Specifically authorized cards may allow for purchases listed in this part that comply with applicable procedures, and any applicable grant agreement. In all cases, prior approval for the expenditure must be received using the Request for Special Expenses Form.

- Travel-related expenses (by cardholder). An authorized card may be used in all allowable expenses of the cardholder, except food and beverages. Examples of allowable expenses include: airfare, room and related taxes, vehicle rental, gasoline for a rented vehicle and parking while in travel status.
- Travel-related expenses (for persons other than the cardholder). Authorized cards may allow for cardholder to make arrangements for transportation or lodging for another individual or groups of individuals.
- Food and nonalcoholic beverages for student activities that will be paid for with Student Activity funds in compliance with procedures.

- Food and nonalcoholic beverages that will be paid for with grant funds, if allowed by a grant agreement.
- Conference and seminar registration.
- Use of purchasing cards for entertainment and recreation is prohibited, except that authorized cards may allow for entertainment and recreations purchases for:
  - Student activities that will be paid for with Student Activity funds;
  - Activities that will be paid for with grand funds as authorized by the grant agreement, or
  - Academic activities that will be paid for with course fees.

Approved by: ATCC Leadership Council  
Effective Date: 12/20/10  
Last Date Revised: 12/20/10

#### 5.14.3 Surplus Property and Equipment Disposal Policy

Alexandria Technical and Community College shall comply fully with all of the conditions of MnSCU Procedure 7.3.13 Surplus Personal Property/Building Disposal, <http://www.mnscu.edu/board/procedure/703p13.html>.

#### **Equipment and Personal Property**

Below are the steps that the college uses when disposing of equipment and any surplus property:

1. Notify all ATCC employees internally via e-mail of the items no longer needed to see if it can be used in other offices, departments or divisions of the college.
2. Contact the ATCC Business Office to have the items posted the purchasing user list through MnSCU to see if any other campuses would want to acquire the items.
3. Offer the items to any state agency or political subdivision for purchase. This includes independent school districts and 501(c)3 non-profit organizations.
4. Offer for sale to the general public by sealed bids, public auction, negotiated sale, pre-priced garage sale, or non-sale by consignment/donation or use of the State's Surplus Services Program.

Any items remaining after using one or more of the above options will be disposed of or recycled by an approved vendor.

No cash is to be accepted for any item sold. All transactions must be by check, money order, credit card, or purchase order. All checks, money orders, credit cards, and purchase orders are to be made payable to (or directed to) the Alexandria Technical and Community College.

When a piece of inventoried equipment is sold, traded or scrapped, the inventory tag should be removed and given to the Business Office for removal from the inventory list.

A Property Disposition Form must be completed and signed by both parties for each piece of equipment and any surplus property disposed of by Alexandria Technical and Community College.

#### **Buildings**

If Alexandria Technical and Community College determines that a state-owned Building is no longer used or which is a fire or safety hazard, it shall sell, demolish, or otherwise dispose of the building.

Before disposing of any building, a review should be done to determine the presence of any hazardous materials.

If a building has a real net value of \$5,000.00 or more (after giving consideration to costs of removal, demolition, salvage and restoration of land), the building will be sold through sealed bids or at a public auction to the highest responsible bidder. A sale may not be made until publication of notice of the sale in a newspaper of general circulation in the area where the property is located and any other advertising deemed appropriate. If the sale is made a public auction, a duly licensed auctioneer must be retained to conduct the sale. The auctioneer's fees and other administrative costs of the auction must be paid from the proceeds from which an amount sufficient to pay them is appropriated.

If, after appraisal by a licensed appraiser, the building is deemed to have no net value, Alexandria Technical and Community College shall follow the procedures outlined under "Equipment and Personal Property" of this policy for disposal of the building.

#### **State Employees or Officers**

Alexandria Technical and Community College shall comply fully with all of the conditions of Minnesota Statutes (M.S.) 15.054. In accordance with M.S. 15.054, no state employee or officer shall sell or give away to any other state employee or officer any personal property or materials owned by the state except such items may be sold to a state employee after reasonable public notice at a public auction or by sealed bid if the state employee is the highest bidder is not directly involved in the auction or sealed bid process. A state employee may purchase no more than one motor vehicle from the state in any 12-month period.

A person violating M.S. 15.054 is guilty of a misdemeanor. This does not apply to the sale of personal property or materials acquired or produced by the state for sale to the general public in the ordinary course of business. State employees are not prohibited from selling or possessing for sale public property if the sale or possession for sale is in the normal course of the employee's duties.

Approved by: ATCC Leadership Council

Effective Date: 10/04/07

Last Date Revised: 10/04/07

**PROPERTY DISPOSITION FORM**

Alexandria Technical and Community College shall comply fully with all of the conditions of MnSCU Procedure 7.3.13 Surplus Personal Property/Building Disposal and ATCC Policy 5.14.3 Surplus Property/Equipment.

List items to be disposed of:

Description	Quantity	Scrap	Sold: List Amount

*When any inventoried equipment items are disposed of, the inventory tag must be removed and attached to this form, then given to the Business Office for removal from the inventory system. If checks or money orders are received by any employee for items sold, they must be brought immediately to the Business Office for deposit. An invoice will be sent by the Business Office to the purchaser of any state property. If items are traded or donated this form must be completed for removal from the inventory system.*

Signature of person disposing of property: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of person receiving the property: \_\_\_\_\_

Signature of person receiving the property: \_\_\_\_\_ Date: \_\_\_\_\_

Items sold to: \_\_\_\_\_

Invoice to-Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**THIS COMPLETED FORM MUST BE RETURNED TO THE BUSINESS OFFICE.**



5.14.4 Vendor Policy

All vendors (which include the sale of merchandise, recruiting, giveaways, sign-up offers, etc.) must obtain prior written approval from the Switchboard Operator/Receptionist or the President and complete the Vendor Agreement form before beginning any form of on-campus contact with students and/or employees.

Vendors must comply with the scheduled time and date and remain only in assigned area(s). Vendors should not block hallways, entrances, etc., so as to restrict the normal flow of traffic.

Vendors should not interfere with the daily activities of students and/or employees. The students and/or employees will decide whether to make contact with any vendor.

Any reported violation of this policy, whether perceived or real, may result in the vendor being asked to leave. The college also reserves the right to prohibit the vendor from returning to the college in the future.

Approved by: ATCC Leadership Council

Effective Date: 2/12/07

Last Date Revised: 1/22/07



# Vendor Agreement

Vendor: \_\_\_\_\_

Vendor's Representative: \_\_\_\_\_

Reason for Request

---

---

Requested Date(s): \_\_\_\_\_

Requested Time: \_\_\_\_\_

Table \_\_\_\_\_ Chair(s) \_\_\_\_\_ Other \_\_\_\_\_

*Office Use Only:*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

FWR \_\_\_\_\_

Revised 9/04

5.14.5 Customer Work Procedures

1. Customer brings in vehicle/equipment/project to be worked on in shop area.
2. Shop instructor will perform a brief inspection of the item to determine if:
  - the project fits the training needs
  - the estimated cost of the work/repairs
  - the estimated time frame for completion
3. After the above items are assessed, the instructor will give a written estimate to the customer for approval. Customer is informed there is NO WARRANTY expressed or implied.
4. Upon approval by customer, work order will be prepared with written estimate attached.
5. If the estimate exceeds \$200, a 25% deposit from the customer will be required before any work begins. The shop instructor will forward a copy of the estimate exceeding \$200 to the Business Office where the deposit must be paid.
6. The instructor will assign the project to a student or group of students, as appropriate.
7. Work will begin and will be monitored/supervised by the instructor. Any variance from estimate over \$200 will be communicated to the customer.
8. Customer will be contacted when work is complete.
9. A copy of the completed work order will be sent to the ATCC Business Office. An invoice will be created from the completed work order. The customer will be informed to go to the Business Office to pay the invoice.
10. Customer will be issued a written receipt, or copy of the paid invoice. This written receipt must be shown to the shop instructor before the vehicle/equipment/project is released.

**Notes:**

- Any work done for faculty/students must have work order completed by another shop instructor.
- All money will be processed through the ATCC Business Office. Under NO CIRCUMSTANCES should instructors or students collect money from customers for work orders.
- Work estimates/work orders will be costed out at actual cost plus a 10% markup on parts. Shop fees will be determined by individual area as appropriate. These fees will be posted in the shop areas. These guidelines are per MnSCU policy.
- ATCC will not accept insurance payments for services rendered.
- All of these procedures apply to the general public, ATCC students, and ATCC employees.

Approved by: ATCC Leadership Council

Effective Date: 3/11/03

Last Date Revised: 3/16/06

5.15 College-owned Cell Phone Policy

**Policy Statement**

Computer and Technology Resources, including cell phones, are provided for the direct and indirect support of Minnesota State Colleges and Universities and Alexandria Technical and Community College's educational research, service, student and campus life activities, administrative and business purposes. Users of college-owned cell phones are responsible for adherence to the Minnesota State Colleges and Universities Policy 5.22 (<http://www.mnscu.edu/board/policy/522.html>) and Procedure 5.22.2 (<http://www.mnscu.edu/board/procedure/522p2.html>), which is in compliance with Minnesota Statute 43A.38 (<https://www.revisor.leg.state.mn.us/statutes/?id=43A.38>).

Users of college-owned cell phones are to use cell phones to provide support for college operations and activities in the manner and to the extent authorized. Procedure 5.15.1 outlines the levels of authorization for users of college owned cell phones.

#### 5.15.1 Procedure

Alexandria Technical and Community College (ATCC) will provide cell phones as tools that will support college operational efficiency, security and the protection of state assets or other purposes as authorized appropriate by the college President or designee. The phone use is to be authorized and communicated to users through the use of the college-owned cell phone agreement.

#### **Purchase of Cell Phones**

Alexandria Technical and Community College will identify one vendor for college-owned cell phone use as determined by the Dean of Technology. Plans for individual college-owned phones will reflect the nature of the purpose for use and best value for the college. Plans will include monthly (minutes available) plans, flat rate per minute, or other comprehensive purchase plan as determined by the college and the vendor.

#### **Personal Use of College-owned Cell Phones**

For those individuals on a monthly payment plan at the college, personal use of the college-owned cell phone is to be limited to the guidelines as addressed in MnSCU procedure 5.22.2, Part 5, Subpart A, as approved by Minnesota Statute 43A.38. Use of college-owned cell phones for e-mail communication, web access, texting and other communication falls under the policy guidelines of information technology, MnSCU procedure 5.22.1. Authorized individuals will be granted access to use of college-owned cell phones as defined in the MnSCU procedure.

There is to be no unauthorized personal use of college-owned cell phones. Authorized personal use of college-owned cell phones must comply with MnSCU procedure 5.22.2, Part 6. Cellular Devices.

#### **Additional Considerations for College-owned Cell Phones**

- The employee is responsible for the security of the college-owned cell phone. If this cell phone is lost or stolen, the employee must immediately contact the Dean of Technology or the Director of Financial Operations to have the phone inactivated.
- Employees must review and initial the college-owned cellular device invoice monthly and identify any use not permitted under this procedure before submitting the invoice to their supervisor and then forwarding it to the Director of Financial Any discrepancies must be reported to the service provider.
- ATCC employees are discouraged from using a cell phone while operating a motor vehicle in the conduct of college business, except to call 911 in emergency situations.

- The college will review all current college-owned cell phone plans on an annual basis to determine if the need still exists for employee usage and if the calling plan meets the employee needs. If the employee needs to change their plan or needs a new phone, they must contact their supervisor and/or the Dean of Technology.
- Improper use of college-owned cell phones will result in disciplinary action in accordance with applicable laws, rules, procedures, and labor contracts.

#### **Cell Phone Reimbursement by the College**

When appropriate and approved by the college president or designee, employees will be reimbursed for business calls and approved connectivity to college IT-based systems on their personal cell phone based on specific circumstances and according to MnSCU procedure 5.22.2, Part 6, Subpart c. Payment options for cellular devices and plans. These circumstances will be documented and filed for each situation. An expense reimbursement form with the amount of the charges to be reimbursed and verification of the charges must be completed by the employee.

Approved by: ATCC Leadership Council

Effective Date: 8/16/10

Last Date Revised: 5/28/10

**ATCC College Owned Cell Phone Agreement / College Property Form**

Alexandria Technical and Community College will provide a college owned cell phone for business purposes to: \_\_\_\_\_

Name

Position/Title

Cost Center

**The above employee is authorized to use a college owned cell phone in accordance with Alexandria Technical and Community College procedure 5.15 and MNSCU policy 5.22 in the following manner:**

- The employee is in possession of the cell phone and participating in a packaged monthly provider contract. The employee is authorized to remove the cell phone from campus after normal work hours and is required to reimburse the college for ANY personal use resulting in a measurable additional cost to the college, including but not limited to overage charges.
- The employee is in possession of a college owned cell phone and on a minute by minute state approved plan. The employee is authorized to remove the cell phone from campus after normal work hours and is required to reimburse the college for ANY and ALL personal use as indicated on the monthly statement.
- The handset has been temporarily assigned to the above individual until \_\_\_\_\_ and is not to be used for any personal reasons.

**General guidelines for employees using a college owned cell phone are as follows:**

- o Initial costs for the phone purchase and the monthly charges will be charged to the appropriate college budget.
- o Employees must review and verify their cell phone usage with the monthly statement they receive. Any discrepancies must be reported to the service provider.
- o The employee acknowledges their responsibility for theft, damage, or loss when in possession of the cell phone while on or off duty. The employee also acknowledges that they may be responsible for phone repair or replacement charges.
- o Any costs for personal use must be paid for by the employee immediately upon receiving the monthly statement. (cost is to include applicable tax and is payable to the business office)
- o If a college owned phone is stolen or lost, the employee must contact Joan Stich to have the phone deactivated.
- o Employees are discouraged from using a cell phone while operating a motor vehicle in the conduct of college business, except to call 911 in emergency situations.
- o Improper use of cell phones will result in disciplinary action in accordance with applicable laws, rules, policies, and labor contracts.

**I acknowledge and agree to abide by the above cell phone guidelines.**

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Technology: \_\_\_\_\_ Date: \_\_\_\_\_

Phone make: \_\_\_\_\_ Model: \_\_\_\_\_ Plan type/min: \_\_\_\_\_

5.16 Telephone Policy and Procedures

The following describes the policies and procedures for the proper use of the equipment and its related activities.

**Training**

All employees are required to be familiar with the features and functions of the phone system. All staff will review the features as explained in the Cisco IP Phone Guide. Questions concerning the phone system and its features should be referred to the telephone system administrator or a technical support person.

**Voice Mail**

All staff are expected to utilize the voice mail feature of the phone system. This is required to ensure all call messages are received. This will also help alleviate the need for handling messages through the main switchboard. All staff will ensure that the:

- voicemail message is current and appropriate to the image of the college.
- voicemail message is programmed appropriately during extended periods of absence such as during the summer months.
- all messages received via voice mail are responded to in a timely manner.

**Long Distance Phone and FAX Calls**

Long distance/FAX calls are authorized for college business only. **PERSONAL CALLS ARE NOT TO BE CHARGED TO THE COLLEGE.** If in an emergency a personal long distance call needs to be made, the employee is expected to reimburse the college for the cost of the call, plus any related taxes. Specific policies relating to long distance/FAX calls are:

- Only college staff are authorized to make long distance/FAX calls that will be charged to the college.
- Students ARE NOT AUTHORIZED to make long distance/FAX calls.
- Long distance/FAX calls for students seeking job placement will be handled through the Placement Office. The charge for these services will be posted in the Placement Office.
- Collect calls to the college ARE NOT AUTHORIZED unless the staff person accepting the call has full knowledge of the intent of the call and that it is college related.
- Charges for FAX documents to be sent by non-college staff will be posted in the President's Office.

All employees receive a monthly phone report that lists the long distance calls made from their extension. This report should be reviewed by the employee to ensure there are not unauthorized calls made from their phone.

Approved by: ATCC Leadership Council

Effective Date: 10/21/07

Last Date Revised: 10/21/07

5.17 College-Sponsored Function Code of Ethics

The following list of rules and regulations are included in the college's code of ethics. All listed rules and regulations are to be adhered to by all students, faculty, and staff during any college-sponsored activity either on or off campus.

1. Students and advisors should be prompt and prepared.
2. Students and advisors should be financially prepared for all possibilities. All incidental costs (phone, movie charges, etc.) must be paid by them prior to leaving the hotel/resort.
3. Students shall keep their advisors informed of their activities and whereabouts at all times.
4. If a student fails to return to the departure location, a faculty member must remain at the site of the function until the student can be located and safely returned to Alexandria Technical and Community College.
5. Any damage to any property or furnishings in the hotel/resort rooms or buildings must be paid for by the individuals who are registered to that room.
6. Students and advisors shall attend all activities when participating in a college-sponsored function.
7. All students and advisors should dress appropriately for the occasion.
8. Illegal narcotics in any form shall not be possessed, present, consumed, or otherwise used by students or advisors at any time, under any conditions.
9. Alcohol shall not be present or consumed during any official college-sponsored function. The entire trip, from the time of departure from the Alexandria Technical and Community College until the group returns to the college, is considered the official college-sponsored function.
10. All students and advisors agree to comply with the Alexandria Technical and Community College Harassment/Violence Policy.
11. Advisors will be responsible for monitoring their students' conduct.

### **Off-Campus Conduct**

Alexandria Technical and Community College may hold students accountable for a violation of behavioral proscriptions contained in their Student Code of Conduct committed off campus when the violation is committed while participating in a college sanctioned or sponsored activity; or

- the victim of a violation is a member of the college community; or
- the violation constitutes a felony under state or federal law; or
- the violation adversely affects the educational, research, or service functions of the college.

### **Violation Recourse**

If the Alexandria Technical and Community College student or advisor violates the above Code of Ethics, he/she is aware that any single action, or combination of the following actions, will occur, but may not be limited to:

- A discussion with his/her advisor, the Vice President of Student and Academic Affairs, and/or the Alexandria Technical and Community College president.
- Being sent or taken back to Alexandria at the academic program's expense.
- Being sent or taken back to Alexandria at the violator's expense.
- Probation in the academic program.
- Termination from the academic program.

- Turned over to the local police authorities or hotel security personnel.

Approved by: ATCC Leadership Council

Effective Date: 2/12/07

Last Date Revised: 8/01/06

5.18 Alcohol and Drug-Free Campus

Alexandria Technical and Community College shall comply fully with all of the conditions of the Minnesota Department of Employee Relations Alcohol and Other Drug Use by State Employees policy, which can be reviewed at <http://www.mmb.state.mn.us/doc/hr/policy-alcohol.pdf>.

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Alexandria Technical and Community College has established this policy on Drug and Alcohol Use and has implemented processes to meet the college responsibilities as outline in the law.

This responsibility includes:

- Providing information regarding the effects of alcohol and illicit drugs and the health risks associated with use,
- Raising issues regarding personal decision making,
- Counseling and/or referral for assistance if appropriate, and
- Establishing written standards and sanctions regarding illegal use and/or use which results in behavior which violates Alexandria Technical and Community College's alcohol and drug-free campus policy and/or civil or state laws.

The standards of conduct at Alexandria Technical and Community College prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus premises, or in conjunction with, any college-sponsored activity or event whether on or off campus. In accordance with federal regulations, this policy is printed in the Student Planner, which is made available to every student. The policy is also available to students and employees at [www.alextech.edu/policy/alcoholdrugfree](http://www.alextech.edu/policy/alcoholdrugfree) and is available in a printed format on request. The policy is included with the annual Campus Crime and Security Report, which is distributed to every student and employee.

The college conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently. The number and type of sanctions imposed as a result of drug and alcohol-related violations and fatalities that have occurred on the campus, or as part of campus-related activities, are included in the annual Campus Crime and Security Report. The college provides education for students and staff regarding the health risks associated with alcohol and drug abuse.

**Standards of Conduct**

- No student or employee shall use, manufacture, sell, give away, barter, deliver, exchange, or distribute or possess with the intent to use, manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia as defined in Minnesota Statutes, Chapter 152
  - while on campus, or
  - while involved in a college activity, service, project, program, or work situation.
- No student or employee shall illegally introduce upon or have possession of any alcoholic beverage as defined in Minnesota Statute 340A.101

- while on campus, or
- while involved in a college activity, service, project, program, or work situation.
- No student or employee shall introduce upon or have possession of any alcoholic beverage as defined in Minnesota Statute 340A.101
  - while involved in a college activity, service, project, program, or work situation that has defined alcohol use restrictions established through organizational by-laws or policies.
- No employee shall report to work, and no student shall report to campus, while under the influence of alcohol or a controlled substance or as the student's specific program defines as under the influence of alcohol or a controlled substance.
- Students who operate commercial vehicles will be required by law to provide documentation of drug and alcohol testing at the time of enrollment. Also, students may be randomly tested during enrollment in their training program.

### **Disciplinary Sanctions**

#### Students

Administrative and legal sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the preceding standards of conduct.

Any students showing reasonable suspicion that they are under the influence of alcohol or a controlled substance while on campus are subject to be dismissed from a classroom setting by the supervising college representative. This student shall be referred to an Administrator. Criminal violations will be referred to local law enforcement.

The student must make arrangements to be transported to his/her local residence. They may not drive themselves home, but must be transported either by a friend or a local cab service.

ATCC reserves the right to determine whether reasonable suspicion exists and the level of discipline to be applied to the student.

#### Staff

Administrative and legal sanctions consistent with existing contracts, up to and including termination of employment and referral for prosecution, will be imposed on employees who violate the preceding standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

### **Counseling and Assistance Resources**

Appropriate referrals to counseling and health agencies will be made for individuals as needed. Rehabilitation may become a condition of continuing association with our college. The college will impose sanctions when this policy is violated. Disciplinary action may include written reprimand, suspension, or dismissal and referral for prosecution under local, state, or federal law.

#### Alexandria Technical and Community College

Counseling and Assessment Center	320-762-4487
Employee Assistance Program	1-800-657-3719
Minnesota Relay Service	1-800-627-3529
Confidential Alcohol Screening	1-888-285-3725

## Community

Lakeview Chemical Dependency Services	320-762-8135 or 1-800-450-4500
Douglas County Social Services	320-762-2302
Drug and Alcohol Emergencies (Douglas County Hospital ER)	320-762-6000
Someplace Safe (24 hour Crisis Line)	1-800-974-3359

## Self-Help Groups

AL-ANON	320-762-8546
Alcoholics Anonymous	320-762-8546
Narcotics Anonymous	320-762-3981

## **Distribution of Written Policy**

ATCC's drug and alcohol policy is found in the Student Planner and is published with our policies on the ATCC website. One or more of these publications is sent via college e-mail, ATCC's official method of communication, to every student and employee annually. All new employees and students are provided with a copy of this policy during their orientation session.

## **Required Education Information**

### Health Risks Associated with Illicit Drug Use and Alcohol Abuse

Alcohol and drug use is prohibited not simply because it is against the law, but because of the demonstrated health risks associated with use. While the following list is not exhaustive, it serves to demonstrate the range of potential hazards associated with illicit drug and alcohol use.

#### Alcohol

Loss of concentration and judgment, slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

#### Amphetamines

Can cause rushed, careless behavior - pushing beyond your physical capacity, leading to exhaustion; intolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition and death.

#### Cannabis

Causes permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.

#### Cocaine

Causes damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as "crack") are highly addictive.

#### Hallucinogens (PCP, LSD, Ecstasy)

Causes extreme distortions of what's seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma and death. Frequent use can cause permanent loss of mental function.

#### Narcotics (Heroin, morphine, opium, codeine)

Tolerance increases rapidly; causes physical and psychological dependence; overdose can

cause coma, convulsions, respiratory arrest and death; leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and Hepatitis; highly addictive.

#### Sedatives

Tolerance increases rapidly; produces physical and psychological dependence; causes reduced reaction time, and confusion; overdoses can cause coma, respiratory arrest, convulsions and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

#### **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.

The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .08 or more) may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

Approved by: ATCC Leadership Council

Effective Date: 3/20/12

Last Date Revised: 3/19/12

#### 5.19 Tobacco Use Policy

Alexandria Technical and Community College has adopted a tobacco-free policy that prohibits the use of all tobacco products within the college buildings. In compliance with the Minnesota Statute for public buildings, "All smoking is prohibited in the facilities and college vehicles." All classrooms, labs, hallways, restrooms, college vehicles, etc., are tobacco-free areas.

Smoking is only permitted outside of the following entrances: west 400 Wing, southeast 400 Wing, north 500 Wing, west 600 Wing by Carpentry, east 600 Wing by CAM, Reprographics/Receiving in north 300 Wing, east 700 Wing north, east 700 Wing south, the outdoor commons area between 700 north and 700 south, southwest entrance to the Bookstore, west entrance to Concrete Masonry, west entrance to Truck Driving, south entrance to the Small Engine Quonset, east courtyard to Interior Design and the east Law Enforcement Center entrance.

If you are a tobacco user, we ask you to abide by this policy for the benefit of all other students, faculty and staff. Enforcement of this policy is everyone's responsibility.

Approved by: ATCC Leadership Council  
Effective Date: 12/2/09  
Last Date Revised: 12/2/09

## 5.20 Parking Policy

Minnesota Statute 136F.67 requires that colleges and universities charge parking fees to generate revenue for parking lot construction, improvements and maintenance, and parking enforcement.

Every vehicle parked on campus of Alexandria Technical and Community College must have a parking permit hanging from the rearview mirror, facing forward and visible from the front of the vehicle.

Vehicles displaying government plates will be exempt from the parking permit requirement.

The purchase of a parking permit does not guarantee availability of a parking space.

All persons operating motor vehicles on College property shall do so at their own risk. No responsibility or liability shall be assumed by ATCC for loss of property, damage to vehicle while parked, damage which may be incurred through the process of impounding the vehicle, or any other damage or loss of any kind sustained while on ATCC property.

Permits lost or stolen can be replaced for a \$20.00 fee. Anyone caught with an illegal ATCC parking permit could:

- lose all parking privileges,
- be fined \$100.00, and/or
- be turned over to authorities for prosecution.

The speed limit in the school parking lots is 15 mph. If violated, parking privileges could be revoked. Cars are parked legally when the entire vehicle is located facing forward within the striped boundaries of the parking space. The fact that other vehicles are parked improperly shall not constitute an excuse for parking any part of the vehicle over any line. Students pulling trailers are asked to park them in the south lot at the far end.

Parking is prohibited in areas specifically designated as visitor parking, delivery areas, services areas, "No Parking Zones," employee parking areas, fire lanes or zones, driveways, lawns, sidewalks, fence compounds, and other posted areas. Students can use the 15-minute parking zones.

### **Parking Procedures**

#### General Regulations:

All administrators, faculty, staff, students and other persons associated with the college must properly display a parking permit on their vehicle while parked on property under the control of the college. Parking will be enforced whenever classes are in session. Failure to display a parking permit will result in a fine and/or removal of the vehicle at the expense of the owner.

#### Exception to these Regulations:

- Vehicles with tax exempt plates
- Vehicles displaying visitor permit
  - Guests
  - Vendors
  - Repair and construction personnel

- Volunteers
- Customized Training's not for credit classes

Permit Fees and Related Fines:

- Student permits for credit courses will cost \$2.25/credit up to a maximum of 15 credits (\$33.75) per semester.
- Fees will not be charged for online, clinical and internship credits when the student is not on campus in order to complete.
- The cost for administrators, faculty and staff shall be prorated depending upon the level of assignment
  - 75% or Greater: \$33.75/semester or \$67.50/year
  - 50-74.9%: \$22.50/semester or \$45.00 year
  - Less than 50%: \$12.50/semester or \$25.00/year
  - The fee will be charged to all employees unless the employee signs a parking use fee exemption request form at the business office.

Waiver:

The parking fee may be waived by completing the Parking Use Fee Exemption Request form from the Business Office. Students that have already obtained their permit will have to return their permit along with the waiver form.

Refunds:

Refunds for parking permits will be made if a student withdraws from the college according to the 5.12 Refunds, Waivers and Withdrawals

Refunds will be made by turning in the parking permit with the withdrawal form.

**Enforcement Fines**

Parking without a Displayed Permit

- First offense will result in a warning indicating that any future offenses will result in a fine and booting of the vehicle.
- Second offense will result in a \$25.00 fine and a \$25.00 boot removal fee.
- Third offense will result in towing of the vehicle.

Parking Improperly

- First offense will result in a warning indicating that any future offenses will result in a fine.
- Second offense will result in a \$25.00 fine.
- Third offense will result in a \$25.00 fine and a \$25.00 boot removal fee.
- Four offenses will result in towing of the vehicle.

**Obtaining a Permit**

Students who have enrolled at ATCC for the first time will be able to obtain their permit after registration at the Student Technology Help Desk at the same time that they receive their student ID cards.

Previously enrolled students can receive their permits after registration by showing their student ID card. Permits can be obtained at the Student Technology Help Desk or at the Student ID Card Center set up during the first day of the semester.

### **Daily Permits**

Daily permits can be purchased for \$1.00 a day if you already have a permit but happen to have forgotten it. Daily permits can be purchased in the Business Office or at the receptionist's desk and should be purchased as soon as you get to school. If you receive a parking ticket before you purchase your daily permit, you must pay the fine.

### **Motorcycles**

Students or employees who plan to drive and park their motorcycles on college property must first purchase a parking permit and then supply the parking lot monitor with the license number. Parking is provided in designated areas.

Approved by: ATCC Leadership Council

Effective Date: 7/18/08

Last Date Revised: 7/18/08

#### 5.21 Gifts and Donations

It is the policy of Alexandria Technical and Community College that all gifts and/or donations, including "in kind" gifts to programs and/or the college must be coordinated through the Alexandria Technical and Community College Foundation. This activity will be monitored and coordinated by the Development Coordinator.

Approved by: ATCC Leadership Council

Effective Date: 2/12/07

Last Date Revised: 8/01/06

#### 5.22 Acceptable Use of Computers and Information Technology Resources

##### 5.22.1 Computers and Information Technology Resources Acceptable Use

### **Policy Overview**

Alexandria Technical and Community College is pleased to offer students and staff access to network, computer, and state-of-the-art technologies. Access to campus technologies is to assist users in meeting their individual educational and professional goals and must be used in a considerate, respectful, ethical, and lawful manner. Access is a privilege – not a right! Ultimate responsibility for use that does or does not conform to this policy is with the individual user(s) who originates or perpetuates the use. Alexandria Technical and Community College reserves the right to review users' electronic data, Internet use, and communications to protect the integrity of campus technologies against inappropriate use that is not related to educational or professional activities and to protect authorized users from the effects of unauthorized or inappropriate use.

### **Scope**

This policy applies to all users of all Information Technology (IT) systems, including but not limited to students, faculty, and staff. Alexandria Technical and Community College IT systems include but may not be limited to the computers; terminals; printers; networks; modem banks; online and offline storage media; and related equipment, software, and data files. The policy applies to use both on campus and off site.

### **User Privacy, Confidentiality, and Security**

Alexandria Technical and Community College makes every effort to ensure reasonable privacy and confidentiality for all users. However, users are advised that data stored to or sent from campus computers and networks is not guaranteed to be private. These circumstances include, but are not limited to:

- Visual monitoring of the content of user's computer displays;
- Periodic administrative/system maintenance tasks;
- Random or targeted monitoring of the system to ensure compliance with Alexandria Technical and Community College, state, and federal policies and laws;
- Monitoring use of network and related computer systems to provide services and to protect the rights or property of Alexandria Technical and Community College, its employees, or students;
- Assessing security measures.

All reports and issues should be directed to one of the following:

- Human Rights Officer; Location: Safety and Security
- Vice President of Student and Academic Affairs; Location: Academic Affairs Office
- Dean of Technology; Location: Academic Affairs Office

### **Conditions of Use**

Inappropriate use of the college computer technologies includes, but is not limited to, the following:

- Harassing, offending, or intimidating others or interfering with their reasonable and normal usage;
- Damaging or degrading the performance of Information Technology systems;
- Violating copyright laws and license agreements;
- Using another user's password or network account ;
- Trespassing in another user's account, work, or data;
- Intentionally misusing or disrupting computer facilities or resources;
- Using the network for commercial purposes or non-educational political lobbying;
- Distribution of illegal or copyrighted licenses or digital media.

Failure to observe ATCC Network, Computer, and Technology Use Policies can result in disciplinary action according to the Student Handbook. In addition, the college may require restitution for costs incurred as a result of violation of the guidelines. Violation of this or other college computer policies may result in one or more of the following:

- Disciplinary and legal actions
- Suspension of computer privileges
- Expulsion from the college

### **Computer and Network Hardware, Software, and User Accounts**

All Alexandria Technical and Community College computer technologies are property of ATCC and are to be used for college-related activities only. Commercial, political, illegal, and noncollegiate-related activities are prohibited on campus computer facilities.

### **Computer Systems Approval**

All access to computer systems, including the issuing of network login IDs, must be approved by ATCC Technical Support Staff. Users are responsible for maintaining the security of their network account and are required to take every precaution to ensure account security by setting and protecting their account passwords. Campus network security should not be compromised by sharing passwords or allowing the use of personal user accounts by other users. Users must use reasonable precautions, including changing passwords periodically, and file protection measures, such as backing up data. All requests for increased user access require written approval by division department head or instructor to the ATCC Technical Support Staff.

### **Noncollegiate-related Activities**

The ATCC computer equipment and network access are not to be used for commercial or noncollegiate-related activities. Users are expected to limit their personal use of Internet and e-mail to times and places that will not interfere with others' access to technologies needed to complete institutional and academic business.

### **Tampering with Network and Computer Resources**

Users may not deliberately attempt to access unauthorized content or to degrade the performance of any campus computer system by any method including, but not limited to, knowingly distributing or launching computer viruses on any system. Users are obligated to immediately report knowledge of or suspicion of any and all computer security issues to ATCC Technical Support Staff or Student Help Desk.

### **Modification of Computer Hardware or Software Configuration**

Users may not load, download, copy, or otherwise introduce any application software including, but not limited to, games, chat, or messaging software on any ATCC computer facility. Exceptions include software owned by or licensed to the college and written prior approval from the Dean of Technology. Students may load classroom software under the direction and supervision of the instructor. No modifications will be made to college-owned hardware without the authorization of the ATCC Technical Support Staff or the Dean of Technology.

### **Physical Security**

To the extent that facilities allow, users are responsible for the physical security of all Information Technology systems.

### **Internet Usage**

Internet service is intended to be used as a learning and research tool for collegiate activities only. Users are expected to comply with this intent and also with generally accepted conventions and practices of the Internet community as a whole. Use of any information obtained via the Internet is at your own risk. Alexandria Technical and Community College denies any responsibility for the accuracy or quality of information obtained through Internet services.

### **Spirit of the Internet**

Users may not participate in any activity that violates the spirit of cooperation that is the basis of the Internet.

### **Degradation of Computer Performance**

Users may not deliberately attempt to degrade the performance of a computer system on the Internet, including the college network.

### **Illegal Material**

The displaying, copying, downloading, posting, or distributing of pornographic or otherwise illegal material on or via any campus computer network service or other device will not be tolerated.

### **Posting Web Pages**

Creation and/or posting of WEB pages by student users will not be permitted unless authorized by and full responsibility taken by program advisor or instructor.

### **Internet Use**

Users will be held personally responsible for the results of their Internet activity on any ATCC computer.

### **Electronic Communications**

Users are expected to use electronic communications (e-mail, etc.) for collegiate activities only. Inappropriate or harassing messages or content will not be tolerated. Users should avoid sending any content they would not want public.

### **Harassing Messages**

Harassing messages include, but are not limited to, any message or image that may harass an individual or group because of their sex, race, religious beliefs, national origin, disability, sexual orientation, or any other difference or trait.

### **Peer-to-peer File Sharing**

Downloading or distributing copyrighted material, including through peer-to-peer (P2P) file sharing, without the permission of the copyright owner is against the law. Illegal downloading or distribution of copyrighted materials can result in the offender being prosecuted in criminal court and/or sued for damages in civil court. Criminal penalties for first-time offenders can be as high as five years in prison and \$250,000 in fines. If sued in civil court, offenders may be responsible for monetary damages, attorneys' fees and civil penalties up to \$150,000 per work distributed. Use of Alexandria Technical and Community College's resources for unauthorized distribution of copyrighted materials is forbidden.

Peer-to-peer file sharing is prohibited on the campus network at Alexandria Technical and Community College. Disciplinary actions are defined in [2.5 Student Code of Conduct, Discipline and Discipline Appeals](#).

### **Noncollegiate Communications**

Noncollegiate items include, but are not limited to, chain letters, recipes, personal announcements, and messages that could result in personal gain or revenue for the sender.

### **SPAM**

Mass addressed messages (SPAM), multiple repeats of the same message, and forwards of chain letters are not allowed. Any attempt to disguise the origin of an electronic message is prohibited.

#### **ATCC e-mail Address**

ATCC will not provide student e-mail addresses to off-campus parties. It is the responsibility of users to provide their e-mail addresses to parties with whom they want to correspond.

#### **Copyright Laws and Software License Agreements**

Users must adhere to all applicable copyright and software license agreements when using ATCC computer technologies. Users who violate copyrights are subject to campus discipline and possible legal action. ATCC will accept no responsibility for a user's illegal practices and will support enforcement efforts by vendors or law enforcement agencies.

#### **Copyright Laws**

Materials covered by copyright include, but are not limited to, books, magazines, software, photos, and music in either recorded or digital form. Copyright information provided here is only in part. For complete information, please refer to Title 17, U.S. Copyright Code at <http://www.loc.gov>.

#### **Transfer of Materials**

ATCC computers and other equipment, including CD writers, photocopiers, scanners, etc., may not be used to duplicate, copy, download, store, or transfer material that is covered by copyright without written authorization from the copyright holder.

#### **Duplicating or Copying**

ATCC Technical Support Staff may examine any material prior to the material being duplicated or copied in any way using ATCC equipment and may refuse permission to use any ATCC equipment.

#### **Pirated Software**

"Pirated" software is any software that is copied or installed without proper license. This includes copies of disks, software acquired from the Internet (excepting Freeware and Shareware), and software installed beyond the number of licenses held. It also includes programming codes copied from a copyrighted program without authorization.

#### **Unlicensed Software**

Unlicensed "pirated" software may not be introduced on any ATCC computer, including laptops leased by users. ATCC Technical Support Staff will remove unlicensed software when found and will confiscate unauthorized copies of software titles used on campus.

#### **Title 17, U.S. Copyright Code**

The copyright law of the United States (Title 17 U.S. Code) is protection provided to the authors of "original works of authorship," including literary works; musical works (including any accompanying words); dramatic works (including any accompanying music); pantomimes and choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; sound recordings; and architectural works.

Copyright protection extends to both published and unpublished works and is automatically secured when the work is created. Copyright notice (copying mark or statement on the work) is no longer required under U.S. law; therefore, lack of copyright notice written on works does not mean that the work is not copyright protected. Copyright protection includes words in electronic format.

Copyright protection provides the owner of the copyright the exclusive right to do and to authorize others to do the following:

- To reproduce the work in copies or phonorecords;
- To prepare derivative works based upon the work;
- To distribute copies or phonorecords of the work to the public by sale or other transfer of ownership or by rental, lease, or lending;
- To perform the work publicly, in the case of literary, musical dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual work;
- To display the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- The person using campus equipment and materials in a manner that violates copyright is liable for an infringement.

If you have any questions regarding copyright, information is available at <http://www.loc.gov>.

Alexandria Technical and Community College makes no warranties of any kind, whether expressed or implied, for the computer facilities and resources it is providing. Alexandria Technical and Community College will not be responsible for any damages that users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or a user's error or omission. The college reserves the right to amend this policy at any time with or without notice. This campus policy is subject to be in compliance with MnSCU Procedure 3.27, <http://www.mnscu.edu/board/policy/327.html>.

Approved by: ATCC Leadership Council

Effective Date: 02/09/09

Last Date Revised: 1/02/09

## 5.23 Security and Privacy of Information Resources

### **Part 1. Policy**

In compliance with the Minnesota State Colleges and Universities Board Policy 5.23, Security and Privacy of Information Resources at <http://www.mnscu.edu/board/policy/523.html>, it is the policy of Alexandria Technical and Community College to protect the security and privacy of its information resources and to make information accessible as required by law. The College shall maintain the confidentiality, integrity and availability of information resources; ensure continuity of operations; prevent, control and minimize the impact of security incidents; and manage risks to those resources regardless of the storage medium, transmission or disposal methods. Procedures, consistent with applicable System policy, procedures and other applicable standards and state and federal law, are outlined in ATCC Policy 5.23.

All uses of Alexandria Technical and Community College or Minnesota State Colleges and Universities System information resources are responsible for the privacy, security and

appropriate use of those resources over which they have authority, access or control, and for compliance with applicable laws, regulations, policies procedures and other standards. Alexandria Technical and Community College shall provide appropriate security awareness resources for its users.

**Part 2. Applicability.**

This policy applies to all users of Alexandria Technical and Community College or Minnesota State Colleges and Universities System information resources; and to all System information resources in any form or storage media, wherever located.

**Part 3. Definitions.**

Subpart A. Access. Access means the authority to view information, and when appropriate, insert, update, delete, or download information. Access shall be authorized to individuals or groups of users depending on the application of law or System policy or procedure. Technical ability to access information is not necessarily equivalent to legal authority.

Subpart B. Information Resources. Information resources means all data collected, created, received, maintained or disseminated by Alexandria Technical College and any Minnesota State Colleges and Universities user, regardless of its form, storage media or conditions of use.

Subpart C. System. System, or Minnesota State Colleges and Universities System, means the Board of Trustees, the System office, the state colleges and universities, and any part or combination thereof.

Subpart D. User. User means any individual, including but not limited to, students, administrators, faculty, other employees, volunteers and other authorized individuals using System information resources, whether or not the user is affiliated with Minnesota State Colleges and Universities.

Subpart E. Integrity. Integrity means assuring that information is kept intact, and not lost, damaged or modified.

Subpart F. Availability. Availability means assuring that information is accessible to authorized users when needed.

Subpart G. Confidentiality. Confidentiality means assuring that information is accessible only as authorized.

**Part 4. Scope.**

Subpart A. Procedures. The College shall adopt and maintain security and privacy procedures under this policy.

Subpart B. Sanctions. Users who violate this policy or related System, college or university procedures shall be subject to disciplinary actions through appropriate channels. Violations may be referred to appropriate law enforcement authorities.

Approved by: ATCC Leadership Council

Effective Date: 12/21/11

Last Date Revised: 12/21/11

5.24 All Personnel Meetings

These meetings will be held monthly, and all employees are required to be in attendance unless special circumstances exist and are cleared by their supervising administrator. Meeting dates and times will be established at the beginning of the academic year and communicated to all employees. If meeting dates are changed, advanced notice will be given to all involved.

Approved by: ATCC Leadership Council  
Effective Date: 7/25/06  
Last Date Revised: 7/25/06

## **Chapter 6 - Facilities Management**

### 6.4 Facility Use

#### **Usage/Permit Procedure**

Prior to using the college facilities, every non-college group/organization and individual must complete a request and permit form.

The request and permit form is available by contacting the Customized Training Center.

The person signing the request and permit form is responsible for all fees assessed for the event.

Facilities/equipment usage should be scheduled at least ten days prior to the activity, but not to exceed one semester in advanced. Facility use is dependent upon room and staff availability.

#### **Cancellations**

The permit holder shall notify the college of any cancellations of previously scheduled facilities at least 24 hours prior to the scheduled use. In case of failure to do so, the college may charge for expenses incurred in preparation for use of the facility requested.

#### **Accidents/First Aid Kits**

All accidents occurring while using the college facilities must be reported to the building supervisor or custodian on duty.

All gym users are required to have a first aid kit on site at all times. The college does not provide first aid supplies.

#### **Liability**

The applicant agrees to protect, indemnify and hold harmless the college and employees from any and all claims, liabilities, damages or rights of action, direct or indirectly, growing out of the use of the premises covered by the permit.

The permit holder will indemnify the college for all damage to the school or property occurring during the scheduled activity by persons participating or in attendance.

#### **Insurance**

Any group/organization or individual, which is not considered part of the college that anticipates using school facilities, may have to provide necessary liability insurance to protect participants and spectators involved in the activity.

#### **Inclement Weather**

On days when the college is closed due to weather conditions or campus building site illuminated (i.e. water, heat, electrical), the decision on cancellation or postponement of the college's co-curricular events and all other events scheduled, will be made by the President.

#### **Policies**

The group/organizations or individuals using the college facilities agree to abide by the non-discrimination and the sexual harassment and sexual violence policies.

The college is not responsible for lost or stolen items.

Use of tobacco is prohibited on all college property. Alcoholic beverages or liquor will not be permitted on the college property at anytime.

If personal/business computer/equipment is brought to the campus, please contact our technical support for compatibility and usability 48 hours prior to the event.

In event of damage to college's property, the applicant shall pay all appropriate repair costs. Any loss, breakage, or need of repair of facilities or equipment must be reported to the building maintenance supervisor immediately by the supervisor in charge of the scheduled activity.

### **Supervision**

All groups/organizations and individuals using the college facilities must have authorized supervisory personnel on duty, approved by college. Responsible adults must supervise for the entire duration of their usage time and/or until all participants have vacated the premises.

General Maintenance Workers, technical support, administrators, and/or college employees will supervise the facility but not the facility user or its activities.

Groups/organizations and individuals shall assume the cost of supervision for the use of the college beyond regular employee's duty hours.

A college employee must be on duty whenever building facilities are in use.

### **Catered Meals/Refreshments**

Catered meals and/or refreshments can be provided by contacting the Food Service Director (320) 762-4432. No food or beverages can be brought on the property without prior permission/consent from the Food Service Director.

### **Billing**

A billing statement will be sent at the conclusion of each month. Fees are due within 30 days of the billing. A late charge of \$15 will be assessed if a bill is overdue.

### **Facility Use Categories/Fee Classifications**

Category I – No Facilities use fee for Alexandria Technical and Community College functions.

Category II - The Facility use fee applies unless formal agreements have been initiated by Alexandria Technical and Community College. The college President may waive fees at his own discretion.

### **Personnel Fees**

#### Fees charged per hour:

General Maintenance Worker: \$30

General Maintenance Worker (overtime rate): \$45

Technical Support: \$30

Technical Support (overtime rate): \$45

A service fee may be charged if a supervising employee is not on regular duty or if the intended use does not permit the employee to complete his/her regular assigned duties.

### **Facility Usage Fees**

#### Fees charged per event:

Digital Satellite Rooms (each event): \$200

ITV (each event): \$200

Fees charged per hour:

- Video Conference Room 308 (per hour): \$50-\$200
- Computer Labs: \$50
- Electronic Classroom : \$25
- Auditorium: \$50
- Management Center 1 & 2 (per hr/per room): \$12.50
- Conference Rooms: \$25
- Classroom: \$25
- Campus Café : \$25
- Café (no charge if catered by ATCC): \$25
- Kitchen: \$25
- Gym : \$50

**Equipment Usage Fees**

We suggest that you provide your own supplies, but it notified in advance the following supplies can be provided for the cost indicated:

- Flipchart (each pad): \$25
- Flipchart pens: \$5

Use of Alexandria Technical and Community Colleges owned equipment for private purposes, on or off college property, is prohibited unless prior arrangements have been made.

Approved by: ATCC Leadership Council  
Effective Date: 10/08/04  
Last Date Revised: 3/16/06

6.4.1 Key Policy

All College employees will be issued keys for the areas to which they are assigned or responsible. Employees may obtain an access card and/or keys for campus buildings. Employee ID access cards are issued through the Student IT Help Desk. Access to the campus facilities is programmed on to the access cards by the Director of Safety and Security. Keys are obtained from the Facilities Office Specialist.

Keys and access cards are the property of Alexandria Technical and Community College (ATCC) and the key holders are subject to all applicable State Statutes in relationship to the misuse of State property. Keys and access cards are not to be loaned out, transferred or given possession to anyone else. Keys and access cards must not be used to provide unauthorized access to any ATCC facility or room for any person. Keys may not be copied. Lost access cards should be reported immediately to the Director of Safety and Security.

Keys and access cards are issued to employees as a condition of their employment and when an employee terminates employment with ATCC, all keys and access cards must be returned immediately to the Facilities Office Specialist.

Approved by: ATCC Leadership Council  
Effective Date: 2/08/10  
Last Date Revised: 1/13/10

6.4.2 Animals in Building Policy

Animals are not allowed in any of the college's buildings unless prior written permission is granted from an administrator. The only exception is if the animal is being used to assist a person with a disability, i.e., Seeing Eye dog, etc.

Approved by: ATCC Leadership Council  
Effective Date: 3/16/06  
Last Date Revised: 3/16/06

6.5 Energy Policy

The policies listed below are to be followed:

- All thermostats will be set at 72 in classrooms.
- Shop areas will set thermostats at 65.
- Staff will make every attempt to shut off lights in rooms that are not in use.
- All classroom doors should be closed while classes are in session.

Approved by: ATCC Leadership Council  
Effective Date: 9/16/03  
Last Date Revised: 3/16/06

6.6 Building Security

Evening security officers provide security coverage at the Main Campus, Office and Information Technology Center, and the Interior Design Center from Monday through Thursday from 5:00 p.m. until the buildings close.

All students must leave all ATCC campus buildings no later than the posted building closing time on days the buildings are open. No students should be in the buildings when the buildings are closed (holidays, weekends, etc.).

A security camera system is installed in various buildings throughout the campus to assist us in identifying suspects in reported cases of breaches of security. If you are aware of a security breach, contact the Director of Safety and Security to review the videotape(s).

Approved by: ATCC Leadership Council  
Effective Date: 12/30/09  
Last Date Revised: 12/30/09

6.6.1 Equipment Security

Program instructors are responsible for an annual physical inventory of their respective equipment and should work closely with the Business Office in keeping inventory control records up to date. All equipment purchases greater than \$5,000 and/or all electronics must be tagged and inventoried immediately. Students caught stealing supplies or equipment are to be reported to the President's Office immediately. Inter-department use of equipment is encouraged; however, permission should be obtained from the instructor in charge of the equipment. School equipment is NOT to be used for personal use. Equipment taken off school property must have approval of the president or designee.

Approved by: ATCC Leadership Council

Effective Date: 3/16/06

Last Date Revised: 3/16/06

#### 6.6.2 Bomb Threat Procedures

Any staff member involved in, or aware of, a bomb threat involving Alexandria Technical and Community College must immediately notify the Incident Response Coordinator. The Incident Response Coordinator is responsible for ensuring the following steps are taken to resolve the situation in a safe manner:

#### **Procedures to be followed in the Event of a Bomb Threat at the College**

All bomb threats must be considered as legitimate and evacuation steps need to commence immediately unless mitigating circumstances preclude immediate evacuation.

1. The Incident Response Coordinator (IRC) or administrator in charge will notify the police department and sheriff's office. They will notify the fire department to do the bomb search. Ask police department for assistance with traffic control.
2. The IRC or administrator in charge will notify the Law Enforcement division chair and have him ask for volunteers from the peace officer licensed faculty. Those individuals will be assigned to observe outside activity to ascertain any unusual activity that might be connected to the threat.
3. Distribute a phone mail and e-mail message indicating the need to evacuate the building.
4. Ask everyone to leave the building and premises immediately. (Do not mention that there is a bomb threat. Rather, there is a security violation and we need to evacuate the building immediately. Staff and students do not need to shut off the equipment in their areas. They must get out as quickly as possible.)
5. Individuals should not stop to use the restroom before leaving the building.
6. Staff and students should report back to school the following morning. (Depends upon the time the bomb threat was received.)
7. Notify the administrative assistants of the situation. Have them call the departments/classrooms that may not have received the phonemail or email message, and instructions should be given as listed in #4 - #6 above. The following locations are those that should be called: Cafeteria, Bookstore, Concrete Mason, Marine Small Engine, Truck Driving, Office and Information Technology Center, Interior Design Center, and Temporary Houses.
8. Ask the person who received the bomb threat call to give you as much information about the call (i.e., exact time of call, what was said, description of voice--male or female, accent, stutter, etc.) verbally and in writing. Give that information to the authorities.
9. Once the building is evacuated, electronically lock all the entrance doors.
10. Place a sign on the entrance doors stating that the building is closed. Let no one in except for the authorities--No press or staff.
11. If someone is willing to remain in the building, have that person continue answering incoming calls. They should pay close attention to any "strange calls" and get exact time of the call in order to attempt any trace.
12. Decide if classes will be resumed that day--depending upon the time of the threat. Decide if the classes/activities held at the college that evening should be

canceled. If they are canceled, notify the local radio and TV stations in order to inform the public.

Do not give the press any information. Direct them to the president, the IRC, or the administrator in charge.

Approved by: ATCC Leadership Council  
Effective Date: 7/25/06  
Last Date Revised: 5/19/06

### 6.6.3 Campus Security Act

In compliance with the Campus Security Act Amendments of 2008, which is also known as the Cleary Act, Alexandria Technical and Community College monitors criminal activity and maintains a three-year statistical history of crime reports. The College will distribute a copy of this report to each current student and employee. Alexandria Technical and Community College will notify prospective students and employees of its availability, and will provide a copy of the report upon request.

#### **Crime Reporting Policy**

All illegal and inappropriate activities occurring on campus must immediately be reported to the Director of Safety and Security. All alleged criminal activities will be investigated. The Director of Safety and Security serves as the primary liaison that accurately and promptly reports all crimes occurring on campus property to the Alexandria Police Department. It is the policy of Alexandria Technical and Community College to use local law enforcement for law enforcement authority on campus. The College has established an agreement with local law enforcement giving them the authority to conduct investigations of alleged criminal offenses occurring on Alexandria Technical and Community College's property.

Upon receiving reports of alleged criminal activity, the Director of Safety and Security in conjunction with the President, or their designee, will decide if the alleged criminal activity is a significant emergency or dangerous situation involving an immediate threat to the health or safety of student or staff occurring on the campus. If this type of threat exists, an immediate warning will be sent out informing the campus community of this threat. Warnings will be published using the campus monitor system, class announcements, e-mail and the campus paging system, unless issuing a notification would compromise efforts to contain the emergency.

Alexandria Technical and Community College issues an annual report of reported crimes alleged to have occurred on college property to the United States Department of Education. It includes the following reports of crime: murder, sex offenses (forcible and non-forcible), forcible rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, illegal weapons possession, drug law violations, liquor law violation and hate crimes involving larceny-theft, simple assault, intimidation and destruction, damage or vandalism of property.

Alexandria Technical and Community College employs student security workers that provide security services to assist in protecting students, staff and visitors that include regular foot patrols, escort services, emergency first aid and safety and security monitoring.

The student security workers are student employees and are not certified or sworn peace officers. They are on duty in the Main Building, 700 Building and Interior Design Building from 5:00 PM until the building closes; Monday through Thursday during regularly scheduled school days. They are located at the main entrance to each of these buildings. The student security workers may be contacted by phone at the following numbers:

Main Building Security	320-304-1451
700 Building Security	320-304-1458
Interior Design Security	320-420-4764

Approved by: ATCC Leadership Council  
Effective Date: 1/20/09  
Last Date Revised: 1/20/09

## **Chapter 7 - Finance**

### 7.1 Check Cashing Service

While the school cannot serve as a banking institution, personal checks to a maximum of \$5 may be cashed in the Campus Café from 6:30 a.m. to 3 p.m. each day. The Business Office may cash checks up to \$35, with proper identification.

Approved by: ATCC Leadership Council  
Effective Date: 3/16/06  
Last Date Revised: 3/16/06

### 7.2 Grant Administration

Approved by: ATCC Leadership Council  
Effective Date: 10/13/04  
Last Date Revised: 3/16/06

### 7.3 Payment Card Data Security Policy

#### **Policy Overview**

All payment card processing activities and related technologies must comply with the Payment Card Industry Data Security Standard (PCI-DSS) in its entirety. Card processing activities must be conducted as described herein and in accordance with the standards and procedures listed in the Related Documents section of this policy. No activity may be conducted nor any technology employed that might obstruct compliance with any portion of the PCI-DSS.

#### **Scope**

This policy applies to all Alexandria Technical and Community College (ATCC) employees: full-time and part-time, student, temporary and permanent, and contractors and consultants who are on site. Relevant sections of this policy apply to vendors, off-site contractors and business partners.

#### **Adherence to Standards**

Configuration standards must be maintained for applications, network components, critical servers and wireless access points with access to cardholder data. These standards must be consistent with industry-accepted hardening standards.

#### **Handling of Cardholder Data**

Distribution, maintenance and storage of media containing cardholder data must be controlled, including that distributed to individuals. Procedures must include periodic media inventories in order to validate the effectiveness of these controls.

Procedures for data retention and disposal must follow ATCC data retention policies. Destruction of media when it is no longer needed for business or legal reasons shall be as follows:

- cross-cut shred and/or incinerate, or pulp hardcopy materials or
- purge, degauss, shred, or otherwise destroy electronic media such that data cannot be reconstructed.

Credit card numbers must be masked when displaying cardholder data. PCI allows no more than the first six or the last four digits to be displayed. Those with a need to see full credit card numbers must request a written exception to this policy.

Unencrypted Primary Account Numbers may not be sent via email, fax, IM or text.

### **Access to Cardholder Data**

Access rights to cardholder data shall be restricted to least privileges necessary to perform job responsibilities. Assignment of privileges is based on individual personnel's job classification and function and is to be determined by ATCC Department Manager.

### **Critical Employee-facing Technologies**

For employee-facing technologies with access to cardholder data (inclusive of remote access technologies, wireless technologies, removable electronic media, email usage, internet usage, laptops and personal data/digital assistants), departmental procedures shall require management approval to use the devices. All device use shall be authenticated with username and password or other authentication item, if available. A list of all devices and personnel authorized to use the devices shall be maintained by department management. Remote access technologies used by vendors may only be activated when needed by vendors, with immediate deactivation after use and must prohibit copy, move, storage and print functions during remote access sessions. Storage of cardholder data onto local hard drives and removable electronic media is strictly prohibited.

### **Breach Notification**

Any suspected breach in security or potential loss of PCI sensitive or critical information must be reported to the ATCC Chief Information Officer (CIO) or ATCC Lead Campus Authority immediately.

### **Roles and Responsibilities**

Coordinating authority for this policy resides in the Business Office with the Chief Financial Officer (CFO), or designee.

The Chief Information Officer (or equivalent) is responsible for overseeing all aspects of information security, including but not limited to:

- creation and distribution of security policies and procedures,
- security incident response and notification procedures,
- analysis of legal requirements for reporting compromises and
- maintaining a formal security awareness program for all employees.

System and Application Administrators shall:

- monitor and analyze security alerts and information,
- administer user accounts and manage authentication, and
- monitor and control all access to data.

The Human Resources Office (or equivalent) is responsible for tracking employee participation in the security awareness program, including:

- facilitating participation upon hire and at least annually and
- ensuring that employees acknowledge in writing at least annually that they have read and understand the company's information security and payment card data security policies.

General Counsel (or equivalent) will ensure that for service providers with whom cardholder information is shared:

- written contracts require adherence to PCI-DSS by the service provider and
- written contracts include acknowledgement or responsibility for the security of cardholder data by the service provider.

#### **Related Documents**

- Standards
- Data Retention Plan
- Incident Response Plan
- Procedures
- MnSCU Policy 5.23 Security and Privacy of Information Resources, <http://www.mnscu.edu/board/policy/523.html>
- MnSCU Policy 5.23.1.10 Payment Card Industry – Technical Requirements <http://www.mnscu.edu/board/procedure/523p1g10.html>
- MnSCU Policy 7.3.17 Electronic Payments <http://www.mnscu.edu/board/procedure/703p17.html>
- MnSCU Policy 7.3.17.1 Guideline for Payment Card Acceptance, Processing and Security <http://www.mnscu.edu/board/procedure/703p17g1.html>

#### **Conditions of Use**

Failure to observe the Payment Card Data Security Policy can result in disciplinary action. Violation of this or other college computer policies may result in disciplinary and legal actions.

Approved by:

Effective Date: 11/23/10

Last Date Revised: 11/18/10