



ACADEMIC POLICIES

Attendance

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. Attendance may affect the student's grade because of missed instruction and/or in-class or laboratory activities. Absences should be discussed with the instructor. It is the student's responsibility to read each instructor's syllabus at the beginning of each semester. This will indicate the effect of absenteeism on grade(s).

Semester System

Fond du Lac Tribal and Community College follows a semester calendar, with two academic terms scheduled between the end of August and the end of May.

A summer term is scheduled for June and July. A detailed calendar is included in this catalog.

Credit Load

The credit load for full-time students is usually from 12 to 18 credits per semester. Students who wish to register for more than 18 credits must discuss their plans with a counselor or advisor, and must complete an academic petition. Summer Session full-time credit load is 12 or more credits.

Credit Award Alternatives

Independent Study

The purpose of independent study is to permit a student to develop or expand an area of special interest beyond the course offerings at Fond du Lac Tribal and Community College.

Students may register for one to three credits of independent study during any semester. Students may earn a maximum of nine elective credits through independent study. Independent study credits are accepted toward graduation; however, independent study credits are not included in the liberal education distribution.

Registration must be preceded by discussion with the supervising instructor in which the nature of the project, the number of credits to be awarded, and the evaluation procedures to be used are defined. The independent study plan is subject to the approval of the chief academic officer prior to the start of the semester during which the credits will be earned. To start the process, students must complete the Independent Study Course Registration Form.

Credit by Arrangement

Occasionally, students must complete courses within the Fond du Lac Tribal and Community College offerings, but cannot do so because of unavoidable scheduling conflicts. With the agreement of the supervising instructor, a student may register for courses in the curriculum "by arrangement."

Prior to the semester in which credits by arrangement are to be earned, a written plan must be submitted to the chief academic officer for review. This plan should provide details on alternate teaching/learning methods and evaluation criteria that assure consistency exists between the learning objectives and the expectations of students in regularly scheduled courses and those earning credit by arrangement. To start the process, students must complete the Independent Study Course Registration Form.

Credit by Examination

Students currently enrolled at Fond du Lac Tribal and Community College may petition for an examination granting credit for courses normally offered by the college. Normally, only students who have gained knowledge in certain fields through training or experience and who believe they have sufficient background in an area usually gained through a regular course offered by Fond du Lac Tribal and Community College should pursue this avenue.

Examinations will be offered at the discretion of the supervising instructor if he/she believes the student is adequately prepared and may succeed in the examination. Examinations may take the form of a written test, an oral examination, or some other demonstration of competency.

Special fees are attached to this service: A fee of \$50.00 for two (2) credits, and \$100.00 for every additional credit must be paid prior to the exam and is not refundable, even if the student does not pass the exam. Forms to request credit by examination are available in the Student Services Office. All credits earned through this procedure will be recorded on the student's official transcript clearly marked as "credit-by-exam."

Advanced Placement Program

Students whose scores on the College Board Advanced Placement Examination are rated three, four, or five will be considered for advanced placement and/or credit. Students who wish to apply for advanced placement should have their results sent to the Records Office.

International Baccalaureate Program

Students successfully completing the International Baccalaureate Higher Level Examination with scores of four, five, six, or seven will be considered for advanced placement and/or credit. Diploma or certificate copies should be sent to the Records Office.

College Level Exam Program (CLEP)

CLEP examinations are designed to assess student mastery of introductory college course material in particular subject areas.

A student who earns a score of 50 or higher on a non-language CLEP examination will receive college credit. In order to receive college credit for Level 2 foreign-language examinations, a student must earn a minimum score of 63 for German language, 62 for French language, and 66 for Spanish language. These scores are consistent with recommendations made by the American Council of Education (ACE).

Equivalent course credits shall be granted when a CLEP examination covers material that is substantially similar to an existing college course.

Elective course credits shall be granted when a CLEP examination covers material that is deemed to be college-level but is not substantially similar to an existing course.

A college or university shall not limit the total number of credits a student may earn through CLEP examination. However, credits earned through CLEP examinations are not resident credits and may not be used to satisfy resident credit requirements for graduation.

A student must provide the college with an official report of CLEP examination scores in order to receive credit.

Credit or Waiver for Armed Services Training

Credit or waiver of credit will be authorized using "A Guide to the Evaluation of Educational Experiences in the Armed Services," after consultation with appropriate faculty members. These credits will be granted on a Pass (P) basis.

Grading System/ Grade Point Average (GPA)

Letter grades will be assigned in each course as an evaluation of student achievement. The student's overall progress is measured by the grade point average, which is determined by dividing the sum of the grade points earned in all letter-graded courses (A–F) by the sum of all credits earned in those courses. The following grading policy is used throughout the Minnesota State Colleges and Universities System.

Grade	Definition	Grade Points/ Credit
A	Superior	4.0
B	Above Average Achievement	3.0
C	Average Achievement	2.0
D	Below Average Achievement	1.0
F	Inadequate Achievement (assigned to courses numbered 1000 and above)	0.0
FN	Failure for Non-attendance	
NC	No Credit (not calculated into grade point average; may only be assigned to courses numbered below 1000)	
P	Passing (not calculated into grade point average; limited to approved courses; e.g., student request in Physical Education, Study Skills, workshops, or for those courses specifically designed as pass/no credit)	

In addition to grades, the following symbols may be used:

I (Incomplete) denotes lack of completion of the course during the semester in which it was offered. A student has the succeeding semester to complete the incomplete grade. Any incomplete grades carried beyond one semester will be changed to F, unless special arrangements have been made with the instructor.

AU (Auditor) denotes neither credit nor a grade. A student auditing a course registers and participates in the usual manner, but does not receive credit. Audits must be declared at the time of registration. Tuition and fees are assessed at the same rate as for students receiving credit for the course.

W (Withdrawal) denotes complete withdrawal from a course after the fifth day of the semester, but before the 60th day of the semester. A grade of W is non-punitive and is used only when the

student completes the proper withdrawal procedure and when forms are processed by the Records Office. No indication of enrollment or withdrawal is made on the student's transcript for courses dropped during the first five days of the semester. Withdrawals are not permitted following the conclusion of a course.

Repeating a Course

Students who receive grades of D, F, FN, or NC may repeat the courses in which they received these grades. Students should discuss their intentions with a counselor or advisor and complete the proper form. All repeated courses must be approved prior to enrolling for them. A Request to Repeat a Course form is available in the Records Office. Both the old and new grades remain on student transcripts, but only the new grade will be used to compute the grade point average.

Financial aid may be applied to only the first retake of a course. Subsequent repeats will not be eligible for financial aid.

Veterans: Veteran students may repeat and be paid for only those courses for which they did not receive a passing grade. Courses for which veterans have received a passing grade will not be considered when calculating full-time versus less than full-time student status.

Intercollegiate Athletic Eligibility

Fond du Lac Tribal and Community College values both academic and co-curricular educational experiences and supports its students in and out of the classroom. As a member institution of the National Junior College Athletic Association (NJCAA) Fond du Lac Tribal and Community College is allowed to set stricter eligibility rules and grade point average requirements than those of the NJCAA. Fond du Lac Tribal and Community College has set the minimum grade point average requirement for student-athletes at 2.0.

To be eligible and maintain participation in athletics at Fond du Lac Tribal and Community College, all current student-athletes must have a minimum term and overall cumulative grade point average of 2.0. Transfer student-athletes with one or more college transcripts must have a cumulative minimum grade point average of 2.0 in all coursework taken.

To maintain athletic eligibility at Fond du Lac Tribal and Community College, student-athletes must enroll in and maintain 12 or more credits of college work during each term of athletic participation **and** meet additional eligibility guidelines as established by the NJCAA Eligibility Rules. For NJCAA eligibility rules, please see the head coach or co-athletic coordinator of the respective team at Fond du Lac Tribal and Community College. The current Eligibility Rules of the NJCAA can be found at:
http://www.njcaa.org/njcaaforms/080610_2_Eligibility%20Pamphlet%20-%2008-09.pdf

Satisfactory Academic Progress Policy

(Updated October 2008. This policy is subject to change.)

Fond du Lac Tribal and Community College maintains an open door admission policy, assesses students admitted, and provides developmental course work and other programs of assistance to support students' success. However, students must perform at an acceptable academic level to continue enrollment and to receive financial aid.

To earn a certificate or an associate-level degree or diploma from a Minnesota community college, a student must have a cumulative grade point average (GPA) of 2.0 or better in college-level courses. Students are considered to be making unsatisfactory academic progress whenever they fail to meet the standards listed below.

Students are primarily responsible for their own satisfactory academic progress and for seeking assistance when experiencing academic difficulty. Guidance is provided through the College's Student Services Office.

Requirements

Qualitative and Quantitative Measure

Students are required to meet the minimum levels of progress as follows:

Cumulative Registered Credits	Minimum Required Grade Point Average	Minimum Required Earned Percentage
1–999	2.00	67%

Maximum Time Frame

Students are expected to complete their degree/diploma/certificate (program) within an acceptable period of time. Financial aid recipients may continue to receive aid through 150% of Attempted Credits (including transfer, developmental, and repeat credits) required for their degree or certificate program.

Evaluation Period

Each student's cumulative Qualitative (grade point average, based on 0 to 4.0 scale) and Quantitative (completion rate, calculated by dividing earned credits by cumulative registered credits) academic performance and maximum time frame status are evaluated following every term. Only Financial Aid recipients in a program that is one semester in length will have their academic performance evaluated at the half-way point in their program.

Failure to Meet Standards

A student failing to meet the minimum Qualitative and/or Quantitative standards of academic progress is suspended immediately. A student on suspension is not eligible to enroll or receive financial aid. If the student is enrolled for classes when suspended, the student will be dropped from the classes if the student does not successfully complete the appeal process. A student exceeding the Maximum Time Frame is immediately suspended from financial aid but may still enroll in classes. A student may be immediately suspended from classes and/or financial aid in the event of extraordinary circumstances.

Notification

Students suspended due to not meeting the minimum Qualitative and/or Quantitative will be notified in writing by the Records Office. Students suspended due to exceeding the Maximum Time Frame, or are in a program that is one semester in length and are suspended due to not meeting the

minimum Qualitative and/or Quantitative standard(s) at the half-way point in their program, will be notified in writing by the Financial Aid Office.

Appeals

Qualitative and Quantitative

A suspended student has the right to appeal based on extraordinary circumstances (death of family member, student's injury or illness.) There is no time limit on appealing. To appeal, the student must:

- Complete an Academic Appeal (Petition forms are available in the Records Office at Fond du Lac Tribal and Community College).
- Write a detailed explanation of the circumstances that affected academic progress. Include supporting documentation if applicable.
- Attend a Learning Seminar to identify issues blocking academic success.
- Meet with an Academic Advisor/Counselor and develop an Academic Plan and Academic Contract.
- Submit the Petition form, Academic Plan, Academic Contract and explanation to the Records Office at Fond du Lac Tribal and Community College.
- Appeals will be reviewed by an Appeal Committee comprised of the Vice President of Administration and Student Affairs or designee, the Vice President of Academic Affairs, and the Financial Aid Director.
- Results of an appeal will be mailed to the student. If an appeal is denied, the student has the right to appeal the decision to the President of the College.

Maximum Time Frame Appeals

A student whose financial aid is suspended due to Maximum Time Frame has the right to appeal based on extraordinary circumstances. There is no time limit on appealing. To appeal, the student must:

- Submit to the Financial Aid Office a written explanation of why the student has attempted so many credits but haven't completed the specified program.
- Have an academic advisor/counselor submit to the Financial Aid Office an academic plan listing the specific classes needed to complete each

program major. This is a separate process that is not related to the Academic Appeal process.

- Appeals will be reviewed by the Financial Aid Director.
- Results of the appeal will be mailed to the student. If an appeal is denied, the student has the right to appeal the decision to an Appeal Committee comprised of the President of the College and the Vice President of Administration and Student Affairs or designee.

Reinstatement

Qualitative and Quantitative, and Maximum Time Frame

A student suspended from enrollment and/or financial aid for not meeting any of the requirements and/or standards of this policy may re-enroll and/or receive financial aid only after receiving approval of the appropriate appeal(s).

Definitions/Conditions

Registered Credits: credits for which a student is officially enrolled at the end of the registration add/drop period each term.

Cumulative Registered Credits: total number of registered credits for all periods of enrollment, including summer terms, regardless of whether or not the student received financial aid during any of the terms.

Attempted Credits: credits for which a student is officially enrolled at the end of the registration add/drop period each term, as well as transfer, consortium, developmental/remedial, and repeat credits.

Completed Credits: credits completed that may be used to disburse financial aid retroactively; includes only A, B, C, D, F, P, and S; does not include AU, IP, NC, U, W and drops.

Earned Credits: successfully completed credits counted towards the required percentage of completion; includes only A, B, C, D, P (pass) and S (satisfactory); does not include AU (audit), F (fail), FN (failed-never attended), I (incomplete), IP (in progress), NC (no credit), U (unsuccessful), W (withdraw), and Z (temporary).

Grade Point Average (GPA): calculated using a grade point value for grades of A, B, C, D, F and FN (failed-never attended), based on 4.0 A to F

grading scale. Although a P or S will count as a credit earned, P and S grades carry no grade point value. Grade point average is calculated by dividing grade point average points by grade point average credits.

Incompletes: temporary grade assigned only in exceptional circumstances, with approval of the instructor, where the student has completed the majority of the coursework. I grades automatically become F grades (or NC in the case of courses numbered below 1000) at the end of the next term (not including summer sessions) if requirements to complete coursework have not been met.

Z grades: a temporary grade listed on the transcript until the instructor turns in the final grade to the Registrar. Z's are included when evaluating a student's percent completion, but not when determining their GPA.

Withdraws (W): withdrawing from a course before the end of the term. W's are included when evaluating a student's percent completion, but not when determining grade point average. W's are included in the Maximum Time Frame calculation.

FN (failed-never attended) grades: a grade given when a student has never attended a class. FN's are included when evaluating grade point average, percent completion and maximum time frame. FN's are not eligible for financial aid.

Repeat Credits: repeats are allowed in order to improve a grade of D, F, FN or NC. Repeats of any other grade are allowed only if approved by an academic advisor or counselor and the Academic Petition Committee. All repeated courses must be approved prior to enrolling for them. A Request to Repeat a Course form is available in the Records Office. The most recent grade is used when calculating grade point average. Each time a course is taken, the credits are included in the Quantitative (completion rate) and Maximum Time Frame calculations.

English as a Second Language (ESL) credits: are included with registered credits.

Developmental Credits: remedial coursework (below 1000 level) is included with registered credits and is limited to 30 semester credit hours. Developmental courses are included in the Maximum Time Frame calculation.

Transfer Credits: credits earned at another college that meet degree requirements are not included when calculating grade point average or percentage of completion, but are included when calculating Maximum Time Frame. A 2.0 Minnesota Transfer Curriculum grade point average that includes all

transfer course grades as well as Fond du Lac Tribal and Community College course grades is required for recognition of a student's completion of the entire Minnesota Transfer Curriculum with or without completing an associate degree. This grade point average calculation will be made in the general education requirement section of a student's degree audit.

Consortium/Joint Program Credits: credits accepted for purposes of processing financial aid are included with registered and attempted credits, and are included in the Maximum Time Frame calculation.

Audited classes/Enrichment: Classes audited, taken for no-credit, or taken only for personal enrichment with no intention of seeking a degree or diploma are not eligible for Financial Aid.

Academic Amnesty: Fond du Lac Tribal and Community College does not grant Academic Amnesty.

Post Secondary Enrollment Option (PSEO) and College in the High School: credits are included in the calculation and evaluation of the Qualitative, Quantitative, and Maximum Time Frame requirements.

Students have primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to keep a file of their grades and transcripts.

Other Academic Appeals

Students may appeal for exceptions to college procedures by obtaining a petition from the Student Services Office. Students shall discuss the circumstances of the petition with an academic advisor or counselor, and follow the appropriate steps for each type of appeal.

The Petition Committee will review all petitions, and the chief academic officer will be responsible for all final decisions.

Academic Alerts

Instructors have the option to prepare reports on students who are not achieving at a satisfactory academic level. These reports are submitted to the Student Services Office at any time during the semester if the instructor has a concern regarding a student's performance. Students are notified of their deficiency and encouraged to seek assistance from counselors or advisors or other campus resources.

Time Limit for Meeting Graduation Requirements

Students attending Fond du Lac Tribal and Community College will have five years in which to complete their work under the terms of the catalog in effect at the time of their first enrollment. Students graduating more than five years after the date of first enrollment must meet the requirements of the catalog in effect for the year in which graduation occurs.

Dean's List

Shortly after the end of each semester, Fond du Lac Tribal and Community College publishes a list of full-time students (a minimum of at least 12 credits completed) who achieved a GPA of 3.0 or better during the semester.

Transfer Information

Minnesota's public colleges and universities are working to make transfer easier. Students are urged to plan ahead and ask questions.

General Transfer Information

The receiving college or university decides which credits transfer and whether those credits meet its degree requirements. The accreditation of both the originating and receiving institutions can affect the transfer of the credits earned.

Institutions accept credits from courses and programs similar to those they offer. They look for similarity in course goals, content, and level.

Not everything that transfers will help students graduate. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses, and electives. The key question is, will the credits fill the requirements of the degree or program chosen?

If a student changes a career goal or major, they might not be able to complete all degree requirements within the usual number of graduation credits.

Students who are currently enrolled in a college or university should:

- Confer with the campus transfer specialist about transfer plans and find out who can assist in selecting courses that will transfer.
- Visit the intended transfer college and pick up a college catalog and a transfer brochure.

- Call the intended transfer college and find out admissions criteria for the institution and major of interest. Request transfer application materials, find out what materials (e.g. portfolio, transcripts, test scores) may be required for admission, ask whether there is a deadline for all materials to be submitted, and request information about financial aid and application deadlines.
- Make an appointment to talk with an advisor/counselor in the college or program area of interest. Ask about course transfer and admission criteria. Prepare for this meeting by reading catalog information about the specific major or area of interest.

Applying for Transfer Admission

Application for admission is always the first step in transferring. Students desiring to transfer should fill out applications as early as possible prior to deadlines. The required application fee should be enclosed.

Students are required to send official transcripts from every institution they have attended. Students are required to provide a high school transcript or GED test scores as well.

Most colleges make no decisions until all required documents are in the student's file. Students should check to be certain the college or university received all the necessary paperwork.

If the intended college of transfer does not respond after one month, students should call to check on the status of their applications.

After the college notifies students that they have been accepted for admission, their transcribed credits will be evaluated for transfer. A written evaluation should indicate which credits do not transfer. Students with questions about their evaluations should call the Office of Admissions and ask to speak with a credit evaluator. Rationale for judgements regarding specific courses should be made available.

Transfer Student Rights

Transfer students are entitled to the following:

- A clear, understandable statement of an institution's transfer policy.
- A fair credit review and an explanation of why credits were or were not accepted.
- A copy of the formal appeals process. Usual appeals steps are:
 1. Student fills out an appeals form; supplemental information (syllabus, course description, or reading list) can help.
 2. Department or committee will review.
 3. Student receives, in writing, the outcome of the appeal. Student can appeal the decision to the chief academic officer. A review of your eligibility for financial aid or scholarships takes place.

Beginning January 1, 2002, all Minnesota Transfer Curriculum courses offered by a Minnesota State Colleges and Universities System institution must transfer into the goal areas as designated by the original institution. If a student's evaluation does not reflect this, the student should meet with the transfer counselor.

For help with transfer questions or problems, the transfer specialist in Fond du Lac Tribal and Community College's Counseling Department may be consulted.

Fond du Lac Tribal and Community College Transfer Procedures

Admission in Good Standing

Applicants are admitted in good standing if they are eligible to return to the last institution(s) attended and have a 2.0 overall grade point average based on a 4.0 scale for all courses taken at all post secondary institutions attended.

The grade point average from the transfer institution is not used in computing the student's grade point average at Fond du Lac Tribal and Community College.

Transfer students may be given provisional admission until all transcripts are received by the college. Failure to supply the necessary transcripts may lead to suspension from the college.

Course Credit Transfer

Policy

Fond du Lac Tribal and Community College shall evaluate college-level course credits completed by an admitted student, as submitted on an official transcript, to determine if the credits shall be accepted in transfer. Once credits are accepted in transfer, they will be further evaluated for their applicability to the student's program and graduation requirements.

Fond du Lac Tribal and Community College shall evaluate credits in compliance with MnSCU Policy 3.21: Undergraduate Course Credit Transfer, and MnSCU Policy 3.37: Minnesota Transfer Curriculum.

Decisions on the transfer of credit shall involve the following considerations: Educational quality of the learning experience which the student transfers; comparability of the nature, content and level of the learning experiences offered at Fond du Lac Tribal and Community College; and appropriateness and applicability of the learning experience to the programs offered by Fond du Lac Tribal and Community College.

Students shall receive notification of the results of their transcript evaluation and have the opportunity to receive an explanation for the acceptance or non-acceptance of credits. Students may appeal an evaluation decision if not satisfied with the explanation. An appeal denied at the institution level may be brought to the system level using the procedure established by the Office of the Chancellor.

Procedures for Determining Transfer Credits

Determining Course Comparability or Equivalency

A course may be determined to be equivalent to Fond du Lac Tribal and Community College course if it meets a minimum of 75% comparable course content. For sequential courses, students need sufficient preparation to succeed in the next course in the sequence.

Transferring technical, occupational or professional course credits

Credits from technical, occupational or professional programs or departments will be accepted in transfer as technical electives. A maximum of 16

credits of technical electives may be used as elective credit toward an associate of arts degree. Students transferring into a like program at Fond du Lac Tribal and Community College will have their technical, occupational or professional credits evaluated for equivalency to program course requirements. General studies credits of a non-technical nature will be evaluated for equivalency to general studies courses offered by Fond du Lac Tribal and Community College.

Credit Life

Certain liberal arts and sciences courses and non-technical general studies courses are not subject to a limitation on the length of time that has passed since credit was earned for the award of transfer credit. Technical, occupational, or professional courses may not be eligible for equivalent credit if taken more than five years earlier. Credits taken more than five years earlier will be evaluated as technical elective credits. Exceptions may be made on an individual basis for students who have been employed in a related occupation.

Transferring Credit Granted by a Non-Regionally Accredited Institution

Fond du Lac Tribal and Community College will work with students desiring to have credits accepted from non-regionally accredited institutions, to be used towards degree or certificate requirements at Fond du Lac Tribal and Community College. Students with courses from non-regionally accredited institutions must demonstrate learning outcomes by choosing from Fond du Lac Tribal and Community College's Credit by Examination policy or by completing the petition process. The petition process includes: students completing the petition form. In addition, students should attach copies of the transcript, course descriptions, and course syllabi. Petitions will be reviewed by the Petition Committee. Additional information may be requested during the evaluation process.

Students wishing to transfer to a four-year institution should consult that institution's policies regarding transfer of credits from non-regionally accredited institutions. Depending on that institution's policies, credits earned from non-regionally accredited institutions may not be accepted at that institution.

Minnesota Transfer Curriculum goal areas granted by another MnSCU college or university as required by MnSCU Procedure 3.37.1: Minnesota Transfer Curriculum, Part 4D.

Transferring Credit Granted by an Institution Outside the United States

Fond du Lac Tribal and Community College may accept credits from colleges and universities outside the United States based on an evaluation of degree and course equivalency by a professional evaluation service. Students are required to provide an original transcript and an English translation (if applicable) to Fond du Lac Tribal and Community College, as well as to submit documents to and pay for a catalog match evaluation from Education Credential Evaluators, Inc. in Milwaukee, Wisconsin. The web address for this company is: www.ece.org.

Evaluating Developmental Courses

Developmental courses shall not be granted college-level credit and they shall not apply to certificate, diploma, or degree completion requirements. However, a developmental course appearing on a student's transcript shall be evaluated to determine the student's readiness for college-level coursework or further developmental-level placement.

Credit Limit

Fond du Lac Tribal and Community College does not limit the total number of credits a student may earn through transfer; however, the applicability of transfer credit to program and graduation requirements shall be consistent with Fond du Lac Tribal and Community College graduation requirements.

MnSCU System-Related Procedures

Procedures for Evaluating Credit

Fond du Lac Tribal and Community College shall follow the recommendations of the Joint Statement on the Transfer and Award of Credit, 2001, in implementing transfer policy and procedures: <http://www.acenet.edu>.

Degree Audit Reporting System

The Degree Audit Reporting System (DARS) is a self-directed, automated electronic tool for tracking a student's progress toward completing an academic program (degree, diploma or certificate). DARS includes a degree audit system and an automated transfer evaluation system that produces screen,

print, and web degree audits and transfer evaluation reports. DARS is currently implemented at all Minnesota State Colleges and Universities institutions and the University of Minnesota.

U.select

U.select is a multi-state online tool for students and advisors/counselors to use for determining course equivalencies, program requirements, and applicability of coursework when transferring between schools. U.select is a joint project of the Minnesota State Colleges and Universities and the University of Minnesota.

Student Responsibility

Transcripts and Supporting Documentation

The student is responsible for arranging for an official transcript and any other required supporting documentation from previously attended institutions.

Grade Requirements

All college courses in which a student has received a grade of A, B, C, or D shall be considered for transfer evaluation. Grades shall be accepted as earned credit. If the student's cumulative grade point average at the original institution is less than 2.0, no D grades will be accepted in transfer from that school. Students retain the right to appeal the acceptance of credits. An exception to the policy occurs when Minnesota Transfer Curriculum courses are involved.

Veterans

It is important for veterans to check with the transfer counselor regarding credit for previous education and training accomplishments.

Student Appeal

Transfer Evaluation Appeal

Students will receive written notification after their transcript evaluation has been completed. Information will be provided on the number of credits transferred, the equivalency status of each course, and the applicability of transfer work to the student's program of study. Students are encouraged to contact the Transfer Specialist if they have questions about their evaluations and/or wish to understand the rationale for evaluation

decisions. In the event of disagreement with the outcome of the transcript evaluation, a student may appeal within one month of receiving the evaluation notice by completing a Petition form, which is available in the Records Office and attaching supporting documentation. The Petition Committee will review the petition.

System-Level Appeal

If the student is not satisfied with the Fond du Lac Tribal and Community College transfer appeal decision, the student may submit a request to the MnSCU Senior Vice Chancellor of Academic and Student Affairs for a system-level appeal.

Student Records Confidentiality Policy

Students have the right to access any and all information kept on them in the Admissions, Records, and Financial Aid Offices. Having access means they have the right to inspect, review, and challenge the accuracy of the contents. Students, regardless of their age, who are enrolled at the college have the legal right to control access to their private data, as authorized by law.

Fond du Lac Tribal and Community College will release directory information upon request unless students specifically notify the Records Office that they do not want this information released. Student records of personal, private, or confidential information are maintained by and available to authorized staff members. This policy may vary for students under eighteen years of age.

Additionally, authorized state and federal entities may obtain access to such records to conduct educational studies or other business authorized by law. Such agencies include but are not limited to: Minnesota State Colleges and Universities System Board of Trustees, Minnesota Legislative Auditor, United States Department of Education, and United States Veterans Administration. Anyone else wishing access to the confidential items in a students file must receive permission in writing from the student.

Classification of Data

The term 'student' includes a person currently or formerly enrolled, or registered, as well as applicants for admission.

Data on students is, in general, all data collected in which any individual is or can be identified. By statute, data on students is termed 'educational data.'

Records of instructional personnel which are in the sole possession of the maker, are not accessible or revealed to any other individual except a substitute teacher or administrator, are destroyed at the end of the school year, and are not government or educational data. Records relating to a student as an employee shall be subject to personnel policies rather than student data privacy policies. The three classifications for data on students are public, confidential, and private.

Public

This data is accessible to any member of the public for any reason. It includes:

1. Statistical studies on students where individuals cannot be identified, including follow-up, profiles, enrollments, and financial aid.
2. Student performance records for which the performance is public, such as athletic statistics.
3. Directory information may be developed as requested by the student government.

The following information has been designated as directory information. It is considered public data. Students have the right to refuse to allow Fond du Lac Tribal and Community College to designate any or all of this information as directory information. To exercise this right a student must file a written request with the Vice President of Administration and Student Affairs.

1. Student name
2. Honors, degrees and awards received
3. Address
4. Telephone
5. Email address
6. Photograph
7. Date and place of birth
8. Program/major field of study
9. Dates of attendance
10. Grade level
11. Enrollment status: Part-time or full-time
12. Sports participation data

Confidential

This data is not accessible to the public or to the subject of the data. It is accessible only to individuals or agencies authorized by law to gain access. Confidential data includes the following:

1. Investigation information collected for purposes of active or pending legal action.
2. Investigation information collected for purposes of anticipated suspension or expulsion or other discipline of students.
3. Legal counsel.

Private Data

This data is accessible to the subject of the data and as outlined below. A request to access data should be made to the Vice President of Administration and Student Affairs.

Private data shall be collected, stored, used, and disclosed only as follows:

1. To the student who is subject of the data. Financial records of a student's parents are not accessible to the student, but are accessible to the parents.
2. To the officials of other schools, upon request of the student.
3. To any person or agency if the student has given informed consent. Informed consent requires the signing of a statement that (a) is in plain language, (b) is dated, (c) indicates who shall release and who shall receive the information, (d) specifies the nature of the data, (e) specifies the purposes for which information may be used, and (f) indicates the expiration date, usually not to exceed one year.
4. To college personnel and system office board personal who have legitimate educational interests.
5. In connection with a student's application for, or receipt of, financial aid.
6. To federal or state authorities in connection with the audit and evaluation education programs.
7. To state and local officials, as required by law.
8. For other purposes stated to the student at the time of collection.
9. To accrediting organizations in order to carry out their accrediting functions.
10. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of (a) developing, validating, or administering predictive tests, (b) administering student aid programs, or (c) improving instruction. These studies must be conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations. The information shall be destroyed when no longer needed for the study's purpose.
11. To the appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons in an emergency situation.
12. On the basis of a valid court order, or a lawfully issued subpoena, students must in some cases be notified of such orders or subpoenas in advance of the compliance by the college.
13. To appropriate health authorities, but only to the extent necessary to administer immunization programs.
14. As otherwise allowed by law.

Student Rights and Responsibilities

The Minnesota State Colleges and Universities System adopted a policy which gives students, through their student government, the right to present their views and make written recommendations in decisions that affect them. At Fond du Lac Tribal and Community College, the Student Senate is the governing body for students. Students are elected to the Student Senate by the student body.

Fond du Lac Tribal and Community College expects its students to respect the rights and property of the community college and its students, and to know and observe federal, state, and local laws. Students violating any of the above can expect to be dealt with by campus officials or civil authorities.

Conversely, students who feel that they have been dealt with unfairly are provided with a process whereby their complaints or grievances can be heard. In the event of expulsion or suspension resulting from a college-related situation, the student may request a hearing which will be conducted pursuant to Minnesota Statute 15.051 Subdivision 3.

Student Conduct Code

Each student at Fond du Lac Tribal and Community College has the right to an education, and it is the responsibility of the college to provide an environment that promotes learning. Any action by a student that interferes with the education of any other student or interferes with the operations of the college in carrying out its responsibility to provide an education will be considered a violation of this code. Disciplinary action will be handled in an expeditious manner while providing due process. The complete Student Conduct Code is published in the Student Handbook. Students are responsible for understanding the Student Conduct Code and all information contained in the Student Handbook.

Drug and Alcohol-Free Campus Policy

Fond du Lac Tribal and Community College is committed to a standard of conduct which clearly prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and staff on campus premises, or in conjunction with any college-sponsored activity or event whether on or off campus.

Smoke-Free Campus

Fond du Lac Tribal and Community College is a smoke-free college. Smoking is allowed only in designated areas outside of campus buildings.

Campus Security

Fond du Lac Tribal and Community College encourages all students and college community members to be fully aware of the safety issues on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Pursuant to the Student Right to Know and Campus Security Act, Fond du Lac Tribal and Community College monitors criminal activity and annually publishes a Campus Security Report, maintains a three-year statistical history on campus and at off-campus property or facilities owned or used by Fond du Lac Tribal and Community College or recognized college organizations. Fond du Lac Tribal and Community College distributes a copy of this report to each current student and employee. A copy of this report is also available on the college website.

Fond du Lac Tribal and Community College currently has a variety of policies and procedures relating to campus security, and expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

Class Cancellation

Notification of class cancellations will be posted on campus. If no announcement is made, students should remain for ten minutes after the class is scheduled to begin unless a longer delay has been specifically announced.

Inclement Weather

It can be assumed that college classes will be held as scheduled unless announcements are made to cancel classes and activities. Students are advised to listen to Duluth-area radio stations or watch Duluth television stations for announcements of school closing. The stations used for such broadcasts include but are not limited to:

KDAL 610 AM

WEBC 560 AM

WKLK 96.5 FM/1230 AM

KRBR 102.5 FM

KKCB 105.1 FM

CBS 3 TV

KBJR TV

WDIO TV

Computer Policy

Fond du Lac Tribal and Community College computer resources are located in the computer labs, library, and Center for Academic Achievement. Computer resources may be used by currently enrolled Fond du Lac Tribal and Community College students, guests who have paid the Fond du Lac Tribal and Community College student technical services fee, faculty, and staff. All computers are networked and have Internet access. Students may browse and search the Internet, and may request an electronic mail account from the Information Services Director via the college website. Students are encouraged to use the Internet and electronic mail. Additional computer resources guidelines for use are available in the Student Services Office.

