DIRECTORY OF COLLEGE SERVICES

Academic Divisions

Business, Career & Technical Education Division ......................... 651.846.1320
Health Science and Service Division .................................... 651.846.1311
Science, Technology, Engineering, Math (STEM) and Liberal Arts Division .......................... 651.846.1349

Academic Success Coordinators ............................................. 651.846.1357
Access & Disability Resources .............................................. 651.846.1547
Alumni Relations ............................................................... 651.846.1469
Bookstore ........................................................................ 651.846.1422
Career and Placement Center ............................................... 651.846.1384
Counseling ......................................................................... 651.846.1383
English for Speakers of Other Languages (ESOL) ....................... 651.846.1555
Enrollment Services ............................................................ 651.846.1555
Financial Aid ....................................................................... 651.846.1386
IT Services/Help Desk .......................................................... 651.846.1440
Library/Learning Commons .................................................. 651.846.1646
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Tuition Office ....................................................................... 651.846.1395
Tutoring/Academic Support .................................................. 651.846.1623
Veterans Educational Benefits .............................................. 651.403.4211
Vice President of Academic and Student Affairs ..................... 651.846.1363
This student handbook contains important information and lists valuable resources and services to assist you while you are a student at Saint Paul College. Take advantage of these resources and do not hesitate to ask if you need assistance.

Saint Paul College is an Equal Opportunity employer and educator and a member of the Minnesota State Colleges and Universities system.
Saint Paul College—A Community & Technical College reserves the right to change without notice any information published in this student handbook. This student handbook is not a contract. The College makes every effort to provide the courses, programs and services outlined in this handbook. However, academic calendars and the delivery of services are subject to modification.

The name of the organization is Saint Paul College—A Community & Technical College, hereinafter referred to interchangeably as “the College” in policy and procedure statements. Minnesota State Colleges and Universities system is hereinafter referred to interchangeably as “Minnesota State” in policy and procedure statements.

Some programs at the College, such as Cosmetology, Culinary Arts, Esthetics, Health Information Technology, Medical Laboratory Technician, Phlebotomy, Practical Nursing, Respiratory Therapist and Sign language Interpreter/Transliterator have additional guidelines and requirements that are noted in supplemental, program specific student handbooks distributed to students in these programs at the beginning of program study. Students in these programs shall familiarize themselves with these additional guidelines and requirements.

Saint Paul College provides equal access for all students to classes, programs, activities and facilities without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commissions defined by law, or inclusion in any other group or class against which discrimination is prohibited.

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

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, Saint Paul College shall work to eliminate violence in all its forms.

Physical contact by designated system, and college staff members may be appropriate if necessary to avoid physical harm to persons or property.

Saint Paul College is committed to providing equal access to education for all students in an inclusive environment. Students who have a disability, or believe they may have a disability, are invited to contact the Office of Access & Disability Resources as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis to best meet each student’s individual needs. Students are responsible for notifying instructors about their accommodations authorized by the Office of Access & Disability Resources and for discussing with instructors how they will be implemented. The College is committed to maintaining confidentially. Accommodations are not provided retroactively, so it is essential to discuss your needs with the Director of Access & Disability Resources at the beginning of the semester. Additionally, only accommodations approved by the Office of Access & Disability Resources will be provided. Please contact the Director of Access & Disability Resources at 651.846.1547 or accessresources@saintpaul.edu to inquire about or request accommodations. For additional information, visit www.saintpaul.edu/disabilityservices.

Lack of English skills will not be a barrier to admission to Saint Paul College.

Please refer to the Minnesota State Colleges and Universities website for updated policy information at www.mnscu.edu.

For information or questions regarding Saint Paul College’s adherence to Federal Laws and Regulations, please contact the Vice President of Academic and Student Affairs, Kelly Murtaugh, at 651.846.1363 or in Office 1419 on the first floor of Saint Paul College.

This document is available in alternative formats to individuals with disabilities by contacting the Director of Access & Disability Resources at 651.846.1547 or accessresources@saintpaul.edu.
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Welcome to Saint Paul College! We are glad you selected our college as your higher education institution of choice.

This Student Handbook & Planner will provide you with information about valuable resources and services to assist you while you are a student at the College. You’ll find important dates entered in the Planner, and details provided in the Handbook about services, policies and procedures which have an impact on you as a student.

Success is purposeful. Success is deliberate. Success is personal. So I encourage you to read your handbook and use your planner and to utilize all of the College’s resources available to you. Our faculty and staff are committed to your success as a student, and there are Student Services offices to assist you on every step of your educational journey.

If you have any questions or are unable to find information either in the handbook or on the Saint Paul College website at www.saintpaul.edu/StudentServices, please stop by the Office of Enrollment Services for assistance.

One of life’s great lessons is learning that what you make of your life is entirely up to you. We look forward to working with you as you pursue your educational goals.

Rassoul Dastmozd, PhD
President/CEO

ADMINISTRATION
Rassoul Dastmozd, President/CEO

Scott Wilson, Vice President
Finance & Operations

Kelly Murtaugh, Vice President
Academic and Student Affairs/
Chief Academic Officer

Laura Savin, Executive Director
Foundation and Alumni Relations

Najam Saeed, Chief Information Officer
Information Technology

Rachelle Schmidt
Chief Human Resources Officer
Human Resources

Sarah Carrico, Dean
Enrollment Management

Brendan Ashby, Dean
Health Sciences and Service Programs

Frank Braswell, Dean
Business, Career & Technical Education

Linda Kingston, Dean
STEM

Milford Musket, Dean
Liberal Arts & Fine Arts

Daniel Kirk, Director
Physical Plant

Audrey Bergengren, Director
Marketing & Public Relations

Katie Yep, Registrar
Enrollment Services-Records

Kristen Raney, Dean
Engagement, Persistence, and Success

Laura King, Dean
Institutional Research

Tracy Wilson, Dean
Workforce Training and Continuing Education

Thomas Bergs, Director
Public Safety
Discover your options. Start your future.

Stop by Career Services at Saint Paul College to get started!

We’ll help you:

• Write a resume or cover letter
• Gain mock interview practice and advice
• Access our free online job posting service Career and Placement Center System (CAPS)
• Find employers that want to hire you through our on-campus job fairs
• Learn the skills for today’s job market in our career related workshops
• For as long as you need us! Our services are available to all students and graduates of Saint Paul College.

We can help you realize your potential and prepare for the future.

For more information email career.center@saintpaul.edu.
The Degree Audit Reporting System (DARS) is a free service that provides you with current and accurate information about the course requirements needed to complete your degree or program of study at Saint Paul College. It also enables advisors to help with your degree plan.

**What is on your DARS report?**

- Courses and requirements you already completed at Saint Paul College
- Courses and requirements you still need to complete at Saint Paul College
- Course options to plan your registration at Saint Paul College
- Transfer of credits and courses and how they apply toward Minnesota Transfer Credit (MnTC) completion
- Approved Academic Petitions/Exceptions to requirements or credit by exam

**Tips for reading your DARS report**

- The DARS report lists your program of study and the year you started that program, according to your student record.
- If the information is inaccurate, please contact Enrollment Services as soon as possible
- Transfer credits are listed on your DARS report with a “T” preceding the grade to indicate “transfer”
- Developmental credits (those numbered below 1000) are used to calculate your GPA, but do not count toward completion of your degree; they are listed at the end of the audit report.
FREE peer tutoring for all students at Saint Paul College

**Academic Support Center**
Free tutoring for a wide range of subjects, including:
- accounting
- anatomy & physiology
- history
- psychology
- study skills
- american sign language (ASL)
- english as a second language
- microsoft office
- speech

**Math Center**
Free tutoring in all levels of math, physics, and chemistry:
- all levels of math
- physics
- chemistry

**Writing Center**
Free writing support for students at any stage in the writing process, including assistance with the following:
- grammar
- research
- any writing-related questions
- essay writing
- citation

Walk-ins are Welcome
No appointment Necessary!
for hours and more information visit www.saintpaul.edu/tutoring
YOUR SUCCESS IS IMPORTANT TO US

Saint Paul College provides you with this planner to help you succeed in college. Studies have shown that your ability to manage time is one of the major predictors of your success in school.

STUDENT PLANNER HIGHLIGHTS

- 2016–2017 Academic Calendar dates pre-printed in the planner:
  - Semester begin & end dates
  - Registration dates
  - Tuition due dates
  - Graduation Application dates
  - Holidays & Spring Break
  - No-classes scheduled dates

- Student Life events and activities
- Career Fair dates
- College-wide events
- A section to jot down important information, along with the contact information for friends, classmates and other people important to your education.

STUDENT HANDBOOK HIGHLIGHTS

Don’t forget to use the Handbook portion (pages 106-222) for:

- Great information on the various services offered on campus
- Academic Standards information
- Directory of College Services is on the inside front cover
It has been said that time is our most valuable commodity. We hope that this planner will help you manage that commodity and assist you in achieving your goals.

**TIPS FOR USING THIS PLANNER**

**IT’S AS EASY AS 1, 2, 3!**

**STEP ONE** ~ Input all things in your life that have a fixed date
- Take each of your syllabi and input all assignments and due dates.
  
  _TIP – Using a different color pen for each class will help to visually distinguish how much work you have due each week._

- Input your work schedule, your school schedule and any other commitments you may have that occur on a regular basis.

**STEP TWO** ~ Put in one thing each week that is just for you
- Whether it is watching your favorite TV show or time with friends, a key to being productive is practicing good self care.

**STEP THREE** ~ Input all things in your life that are required but have flexible time frames
- Write in study times for each class. Be sure to write which course you will be studying for ex: “Study History” this way you know if you don’t have any history homework or reading you can use that time for something else.

  _TIP – For each hour you are in class you should schedule two hours of homework time. Studying before and after each class will increase your ability to learn the new information._

- Look at all of the commitments in your life and write in the things that you must do, but have a choice of when you do them.
AUGUST 2016
MY NOTES FOR THE WEEK

FALL SEMESTER BEGINS

Welcome Week: President Pancake Breakfast
<table>
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<td>Welcome Week: Ice Cream Social</td>
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<td>Welcome Week: Pizza Party</td>
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<td>Friday</td>
<td>Final Date to Change Fall Semester Registration</td>
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<td>Final Date to Submit Fall Test-Out or Transfer Credit</td>
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<td>Saturday</td>
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August 2016
MY NOTES FOR THE WEEK

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Service Learning/Community Involvement Fair
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<td>Lunch on the Lawn</td>
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SEPTEMBER 2016
MY NOTES FOR THE WEEK

Labor Day Holiday – College Closed

Monday

Tuesday
Student Senate General Assembly
September 2016
MY NOTES FOR THE WEEK

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October 2016
My Notes for the Week

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October 2016
MY NOTES FOR THE WEEK

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University of Minnesota Transfer Fair
OCTOBER 2016
MY NOTES FOR THE WEEK

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26 Saint Paul College—A Community & Technical College
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Spring Semester 2016 Priority Registration Begins

Student Senate General Assembly

Thursday

No Classes

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No Classes

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OCTOBER 2016
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Monday

**Final Date to Apply for Fall Semester Graduation**

Tuesday

**Open Cities Health Fair**
Wednesday

Student Senate General Assembly

Thursday

Phi Theta Kappa Induction Ceremony

Friday

Saturday

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NOVEMBER 2016
MY NOTES FOR THE WEEK

Monday

Tuesday

November 2016

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November 2016
MY NOTES FOR THE WEEK

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Tuesday

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<th>Date</th>
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<td>Dec-1</td>
<td>Student Senate General Assembly</td>
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<td>Dec-3</td>
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December 2016
MY NOTES FOR THE WEEK

Monday

Tuesday
Open Cities Health Fair
Wednesday

Thursday

Friday

Saturday

Sunday

Saturday Classes End

Final Exams

Final Exams

Final Exams
December 2016
My Notes for the Week

Final Exams

Final Exams
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<th>14</th>
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<td><strong>Student Senate General Assembly</strong></td>
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<td><strong>Final Exams</strong></td>
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<td><strong>Tuition Due Date (Spring Semester)</strong></td>
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<td><strong>FALL SEMESTER ENDS</strong></td>
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DECEMBER 2016
MY NOTES FOR THE WEEK

Monday 19

Tuesday 20
DECEMBER 2016
MY NOTES FOR THE WEEK

26
Monday

27
Tuesday
Wednesday
28

Thursday
29

Friday
30

Saturday
31

Sunday
Jan-1

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JANUARY 2017
MY NOTES FOR THE WEEK

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2
Monday

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Tuesday
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JANUARY 2017
MY NOTES FOR THE WEEK

SPRING SEMESTER BEGINS

Welcome Week: President Pancake Breakfast
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<tr>
<td>Wednesday</td>
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<td>Welcome Week: Ice Cream Social</td>
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<td>Welcome Week: Pizza Party</td>
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<td>Final Date to Submit Spring Test-Out or Transfer Credit</td>
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<td>Saturday Classes Begin</td>
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JANUARY 2017
MY NOTES FOR THE WEEK

16
Monday

Martin Luther King Holiday – College Closed

17
Tuesday

Service Learning/Community Involvement Fair
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>18</td>
<td>Student Senate General Assembly</td>
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<td></td>
<td>Student Senate E-Board Applications Open</td>
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JANUARY 2017
MY NOTES FOR THE WEEK
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January 2017
My Notes for the Week

Monday

Tuesday

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<th>Day</th>
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<th>Feb-2</th>
<th>Feb-3</th>
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<td><strong>Student Senate E-Board Applications Close</strong></td>
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</table>
February 2017
My Notes for the Week

Final Date to Withdraw to Receive Tuition Adjustment

6
Monday

Open Cities Health Fair

7
Tuesday
Student Senate Candidate Orientation

Student Senate Campaign Begins
FEBRUARY 2017
MY NOTES FOR THE WEEK

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13
Monday

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14
Tuesday

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<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
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FEBRUARY 2017
MY NOTES FOR THE WEEK

Presidents’ Day Holiday – College Closed

Monday

Tuesday

20

21
February 2017
MY NOTES FOR THE WEEK

National Eating Disorders Screening Week
<table>
<thead>
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<th>Date</th>
<th>Event</th>
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<td>Mar-1</td>
<td>Student Senate General Assembly</td>
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<tr>
<td>Mar-2</td>
<td>Summer Term 2016 Priority Registration Begins</td>
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<td>Mar-3</td>
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<tr>
<td>Mar-4</td>
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**March 2017**

**MY NOTES FOR THE WEEK**

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<tr>
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<tr>
<td>6</td>
<td><strong>Student Senate Election Begins</strong></td>
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<tr>
<td>7</td>
<td><strong>Open Cities Health Fair</strong></td>
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</table>
Wednesday

Student Senate Election Closes/Campaign Ends

Thursday

Friday

Student Senate Election Results Posted

Saturday

Sunday
MARCH 2017
MY NOTES FOR THE WEEK

13
Monday

SPRING BREAK

14
Tuesday

SPRING BREAK
<table>
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<td>Sunday</td>
<td>19</td>
<td>SPRING BREAK</td>
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March 2017
My Notes for the Week

Fall Semester 2016 Priority Registration Begins
Wednesday 22

Student Senate General Assembly

Thursday 23

SPC Talks: Racial Equity and Diversity

Friday 24

Final Date to Apply for Summer Graduation
March 2017
My Notes for the Week
April 2017
My Notes for the Week

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3
Monday

4
Tuesday

Open Cities Health Fair
<table>
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<tr>
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<tr>
<td>Thursday</td>
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<td>National Alcohol Screening Day</td>
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<td>Phi Theta Kappa Induction Ceremony</td>
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<td>Sunday</td>
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</table>
April 2017
My Notes for the Week
April 2017
My Notes for the Week

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17
Monday

18
Tuesday

Final Date to Withdraw to Receive “W”

Withdrawal date can vary – check online course schedule.
Student Senate General Assembly
April 2017

My Notes for the Week

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Monday 24

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Tuesday 25

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26
Wednesday
Graduate Salute

27
Thursday
Graduate Salute

28
Friday

Saturday 29

Sunday 30

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May 2017

My Notes for the Week

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Monday

1

Graduate Salute

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Tuesday

2

Open Cities Health Fair
Student Senate General Assembly
# May 2017

**My Notes for the Week**

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuition Due Date (Summer Term)</th>
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</table>

**Tuition Due Date (Summer Term)**

### Monday

### Tuesday
Final Exams

Saturday Classes End

Final Exams
May 2017
My Notes for the Week

Final Exams

SPRING SEMESTER ENDS

Final Exams
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<td>Sunday</td>
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**GRADUATION CEREMONY 2016-2017**
May 2017
My Notes for the Week

Monday

Tuesday
May 2017
MY NOTES FOR THE WEEK

SUMMER TERM BEGINS
June 2017
MY NOTES FOR THE WEEK

Final Date to change Summer Registration

Final Date to Submit Summer Test-Out or Transfer Credit

Monday

Tuesday
JUNE 2017
MY NOTES FOR THE WEEK

Final Date to Withdraw to Receive Tuition Adjustment

Monday

Tuesday
JUNE 2017
MY NOTES FOR THE WEEK
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<td><strong>July-1</strong></td>
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<td><strong>Sunday</strong></td>
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<td><strong>July-2</strong></td>
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</table>
**JULY 2017**

**MY NOTES FOR THE WEEK**

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**3**
Monday

**4**
Tuesday

*Independence Day Holiday – College Closed*
JULY 2017
MY NOTES FOR THE WEEK

Monday

Final Date to Withdraw to Receive “W”

Withdrawal date can vary – check online course schedule.

Tuesday
VISION
Saint Paul College will be a leader in providing comprehensive lifelong learning through innovative and quality focused strategies and services.

MISSION
The mission of Saint Paul College is to provide: Education for Employment...Education for Life!

Saint Paul College offers comprehensive learning opportunities in career and transfer education to enhance personal knowledge and advance economic opportunity for the benefit of a diverse population including students, business/industry/labor and the community.

OUR VALUES
The College mission and goals are based on its values which are central to an effective learning organization. Saint Paul College—A Community & Technical College is committed to the following values:

- **Excellence**
  - Teaching & Learning, Career & Transfer Education, Customer Service, Innovation, Accessibility, Technology

- **Integrity**
  - Honesty, Accountability, Decision-Making, Climate Responsiveness,

- **Respect**
  - Student Centered, Cultural Diversity/Inclusiveness, Human Diversity, Collaboration.

ACCREDITATION
Saint Paul College—A Community & Technical College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools. The College also holds professional accreditation from: American Culinary Federation Education Foundation’s Accrediting Commission (ACFEF), Commission on Accreditation for Respiratory Care (CoARC), National Accrediting Agency for Clinical Laboratory Sciences, Accreditation Commission for Education in Nursing (ACEN), Association of Collegiate Business Schools and Programs (ACBSP).

Saint Paul College meets established standards and is approved for the instruction of veterans, orphans of war veterans, state and federal rehabilitation students and members of the workforce needing training or retraining. Saint Paul College meets the definition of an institution of higher education and students are entitled to participate in federal financial assistance programs.
DEFINITIONS

A. “College” means Saint Paul College—A Community & Technical College

B. “Student”, includes all persons taking courses at the College, both full time and part time, and persons who are not officially enrolled for a particular term but who have a continuing relationship with the College, including any person seeking admission by either taking the assessment test and/or making application to the College.

C. “Faculty member” means any person hired by the College to conduct course activities.

D. “Administrator” includes any person employed by the College, performing assigned administrative or professional responsibilities.

E. “College Official” includes any person employed by the College, performing assigned administrative or professional responsibilities.

F. “Member of the College community” includes any person who is a student, faculty member, administrator, or any other person employed by the College.

G. “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Colleges including adjacent streets and sidewalks.

H. “Organization” means any number of persons who have complied with the formal requirements of College recognition.

I. “Shall” is used in the imperative sense.

J. “May” is used in the permissive sense.

K. “Policy” is defined as the written regulations of the College as found in, but not limited to, the Code of Student Conduct, the Student Handbook, College Catalog, College Policy and Procedure Manual, and other official College publications.

L. “Business Days” and “Working Days” means Monday through Friday, excluding state holidays or days the College is closed.

M. “School days” means scheduled class days (excluding holidays and Sundays).
ENROLLMENT INFORMATION

ADMISSIONS

Admissions Process
Admission to the College is open to students who are at least sixteen years of age, have completed their high school diploma, GED, or equivalent, or meet Ability to Benefit requirements, and who are able to benefit from the educational offerings of the College. Admission to the College does not guarantee admission into a specific program or college-level classes. Clear and accessible information regarding college program admission requirements shall be provided in the Office of Enrollment Services and in other locations. Academic, fiscal and facilities considerations may limit admission to a particular program. The exception to this policy relates to those Minnesota high school students who meet the requirements of the Post-Secondary Enrollment Options (PSEO) Act of 1985 (See Minnesota State Policy 3.5) or other special high school programs.

Students seeking admission to the College who have attended another college or university and do not meet the College’s Satisfactory Academic Progress Standards must appeal for admission.

Admission to a Major Program
Students are accepted into a major program for the purpose of obtaining a specific degree, diploma, or certificate. Students may change their major by meeting the prescribed admission requirements for the desired program.

Undeclared Students
Undeclared students are not assigned an advisor and do not qualify for financial aid or veterans educational benefits. Some classes may be limited to students admitted to a specific major.

If at a later date a student decides to pursue a degree, diploma, or certificate, the credits earned as an undeclared student may apply toward a program.

Change of Major
If you have been admitted to the College in a specific major and want to change your major, you will need to complete the Change of Major Form at the Office of Enrollment Services. Mid-semester major program changes are not permitted. The change of major will be effective for the next term.

Re-Admission
If you have interrupted attendance at the College, you must contact the Office of Enrollment Services to apply for readmission. To have assessment tests waived based on course work completed at another institution, you will need to contact the Transfer Center at 651.846.1739.
Post-secondary Enrollment Options Program (PSEO)
The PSEO program enables Minnesota high school sophomores, juniors and seniors to take college classes for high school and college credit. The purpose of the program is to promote rigorous academic pursuits and provide a wider variety of options than may be available in high school. Students may attend either part-time or full-time. Tuition, course fees and textbooks are provided at no cost. However, a required PSEO contract must be completed and submitted by the noted deadline. For more information about the PSEO Program, contact the PSEO Coordinator at 651.846.1713. Please identify yourself as a PSEO student.

Intake Assessment
Research shows that students who enter courses at the level that best matches their background and abilities are more successful. Therefore, the College and the Minnesota State System require assessment of basic academic skills. The assessment for those whose native language is English covers reading comprehension and mathematical computation. The assessment for students whose native language is not English is the English-as-a-Second Language (ESL) assessment. You may be assessed in additional subjects for admission to selected programs or placement into certain courses.

The assessments are computerized and available on a walk-in basis in the Assessment Center -- room 3140 -- and usually take from 1 ½ to 2 ½ hours. Scores determine course placement. In some cases, assessment results may indicate that you may benefit from developmental coursework in reading, writing, grammar, and/or math, prior to entering your major program.


The assessment requirement may be waived depending on previous college experience and/or college coursework. Contact the Transfer Center at 651.846.1739 to have previous college coursework reviewed for an assessment waiver.

Please call 651.846.1555 for additional information about the assessment process.

Developmental Coursework
Developmental coursework has assisted thousands of students get started in College programs. The goal of developmental coursework is for students to acquire the necessary knowledge and skills that help them succeed in programs.

Developmental coursework is delivered via traditional-based classes or as computer based instruction where the students work independently in the Learning Center under the supervision of faculty and support staff.

English for Speakers of Other Languages (ESOL)
The purpose of English for Speakers of Other Languages (ESOL) coursework is to assist limited-English speakers from different ethnic and cultural backgrounds learn English to increase their chances of success at the College. This program offers specially tailored classes to meet these unique needs.
IMMUNIZATION REQUIREMENTS

Minnesota Law (M.S. 135A. 14) requires that all students born after 1956 and enrolled in a postsecondary educational institution be immunized against measles, rubella, mumps after the age of 12 months against diphtheria; and tetanus within 10 years of first registration, allowing for certain specified exemptions.

You must submit a statement indicating the month and year of each immunization when you register for classes, or no later than 45 days after the start of your first term. Students born in 1956 or before are not required to provide information. Students who graduated from a Minnesota high school in 1997 or later are also exempt.

The Immunization Record form is designed to provide the College with the information required by law and will be available for review by the Minnesota Department of Health. The form is available on the College website.

Students enrolled in Health programs are required to obtain additional immunizations in accordance with clinical site policy. For more information regarding immunization requirements and resources available to meet those requirements, contact the Office of Enrollment Services.

BACKGROUND CHECKS POLICY

Designated Health and Child Development Careers program students are affected by the following:

Minnesota Statutes require that the Department of Human Services (DHS) conduct background studies on individuals providing direct contact services to people receiving services from facilities and agencies licensed by DHS and the Minnesota Department of Health (MDH). Direct contact is defined as providing face-to-face care, training, supervision, counseling, consultation, or medication assistance to people receiving services from the agency or facility. A fee will be applied for the background check.

An individual who is disqualified from having direct contact with persons served by the program as a result of the background study, and whose disqualification is not set aside, will not be permitted to participate in a clinical placement in facilities with programs subject to licensure under Minnesota statutes. This is to protect the health, safety, and rights of persons served by those programs. Failure to successfully participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program. The Department of Human Services (DHS) determines disqualification, and the Department of Human Services will inform an individual of this report.

Students are reminded of the background study requirement upon admission to the program, during the first introductory course in the program and when a work setting is identified for a clinical placement. Background studies must be submitted annually.
REGISTRATION

The College Course Schedule is available online and contains a complete listing of classes that are available each term and is available approximately ten weeks before the beginning of the term. The Course Schedule lists the courses, number of credits, class times, instructors’ names, room numbers and prerequisites. Please note this information is subject to change without notice.

Returning students in a declared major have registration priority. When planning for future courses you are encouraged to work with an Advisor or your program faculty. If you need help in making career decisions, you should make an appointment with the Director of the Career and Placement Center. Classes have limited enrollment. Closed classes are posted on the online course schedule.

Registration for classes takes place each semester and summer term. Information on how and when to register is sent to new students when they are accepted for admission. Information is also posted on the College website. Not all courses listed in the College Catalog are offered every term.

A Registration Schedule is published on the College website for each term and indicates assigned dates and times for registration. New students who have applied and been accepted may register for classes during orientation sessions or check the Program Requirements Guide online and register online for courses prior to attending an orientation session. Students do not need to wait for orientation sessions to register.

Students with an unpaid balance at the College or any other Minnesota State College or University will be unable to register for courses until all unpaid balances have been paid.

Returning students should register after consulting with their Program Requirements Guides and Degree Audit Reports (DARS) during the previous semester prior to enrolling and go through the following procedures:

Registration Process for Current and Returning Students


2. Login into your account to register online; or if assistance is needed, you may go to the Office of Enrollment Services for online registration assistance.

3. Pay tuition online or print your fee statement and present it with payment at the Tuition Office before the posted due date. You will receive a paid fee statement upon receipt of payment. Refer to Tuition & Fees for details for payment options.

4. Purchase books and supplies.

5. Attend all courses for which you’ve registered.

Helpful Hint: Purchase your books prior to the start of class, either at the Bookstore or online at www.saintpaulcollegebookstore.com. This will help you to avoid the long lines at the Bookstore on the first day of the term.
Registration Process for New Students

1. Follow Admission and Intake Assessment process.

2. Attend an Orientation session. (Students may complete step three prior to attending orientation) Or utilize the College’s online orientation found at www.saintpaul.edu/orientation

3. Register online. If you have a disability that precludes you from registering online, submit the completed Add/Drop Registration Form to the Office of Enrollment Services.

4. Pay tuition online or print your fee statement and present it with payment at the Tuition Office before the posted due date. You will receive a paid fee statement upon receipt of payment. Refer to Tuition & Fees for details for payment options.

5. Purchase books and supplies.

6. Attend all courses for which you’ve registered.

Adding, Dropping, or Withdrawing

Students bear primary responsibility for their Course Registrations. Students are responsible for canceling their registration by the due dates posted in the course schedule or to pay any balance due. To cancel registration, a student must login to their e-services account and drop their classes, prior to the end of the designated drop/add period. Non-attendance is not a cancellation and students will be held responsible to pay any amount owed.

All students, including those receiving financial aid, will be assessed tuition and fees for the term based on the number of credits for which they are registered on the 6th day of the term.

Students may add courses at any time during the published “add” period for each term. For a course that meets for the full term, students who drop a course through the 5th day of a term, may receive a tuition refund (pro-rated for summer term). The refund schedule varies for courses that meet less than the full term. Contact the Tuition Office for details on short courses. The add/drop and withdraw deadlines are listed on the course schedule.

Students may withdraw from classes to receive a “W” grade from the 6th day of the term through the posted date of withdrawal for the term. For courses that do not run the entire term, withdrawal is permitted before 80% of the class session is over. Students must withdraw from courses online. No refund is permitted after the 5th day. Courses from which a student officially withdraws will be assigned the letter grade “W” (withdraw). Students who fail to withdraw from a course but stop attending before the end of the semester are subject to being assigned a grade of FW. Refer to the current Course Schedule for details.
Students who cannot attend class during the first week of classes (or do not plan to log on for the first day of an online class) need to make arrangements for all absences in advance with their instructor. Students who miss class the first week without making prior arrangements with their instructor are subject to being assigned a grade of FN (Failure for Nonattendance). Students must drop courses they do not intend to attend before the end of the add/drop period.

**Student Records**
The College Student Records Office is the official recorder of your academic record and progress.

**Student Transcripts**
Requests for Saint Paul College official transcripts are processed through the Student Records Office. All financial obligations to the College must be met before transcripts are released.

An official transcript is issued for a fee upon written request or online submission from the college website. From the main Web page select Student Records under the Student Services list.

The transcript serves as the official record of student effort while enrolled at the College. Requests are processed within three business days. There is an additional fee for next business day service, if needed.

**Transfer Information**
Transfer of Credits from Other Institutions

The College will review requests for transfer of credit from individuals who have completed coursework from other post-secondary institutions. Transfer credits accepted will appear on the Saint Paul College transcript and can be used to satisfy the program graduation requirements but will not be used to calculate the grade point average.

Students seeking admission to the College who have attended another college or university and do not meet the College’s Satisfactory Academic Progress Standards must appeal for admission.

If you are interested in receiving transfer credit, you must request for an official transcript from each institution attended be sent to Saint Paul College - Student Records Office. If you previously attended a Minnesota State College or University (Minnesota State), the Records Office may be able to access your transcript electronically. Contact the Records Office to confirm the availability of a Minnesota State transcript. Each credit to be considered for transfer must be supported by an official transcript from the originating institution and must be approved by the Institution prior to the awarding of credit. Refer to the College Catalog for additional information regarding transfer credits.
A student shall earn a minimum of 20 credits for all associate degrees at the College. The residency requirement shall be reduced to 12 credits for students transferring with at least 12 college-level credits from another Minnesota State institution and/or the University of Minnesota. One-third of the credits required for a diploma or certificate must be earned at Saint Paul College. At least one course must be completed at Saint Paul College in order to earn the Minnesota Transfer Curriculum (MnTC).

Students also may be eligible to transfer credit to the College through the following:

- AP - Advanced Placement Exams (for High School Students)
- CLEP - College Level Examination Program
- Credit for Life Work/Work Experience (Prior Learning)
- IB - International Baccalaureate (for High School Students)
- International Credentials
- Military - Related Courses and Experience.

Please refer to the College Catalog for more information regarding transfer of credit standards and procedures.

Transfer of Credit Policies
Transfer of credit and courses will be evaluated based on policies and procedures of the College, as outlined in the College’s catalog, Minnesota State system policies and procedures, and according to Family Educational Rights and Privacy Act (FERPA).

Institution Accreditation
Transfer of credit will be considered for college level coursework completed at accredited institutions:

- Regionally Accredited: Degree-granting public, private, nonprofit and for-profit, two- and four-year institutions in the United States accredited by the Higher Learning Commission, (a Commission of North Central Association of Colleges and Schools) and/or parallel accrediting agencies in other regions of the United States.
- Nationally Accredited: Specialized institutions, including distance learning providers and freestanding professional schools recognized by the Council of Higher Education Accreditation (CHEA) and the U.S. Department of Education (USDE). Coursework will be considered on a course-by-course basis through an appeal process and will be judged to be comparable or equivalent to courses offered at Saint Paul College.
Transfer Course Evaluation
Courses will be reviewed and considered for transfer as follows:

General education coursework completed at Minnesota State that fulfills the Minnesota General Education Transfer Curriculum (MnTC) will transfer based on the assigned goal area at the sending institution.

- General education coursework completed at the University of Minnesota or other institutions outside the Minnesota State system will be considered for transfer as:
  - Equivalent to a Saint Paul College general education course and MnTC Goal Area
  - Not equivalent to a specific Saint Paul College course, but will fulfill a MnTC Goal Area

- Coursework that is not general education will be considered for transfer as:
  - Equivalent to a specific course in a technical program (within five years of course completion, if in a technical program)
  - Elective credit that does not apply toward general education or technical course requirements (including technical courses over five years old)

Transfer Equivalency
Courses approved for transfer must be comparable in nature, content, and level and match at least 75% of the content and goals of the course syllabus for which the student is seeking equivalent credit.

Transfer Appeal
If a credit transfer is denied, you may request an appeal. Appeal forms are available from the Enrollment Services. If you are still not satisfied with the results of this appeal, you may appeal to the Vice President of Academic and Student Affairs at the College. A third and final transfer appeal is available at the system level.

Transfer Grades
All college level courses in which a student has received a grade of A, B, C, D or P/S will be considered for transfer evaluation. No F or D- grade courses will be accepted. Please note that while D grades will transfer, some programs require a grade of C or higher for all courses to fulfill requirements.

Transfer to Other Institutions
There are ways to ensure a smooth transfer from the College to a four-year college. It is important to understand the types of degrees offered at the College. Please refer to the College Catalog for an explanation of the degrees, diplomas, and certificates available. Refer to the Articulation Agreements page of the Minnesota Transfer web site at www.mntransfer.org/transfer/tools/t_artagreements.php to find which programs at the College have transfer agreements with other institutions.
Understanding Transfer of Credits

The receiving college or university decides which credits transfer and if those credits meet its degree requirements; however, a course that meets a Minnesota Transfer Curriculum (MnTC) goal at the College will meet the same goal at another Minnesota State system institution. To find out how credits transfer between Minnesota State system institutions, go to https://transferology.com

Note: A course can meet a Minnesota Transfer Curriculum Goal at the sending institution and yet may or may not be considered equivalent to a course at the receiving institution. The accreditation of both the sending and receiving institution can affect the transfer of credits earned, but it is not the only factor in determining transfer of credits.

Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content and level: “like” transfers to “like.” The name of a course is not sufficient to determine equivalency. Not everything that transfers counts toward graduation. Bachelor’s degree programs usually count credits in three categories: general education, major/minor courses, and prerequisites/electives. The key question is, “Will your credits fulfill requirements of the degree or program you choose?”

A change in career goal or major might make it difficult to complete all degree requirements within the usual number of graduation credits.

All colleges and universities are unique and differ from how they accept courses and other types of college credits (CLEP, AP, IB international credits, etc.); therefore, it is important to speak with a n Advisor, consult college catalogs and websites and talk to an advisor at the four-year institution. Transfer guides to four-year institutions may be available to provide guidance in selecting the courses intended to transfer from the College. You may access the College Catalog, the College website (www.saintpaul.edu), or the Minnesota Transfer website (www.mntransfer.org) for more information. To understand Your Rights as a Transfer Student, refer to the College Catalog or contact your Advisor.

Tuition & Fees

The Board of Trustees for Minnesota State establishes tuition rates annually. Tuition rates will be based on a per credit basis for all credit course offerings and are subject to change. The Course Schedule lists tuition and fee rates for the term.

If you are a qualified senior citizen (over the age of 62) you may be eligible to attend classes at a reduced tuition rate. Refer to the current Course Schedule for details. Registration is allowed on a space-available basis beginning second class session. Senior citizens who register before the first day of the semester must pay full tuition and fees.

Course Fees

Selected courses have additional course fees which can include, but are not limited to, charges for such items as: tools, books, materials and supplies retained by the student, liability insurance (clinical experiences), or special testing fees, etc. Course fees are listed in the Course Schedule displayed on the College website. To determine if a course has additional course fees, select the course from the semester course schedule and place cursor on the course title and click the link to view the course details.
FEES CHARGED PER CREDIT

MSCSA (Student Association) Fee
The Minnesota State College Student Association fee, assessed to all students, provides for support of the statewide student association by providing training and development of campus leaders, and lobbying of student interests with the legislative and executive branches of the State of Minnesota as well as at the national government level. The MSCSA fee is $0.92 per credit for the 2016-2017 school year.

Parking/Safety/Facilities Fee
This fee at the College covers costs associated with parking, safety, and facilities. The fee must cover all costs associated with the parking operations of the College. Parking Prices can be found on the College website at www.saintpaul.edu/parking.

Student Life Fee
These funds are for the support and development of Student Life groups, activities and functions.

Technology Fee
A technology fee is charged as allowed by the Minnesota State. The technology fee is used for purchasing instructional equipment and materials such as computers and software, audio-visual equipment, library technology, and support staff.

OTHER FEES

Late Fee
There is a late fee of up to $50.00 per semester fee charged to debtors who do not pay their account balance, in full, by the established deadlines. A hold will be placed on your account for any unpaid balance. This hold will prevent you from registering for classes.

Library Fine
Students who fail to return materials will be charged for all overdue library materials.

Non-sufficient Funds/Returned Check Fee
When checks are returned to the college, due to non-sufficient funds (NSF), account closure or stop payment a fee of $24.00 is assessed for each check.

Transcript Fee
There is a $5 charge for each academic transcript request. Allow three days for processing. An additional $5 will be charged for next business day service.

SPC Card Replacement Fee
The SPC Card provides multiple campus functions and is used as a photo ID, a parking access card and door access card. There is a $15 charge to replace a lost or stolen SPC Card.
Tuition Payment/Deferment Options

The full amount of the tuition and fees should be paid or deferred by one of the seven options below by the posted due date for the term - or your classes will be deregistered. For students registering or adding classes after the tuition due date, the tuition is due within 24 hours of adding classes. Invoices are not mailed, students must check their account balance online and pay any balance due by the posted due dates on the academic calendar. Students should also check their Saint Paul College email accounts for tuition payment deadline reminders and informational announcements.

1. Avoid the lines and pay online through your student account. Payment types accepted are Master Card, Visa, Discover, or E-Check.

2. Make a payment at the Tuition Office during business hours. Payment types accepted are Master Card, Visa, Discover, cash, or check.

3. Mail your payment to the address below. Please do not mail cash and make sure to include your student ID number, name, and phone number. Mail your payment no later than five business days before tuition in due.

   Saint Paul College Tuition Office
   235 Marshall Avenue
   Saint Paul, MN 55102

4. Drop your payment in the Tuition Office Drop Box located next to the tuition windows. Please include your student ID number, name, and phone number. Payments dropped after business hours will be processed the next business day.

5. Setup a payment plan through Nelnet Business Solutions. NBS is a third party tuition management company. For a fee, they will set up a payment schedule and forward your payments to the Tuition Office. Allow at least one week prior to the tuition due date for processing.

6. Complete a Financial Aid application (FAFSA). Please allow two weeks for the Institutional Student Information Record (ISIR) to be received at the school. You are responsible for completing the full FA process.

7. Students who receive funding from scholarships, sponsoring agencies, or organizations will have their tuition deferred. Authorizations should be submitted using the Saint Paul College Authorization for Payment or a similar form that provides the same information. It is the student’s responsibility to ensure that the Tuition Office receives the proper authorization from the third party one week before the tuition due date.

For further details on the different payment options please go to www.saintpaul.edu/prospectivestudents/Pages/TuitionFees.aspx and click on Payment Options. Students will be responsible for any balances remaining after financial aid, third party, and Nelnet payments have been finalized.
NOTICE TO ALL STUDENTS
You are responsible for dropping the courses you do not wish to take. Please check your e-services account each day during the add/drop period to ensure your schedule is what you intend to take. You are financially and academically responsible for any registered courses. Non-attendance is not a cancellation and students will be held responsible to pay any amount owed.

Non-Resident Tuition Status
The College considers Residents and Non-Resident students the same for Tuition rate purposes.

Non-Payment of Tuition
Students who have not made payment or do not have a tuition deferment by the posted due date may lose their place in each registered class. Students who are not planning on attending should deregister themselves from courses prior to the start of the term. Students who have not deregistered are responsible for the unpaid balance. Refer to the current Course Schedule for details.

TUITION REFUND POLICY

Refunds for Total Withdrawal from College
If you withdraw from all courses, you may be eligible for a tuition refund according to the schedule below. You may submit the request online through your account or present an Add/Drop/Withdraw Form to the Office of Enrollment Services by the noted due dates. Failure to attend class does not constitute withdrawal.

Withdrawal Period - Fall & Spring Terms Refund
Prior to the 1st day of the term 100%
1st through 5th business day of the term 100%
6th through 10th business day of the term 75%
11th through 15th business day of the term 50%
16th through 20th business day of the term 25%
After the 20th business day of the term 0%

Withdrawal Period - Summer/Other Terms Refund
At least 3 weeks but less than 10 weeks in length
Prior to the 1st day of the term 100%
1st through 5th business day of the term 100%
6th through 10th business day of the term 50%
After the 10th business day of the term 0%

Refunds for Change of Credit Load
No tuition refund will be made, nor will fees be reduced, by withdrawing from only part your credits after the 5th business day of the term.
**Enrollment Information**

**Refund Time Frame**
Refunds for tuition payments made by cash or check will be made to the students refund preference of direct deposit, check or OneAccount. Credit card payments will be refunded to the same credit card that was used when the tuition was paid. A minimum of one week is required to process refunds paid by cash and credit card. A minimum of two weeks is required to process refunds for tuition and fees paid by check.

**Waivers**
The College may waive amounts due to the College for the following reasons: employee benefit provided by bargaining agreement, death of a student, medical reasons, college error, employment related condition, significant documented personal circumstances, student leader stipends, course conditions, natural disasters or other situations beyond the control of the College. The College cannot waive the MSCSA student association fee. Contact the Tuition Office if you feel you are entitled to a waiver.

**Financial Aid**

**Financial Aid**
Financial aid is money available to help students finance the cost of an education. Financial aid comes in the form of grants (money that you do not have to pay back), loans (money that you must pay back), and college work-study (money you earn through employment). Eligibility is determined from the results of the Free Application for Federal Student Aid, FAFSA.

As a student, you have the primary responsibility to pay for your education. Financial aid is intended to supplement the difference between the cost of education and the expected family contribution. Several programs are available to help you meet your educational expenses. The Financial Aid Office determines Saint Paul College financial aid eligibility after receiving the FAFSA results and after processing all required documents.

You must be admitted to a program at the College that leads toward a degree, diploma, or eligible certificate to be qualified for financial aid. For additional information, contact the Financial Aid Office at financialaid@saintpaul.edu or go online to the College website at [www.saintpaul.edu/FinancialAid](http://www.saintpaul.edu/FinancialAid).

**Financial Aid Definitions**
- **FAFSA** - The FAFSA is the Free Application for Federal Student Aid. This is the annual application for students to receive all forms of financial aid: grants, loans, and college work-study.
- **Cost of Attendance** - This is considered the cost of education at the College. It includes tuition, fees, a room and board allowance, books, supplies, a transportation allowance, and a personal expense allowance. It helps determine how much financial aid a student is able to receive during a semester of enrollment.
• Expected Family Contribution - An amount, determined by a formula called Federal Methodology, that indicates how much of the student and the student’s family’s resources should be available to help pay for school. The Expected Family Contribution (EFC) is used in determining the student’s eligibility for federal and state financial aid. If a student has unusual expenses that may affect the student’s ability to pay for school, the student should notify the Financial Aid Office.

• Financial Need - Financial need is the difference between the cost of attendance and the expected family contribution.

• Full Time Enrollment - 12 credits or more per semester.

• Three Quarter Time Enrollment - 9-11 credits per semester.

• Half Time Enrollment - 6-8 credits per semester.

• Less Than Half Time Enrollment - 5 credits or fewer per semester.

• Maximum Time Frame - The amount of time, defined in attempted credits, the student may receive financial aid to complete a program. Currently students may receive financial aid for up to 150% of the required credits in the registered program. Example: If a program is 64 credits long, the student may attempt 96 credits within that program and still receive financial aid as long as the credits are required.

**Types of Financial Aid**

The following types of financial aid are available at the College.

**Grants**

Grants are gift aid, which you do not have to pay back. Students who have completed a bachelor’s degree or the equivalent are not eligible for grants.

**Federal Pell Grant**

Students apply for the Federal Pell Grant by completing the FAFSA. Pell Grants vary from $400 per year up to the federally legislated maximum. Pell Grant recipients must be enrolled in an eligible program and must maintain satisfactory progress in their coursework.

**Minnesota State Grant**

A grant for Minnesota residents who are attending an accredited post-secondary institution, the award process is similar to the Pell Grant. Students apply by completing the FAFSA.

**Federal Supplemental Education Opportunity Grant (SEOG)**

This program is designed for students who have exceptional financial need. Funds are limited. Eligibility is determined by the Financial Aid Office with priority given to students who apply for Financial Aid early.
Minnesota Postsecondary Child Care Grant
This grant is for students who are Minnesota residents, have children ages 12 and under (14 and under, if disabled), have financial need, and have child care expenses. Recipients must not be receiving Minnesota Family Investment Program (MFIP) assistance. Students who have received an award letter can request an application from the Financial Aid Office or online.

WORK-STUDY PROGRAM

Federal Work-Study/State Work-Study
These programs employ students on campus. Pay is established by the College. These programs provide work for up to 20 hours per week. Total work-study earnings are not to exceed the cost of attendance. Work study positions available on campus include tutors, office assistants, and lab assistants.

LOANS

Loans are financial aid that must be paid back. You must complete online entrance loan counseling and a Master Promissory Note through Saint Paul College in order to apply for a loan.

Federal Direct Loans
Students can also receive help to meet their educational expenses by borrowing money from Federal Student Aid. Subsidized and Unsubsidized loans are available based on eligibility. Dependent first year students can borrow up to $5,500 per academic year. Upon completion of 30 credits toward program requirements, eligibility increases to $6,500 per academic year. Independent students are eligible for additional unsubsidized loans. All loans must have two disbursements. Loans accepted for only one semester will have a disbursement at the start of the semester and a second disbursement half-way through the semester.

Federal PLUS Loan Program
The Federal Parent Loans for Undergraduate Students (PLUS) Loan Program for undergraduate students can be used by parents of dependent students who are in need of additional funds. The program allows parents to borrow up to the cost of attendance minus other aid. Parents must successfully pass a credit check to be eligible for a PLUS loan.

OTHER SOURCES OF FINANCIAL ASSISTANCE

Several government and private agencies provide financial assistance to eligible students. Contact the local office of any of the following agencies for consideration. The agency determines who is eligible for assistance.

- Division of Rehabilitation Services (DRS/DVR): www.deed.state.mn.us/rehab
- Minnesota Indian Scholarship Program: www.ohe.state.mn.us
- Veteran Benefits (VA): www.vba.va.gov/VBA
- Services for the Blind (SSB): www.mnssb.org
Private Scholarships - check with your high school counselor or the public library, and the following websites:

- www.fastweb.com
- www.finaid.org
- www.fastaid.com
- www.college-scholarships.com

**How to Apply for Financial Aid**

1. Apply for admission to the College. Students must declare a major and be enrolled in a program leading towards a degree, diploma or eligible certificates to be qualified for financial aid. Awards vary based on your enrollment level (full-time, part-time). Financial aid will be based on the number of enrolled credits by the drop/add deadline.

2. Fill out the Free Application for Federal Student Aid (FAFSA). You must apply electronically through the Federal Department of Education website at www.fafsa.gov. During the application, enter the Saint Paul College school code, 005533. The Financial Aid Office will receive an electronic copy of the results within two weeks.

3. If you have attended any post-secondary schools prior to Saint Paul College and want to be considered for the Minnesota State Grant, submit academic transcripts to the Financial Aid Office from all previously attended schools.

4. After the Financial Aid Office receives the FAFSA results from Student Federal Aid, your application will be reviewed. Quickly respond to any and all requests for additional information. When your file is complete, financial aid eligibility will be calculated and you will be notified by email that an award letter has been created on your College e-services account.

5. Carefully read your award letter and follow the instructions for receiving awards. All loans and the Minnesota Child Care grant require additional application requirements.

**Students Selected for Financial Aid Verification**

The College verifies Free Application for Federal Student Aid (FAFSA) information of students selected by the Federal Student Aid or selected by the College. Students selected for verification will be notified by email that the Aid Application Status Letter, explaining the required documentation to complete the verification process, is available on their e-services account. The Aid Application Status Letter will request specific information and/or documents required for verification. Self-reported information including household size or number attending college may be requested or documents including proof of citizenship or child support paid may be needed. The documentation requested will depend on the verification group the student is placed in, as chosen by Federal Student Aid or the College.

Students should submit all required documentation within 30 days of the request. The financial aid process will not continue until the required documentation is received.
Not submitting the requested documentation in a timely manner may result in loss of eligibility for the current academic year.

Once all required documentation has been received, students should allow a minimum of 14 business days for the verification process to be completed. If the FAFSA data matches the verification information, the Financial Aid process will continue toward a complete and accurate file at which time the student Award Letter can be viewed on-line at www.saintpaul.edu under the student’s e-services account. Any FAFSA discrepancies found as a result of the verification process will be corrected by the Financial Aid Office and electronically submitted to the central processor. Upon receiving a corrected FAFSA report from the central processor, an Award Letter will be available to the student.

Any cases of suspected fraud of misreported information or altered documentation to fraudulently obtain federal funds will be discussed with the College administration and referred to the Office of Inspector General of the Department of Education via Minnesota State.

**Applying Financial Aid to Your Account**

Financial Aid and other awards start applying to your student account during the third week of each semester. If you are using financial aid to pay your tuition and fees, you will have a balance on your account until the third week of classes. Students interested in charging books and supplies to their students accounts, can apply for book charging through the Tuition Office. Any charges made through book charging, will be added to your account and then paid when aid is applied.

Any remaining excess funds will be sent to the student through HigherOne. You will receive a letter in a green envelope from HigherOne shortly after registering for your first class. After you receive the letter, you must choose how you want to receive any excess funds. You can set up a direct deposit to a current bank account, request a debit card (known as the Saint Paul College Card) from HigherOne, or have a check mailed to you. For more information on disbursement, go to Saint Paul College Card: Disbursement Options.

After the first disbursement of the semester, aid applies weekly to student accounts on Wednesdays. First-time loan borrowers must wait 30 days until the first disbursement of their loans. All loans must have at least two disbursements. Semester-only loans will be disbursed at the beginning of the semester and at the half-way point of the semester.

**FINANCIAL AID POLICIES & PROCEDURES**

**Withdrawals**

If you withdraw from the College before the add/drop date for a term, you will not receive financial aid funds because there will be no class registration. If you withdraw from attendance at the College for any reason after the add/drop date for the term, you will be placed on financial aid probation the following academic term.

Students who receive financial aid and withdraw from all classes are subject to a federal Return of Title IV Funds policy. The policy states that if you withdraw up through
60% of the semester, a proportional amount of financial aid either received or that was applied to your student account must be refunded to the federal government.

Any institution refund calculated within the first four weeks of school term will be applied to the student’s account to reduce the student’s share of the Return of Title IV Funds. Funds returned to the federal government are used to reduce the federal program amount for which funds were disbursed. Funds are returned in the following order:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG Grant

**Other assistance under Title IV for which a Return of Funds is required.**

After the institution’s share of any required refund to Title IV programs has been refunded, a proportional share of any remaining institutional refund (not to exceed the amount of the State Grant payment the student initially received for the term), must be returned to the State Grant Program.

**Consortium Agreements for Financial Aid**

If you are taking classes at another college that are required for your program at the College, you must complete a consortium agreement if you would like those courses considered for financial aid eligibility. The Consortium Agreement form is available online on the Financial Aid Forms page and also in the Financial Aid Office, and must be completed with an attached registration form from the host school and submitted to the Financial Aid Office by the add/drop deadline. If a consortium agreement is not submitted, financial aid calculations cannot consider courses taken at the host school, as you cannot receive financial aid at two different schools during the same semester of enrollment.

**Tuition and Fee Deferments**

Tuition and fees will be deferred provided the following has been met by the posted tuition deadline for the term.

1. Student has received an Award Letter with financial aid eligibility equal to or greater than the tuition/fee charge. (Loan only eligibility requires a submitted Promissory Note).

2. An electronic Institutional Student Information Record (ISIR) is received resulting from submission of a FAFSA.

*Any tuition/fee balance not covered by Financial Aid is the student’s payment responsibility.*

**Financial Aid Book Charging Process**

You may charge the cost of your books prior to financial aid being disbursed if you meet all the following criteria:
1. You have received your Financial Aid Award Letter and have completed the loan application process if you will be using loan funds to pay for books and supplies.

2. You are registered for the classes in the upcoming term.

3. The total financial aid you will be receiving, at your registered credit level, exceeds your current account balance.

4. You have activated your Saint Paul College email account.

5. Completed and submitted a Book Charging Request online.

Financial Aid Book Charging allows students to charge books and supplies at the Saint Paul College Bookstore and is administered by the Tuition Office.

Special Circumstances/Income Review
Federal laws governing financial aid allow the College Financial Aid Office to recalculate financial need in cases of special circumstances not taken into consideration by the Free Application of Federal Student Aid (FAFSA). To ensure fairness and compliance with federal regulations, there are limits to which circumstances can be considered. Special Circumstances are considered on a case by case basis.

For more detailed information on types of special circumstances and requirements for submitting a “Special Circumstances Appeal Form” go to www.saintpaul.edu/FinancialAidForms

Dependency Override Appeal
Federal Student Aid determines a student’s status as dependent or independent by the answers the student provides on the thirteen questions listed in Step 3 of the Free Application for Federal Student Aid (FAFSA). Students are classified as dependent or independent because federal student aid programs are based on the principle that students (and their parents or spouse) are considered the primary source of support for postsecondary education. The Dependency Override process is used to address on a case-by-case basis a student who claims to be independent but does not meet the federal criteria. The student must demonstrate unique and extenuating circumstance.

For more detailed information on types of extenuating circumstances given consideration and requirements for submitting a “Dependency Override Appeal: Student Information/Recourse Statement” form go to www.saintpaul.edu/FinancialAidForms

Satisfactory Progress Standards - For Financial Aid Recipients
Federal regulations require that a college develop a standard of satisfactory academic progress. This satisfactory academic progress standard must have both a qualitative standard (grade point average) and a quantitative standard (course completion). If the student fails to meet either of these two standards, the student will first be given a warning term. If the student fails to meet either of the satisfactory academic progress standards during the warning term, the student will be suspended from financial aid.
Students who have been suspended from financial aid due to these standards, may receive financial aid again after they have met the satisfactory academic standards or by successfully appealing the loss of aid. Appeal procedures for the loss of financial aid may be found online at www.saintpaul.edu/FinancialAid. If the appeal is approved, the student will be placed on probation until both standards have been met. Students bear 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.

Qualitative Standard
Students are required to maintain a minimum 2.0 cumulative GPA for all coursework including withdrawals, incompletes and non-credit courses. For repeated courses, the highest grade achieved will be used for the GPA. Transfer credits do not affect the student’s GPA.

Quantitative Standard
Students are required to complete 67% of the cumulative credits attempted based on their enrollment status. All credits attempted will be calculated into the completion percentage. This includes courses that are designated with a withdrawal, incomplete, non-credit courses and courses that have been repeated. Any coursework that has been accepted as transfer credit toward current program completion will also be included in progress made toward the current program.

Maximum Time Frame
All students are expected to complete their program within an acceptable period of time. Financial aid recipients meeting Satisfactory Academic Progress requirements may receive aid until they complete their program or until they have attempted 150% of the required coursework in their current program/declared major. All credits attempted at the College count toward maximum timeframe. This includes withdrawals, incompletes, non-credit courses, and courses that have been repeated. Credits taken under a previous major and transfer credits will count toward maximum timeframe, provided they fulfill requirements of the current program/declared major.

Implementation
Academic progress is evaluated at the end of each semester or term. A student who fails to meet cumulative progress requirements will be placed on financial aid probation or suspension. Academic progress will be monitored as follows:

1. Satisfactory Academic progress monitoring begins with the first credit. Upon six (6) credits of enrollment, all students with registered credits during a term will be evaluated at the end of the term.

2. Any student who fails to meet cumulative GPA and completion rate satisfactory academic progress requirements for one term will be placed on warning for the subsequent term and will be notified by email. Financial aid may be received during a warning status.
3. A student on warning who fails to meet the required cumulative standards will be suspended from financial aid and notified by email.

4. Upon evaluation, if the College determines that it is not possible for a student to meet the minimum cumulative standards prior to completing a degree/diploma or certificate for their declared major, the student will be suspended from financial aid and will be notified by email.

5. A student who has exceeded the maximum time frame will be placed on suspension from financial aid and will be notified by email.

**Suspension for Extraordinary Circumstances**

The College may immediately suspend a student in certain circumstances, such as but not limited to:

- a student who was previously suspended and whose academic performance falls below acceptable levels during a subsequent term
- a student who registered for but does not earn any credits for one term by earning all FN/FW/F grades
- a student who demonstrates an attendance pattern that abuses the receipt of financial aid.

**Financial Aid Appeals**

A student who fails to make satisfactory academic progress and is suspended from financial aid, has the right to appeal based on unusual or extenuating circumstances, which may include but shall not be limited to a death in the family, student’s injury or illness, etc.

**Appeals Process**

Appeals forms are available online at [www.saintpaul.edu/FinancialAid](http://www.saintpaul.edu/FinancialAid). The appeal must include a thorough explanation of the circumstances that affected academic progress and complete a “Financial Awareness” counseling on [www.studentloans.gov](http://www.studentloans.gov). If applicable, the appeal must include supporting documentation beyond the written explanation. Appeals must be submitted to the Financial Aid Office to be evaluated for an approval or denial. A written decision on the appeal will be provided to the student.

If the appeal is approved, the student may receive financial aid for the next term. When GPA and/or completion rate requirements for the approved appeal term are met, the student will remain financial aid eligible. If these requirements are not met for the term and the student does not meet required standards, the student will be suspended from financial aid eligibility.
Probation

Students who have successfully appealed their suspension will be placed on probation for the next enrolled semester. If at the end of that semester, the student has met the college’s cumulative grade point average (2.0 GPA) and completion rate (67%) requirements, the student will be in good standing. Students who do not reach the college’s cumulative grade point average and completion requirements, but have a semester GPA of at least 2.5 and course completion of 100% will continue on probation for another semester of enrollment. Students who fail to meet cumulative or semester requirements for GPA and completion will be placed back on financial aid suspension.

Audited and Credit by Exam Courses

Audited or Credit by Exam Courses are not eligible for Financial Aid.

Consortium Credits

Credits for which financial aid is disbursed under a consortium agreement will be recorded as consortium agreement credits and will be included in the calculation of Satisfactory Academic Progress for financial aid.

College Readiness and ESOL Courses

College Readiness and ESOL courses will be included in the cumulative GPA and completion rate. ESOL courses and up to 30 credits of College Readiness coursework will be excluded from the 150% maximum time frame calculation.

Repeated Courses

Courses may be repeated for financial aid eligibility for “F,” “W,” “FN” or “FW” grades, or if program requirements require a higher grade. The cumulative GPA will use the highest grade achieved. Courses repeated a third time require registration permission from the Dean of academic area. The cumulative completion rate includes all repeated courses.

Transfer Credits

Credits taken at previous schools accepted for current program requirements will be included in the 150% maximum time frame.

Withdrawals

All coursework designated with a withdrawal are calculated in the cumulative completion rate and maximum timeframe.
TAX BENEFITS FOR EDUCATION

Tax credits, deductions and savings plans can help taxpayers with their expenses for higher education.

- A tax credit reduces the amount of income tax you may have to pay. Education credits include the American Opportunity Credit and the Lifetime Learning Credit.
- 1098-T Tuition statements are issued in January. Please go to the following website for additional information:
  http://www.finance.mnscu.edu/taxinformation/student/statements/index.html
- A deduction reduces the amount of your income that is subject to tax, thus generally reducing the amount of tax you may have to pay.
- Certain savings plans allow the accumulated interest to grow tax-free until money is taken out (known as a distribution), or allow the distribution to be tax-free, or both.
- An exclusion from income means that you won’t have to pay income tax on the benefit you’re receiving, but you also won’t be able to use that same tax-free benefit for a deduction or credit.
ACADEMIC PROGRAMS

Degrees, Diplomas and Certificates
The College offers academic and technical programs and awards degrees, diplomas and certificates under the authority of the Board of Trustees for Minnesota State. For specific information on academic programs at the College, please refer to the College Catalog which is published annually and can be found on the College website.

Associate in Arts Degree (AA)
The Associate in Arts (AA) degree is awarded for successful completion of a program of 60 semester credits in liberal arts and sciences and is designed to constitute the first two years of a baccalaureate degree. The AA is a liberal arts degree intended primarily for students who plan to transfer to another college or university to complete a bachelor’s degree. No specific major is listed in conjunction with the degree; however, students may choose an emphasis area or concentrate in a particular field of study in preparation for a planned major or professional emphasis at a four-year college or university. An AA degree must include the entire Minnesota Transfer Curriculum (MnTC) (40 semester credits), which, pursuant to Minnesota Statute, must transfer to any institution in the Minnesota State system or the University of Minnesota. Students are to develop an educational plan in consultation with a College Advisor to assure that degree requirements are fulfilled as requirements may vary depending upon the major and transfer college.

Associate in Science Degree (AS)
The Associate in Science (AS) degree is awarded for successful completion of a program of 60 semester credits in a designated field or area which transfers to a baccalaureate major in a related scientific or technical field. The AS degree provides a balance of liberal arts education and career-oriented classes. The AS degree prepares students for direct employment; however, articulation agreements must exist between the institution awarding the Associate in Science degree and an institution awarding a related baccalaureate degree. An Associate in Science degree shall include a minimum of 30 semester credits in general education as described in the MnTC distribution requirements for the AS degree.

Associate in Applied Science Degree (AAS)
The Associate in Applied Science (AAS) degree is awarded for successful completion of a program of at least 60 semester credits and is intended for students who desire immediate employment upon graduation. At the College, the AAS program shall include a minimum of 16 semester credits of liberal arts and sciences courses as described in the MnTC distribution requirements for the AAS degree.

Diploma Programs
Diplomas are awarded for successful completion of 31-72 semester college-level credits and are intended for students who desire entry-level employment skills or career advancement. Students in diploma programs are required to complete technical courses and in most cases general education courses.
Certificate Programs
Certificates are awarded for successful completion of 9-30 semester college-level credits. Certificates are awarded for successful completion of a program intended to provide students with entry-level employment skills or to enhance a student’s technical skills.

Internships
Some major program areas require an internship. For other areas, an internship is optional. When students are ready to complete this phase of their training, they should consult with their faculty advisor to set up and coordinate the internship.

While completing the internship, the student remains registered at the College. Students are not excused from tuition payment and must continue to meet course and Satisfactory Academic Progress requirements for all courses in which they are enrolled. In some cases, successful completion of an internship is a prerequisite to earning a degree, diploma, or certificate.

ACADEMIC STANDARDS

Grade Point Average
A college-level cumulative grade point average of 2.0 (C) is required to graduate with a degree, diploma, certificate or completion of the Minnesota Transfer Curriculum.

Grade Point Average Computation
For each grade students earn in a course, they will be assigned honor points.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Honor Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
</tr>
<tr>
<td>FN = Failure for Non Attendance</td>
<td>0</td>
</tr>
<tr>
<td>FW = Failure due to Unofficial Withdraw</td>
<td>0</td>
</tr>
<tr>
<td>P = Pass</td>
<td>0</td>
</tr>
<tr>
<td>AU = Audit</td>
<td>0</td>
</tr>
<tr>
<td>W = Withdraw</td>
<td>0</td>
</tr>
</tbody>
</table>
The student’s GPA is obtained from these honor points by calculating the total number of points (honor points per credit times the credits for each course) and dividing that total by the total course credits. An example follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Grade</th>
<th>Honor Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1740</td>
<td>4</td>
<td>B</td>
<td>12</td>
</tr>
<tr>
<td>PSYC 1710</td>
<td>4</td>
<td>A</td>
<td>16</td>
</tr>
<tr>
<td>BTEC 1410</td>
<td>3</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>BTEC 1418</td>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>BTEC 1435</td>
<td>3</td>
<td>FW</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>17</strong></td>
<td></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

\[
\text{Honor Pts/Enrolled Credits} = \text{GPA} \frac{34}{17} = 2.0
\]

### Grade Report

End-of-term grade reports are available online by logging into your e-services account approximately 5 days after the term ends at www.saintpaul.edu.

### Dean’s List

Once a student is admitted to their selected program and has completed 12 credits with a cumulative grade point average of 3.5 or higher and a 100% completion rate, they will be placed on the Dean’s list and sent a letter of recognition from the Dean of their program. A notation will be made on the student’s transcript to indicate this achievement.

### College Readiness Program High Achievement Recognition

Students who are in the College Readiness Program and have completed 9 credits with a cumulative grade point average of 3.5 or higher and a 100% completion rate, will receive a letter of recognition for their achievements from the Dean of Liberal Arts & Fine Arts.

### Satisfactory Academic Progress Standards for All Students

Saint Paul College is dedicated to providing all students with the opportunity to reach their educational goals. Students who have completed at least six credits are responsible for maintaining an acceptable level of academic progress. The Satisfactory Academic Progress (SAP) standards define the GPA and completion rates students must meet.

To support their efforts to meet academic standards, students should attend class regularly and actively engage in the learning process. Students are also expected to monitor their own academic progress.

The following standards are used to determine a student’s academic status at the end of a term:

**Grade Point Average (GPA) Requirement**

- Students must successfully maintain a minimum 2.0 term grade point average.
- Students must successful maintain a minimum 2.0 cumulative grade point average.
Completion Rate Requirement

Completion rates are calculated with the first attempted credit and for grades A, B, C, D, and P. Grades of I, F, FN, FW, and W are counted as attempted credits.

- Students must successfully maintain a minimum 67% term completion rate.
- Students must successful maintain a minimum 67% cumulative completion rate.

Academic Warning

The first time academic standards are not met, the student will be placed on academic warning for the next term of enrollment. Once the warning is issued, a hold is placed on the student’s account. Students must contact their Advisor to develop a success plan to improve their academic standing. Students placed on warning for a deficient GPA are strongly encouraged to enroll in Study Skills and College Success Strategies (CSCR 1406). Students must earn a minimum 2.0 GPA and 67% completion rate while on warning. Students will remain on academic warning until a cumulative grade point average of 2.0 or higher and a cumulative completion rate of 67% or higher is achieved.

Academic Suspension

Students who fail to meet academic standards in their warning period will be placed on academic suspension for two terms. All students placed on suspension must appeal to be reinstated.

First-term students earning grades of all F’s, FN’s, and/or FW’s will be immediately placed on academic suspension.

APPEALING ACADEMIC SUSPENSION

Appealing due to extenuating circumstances

Students who believe they failed to achieve satisfactory academic progress due to extenuating circumstances may file an appeal prior to taking the required two terms off. However, students must provide documentation supporting their claim of extenuating circumstances interfering with their ability to be successful in school.

Appealing for reinstatement after serving the required two terms

Students who have served their suspension period must appeal for reinstatement by completing the Suspension Appeal Packet, which can be obtained in the Office of Enrollment Services or via the Saint Paul College website.

Academic Probation

Students with an approved appeal will be reinstated to the College on probationary status. Students will stay on probation and may continue to attend Saint Paul College if they receive a 2.0 GPA and 67% completion for the term, even if they have not met the cumulative standards.

Once a student has met the cumulative standards (cumulative 2.0 GPA and cumulative 67% completion rate), they will be in good standing and no longer on probation. Students who do not meet the term standard will be suspended again.
Incomplete Grades
Students may request an Incomplete grade with approval from an instructor if:

1. The withdraw deadline has passed and
2. The student is successfully completing the course and
3. The student can provide documentable extenuating circumstances (ex. Illness or emergency) preventing completion of the course.

Students approved for an incomplete grade will be assigned a temporary “I” grade during the course extension period, which will be determined between the course instructor and student, and will not extend beyond eight weeks into the following semester. Fall semester is considered the following semester for incomplete grades approved for spring and summer semesters. Please note:

- Students who do not complete course requirements within the course extension period, will have their incomplete grade replaced with an “F”.
- If the incomplete course is a prerequisite for another course, the student will not be able to register for the subsequent course.

Course Audits
Students may audit a course on a space available basis as determined at the start of the class. To audit a course, a student must:

1. Register for the course and pay the required tuition and fees.
2. Obtain a Request for Audit Status form from the Office of Enrollment Services.
3. Obtain instructor written approval during the first class session on the Request for Audit Status form.
4. Submit the signed form to the Office of Enrollment Services by the 5th business day of the term.

Courses taken on audit status do not count toward requirements for degrees, diplomas, or certificates. In addition, audited courses do not qualify for financial aid or veterans’ benefits.

Repeated Courses
Students may repeat a course for the purpose of achieving a higher grade or to review course material. Credits will be counted only once as “earned credits.” Transfer credits will be removed for any repeated course at Saint Paul College. If both the original and the repeated grade are taken at the College, both will appear on the student’s transcript and the highest grade will be used to compute the grade point average (GPA).

Students requesting to repeat a course a third time, require permission from the appropriate academic dean. The Request for Third Attempt form is available from the Office of Enrollment Services. If permission is not acquired prior to registering, students may be deregistered from the course. If the deregistration occurs after the drop period, the student will receive a “W” grade for the course and be responsible for the tuition and fees.
Credit by Exam and independent studies are not acceptable means of earning credits for a failed course.

Veterans’ benefits are not payable for repeating courses which, based upon school standards, have previously been successfully completed. Courses which have not been successfully completed include those for which a grade (“F” or the equivalent) was assigned and those for which a grade below the required minimum was assigned (“D” assigned when academic regulations pertaining to the course or program require at least “C”).

**Maximum Credit Load**

To register for 22 or more credits in a semester or more than 9 credits in summer session, students must obtain authorization from the Advisor.

Guidelines to exceed the limit are: If you have compiled at least a 2.75 GPA at the College and have accumulated 20 credits; if you transfer in with a 3.0 GPA and an accumulation of 20 credits; or if there are other documented circumstances that justify the exception.

**Credit by Examination/Test-Outs for Technical Credit**

Students that are admitted to a declared major and are able to demonstrate achievement in the content of a college-level course, may be eligible to receive credit toward the course. The College offers Credit by Examination for students in technical (non-general education) programs for a course provided that no CLEP exam exists. For testing out of general education courses and selected business courses, students may take the CLEP exam. Refer to the College Catalog for further details.

Credit by Exam is determined on a case-by-case basis in selected areas and is at the discretion of the department and faculty member of the course. The fee for Credit by Exam is one-half of the tuition charge for the course. A maximum of 12 credits may be earned at the College through Credit by Exam. Credit is given only for courses included in the College curriculum. Note: Successful Credit by Exam will apply to the Saint Paul College program in which you are enrolled. Other colleges have their own policies for Credit by Exam and may not accept Saint Paul College Credit by Exam in transfer.

For students passing the exam, an entry will be made on the transcript with CBE (Credit by Exam) listed with the course title. The test can be taken only once for each course. No credit by examination will be granted for students who have earned a grade in a more advanced course in the discipline.

If a student does not pass the exam, a grade of NC is posted on the transcript record. The exam fee is non-refundable and the student will need to register and complete the course to receive credit. Students will be responsible to pay the full tuition and fees for the course.

Credits received through Credit by Exam or CLEP are not eligible for financial aid or veteran’s benefits.

Applicants for Credit by Exam credit must contact the Student Records Office to start the process. Credit by Exam must be completed prior to the fifth business day of a term in which you are currently enrolled.
Conversion
The conversion of quarter hours to semester hours is 0.67 for each quarter hour.

Graduation Requirements
A graduation ceremony is held annually in May for students completing program requirements within the academic year. To be eligible to graduate from Saint Paul College, students must:

- earn the total required credits and successfully complete courses listed within the program requirements guide.
- earn a cumulative GPA of 2.0 in 1000 level courses or above;
- complete and submit the Request for Graduation Award online;
- fulfill all financial obligations to the College.
- must meet degree residency requirements.

Degrees/diplomas/certificates are conferred by the President to the graduates of Saint Paul College—A Community & Technical College under the authority of the Minnesota State Board of Trustees.

Time Limits for Graduation Requirements
Students will have five years to complete course work under the terms of the catalog in effect at the time of the first term of enrollment. Students must have been in attendance during the catalog year selected. Students taking more than five years to complete graduation requirements may follow any catalog in effect during the five-year period preceding the date of graduation.

Students must indicate which catalog year requirements bring followed on the Request for Graduation Award. If there is a break in attendance for one year or longer, you are encouraged to discuss your educational plans with the Registrar for a determination on which catalogs you can apply under and would benefit you the most.

To ensure graduates receive the most up-to-date skills, technical credits are valid for five years or have a five-year “lifespan.” This includes transfer technical credits which are used for specific technical program requirements. Technical courses that are beyond the five-year limit may be accepted, depending upon currency, relevancy, and current work experience of the student.

Appeals for Exceptions to College Policy
Exceptions to College policy will be handled through an appeals process.
Students must submit an appeal in writing stating the exact nature of the appeal and include appropriate documentation to support the appeal. Completed forms should be submitted to the Enrollment Services.
Change of Name

Students have a change of name during your enrollment at the College will need to update their college records. The Change of Name Request is made in the Office of Enrollment Service.

**The Change of Name Request requires:**

Proof of authenticity:

1. A State or Federal issued photo ID:
   - a driver’s license
   - a passport
   - a State issued identification card or document

AND

2. Proof of legal name change:
   - a marriage degree
   - divorce degree
   - a court order
   - certificate of U.S. Citizenship

AND

3. Social Security card with the new name.

**Preferred Name**

The College recognizes and supports the members of its community who wish to use preferred names where legally permissible. A preferred name is a name that a person has chosen to identify as within the College which is different, in whole or in part, from one’s legal name. Fill out the Preferred Name Request Form at Enrollment Services.

**Enrollment Verification**

Students often need enrollment verification or certification from the Student Records Office for government or private agencies, which often require verification of “full-time” or “half-time” status.

The College uses the following definitions for full-time and half time status:

- Full-time – A student registered for 12 or more semester credits.
- Half-time – A student registered for 6-11 semester credits.
- First Year – A student who has earned less than 30 semester credits.
- Second Year – A student who has earned 30 or more semester credits.

The release of information is in accordance with the provisions set forth in the Family Educational Rights and Privacy Act (FERPA) of 1974, which is a Federal law that protects the privacy of student education records. For more information go to Student Records Policy.
How to obtain Enrollment Verification

Students can now obtain college credit verification of current or previous enrollment free by logging in through student network account via the Enrollment Verification Request below. Verification for Continuing Education/Workforce Training non-credit courses may contact 651.846.1800.

The College has authorized the National Student Clearinghouse to be the agent for verification of student enrollment status. This service is available 24 hours a day, 7 days a week. To use this self-service site, you must have your Social Security number on file with Saint Paul College.

The National Student Clearinghouse is not able to process both enrollment verifications and a Good Student Discount Certificate information in a single certificate, so if you need both, it will require individual transactions.

Access the National Student Clearinghouse self-service site to:

- Obtain an enrollment certificate to print and mail to a health insurer or other company that requests proof of your enrollment.
- Obtain a Good Student Discount Certificate (if eligible) to print and mail to automobile insurer.
- View enrollment information on file with the Clearinghouse.
- View the student loan deferment notifications that the clearinghouse has provided to your loan holders (lenders and guarantors).
- View the proof(s) of enrollment that the Clearinghouse has provided to your health insurers and other providers of student services or products.
- Order an official transcript or view the status of your transcript requests.
- View specific information about your student loans.
LEARNING RESOURCES

COMPUTER LABS (OPEN LABS)
Open computer labs provide you with access to the Internet (College website and student email), software used in courses, and the latest in business, multimedia, and internet programming technologies. Students must abide by the Computer Usage Policy while utilizing any computers on campus.

Location & Hours
Current location and hours for computer labs is available on the College website at www.saintpaul.edu/OpenLabs.

LEARNING COMMONS / LIBRARY

Services
The Saint Paul College Library contains more than 30,000 books, periodicals, and videos and films in such subject areas as liberal arts and sciences, business, computer careers, health, services, technical and trade areas. The Library also has over 140,000 downloadable and online eBooks, a vast streaming video library, and databases offering millions of articles online – anywhere. In addition, departmental centers house approximately 5,000 books and resources.

The Library offers Internet resources and Internet subscriptions to over 40 databases. It is likewise part of the MnLINK library system, which provides statewide library and database access. The Library is an integral part of the MnPALS Consortium, giving students access to over 100 MnPALS libraries. MnPALS provides access to all Minnesota State Colleges & Universities campuses, and the University of Minnesota’s collection some private colleges, all state agencies and many public library systems through interlibrary loan. Millions of magazine & journal articles are available through the databases, most in full text. The Library catalog is accessible on MnPALS, and patron initiated interlibrary loan service via MNPALS/Minitex is an added MnPALS feature.

The Library has open computers, a copy machine, a circulation space, and group study rooms available through reservation. A collaborative media table, where students can plug in multiple devices, is also in the Learning Commons near Student Life. The Library also has tablet computers available for checkout at the service desk. All computers have full printing capability payable through cash or using the student’s own account. Students have full access to MnPALS, including interlibrary loan and direct borrowing, and to the library electronic resources (even off-campus) by using their student photo ID or StarID. Wi-Fi is available in the Library and anywhere on campus.

Location
The Library is located on the main floor of the College Campus, in the North section between Student Life and the Cafeteria.

Hours
Library hours during Fall and Spring semesters are 7:15am–8:00pm Monday through Thursday and 7:15am–4:00pm Fridays, and 8:00am–12:00 noon Saturdays (closed
Saturdays during Summer term). Hours are subject to change, especially during non-class days. Please check the Library website for the latest hours.

Additional information regarding the library is available on the College website at www.saintpaul.edu/Library.

**SCIENCE STUDY CENTER**

The Science Study Center is designed to allow additional study outside of the science labs offered at the College. The Science Study Center gives students access to models, microscopes, and disecting materials. The Science Study Center is also a place to receive tutoring for any of the science courses. More information about the Science Study Center can be found at http://www.saintpaul.edu/prospectivesstudents/orientation/studentsuccess/Pages/Learning-Resources.aspx.

**TUTORING SERVICES**

Free peer tutoring is provided for all the College students at three centers, each focusing on different subjects. The tutoring centers provide academic resources and support to help students become more successful and achieve their academic goals.

**Academic Support Center**

The Academic Support Center offers all current students free, walk-in peer tutoring for a wide range of subjects which typically include Accounting, American Sign Language, Computer Basics, English, English as a Second Language, History, Logic, Microsoft Office, Reading, Social Sciences, Speech, Study Skills and Writing. Please visit our Web page at www.saintpaul.edu/AcademicSupport for the available days and hours for specific subject tutoring. For more information, please visit our Web page, send an email tutoring@saintpaul.edu or call 651.846.1623.

**Math Center**

The Math Center is available to assist students in the development of math skills in all the College math classes from Math Fundamentals 1 through Calculus and Statistics, along with tutoring in accounting, chemistry and physics. Utilizing Math Center computers, students are able to work on math skills development at your own pace under the supervision of faculty and center staff. Students may also work with a Math tutor to learn how to use your calculator. Assistance is available for math software including MyMathLab and any other software encountered in math classes at the College. For more information, please visit our Web page at www.saintpaul.edu/MathCenter, send an email tutoring@saintpaul.edu or call 651.403.4376.

**Writing Center**

The Writing Center is available to assist in the development of writing skills in all College English classes and any other course with a writing component. Tutoring is available for students at any stage of the writing process on their writing assignments. Utilizing Writing Center computers, students are able to work on writing skills development at your own pace under the supervision of center staff. Assistance is also available for writing software including MyWritingLab, Microsoft Office Word, and
any other software encountered in writing classes at the College. For more information, please visit our Web page at www.saintpaul.edu/WritingCenter, send an email tutoring@saintpaul.edu or call 651.403.4366.

**Services for Students**

**Academic and Faculty Advising**

Program faculty advisors assist you with program planning and course selection. They provide detailed information about programs, employment opportunities and transfer options. Students are strongly encouraged to consult with their faculty advisor prior to registering each term. Contact information is found on Program Requirement Guides.

**Advisors**

Advisors provide academic and transfer guidance and support to help students create and achieve their academic goals at the College and beyond. They work one-on-one with students to make a customized success plan to fit individual needs.

Students should meet with an Advisor before making major academic decisions, like withdrawing from a course or changing majors. Appointments can be made by calling 651.846.1357 or by emailing advising@saintpaul.edu.

**Bookstore**

Textbooks and a wide range of school and personal supplies can be purchased from the Bookstore. It is located on the first floor near the main entrance. Please check the College website and campus postings or call 651.846.1422 for Bookstore hours.

**Textbook Costs**

To estimate textbook expenses in advance, please visit the Bookstore website at www.saintpaulcollegebookstore.com. Your class schedule will have the information you need to find out more about your required textbooks online. Term, Subject (same as Department for the website), Course Number, and Section Number are needed for your textbook inquiry. The listed costs are current estimates. In an effort to keep textbook costs down, the Bookstore attempts to stock used books whenever possible.

**Bookstore Refund Policy**

- An original sales receipt is required to return or exchange textbooks. A fee statement may also be required.
- Textbooks may be returned with original receipt for up to 100% refund within 5 business days from the date of purchase or within 5 business days after the start of the Semester, whichever is later. For purchases made by a check, a refund check will be issued 10 business days from the purchase date.
- New textbooks must be completely unmarked, free from creases, and in MINT, brand new saleable condition. Textbook purchases with supplements & discs must be returned complete & unopened. Wrapped textbooks must be returned in the original cellophane. Saint Paul College Course Packets are not returnable.
- Because of the length of NAST classes and other short length classes, students may return these course materials within 3 business days from the date of purchase.
SERVICES FOR STUDENTS

- All kits (including but not exempted to Cosmetology, Esthetics, Nursing), Flash Drives, Calculators, MTC Bus Cards, and any student access codes are not returnable.

- Saint Paul College imprinted clothing and souvenirs may be returned within 5 business days, with a sales receipt. Merchandise must be in new condition with price tags intact.

Used Book Buyback
In an effort to keep textbook costs down, the Bookstore has initiated a “used book” policy. The Bookstore will attempt to stock used books for most titles. In addition, the Bookstore will schedule a book buyback at the end of each semester, where students may resell their textbooks for cash! For more information, please visit the College Bookstore website book buyback page.

General Information
All students need to have their schedule and picture ID with them when getting textbooks and/or kits. Students using financial aid to charge their books and supplies also will need to bring a copy of the email notification of their approved charge amount. Please refer to the Tuition Office Web page at www.saintpaul.edu/Tuition for current book charging information. The Bookstore accepts Visa, MasterCard, Discover, checks, and cash. The Bookstore also offers online sales and shipping of textbooks within MN. Refer to the College Bookstore website for more information.

CAREER RESOURCES & CLASSES

Career Classes - CSCR 1403
Choosing Your Career Path is a one-credit career class for students who are unsure of their career plans or are interested in changing careers. The course focuses on the career planning and decision-making process. Based on personal assessments, students will acquire skills in identifying potential career areas and determine a career choice. Students will use various career resources, such as online sites, to assist in the decision-making planning process.

Career Workshops
Career workshops are offered throughout the year for focused assistance with career exploration, resume writing, job search, interview skills, and career fair preparation.
SERVICES FOR STUDENTS

CAREER SERVICES

Career Services provides free assistance to current students and alumni with the following services:

- Resources for career exploration and planning
- Career interest assessments
- Job and internship search resources
- Connections with local employers
- On-line job posting system - Career and Placement System (CAPS)
- Résumé, cover letter and interview assistance
- Career fairs and other networking events

Career Services conducts an annual follow-up of the College graduates to determine the job status of the most recent program graduates. This information may be obtained from the Career Services.

If you would like additional information on Career Services, please visit our website: www.saintpaul.edu/CareerCenter, call 651.846.1384 or email career.center@saintpaul.

ACCESS & DISABILITY RESOURCES

Saint Paul College is an inclusive community that values diversity and is committed to ensuring equal access and opportunity to all qualified students with documented disabilities. Our Office of Access & Disability Resources supports students, faculty and staff by providing access to college programs, services and activities.

Students with disabilities seeking services are required to submit appropriate documentation of their disability and meet with the Director of Access & Disability Resources. The Office of Access & Disability Resources provides accommodations for a variety of disabilities including, but not limited to: learning disabilities, hearing and vision losses, physical and psychological disabilities, attention deficit disorders, brain injuries, autism spectrum disorders, cognitive and other health related disabilities. Accommodations are determined on a case-by-case basis and are NOT retroactive.

Examples of Accommodations

- Alternative testing (i.e. extended time, alternate format and/or location)
- Note taking
- Organization or time management assistance
- Assistance with course selection and registration
- Support for adjusting to and coping in college
- Self-advocacy skills building
- Assistance with faculty contacts
- Alternative format of textbooks and course materials
- ASL interpreting/translating
- Other reasonable accommodations
Rights, Responsibilities and Advocacy

Students with disabilities who want services are responsible for contacting the Office of Access & Disability Resources to request services. You must provide the disability office with current documentation as it relates to your disability and the services you are requesting. Prior planning is the key to ensuring you receive timely and appropriate services. During your intake interview with the Director of Access & Disability Resources you will discuss the services you may need and the procedures for setting up those services. Your disability information is maintained separately from your academic record in compliance with federal and state data practice laws.

Saint Paul College may not treat an individual with a documented disability differently from individuals without disabilities, or have a policy that disparately impacts individuals with disabilities. The College complies with federal and state laws to provide qualified individuals with documented disabilities access to its programs and services through reasonable accommodations. Accommodations allow students with disabilities to effectively participate in and utilize the College programs and services. Reasonable accommodations are designed to “level the playing field,” and cannot modify the fundamental standards of courses or programs, or lower performance expectations.

Rights of the Student

• Equal opportunity to learn, work and receive reasonable accommodations, academic adjustments and/or auxiliary aids and services.

• Access to services that may be needed for equal access to courses, programs, services, jobs, activities, and facilities offered by the College.

• To be treated in the same manner as other students.

• Privacy of information regarding the disability in accordance with applicable laws.

• Report any grievances in a timely manner.

Responsibilities of the Student

• Identify as a person with a disability and request services from the Office of Access & Disability Resources.

• Provide sufficient documentation to the Office of Access & Disability Resources from an appropriate professional that describes the nature of the disability, how it limits participation in courses/programs, and suggested academic accommodations.

• Request accommodations from the Office of Access & Disability Resources prior to each semester, or prior to needing services.

• Notify the Office of Access & Disability Resources of any changes in the registration schedule and/or needed services.

• Request and use approved services in a responsible and timely manner.

• If necessary, provide attendant care for personal needs while on campus.

• Report any grievances in a timely manner.
SERVICES FOR STUDENTS

• Meet the same essential academic requirements as all other students on campus.
• Follow the College Code of Student Conduct.
• Follow the College program policies and procedures.

Self-advocacy is critical to success in higher education.
The College is restricted from seeking out students with disabilities due to privacy laws. You are responsible for requesting the services you believe you need; the College generally does not provide accommodations unless or until you ask. Self-advocacy is required to obtain disability accommodations and is an important skill to build for life and career success.

Policies and Procedures
All Minnesota State campuses have developed policies and procedures for providing reasonable accommodations to students with disabilities. Contact the Office of Access & Disability Resources for information.

Access & Disability Resources
Saint Paul College will provide equal access to qualified students with disabilities in all programs, services and activities. Access means that a qualified individual with a disability will not be excluded from participation in, or be denied the benefits of, college services, programs, or activities; nor will the student be subject to discrimination. All reasonable and appropriate accommodations will be provided for students who have a qualified disability based on recent psychological or medical evaluation. The student is required to give 48 hours advanced notice of the need for such accommodations.

In accordance with the Americans with Disabilities Act, accommodations will NOT be provided:
• for personal devices or services, even though the individual may be a qualified individual with a disability
• if the accommodation would result in fundamentally altering the nature of the program
• when the academic requirements are essential to a program of study
• to meet licensing prerequisites
• if the accommodation would cause undue financial or administrative burden

Sign Language Interpreting
Students requiring sign language interpretation should request services in advance of class. The Office of Access & Disability Resources requests 2 weeks’ notice for interpretation of a class and five business days to arrange interpretation for a meeting. The Office of Access & Disability Resources will attempt to schedule an interpreter when less notice is provided, but reserves the right to reschedule meetings or delay services if this is not possible.
Notice of Absence: Students are responsible for notifying the Office of Access & Disability Resources and/or the interpreter as soon as possible when the student will be absent from a class or meeting. If a student is absent for three class periods and/or meetings in a semester without notifying the Office of Access & Disability Resources, interpreting services may be discontinued. The student must meet with the Office of Access & Disability Resources to appeal suspension of services.

Eligibility and Documentation

Any person who has a documented disability, permanent or temporary, who is a student or prospective student at Saint Paul College, and who is qualified for educational programs is eligible for services. The College requires students with disabilities to submit documentation of their disability prior to receiving academic accommodations. The College requires that documentation:

- Clearly state the diagnosed disability or disabilities
- Describe the tests performed in making the diagnosis
- Describe the functional limitations resulting from the disability or disabilities
- Be current (contact Access & Disability Resources for more information)
- Describe the specific accommodation(s) requested
- Support each of the requested accommodations
- Be typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis (contact Access & Disability Resources for more information).

Any documentation that fails to meet any of these criteria may not be sufficient to receive accommodations. Individualized Education Plans (IEP’s) are not sufficient documentation to receive accommodations at the higher education level. Students whose documentation is insufficient are invited to submit additional documentation at any time. The College is not responsible for providing accommodations to students who have not submitted adequate documentation.

For more information regarding Access & Disability Resources at Saint Paul College, please visit our website at www.saintpaul.edu/accessresources or contact the Director of Access & Disability Resources at accessresources@saintpaul.edu or 651.846.1547.

Office of Enrollment Services

Enrollment Services provides prospective and current students with up-to-date information on program options and Program Requirement Guides that help steer students through the application and registration processes. This office also processes requests for those students who want to change their major program, as well as applications for admission to the various selective programs offered at the College. Students may also use the computers in Enrollment Services to register for classes and print copies of their term schedules, bills and award letters. For assistance, call 651.846.1555.
SERVICES FOR ESOL STUDENTS

In addition to general services at the College, English for Speakers of Other Languages (ESOL) students have access to services to meet their specialized needs. An ESL assessment for students whose native language is not English is available to assist in appropriate course placement. The College also offers a wide range of courses to assist ESOL students in building English skills in reading, writing, speaking and listening. These courses may be available prior to or during enrollment in the major program. ESOL students also have access to the Language Lab where they can receive additional assistance from ESOL faculty in building their English skills. For more information on services available to ESOL students, please contact the Office of Enrollment Services at 651.846.1555.

VETERAN EDUCATIONAL BENEFITS

Saint Paul College is approved for the instruction of veterans and dependents of war veterans who have training needs and who are entitled to participate in federal financial assistance programs. Visit the VA website for more information on eligibility. [www.gibill.va.gov](http://www.gibill.va.gov). A college representative is available to assist veterans with submitting enrollment certifications for veterans’ benefits after you have registered for classes. For more information, please contact the Laura Griffin, VA Certifying Official, 651.403.4211.
THE OFFICE OF STUDENT LIFE AND DIVERSITY

The Office of Student Life and Diversity is committed to providing students a variety of programs, services, and cultural events that enhance their education, personal, and professional development outside of the formal classroom setting.

The Office of Student Life and Diversity contributes to student success through:

1. Creating a sense of community at Saint Paul College.
2. Providing students with opportunities for leadership development.
3. Providing students with the skills and resources to successfully navigate college and achieve their academic goals.

If you have questions about opportunities, please contact the Office of Student Life and Diversity via phone at 651.846.1659, email student.life@saintpaul.edu, or room 1265.

Download our app!

Download our Saint Paul College app! It provides resources for students to keep up with campus events and manage your schedule. You can also connect with student associations, campus services, and other resources to help you navigate the College.

Features:

- Access to D2L, Email, and e-services
- Set your own schedule to make sure you don’t miss any critical dates or events
- Information about campus services
- Information about student associations

Download it today on Android and Apple devices!

Event Calendar

Throughout the year we offer multicultural programming like Islam Awareness Week, Somali Cultural Day and Black History month. We bring plays from Mixed Blood Theatre and the History Theatre. We march in parades like the Cinco de Mayo and Twin Cities PRIDE parades! There are free concerts in the theatre. We volunteer in our communities. We show free films! Find out what is going on at the College on our website: http://www.saintpaul.edu/currentstudents/Pages/Student-Events-Calendar.aspx

Power in Diversity Conference & Diversity Team

The College is an institutional partner of the annual Power in Diversity Conference at Saint Cloud State University. Every January, we take students to the conference and pay for their conference registration, hotel accommodations, travel and meals. In addition, the students who attend the conference serve on the Student Life Committee. See below for more details on the Student Life Committee. To participate, stop by Room 1265 or talk with Student Senate.

Diverse and Multicultural Student Associations

Diversity requires not only student voices, but student leadership in organizing. The following student associations meet on a regular basis throughout the academic year to
host their own events, support their members’ success at the college and educate others about their cultural identities. Full funding support for these associations comes from the Student Senate.

- **African American Association – To U.N.I.T.E (Unified Nationalities Inspiring Through Encouragement) all students and staff. Creating a place where all are welcome and to promote diversity on campus.**

- **All Nations Student Association – All Nations Student Association’s mission is to provide cultural support for current and future Saint Paul College students of Native American/American Indian descent. ANSA’s purpose is to bring recognition and awareness of culture and heritage of different tribes to Saint Paul College. While working with and on behalf of other students and student associations on campus, we will strive to keep this campus unified with a diverse atmosphere.**

- **CRU – The goal of this club is to foster a community on campus in which Christians can gather to share and explore their faith. This club is not exclusive. We readily welcome the presence and input of ALL people - Christians, Non-Christians, and seekers alike.**

- **El Futuro – The focus of El Futuro is to encourage, enhance and guide current students in completing and striving for goals they have set or will set for themselves, especially for students who speak English as their second language or who may have come from a Latin American country, or who identify as Latino. El Futuro also sheds light on Latin American customs and our heritage for non-Latino members and Latino members.**

- **Ethiopian Student Association – The main focus is to work together to promote Ethiopian culture as well as to share our knowledge with each other. The Ethiopian Student Association participates in different activities to improve Saint Paul College learning environment and promote diversity.**

- **Muslim Student Association – The Muslim Student Association’s purpose is to unite Muslim and non-Muslim students at Saint Paul College and to provide students with a safe and comfortable environment in which they can develop an understanding of Islam, its teachings, and the diverse cultures of the Muslim world.**

- **Oromo Student Association – The mission of the Somali Student Association is to promote and educate about Somali culture and to support Somali students at Saint Paul College.**

- **PRISM Campus Alliance (PRISM) – PRISM stands for People with Pride Respecting Individuality and Sexuality through Mentoring. PRISM works to combat mistreatment and misconceptions of gay, lesbian, bisexual, and transgender (GLBT) individuals and their allies; raises awareness among students, faculty, and staff; improves visibility and provides support of GLBT individuals and their allies in the campus community.**

- **Students in Recovery – Students in Recovery is an anonymous group that extends the hand of fellowship to those with addictions and compulsive behaviors. This group is provided for and run by students at Saint Paul College. Students with problems of alcoholism, addiction, gambling, and other compulsive behaviors are welcome at this**
Student Life and Diversity

meeting. Meetings are run by students for students. No college staff or faculty are present. For contact information, please email student.life@saintpaul.edu.

Leadership Development
We provide opportunities to develop your leadership skills in a structured environment. Through Student Senate, Student Life Committee, SkillsUSA, Kappa Beta Delta and Phi Theta Kappa you can organize students, attend conferences, compete in local and national competitions, practice public speaking, work on college policies, and meet with your elected representatives, just to name a few leadership activities!

- **Student Senate** – Student Senate is empowered by the Saint Paul College President and Minnesota State to represent the student body to the college and community. The purpose of the Student Senate is to represent student ideas, concerns and issues at Saint Paul College. Through its participation with the Minnesota State College Student Association (MSCSA), students can also present issues and concerns influencing legislation at the state and national level. Participation in the organization is an excellent opportunity to engage in the political process, serve on college committees, help organize and support student associations, as well as host volunteer events in the community.

Every spring, students elect a President, Vice President, Treasurer, Diversity Officer, Secretary and Marketing/Events Coordinator. Officers serve one-year terms (August-May) and are paid $10/hour.

During the academic year, the student body comes together every two weeks for General Assembly. During General Assembly, all students have a vote on major issues affecting students. They can connect with student associations and consult with the college on tuition and fees. General Assembly is on Wednesdays from 12:00 to 1:00pm in the Theatre on the following dates:

- **2016**
  - September 7 and 21
  - October 5 and 19
  - November 2, 16 and 30
  - December 14

- **2017**
  - January 18
  - February 1 and 15
  - March 1 and 22
  - April 5 and 19
  - May 3

- **Student Life Committee** – The Student Life Committee meets on a monthly basis to make recommendations about student activity fees and programming. It is the responsibility of the Student Life Committee to recommend the following annually to the Student Senate: the amount of the student life activity fee (currently $3/per credit); the allocation of student activity fee revenues; review and establish the policies and procedures for oversight of student activity fee expenditures. It is the goal of the committee to support programming that serves the diverse needs and interests of the Saint Paul College student body.

The Student Life Committee should consist of at least 6 students, 2 faculty and 2 staff. At least two-thirds of the voting members must be students of Saint Paul College enrolled for at least one credit. The Student Life Committee shall elect officers annually every Fall semester. Officers will serve for one year. The committee shall also elect a Chair and Secretary who shall serve for one year terms.
STUDENT LIFE AND DIVERSITY

• **SkillsUSA** – SkillsUSA provides students with quality education experiences in leadership, teamwork, citizenship and character development. Students participate in a variety of social, community service and educational opportunities. Saint Paul College students also compete at local, state, and national competitions. Students compete in a wide range of areas that cover almost every discipline and program at Saint Paul College. Our chapter of SkillsUSA is consistently recognized for excellence.

• **Kappa Beta Delta** – Alpha Beta Gamma Chapter - Kappa Beta Delta is an academic honor society for business majors at Saint Paul College. Eligible members will automatically receive an invitation to join KBD either in September or January via their Saint Paul College email account. There is a one-time membership fee of $40. Eligibility includes (but is not limited to) being enrolled in one of 60 business majors at the college, having completed at least 15 college-level credits, with 6 credits in their major, and having a GPA of 3.2 or higher.

• **Phi Theta Kappa** – Beta Xi Alpha Chapter – Phi Theta Kappa is the international honor society of the two year college. Eligible members will automatically receive an invitation to join either in September or January via their Saint Paul College email account and by regular mail. Eligibility includes (but is not limited to) being enrolled in an associate degree program; completing at least 12 credits of college-level coursework and obtaining a cumulative grade point average of 3.5. There is a one-time membership fee of $60.

**Student Associations**

The following student associations provide students the opportunity to gain leadership skills based on specific career or personal interests. Full funding support for these associations comes from the Student Senate.

• **Association of Computing Machinery** – The Saint Paul College chapter of the Association for Computing Machinery (ACM) purpose is to promote and increase knowledge and interest in the science, design, development, construction, languages, management and applications of modern computing.

• **American Sign Language Interpreters Association** – The mission of the ASL Interpreting Association is to enhance the learning experience of all ASL students, interpreting students and Deaf peoples regardless of their background in ASL to help spread deaf awareness to Saint Paul College. The club will also provide social opportunities to interact with members of the Deaf community to improve one’s level of sign language skills and cultivate appreciation and deep respect for Deaf culture. This association is open to all students who are interested in learning about American Sign Language and Deaf culture.

• **Environmental Action Society** – The Environmental Action Society’s purpose is to create awareness of our environmental impact and offer education on how to help mitigate these effects.

• **Saint Paul College Yoga Association** – The Saint Paul College Yoga Association will be a welcoming, vibrant yoga community devoted to health, personal growth, nutrition and happiness. Great opportunity for a synergy of like-minded people to discuss various topics and occasionally practice together.
ALUMNI RELATIONS

The College has established an alumni association. All Saint Paul College graduates are encouraged to join. Call 651.846.1469 for further information or go to www.saintpaul.edu/Alumni.

Bulletin Boards

Bulletin boards are located in corridors and in most classrooms of the College. Notices placed on the hallway bulletin boards must be submitted to and approved by the Office of Student Life and Diversity, room 1265. Postings will be approved for a specified time period (typically no more than two weeks). Classroom bulletin boards are for official campus notices and postings only.

Bus Transportation

Students who live in the Saint Paul-Minneapolis metro area can access the College using Metropolitan Transit Commission (MTC) bus service. MTC bus passes are available for purchase at the Bookstore. Free MTC bus schedules are also available in the Bookstore. For additional information, call the MTC Information Center at 612.373.3333.

Cafeteria

Food service is available in the City View Café Monday through Friday. Breakfast and lunch are served daily. Dinner is served Monday through Thursday evenings. Snacks and beverages are available throughout the day. Refer to the College’s website (www.saintpaul.edu) for the cafeteria schedule. Catering, on or off campus, is also available. Please contact Judith Burt at 651.846.1593 for more details. The Café is closed during holiday breaks, semester breaks, and when classes are not in session.

Email Accounts

Email is the official form of communication of Saint Paul College. All Saint Paul College students are required to activate and maintain a College email account.

Once you have registered for at least one (1) Saint Paul College course credit, you will automatically receive a campus email address. You can access your email from the College website, using the “email” link located at the top of the page.

Faculty and staff will use this email address to communicate with the students. Information regarding your accounts, enrollment status, financials, events, career opportunities, etc. will all be sent to your College email account. It is important that you do not forward other email accounts to your College email account.

All Saint Paul College students are responsible for checking their school email accounts on a regular basis and responsible to know the information distributed via email.

Additional information regarding email accounts is available on the College website at www.saintpaul.edu/StudentEmail.
Health Services
The College provides first-aid kits in designated classrooms with procedures distributed to all instructors. Information about additional health resources is available from the Dean of the Health and Service Division. Please follow the procedures below regarding your health:

- Take an active role in your own wellness and health
- Wear appropriate medical alert tags (e.g. diabetic or seizure IDs) to assist emergency personnel in assessing an illness or injury
- Notify a staff member immediately if you have a question about a medical condition or injury. If you are unable to find a staff member, call Public Safety at 651.846.1322.

Health Insurance
Students enrolled in the following clinical experience programs shall be encouraged to carry their own health insurance. Students participating in the clinical experience programs shall be responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College health insurance or as required by the clinical facility agreement: Health Information Technology, Health Unit Coordinator, Medical Laboratory Technician, Pharmacy Technician, Phlebotomy Technician, Practical Nursing, and Respiratory Therapy. Students may show proof of coverage or purchase the student insurance plan noted above.

Housing
The College does not provide residence hall facilities for its students. You can obtain information about available housing from area newspapers and other community publications. The College assumes no responsibility for housing information or housing referrals that are posted or appear in those publications.

Lockers
Lockers are available for rent for student’s use on a first come first serve basis. The non-refundable Locker fee is paid at the Tuition Office.

All lockers must be cleaned out at the end of the spring semester. Items left in lockers will be disposed of after spring semester each year.
Lost and Found

Lost and found items may be turned in to Public Safety. Due to the volume of items found, unclaimed items will be discarded or donated to charity after 14 days. Lost or stolen items are not the responsibility of the College. To inquire about a lost article, stop by Public Safety or call 651.846.1322.

Mother’s Lounge

Room 2166 has been designated as a space for faculty, staff, and student mothers needing a private space to care for infants. There is a sink, microwave, chair and electricity source for nursing or expressing. To access the Mother’s Lounge, please stop by the Information Desk, Room 1265. They will reserve the room for you on the days/times you need it, so that it is available to fit your schedule.

Veterans Resource Center

The Saint Paul College Veterans Center is located in room 3340. The Veterans Center is for use by student, faculty and staff who are veterans or enrolled dependents of veterans.

The Center contains computers, a sitting area for visiting/studying and veteran resources. The Veteran Center is staffed during hours of operation. Hours are posted on the Veterans Center entrance. You can contact the Veterans Center by email: veterans.center@saintpaul.edu

Student Identification Cards

To obtain Saint Paul College identification (photo ID) card, students must be registered for courses and provide an official state or federal issued photo identification and a copy of their current semester course registration. This College ID card is valid during your enrollment or five years. There is a $10 replacement cost for lost, stolen, or damaged card.

Saint Paul College Student ID must have a full-face image. A full face image is one where the face is not covered. A head covering is acceptable so long as it does not cover the student’s face. A student may request a person of the same gender identity to take the photo.

The Photo ID office is located inside the Technology Center, room 1470, and the operation hours for each semester are posted on the College website (see below) and the CastNet system monitors around the campus hallways. For more information, please contact the IT Help Desk at 651.846.1440.

Additional information regarding student photo ID cards is available on the College website at www.saintpaul.edu/PhotoID.

Student Lounges and Study Space

The Learning Commons on the first floor is available for students to study. The adjoining Lounge and City View Café is available for dining and meeting with friends. The Study Commons is located in 3310 and there is additional study space located in the third floor link. The fourth floor skyway also provides space for students to relax and study.
GENERAL STUDENT POLICIES

ATTENDANCE
Students are expected to attend and participate in all classes the first week of the session. Students not attending during the first five business days of the term are subject to being assigned a grade of FN (Failure for Non-attendance). In case of absence, it is the responsibility of the student to contact the faculty member.

Students registered for online classes must log into the course by the fifth day of the term.

Students who stop attending prior to the withdraw deadline for the course but who do not officially withdraw from the course, are subject to being assigned a grade of FW (Failure due to Unofficial Withdraw).

A student’s course grade cannot be determined directly by attendance. However, attendance may be considered in the evaluation of performance only as it is identified in the course content goals/performance objectives. When required by the relevant certification body, attendance will be reported.

Absenteeism may affect a student’s grade because of missed instruction. Course material and/or tests missed as a result of the student’s absence may be made up at the discretion of the instructor. However, the instructor is under no obligation to allow work and/or tests missed as a result of a student’s absence to be made up.

CHILDREN IN THE CLASSROOM
Children of employees or students, as well as other persons not enrolled in courses at the College, are not permitted in the classrooms, labs, or shops with the exception of College sponsored special events. Children are not to be left unattended on campus.

CLASS UPDATES
In the event that an instructor needs to cancel a class meeting an email message will be sent to students via their College email account address. This message, from the instructor, may include such information as assignments for the missed class.

This information, also, will be posted on the College website under “Class Updates”, which is listed under “Academics” on the College Home Page.

DRESS
Students are responsible for dressing in a manner that will not disrupt the education, health, and safety of self or others. In some programs, students may be required to wear a special uniform. If so, these will be in a specified program handbook. Students may be required to wear safety glasses, helmets, or other protective clothing in shops or laboratories with higher accident injury potential. Students are encouraged to dress as one would in the future place of employment.

FIELD TRIPS/INDUSTRY VISITATION
Field trips and visits to industry are considered an extension of the instructional setting. On such trips, you are subject to follow all College policies.
MILITARY LEAVE
If you are a member of the military reserves and must miss classes to fulfill your military obligations, you must inform your instructors, your faculty advisor and the Registrar. Permission to miss classes, however, does not exempt you from completing all requirements of your courses or financial obligations.

PREGNANCY AND CHILDBIRTH
Absences for pregnancy and childbirth will be granted (from class and co-curricular activities), for as long as the student’s doctor deems the absence medically necessary. Permission to miss classes, however, does not exempt you from completing all requirements of your courses or financial obligations. Student must provide documentation to Title IX Coordinator in the Administration Office.

RELIGIOUS OBSERVANCES
The College fully supports the principles of free expression and respect for the diversity of beliefs, including religious observances, among our academic community. It is the policy of the College to provide reasonable academic accommodations for students when sincerely held religious beliefs conflict with classroom activities or course requirements that were not disclosed in the course description. It is the responsibility of the student to inform the instructor in a timely fashion of such possible conflicts. If a mutually agreed upon academic accommodation is not possible, the student may initiate an appeal, in accordance with the Complaint and Grievance Procedure.

SOLICITATION
All solicitation on the campus of the Saint Paul College is governed by a policy set by Minnesota State. Individuals of any commercial product, business enterprise, Not for Profit, political, or religious organization must have prior written approval from the Director of Marketing and Public Relations. Solicitation by organized Saint Paul College student groups requires advanced approval of the Director of Student Life and Diversity.

STUDENT CALLS & MESSAGES
Staff will not send visitors to classrooms. It is up to you to inform family or friends of your classrooms if you wish. The College will attempt to deliver messages only in case of extreme emergency as allowed by FERPA.
Saint Paul College recognizes your rights as a student are to be respected. Your rights and responsibilities as outlined in Minnesota State of Colleges & Universities system Board Policy 3.1 include the following:

In addition to the basic constitutional rights enjoyed by all citizens, students at the College have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not substantially disrupt the regular and essential operation of the institution. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

Part 4. Student-Sponsored Forums.
Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The president or designee may prohibit any forum when there is a likelihood of harm to individuals or damage to property if the event is held. Prior to any such prohibition, the president shall make a best effort to consult with the student association.

Part 5. Student Publications.
Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, system, or student body.
The policies of the College regarding student expectations, rights and responsibilities shall be readily accessible to students.

Part 7. Catalog and Course Information.
To the extent possible, students shall be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions and website postings shall be accurate and based on information existing at the time of publication. To the extent possible, class schedules shall list the names of faculty teaching courses.

Part 8. Student Academic Standing Information.
Students shall have access to accurate information for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student’s academic performance.

Term papers, essays, projects, works of art, and similar property including property in which the student has intellectual property rights pursuant to Board Policy 3.26 shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

Part 11. Student Review and Consultation.
Students shall have the right to appropriate levels of participation in college decision-making pursuant to Policy 2.3 and Procedure 2.3.1, Student Involvement in Decision-Making. The College President shall recognize the Student Senate as the official representative of the students. The Student Senate shall have the right to recommend the chartering of clubs and organizations for approval by the College President.

Students shall be given the opportunity to serve as members of College committees, including the following: President’s Advisory Council, Technology Committee, Finance Committee, Facilities Committee and Marketing Committee. Exceptions to participation may include committees established for the evaluation of personnel, committees established under collective bargaining agreements and management teams, presidential cabinets and committees of the board.

The College President shall meet with the Student Senate at least twice per semester to discuss issues of mutual concern. The College President will structure the consultation
process to provide adequate time for students to be able to discuss and consider an issue prior to any proposed recommendation.

**COMPLAINT & GRIEVANCE PROCESS**

Students have a right to seek a remedy to a dispute through a complaint or grievance procedure. The following procedure is established to promote a timely means of resolving disputes between you and others in the campus community. Students who have a complaint against any member of the faculty or staff about content or conduct of a course, grading, tuition, or any other school policy or procedure, review the following for the process that needs to be followed. For more information about your rights or the procedure, call 651.846.1514. To file a complaint or grievance, you may come to the Administration Office or fill out an online form at www.saintpaul.edu/fileareport.

Complaint and grievance procedures shall not substitute for other grievance procedures specific in board or College regulations or negotiated agreements. Students should use available informal means to have decisions reconsidered before filing a complaint or grievance. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. These procedures shall also protect data privacy rights.

**Complaint**

A complaint is an informal claim by a student or a group of students regarding alleged improper, unfair, arbitrary or discriminatory treatment. A complaint may constitute a grievance, if not mutually resolved and if the complaint falls within the definition of a grievance.

You may file a complaint concerning any campus issue and discuss it with the appropriate employee, or administrator, as established by College procedure. However, by Board policy, you may carry a complaint no further, unless a complaint falls within the definition of a grievance. The College has established regulations regarding the procedures to be used in presenting and handling informal student complaints.

Allegations of discrimination, harassment, and sexual violence shall be resolved pursuant to College Policy 01.06.00 (Board Policy 1B.1), Equal Opportunity and Nondiscrimination in Employment and Education, College Procedure 01.06.00.1 (System Procedure 1B.1.1), Report/Complaint of Discrimination/Harassment Investigation and Resolution, College Policy 01.08.00 (Board Policy 1B.3), Sexual Violence Policy, College Procedure 01.08.00.1 (System Procedure 1B.3.1), Sexual Violence Procedure.

**Before Making a Complaint**

- You are encouraged to discuss your concern or complaint with the faculty or staff involved first. Talking with the staff or faculty resolves more concerns than doing nothing about it.
- It is important that you attempt to resolve the complaint. Most misunderstandings will be resolved at this first step by clarifying communications and expectations.
- Grading is the sole prerogative of the faculty. Be sure you have completed all assignments, followed the syllabus, and maintained a good attendance record.
before you consider filing a Petition for a Grade Review. In the case of Academic Dishonesty, review the Academic Integrity policy for guidance.

Informal Complaint Procedure

1. Arrange a meeting with the appropriate individual(s) to discuss the concern and desired remedy in an attempt to resolve the situation as soon as possible. Before you meet with the appropriate individual(s), you may want to complete a Complaint and Grievance form, which includes: a) the nature of the complaint; b) summary of complaint and the relevant facts; and, c) the remedy sought.

2. If you are not able to reach a satisfactory agreement with the staff member, you may, no later than ten school days after the meeting with the staff, complete and submit the Complaint or Grievance form in the Administration Office for it to be routed to the Dean of Engagement, Persistence, and Success.

3. The completed form will be reviewed and routed to the appropriate office. You will be contacted via email within 72 hours.

4. To resolve the complaint, the supervising administrator will discuss the situation with all appropriate individuals. If needed, a follow-up meeting will be scheduled in a timely manner.

5. The supervising administrator will contact you with a response to your complaint.

6. If you feel that the response is still not appropriate or satisfactory, you may appeal the decision, in writing. Academic and student services related issues are appealed to the Vice President of Academic and Student Affairs. The decision of the Vice President is final and binding. Any student or group of students may present or discuss a complaint with the employee whose actions give rise to the complaint, and/or with the administrator to whom the employee reports. You may have a representative in attendance to observe any such discussion.

If you make a complaint about an employee to a supervising administrator, you should be aware that the employee may be informed that a complaint has been registered. This will be the case except when Minnesota statutes expressly allow for anonymity, e.g., initially for accusations of sexual harassment.

Additional Complaint Process

1. Saint Paul College—A Community and Technical College, is part of the Minnesota State system of public two and four year institutions of higher education designated by Minnesota Statutes Chapter 136F and governed by the Board of Trustees of the Minnesota State. The College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC). If you wish to file a complaint about the Saint Paul College with the HLC, you may do so by contacting:

   Higher Learning Commission
   230 S. LaSalle St., Suite 7-500
   Chicago, IL 60604-1413
2. Saint Paul College takes student complaints and grievances seriously. If you have a complaint about Saint Paul College—A Community and Technical College, we encourage you to utilize the Institution’s Student Complaint and Grievance Process provided in Minnesota State Board Policy 3.8 and System Procedure 3.8.1. If your grievance involves a Board Policy, the actions of the Saint Paul College President, an issue of institutional or program quality such as an institution’s compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practices, you may appeal to the Office of the Chancellor pursuant to the Board Policy 3.8 and System Procedure 3.8.1. The contact information for the Office of the Chancellor is:

   Academic and Student Affairs  
   Office of the Chancellor  
   Wells Fargo Place  
   30 7th St. E., Suite 350  
   St. Paul, MN 55101-7804

3. This process does not apply to other complaints or grievances subject to different procedures specified in board or college policies or procedures, or other regulations, including:

   a. Academic grade disputes. Grade appeals must be handled via the Petition for a Grade Review process.
   b. Academic Integrity disputes are handled through the Code of Student Conduct process.
   c. Student complaints regarding discrimination or harassment are subject to Board Policy 1B.1 and System Procedure 1B.1.1, and filed with the institution’s Dean of Engagement, Persistence, and Success.

Grievance

A grievance is a dispute or disagreement raised by a student, or group of students, alleging improper, unfair, arbitrary or discriminatory action by an employee involving the application of the specific provision of a College policy or procedure or Board policy or procedure. A grievance must be submitted in writing; Complaint and Grievance forms are available from the Records Office or the Administration Office.

Allegations of discrimination, harassment, and sexual violence shall be resolved pursuant to College Policy 01.06.00 (Board Policy 1B.1), Equal Opportunity and Nondiscrimination in Employment and Education, College Procedure 01.06.00.1 (System Procedure 1B.1.1), Report/Complaint of Discrimination/Harassment Investigation and Resolution, College Policy 01.08.00 (Board Policy 1B.3), Sexual Violence Policy, College Procedure 01.08.00.1 (System Procedure 1B.3.1), Sexual Violence Procedure.
Grievance Process

In order to have a right to the entire grievance process, a specific rule or regulation of the College or the system must be involved. If a violation involves a College rule or regulation, you may carry an official grievance through three steps if necessary:

- To the employee being grieved
- To the administrator to whom the employee reports
- To the College President—the decision of the President is final and binding

No grievance shall be considered or processed unless it is submitted within twenty (20) working days after the first occurrence of the event giving rise to the grievance, or within twenty (20) days after you, through the use of reasonable diligence, should have obtained knowledge of the first occurrence of the event giving rise to the grievance.

In all instances that follow, the term “days” does not include (1) Saturdays, (2) Sundays, (3) holidays, and (4) breaks in the academic year.

Grievance Steps

If a complaint that falls within the definition of a grievance is not satisfactorily resolved in the informal discussion and a minimum of five (5) days have elapsed since the complaint was presented, you may then file a grievance on the official Complaint and Grievance form located in the Student Records Office or the Administration Office. The grievance procedure would then begin at Step II.

Step I

1. Such grievances shall be submitted to Administration Office who will forward it to the Dean of Student Engagement, Persistence, and Success for proper routing.

2. The written grievance shall set forth the nature of the grievance, the facts on which it is based, and the relief requested. If possible, witnesses’ statements and names should be included. The grievance must be written and signed by the student. The grievance shall be discussed within five (5) days with the student(s) and others involved at a time mutually agreeable to all parties.

3. If at this meeting a settlement is reached, it shall be reduced to writing and signed by the employee and the student(s).

4. If no agreement is reached, the employee shall give written answer to the student(s) within five (5) days.

5. In either case a copy shall be given to the College President.

Step II

1. If no agreement is reached in Step I, the student(s) may, within five (5) days from the receipt of a written answer, present the grievance, in writing, to the Administration Office who will forward it to the Dean of Engagement, Persistence, and Success for routing to the supervising administrator to whom the employee in Step I reports. The administrator shall discuss the grievance within five (5) days with the student(s), at a time mutually agreeable to both parties.
2. If at this meeting a settlement is reached, it shall be reduced to writing and signed by the Dean and the student(s).

3. A copy shall be given to the employee and/or College President.

4. If the student grievance requires further action, the responsible administrative supervisor may schedule a meeting or discussion between the student(s), the employee and the administrator. At least 24 hours before the meeting, the employee should be provided with a copy of the written grievance.

5. The meeting may be held in the presence of a student(s) witness if the student(s) filing the claim wishes, and an employee witness if the accused employee wishes. The time should be convenient to the student(s), the employee, and the supervisor.

6. If no agreement is reached, the administrator shall give a written answer to the student(s) within five (5) days.

7. In either case a copy shall be given to the College President.

**Step III**

1. If no agreement is reached in Step II, the student(s) may within five (5) days from receipt of written answer present the grievance, in writing, to the College President. The President or designee shall discuss the grievance within five (5) days with the student(s) at a time mutually agreeable to both parties.

2. If the grievance is based on an alleged violation of a College rule or regulation, the decision of the President shall be final and binding.

**Time Limits**

All time limits have been set at five (5) days; however, the student initially has twenty days to initiate the grievance process. By mutual agreement of the student(s) and College personnel, time limits may be extended due to extenuating circumstances approved by the Vice President of Academic and Student Affairs.

1. If a grievance is not presented within the established limits, it shall be considered as “waived.”

2. If a grievance is not appealed to the next step within the established time limits, it shall be considered settled on the basis of the last answer.

3. If, after presentation at any step, a College staff member does not discuss the grievance with the student(s) within the established time limits, the student(s) may treat the grievance as denied at that step and may appeal the grievance to the next step.

4. If, after discussion, a College staff member does not answer a grievance within the established time limits, the student(s) may treat the grievance as denied at that step and may appeal the grievance to the next step.

5. A copy of the written grievance and settlement should be filed in the President’s office. If the grievance and settlement does not result in discipline of the employee, no record shall be maintained. Maintenance of records shall be in compliance with the employee contract.
CODE OF STUDENT CONDUCT

General Policy
You are expected to be familiar with the Code of Student Conduct. Your rights and responsibilities, as a student, and the expectations of the College are described in this section. You are responsible for conducting yourself in a manner that does not interfere with the educational process. Behavior that is threatening to the safety or welfare of yourself or others, or that is harassing or discriminatory in nature, will be reviewed promptly by the College and appropriate action will be taken. The Code of Student Conduct does not replace nor reduce the requirements of civil or criminal laws.

The College has established a Code of Student Conduct that details procedures for the administration of Student Conduct proceedings. You shall be afforded appropriate due process in the adjudication of any charge(s) of violations of the Code of Student Conduct. Students found guilty of violations may be subject to sanctions, including suspension or expulsion.

Allegation of discrimination or harassment shall be adjudicated under separate procedures in accordance with the College’s policies on those issues.

ARTICLE I: DEFINITIONS

A. “College” means Saint Paul College—Community and Technical College

B. “Administrator” includes any person employed by the College, performing assigned administrative or professional responsibilities.

C. “College Official” includes any person employed by the College, performing assigned administrative or professional responsibilities.

D. “Cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

E. “Expulsion” means permanent denial of the privilege of enrollment at the College.

F. “Hazing” means 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.

G. “Policy” means the written regulations of the College and Minnesota State as found in, but not limited to, the Student Code, the College and Minnesota State Web pages, Board Policy and System Procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus, Board Policy and System Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources, and the College catalog.
H. “Preponderance of evidence” means a standard of responsibility that it is more likely than not that the code has been violated.

I. “Plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

J. “Student” includes all persons who:
1. Are enrolled in one or more courses, either credit or non-credit, through the College;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the College;
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid;

K. “Student Organization” means any number of persons who have complied with the formal requirements for college recognition.

L. “Summary suspension” means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the College community.

M. “Suspension” means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.

Statement of Student Responsibilities

Students at Saint Paul College, as members of the College community, in addition to the basic constitutional rights enjoyed by all citizens, have specific rights related to academic freedom and their status as students. The rights are described in the Student Rights and Responsibilities Policy.

Students are expected to exercise their freedom with responsibility. Student responsibilities include, but are not limited to, respecting and valuing the rights and differences of all members of the College community; refraining from any and all proscribed behaviors as listed in the next section, “Proscribed Conduct”; refraining from performing acts of violence or harassment against any member of the College community; and abiding by all College policies and procedures.

ARTICLE II: PROSCRIBED CONDUCT

A. Jurisdiction of the College Student Code

The Code of Student Conduct shall apply to conduct that occurs on college premises, at college sponsored activities, off-campus, and to on-line conduct in the following circumstances:
PROHIBITED STUDENT CONDUCT

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

The administrator shall decide whether the Code of Student Conduct shall be applied to conduct occurring off-campus or on-line, on a case by case basis, in the administrator’s sole discretion.

Allegations of discrimination, harassment, and sexual violence shall be resolved pursuant to College Policy 01.06.00 (Board Policy 1B.1), Equal Opportunity and Nondiscrimination in Employment and Education, College Procedure 01.06.00.1 (System Procedure 1B.1.1), Report/Complaint of Discrimination/Harassment Investigation and Resolution, College Policy 01.08.00 (Board Policy 1B.3), Sexual Violence Policy, College Procedure 01.08.00.1 (System Procedure 1B.3.1), Sexual Violence Procedure. Allegations of fraud or dishonest acts shall be resolved pursuant to Board Policy 1C.2, Fraudulent or Other Dishonest Acts.

B. Conduct - Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct in circumstances falling under the jurisdiction of this code may be subject to the disciplinary sanctions outlined in Article III:

1. Academic Dishonesty, including but not limited to the following: cheating, plagiarism, falsification, and collusion. This includes any violation of the Academic Integrity Policy. Cases of Academic Dishonesty are resolved per the Academic Integrity Policy.

2. Knowingly furnishing false information to any college official, faculty member, or office; the knowledgeable passing of an insufficient funds check or use of fraudulent payment method for any financial obligation to the College.

3. Forgery, alteration, or misuse of any college document, record, or instrument of identification.

4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college premises.

5. Intentionally, recklessly, or negligently causing or attempting to cause physical harm to any person, including engaging in any form of fighting. This includes any unwanted or inappropriate touching of another or detaining another against their will. Allegations may be resolved per the Sexual Violence Procedure.
6. Intentionally, recklessly, or negligently threatening or endangering a person’s emotional, mental, or physical well-being, or causing fear of physical danger. This may occur through verbal abuse, stalking, hazing, intimidation, threats, harassment, sexual harassment, repeated phone calls, electronic messages, text messages, emails, or postings on social networking sites. Allegations may be resolved per the Sexual Violence Procedure.

7. Actual, attempted or threatened sexual assault and/or other sexual misconduct. This definition is applicable where violations of Saint Paul College’s Sexual Violence Policy are alleged. Allegations will be resolved per the Sexual Violence Procedure.

8. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.

9. Hazing. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral actions; they are violations of this rule.

10. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

11. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.

12. Violation of any college or board policy, rule, or regulation published in hard copy or available electronically on the College or Minnesota State website.

13. Alleged violation of any federal, state or local law.

14. Under the influence of, use, possession, manufacturing, or distribution of marijuana, drug paraphernalia or other controlled substances except as expressly permitted by law. This definition is applicable for alleged violations of the Saint Paul College Alcohol and Other Drugs Policy.

15. Under the influence of, use, possession, manufacturing or distribution of alcoholic beverages (except as expressly permitted by college or Minnesota State regulations), public intoxication, or violation of Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age. This definition is applicable for alleged violations of the Saint Paul College Alcohol and Other Drugs Policy.

16. Use of tobacco products on campus in non-designated areas. You must be 18 years of age to use tobacco products in designated areas. Violations are resolved per the Tobacco Use Policy.

17. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others. Students
are prohibited from possessing or carrying a firearm while on system property, regardless of whether the student has a permit to carry a firearm, except as otherwise provided in Minnesota State Board Policy 5.21.

18. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

19. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.

20. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

21. Any violation of the College Computer Use Policy or Board Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources.

22. Abuse of the student conduct system, including but not limited to:
   a. Failure to obey the notice from a college official to appear for a meeting or hearing as part of the student conduct system;
   b. Falsification, distortion, or misrepresentation of information before a student conduct panel;
   c. Disruption or interference with the orderly conduct of a student conduct panel proceeding;
   d. Institution of a student conduct code proceeding in bad faith;
   e. Attempting to discourage an individual’s proper participation in, or use of, the student conduct system;
   f. Attempting to influence the impartiality of a member of a student conduct panel prior to, and/or during the course of the student conduct panel proceeding;
   g. Harassment (verbal or physical) and/or intimidation of a member of a student conduct panel prior to, during, and/or after a student conduct code proceeding;
   h. Failure to comply with the sanction(s) imposed under the Student Code;
   i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
C. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the administrator. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

ARTICLE III: STUDENT CONDUCT CODE PROCEDURES

The Conduct Hearing Process is used to review allegations of:

a. Code of Student Conduct, unless otherwise stated in the policy
b. College and Minnesota State Colleges and Universities policy violations
c. Academic Program Policy violations

A. Investigation and Conduct Hearing

1. Any member of the College community may file a written complaint alleging that a student or student organization has violated student conduct proscriptions. Any complaint should be submitted as soon as possible after the event takes place. Persons filing complaints shall be informed of their rights under the Minnesota Data Practices Act. Following the filing of a complaint against a student or student organization, the administrator shall conduct an investigation of the allegations.

2. If the complaint seems unwarranted, the administrator may discontinue proceedings.

3. If there is sufficient evidence to support the complaint, the administrator shall:
   a. Offer the accused student an opportunity to resolve the alleged violation at a conduct hearing.

4. Prior to this meeting, the student shall be given written notice of the specific complaint against the student and the nature of the evidence available to support the complaint and provided with a copy of the Code of Student Conduct.

5. During the meeting, the administrator shall review the complaint and the evidence with the student and allow the student to present a defense against the complaint. Within a reasonable time period following the meeting, the administrator shall inform the accused student in writing of the decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal. The complainant shall receive notification consistent with state and federal privacy laws.

6. If the accused student fails to appear for the hearing, the administrator may proceed to review and act upon the complaint in the student’s absence and shall
notify the student in writing of the action taken.

7. The administrator may assign sanctions for an outcome of “responsible”.
   a. The student may appeal the decision, in the time indicated in the outcome letter
   OR
   b. The student completes the sanctions.

8. In the case of appeal, sanctions may be delayed for the appeal to be processed. If the appeal is denied, sanctions from the original hearing will stand.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
   a. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
   b. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The College may impose specific written conditions for the probation.
   c. Loss of Privileges - Denial of specified privileges for a designated period of time.
   d. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
   e. Discretionary Sanctions - Work assignments, essays, service to the College, or other related discretionary assignments.
   f. Suspension - Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.
   g. Expulsion - Permanent denial of the privilege of enrollment at the College.
   h. Revocation of Admission and/or Degree - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
   i. Withholding Degree - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this student conduct code, including the completion of all sanctions imposed, if any. More than one of the sanctions listed above may be imposed for any single violation.

2. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above;
b. Loss of selected rights and privileges for a specified period of time;

c. Deactivation. Loss of all privileges, including college recognition, for a specified period of time.

C. Summary Suspension

In certain circumstances, the administrator may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. 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. To the greatest extent possible before implementing the summary suspension, the accused student shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of 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 (9) school or business days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the administrator.

D. Appeals

1. A sanction imposed by the administrator may be appealed by the accused student(s) to the Dean of Student Engagement, Persistence, and Success within five (5) school or business days of the notification of the decision. The deadline for appeal will be indicated in the outcome letter. Such appeals shall be in writing and shall be delivered to the administrator or designee.

2. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:

   a. To determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information, via the written report that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

   b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.

   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
3. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original informal or formal hearing.

4. If an appeal is upheld by the Dean of Student Engagement, Persistence, and Success, the Dean may take any appropriate action. If an appeal is not upheld, the matter shall be considered final and binding upon all involved except that in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

Interpretation and Revision

Any question of interpretation regarding the Code of Student Conduct shall be referred to the Dean of Engagement, Persistence, and Success or the Director of Student Conduct for final determination.

The Code of Student Conduct shall be reviewed every 3 years under the direction of the Director of Student Conduct.

Academic Integrity Policy

Saint Paul College fosters the highest standards of academic integrity and the highest regard for truth and honesty. The attempt by students to present as their own any work not actually performed by them; collusion, fabrication and cheating on examinations, papers and other course-related work; stealing, duplicating or selling examinations; substituting for others in class discussions or examinations; producing other students’ papers or projects; knowingly furnishing false or misleading academic information on official College records are considered violations of academic integrity and destructive to the central mission of the College.

The primary academic mission of Saint Paul College is the exploration and dissemination of knowledge. Academic integrity and honesty are integral to the academic process. Academic dishonesty is a serious offense which undermines the education process and the learning experience for the entire College community.

It is expected that Saint Paul College students will understand and adhere to the concept of academic integrity and to the standards of conduct prescribed by the College’s Academic Integrity Policy. It is expected that each student will assume responsibility for one’s own work and that materials submitted in fulfillment of course, program, and College academic requirements must represent the student’s own efforts. Any act of academic dishonesty attempted by a student at the College is unacceptable and will not be tolerated.

Definitions. The prevailing forms of academic dishonesty are cheating, plagiarism, collusion, and the submission of false information. Academic integrity is not limited to the context of a course but can also occur during the admission or readmission process, assessment, and submission of academic and Enrollment Services appeals or petitions.
Cheating in the instructional setting is the unauthorized use or exchange of information by students for the purpose of meeting academic standards or requirements; examples include, but are not limited to, the following:

- copying others’ work during an examination
- using unauthorized notes or aids during an examination
- taking an examination for another student
- collaborating with any other person during a test without authority
- using or giving unauthorized assistance on a take-home examination, assigned physical work, projects, or any other academic work
- arranging for another student to take an examination
- attempting to obtain, or knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part, the contents of an unreleased test or information about an unreleased test
- unauthorized supplying or bribing any other person to obtain an unreleased test or information about an unreleased test
- submitting substantial portions of work for credit in more than one course, without consulting the instructors
- submitting research and assignments prepared by others (e.g., purchasing the services of a commercial term paper company)
- altering or forging an official College document.

Plagiarism is representing another person’s words or ideas as one’s own without proper attribution or credit. Other people’s words or ideas must be given adequate documentation whether used in direct quotation or in summery or paraphrase. Plagiarism includes, but is not limited to, quoting written or oral materials without citation on an exam, term paper, homework, or other written materials or oral presentations for academic requirements; purchasing from a term paper service and submitting as one’s own, downloading from the Internet or taking from any other source; or submitting anyone else’s work as one’s own. Any form of plagiarism constitutes a violation of academic integrity.

Collusion is an agreement by two or more people to commit an act of academic dishonesty. The College will not attempt to distinguish between students who cheat or plagiarize and those who assist in such actions. A student who assists another in the act of cheating or plagiarism is subject to disciplinary action for violation of academic integrity.

Submission of False Information includes false testimony, names, and addresses, as related to the admission process, readmission, assessment testing, and academic and Enrollment Services appeals or petitions.

**Academic Integrity Due Process Steps:**

1. Sanctions for the first-time violation of the academic integrity policy are at the discretion of the instructor up to and including no credit for an assignment or assessment.
2. Notification of violation will be sent to the Director of Student Conduct who may impose additional sanctions.

Students who violate academic integrity shall, after due process, be subject to College sanctions that may include failure on assignments and examinations, failure in courses, and suspension or expulsion. Established Academic Integrity policies, procedures, and sanctions are communicated in classes and publications, such as this Student Handbook.

In the instances of supplying false information regarding the admission process, readmission, assessment testing and academic and Enrollment Services appeals or petitions, the process shall revert to Section 1, The Code of Student Conduct.

Appeals. A student who wishes to appeal a penalty imposed by an instructor may submit a written appeal within five (5) working days to the Dean for the academic discipline in which the alleged act of dishonesty occurred. The Dean shall generally send written notice of the decision to the student within five (5) working days.

Upon receipt of the Dean’s decision, a student or instructor may submit a written appeal to the Vice President of Academic and Student Affairs within five (5) working days. The Vice President shall generally send written notice of the decision within five working days. The decision of the Vice President of Academic and Student Affairs is final.

**Computer Usage Policy**

The College provides its students wide access to information resources and technologies. Technological resources at the College are shared by its users; misuse of these resources by some users infringes upon the opportunities of all the rest. The College makes its technology available for educational purposes and requires users to observe legal mandates whose aim is to safeguard equipment, networks, data and software that are acquired and maintained with public funds.

**General Responsibilities**

Computing resources (including, but not limited to: desktop and laptop systems, printers, central computing facilities, System-wide or college-wide networks, local-area networks, access to the Internet, electronic mail and similar electronic information) are available only to authorized users, and any use of those resources is subject to this policy. All users of the College computing resources (including students) are presumed to have read and understood this policy. This policy governs the use of computing resources at the College. Use of the College computing resources by the students is limited to the educational and research purposes.

**Minnesota Statutes Chapter 609.87 through 609.896 - Computer Crime**

Minnesota State Statues define acts and penalties for computer crimes including computer damage, computer theft, unauthorized computer access, criminal use of encryption, facilitating access to computer security systems, and criminal use of real property. The statutes also provide information on how to report violations.

Thus, the College computer systems are treated like other College equipment or resources, intended for educational purposes and other College-sanctioned activities. It is not the practice of the College to monitor the content of electronic
mail transmissions, files, or other data maintained in its computing resources and
the fileservers. The maintenance, operation and security of the College computing
resources, however, require that network administrators and other authorized personnel
have access to those resources and, on occasion, review the content of data and
communications maintained there. A review may be performed exclusively by persons
expressly authorized for such purpose and only for cause. To the extent possible in
the electronic environment and in a public setting, a user’s privacy will be honored.
Nevertheless, that privacy is subject to Minnesota State’s public records laws and other
applicable state and federal laws, as well as policies of System Governing Board; all of
which may supersede a user’s interests in maintaining privacy in information contained
in the College’s computing resources.

Additional information regarding Minnesota Statues on Computer Crime is
available at the following website:
https://www.revisor.leg.state.mn.us/statutes/?id=609&view=chapter#stat.609.87

Computer Access and Security
In addition to Minnesota Statutes, there are also state and federal wiretap laws and
various anti-fraud provisions that apply to activities on computer and network systems.

Frequently, access to the College computing resources can be obtained only through the
use of a password known exclusively to the user. It is the responsibility of the user to keep
a password confidential. While the College takes reasonable measures to ensure network
and data security, it cannot be held accountable for unauthorized access to its computing
resources by other users and hackers, both within and outside college. Moreover, it
cannot guarantee users protection against data loss due to system failure, fire, etc.

Prohibited Conduct
Prohibited conduct in the use of College computing resources includes (but not limited to)
the following:

1. Posting to the network, downloading or transporting any material that would
constitute a violation of the College or Minnesota State Colleges & Universities
system computing policies.

2. Unauthorized attempts to monitor another user’s password protected data or
electronic communication, or delete another user’s password protected data,
electronic communications or software, without that person’s permission.

3. Installing or running on any system a program or virus that is intended to or is
likely to result in eventual damage to the computer system including fileserver,
personal computer, network software or hardware.

4. Performing acts that would unfairly monopolize computing resources to the
exclusion of other users, including (but not limited to) unauthorized installation of
server system software or non-job/non-work related use of Internet.

5. Hosting a personal website through the use of the College computing resources
without proper authorization.

6. Use of computing resources for non-College commercial purposes.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally recognized protection of intellectual property rights.

8. Activities that would constitute a violation of any policy of the System’s Governing Board, including (but not limited to) the System’s non-discrimination policy and its policy against sexual harassment.

9. Transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law, including (but not limited to) obscenity, defamation, threats, harassment, and theft.

10. Attempting to gain unauthorized access to a remote network or remote computer system.

11. Exploiting any computing resources system by attempting to prevent or circumvent access, or using unauthorized data protection schemes.

12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.

13. Using computing resources in such a way as to wrongfully hide the identity of the user or pose as another person.

14. Attempting to gain access to any type of private records (i.e., student, personnel, medical) or attempting to change data or software without proper authorization.

15. An individual may not send electronic messages to individuals who have explicitly asked the sender not to send electronic messages.

Sanctions for Misconduct

The College will take all violations of the Computer Usage Policy seriously. Any violation of this policy by the students will be reported promptly to the Dean of Engagement, Persistence, and Success and will be subject to appropriate sanctions provided under the College’s student conduct code.

In addition to sanctions under appropriate student conduct code, anyone who violates the College guidelines may be subject to any or all of the following sanctions, depending on the nature and the seriousness of the violation:

- Fines to replace or restore damage to hardware or software and/or to compensate staff required to carry out repair;
- Loss of computer and network system access;
- Civil proceedings; and/or
- Criminal prosecution.

The College staff will report any violation to this policy to the proper authorities including, but not limited to, Minnesota State Colleges & Universities system office, local and state police, the State Attorney General’s Office, and/or federal law enforcement (FBI or Secret Service).
PROHIBITED STUDENT CONDUCT

The College reserves the right to suspend the accounts and inspect files and data of any student suspected of misconduct pending the outcome of an investigation. Data and files may be turned over to the appropriate authorities, if instructed to do so.

In addition to the above Computer Usage Policy, the students are bound by Minnesota State System Policy 5.22 Acceptable Use of Computers and Information Technology Resources (http://www.mnscu.edu/board/policy/522.html) and Procedure 5.22.1, Acceptable Use of Computers and Information Technology Resources (http://www.mnscu.edu/board/procedure/522p1.html).

COPYRIGHT INFRINGEMENT POLICIES AND SANCTION NOTICE

Downloading and 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 material can result in you being prosecuted in criminal court and/or sued for the damages in the 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, you may be responsible for monetary damages, attorneys’ fees, and civil penalties up to $150,000 per work distributed. Use of College resources for unauthorized distribution of copyrighted material is forbidden.

The College prohibits illegal copyright infringement through its “Acceptable Use of Computers and Information Technology Resources” policy (http://www.mnscu.edu/board/procedure/522p1.html) and in its student conduct code (http://www.saintpaul.edu/currentstudents/Pages/Code-of-Student-Conduct.aspx). Disciplinary action, including loss of use of the College information technology systems up to and including expulsion from the College could result from violations of this policy.

Additional information regarding copyright law is available at the following website: http://www.copyright.gov/title17/

DRUG & ALCOHOL-FREE CAMPUS

Saint Paul College adheres to the Federal Drug-Free Schools Act of 1989. The College prohibits the use of illicit drugs and alcohol on campus. However, the College also recognizes the reality of drug and alcohol abuse and dependency. The College will take steps to educate its community regarding the health risks associated with alcohol and drug abuse. Appropriate referral to counseling and health agencies will be made for individuals as needed. As needed, you are encouraged to seek assistance with chemical dependency. For information, please contact the Counseling Center at 651.846.1383.

The standards of conduct at Saint Paul College clearly prohibit the unlawful possession, use, or distribution of alcohol and drugs by students on the College premises, or in conjunction with any College-sponsored activity or event, whether on or off campus.

The College will impose sanctions on students who violate this policy. Disciplinary action may include a written reprimand, suspension or dismissal, and referral for prosecution under local, state, and federal law. Rehabilitation may become a condition of continuing association with the College.

Standards of conduct, as outlined below, apply to all students and student employees at the College.

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Drug and Alcohol-Free Campus: According to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statute 152 (Prohibited Drugs, 340A Liquor Act and 624.71 Liquors in Certain Buildings or Grounds), Saint Paul College prohibits the use of illicit drugs and the abuse of alcohol by its students and employees.

No student or student employee shall manufacture, sell, give away, barter, deliver, exchange, or distribute; or possess with the intent to manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia as defined in Minnesota Statute 152, (1) while on campus, or (2) while involved in a College activity, service, project, program, or work situation off campus.

No student or employee shall possess a controlled substance, except when the possession is for that person’s own use, and is authorized by law, (1) while on campus, or (2) while involved in a College activity, on or off campus, service, project, program, or work situation off campus.

Except as allowed by Minnesota Statute 624.701, no student or employee shall introduce upon, or have possession upon, any college campus, or while involved in a College activity, service, project, program, or work situation, any alcoholic beverage as defined in Minnesota Statute 340A.101.

Student employees working on federal grants or contracts who are convicted of a criminal drug statute violation occurring in the workplace are required to inform the principal campus administrator of this fact within five calendar days of the conviction.

The College will notify the federal government within ten days after receiving notice of an employee being convicted of a criminal drug statute violation occurring in the workplace.

No employee shall report to work, and no student shall report to campus, while under the influence of (1) alcohol or (2) a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision making, or safety.

NOTE: Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college owned or controlled property or any function authorized or controlled by the college.

Sanctions: 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. 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.
SMOKING/TOBACCO POLICY

Smoking and the use of tobacco products are only permitted in designated areas on campus. Failure to comply with this policy may result in fines and/or disciplinary sanctions including but not limited to suspension.

Definitions

The following definitions apply to this Policy.

**Smoking.** The burning or carrying of a lighted cigarette, cigar or pipe, or the use of any other lighted smoking materials or equipment, whether filled with tobacco or any other type of material, including any and all electronic smoking devices.

**Smokeless Tobacco Products.** The use of any smokeless tobacco products such as chewing tobacco, snuff, smokeless pouches or other forms of loose leaf tobacco.

There are Designated Smoking Areas in the following locations:

- Lot B (West of the main building)
- Lot F (North of the main building)
DISCRIMINATION & HARASSMENT POLICIES

EQUAL OPPORTUNITY AND NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY

This policy is governed by the Minnesota State Board Policy 1B.1 which can be found at: http://www.mnscu.edu/board/policy/index.html


Saint Paul College – A Community & Technical College (the College) is committed to a policy of equal opportunity and nondiscrimination in employment and education. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law, is prohibited.

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

This policy is directed at verbal or physical conduct that constitutes discrimination / harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, the college will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech. The College shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

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

Part 2. Definitions.

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

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

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

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education, evaluation of a student’s academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college; or

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the College; or

3. Such conduct has the purpose and effect of threatening an individual’s employment; interfering with an individual’s work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Subpart D. Employee. Any individual employed by the College, including all faculty, staff, administrators, and student employees.

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

1. Protected class includes race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation, gender identity, or gender expression. In addition, membership or activity in a local human rights commission is a protected class in employment.

2. This policy prohibits use of protected class status as a factor in decisions affecting education and employment where prohibited by federal or state law.

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

a. made a complaint under this policy;

b. assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated;

c. associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation, gender identity, gender expression, or national origin;

d. made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S.
Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or state nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.

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

Subpart G. Sexual harassment and violence as sexual abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the College shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the college from taking immediate action to protect victims of alleged sexual abuse. Saint Paul College Policy 1.08.00 Sexual Violence Policy and Board Policy 1B.3 Sexual Violence address sexual violence.

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

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

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

Part 4. Retaliation.
Retaliation as defined in this policy is prohibited. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.
DISCRIMINATION & HARASSMENT POLICIES

REPORT/COMPLAINT OF DISCRIMINATION/HARASSMENT INVESTIGATION AND RESOLUTION PROCEDURE

This policy is governed by the Minnesota State Board Policy 1B.1.1 which can be found at: http://www.mnscu.edu/board/policy/index.html

Part 1. Purpose and applicability.

Subpart A. Purpose. This procedure is designed to further implement Saint Paul College – A Community & Technical College (the College) Policy 01.06.00 (Minnesota State Board Policy 1B1) by providing a process through which individuals alleging violation of College Policy 01.06.00 (Minnesota State Board Policy 1B.1) Equal Opportunity and Nondiscrimination in Employment and Education may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, gender identity, gender expression, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

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

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

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of College Policy 01.06.00 (Minnesota State Board Policy 1B.1), conduct must be considered sufficiently serious to deny or limit a student’s or employee’s ability to participate in or benefit from the services, activities, or privileges provided by the College.

Subpart C. Scope. In addition, harassment and discrimination complaints not arising from alleged violations of College Policy 1.06.00 (Minnesota State Board Policy 1B.1), are to be addressed under other appropriate policies and established practices.

Part 2. Definitions.

The definitions in SPC Policy 01.06.00 (Minnesota State Board Policy 1B.1) also apply to this procedure.

Subpart A. Designated officer. Designated officer means an individual designated by the president or chancellor to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure,
DISCRIMINATION & HARASSMENT POLICIES

and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

Prior to serving as the designated officer, the individual must complete investigator training provided by the Office of the Chancellor.

The Designated Officer at the College is Ali Pickens-Opoku, Director of Student Conduct, Title IX Coordinator. 651.846.1327 ali.pickens-opoku@saintpaul.edu

Subpart B. Decision maker. Decision maker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether College Policy 01.06.00 (Minnesota State Board Policy 1B.1) has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

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

Subpart C. Retaliation. Minnesota State Board Policy Retaliation is as defined in College Policy 01.06.00 (Minnesota State Board Policy 1B.1) Equal Opportunity and Nondiscrimination in Employment and Education Policy.

Part 3. Consensual relationships.

College Policy 01.06.00 (Minnesota State Board Policy 1B.1) Equal Opportunity and Nondiscrimination in Employment and Education prohibits consensual relationships between an employee and a student or another employee over whom the employee exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

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

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student’s education, employment, or any other college activity (employee includes, for example, graduate assistants, administrators, advisors, program directors, counselors and);

- A faculty member and a student who is enrolled in the faculty member’s course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and

- A supervisor and an employee under the person’s supervision.

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

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent event creates a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to one’s supervisor so that evaluative functions can be reassigned if possible.
This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

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

Part 4. Reporting incidents of discrimination/harassment

Subpart A. Reporting an incident. Any individual who believes one has been or is being subjected to conduct prohibited by College Policy 01.06.00 (Minnesota State Board Policy 1B.1) is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

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

A report may be filed on-line at: www.saintpaul.edu/fileareport

To file a report in person, you can speak with the designated officers at Saint Paul College:

Dean of Engagement, Persistence and Success: Dr. Kristen Raney
651.846.1514 – Administration Office – Kristen.raney@saintpaul.edu

Director of Student Conduct, Title IX Coordinator – Ali Pickens-Opoku
651.846.1327 – Administration Office – ali.pickens-opoku@saintpaul.edu

Department of Public Safety – 651.846.1322 – psafety@saintpaul.edu

Confidential Reporting

Counselor: Lisa Hanes Goodlander
651.846.1383 – Financial Aid Office Suite – lisa.hanesgoodlander@saintpaul.edu

Director of Access and Disability Resources: Emily Holl
651.846.1547 – Enrollment Center – Emily.holl@saintpaul.edu

Subpart B. Duty to report. Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under SPC Policy 01.06.00 (Board Policy 1B.1) to the designated officer or in consultation with the designated officer may inquire into and resolve such matters.

Subpart C. Reports against a president. A report/complaint against a president of a college shall be filed with the Minnesota State system office. However, complaints against a president shall be processed by the College if the president’s role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

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

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

Subpart F. Withdrawn complaints. If a complainant no longer desires to pursue a complaint, the system office and the College reserve the right to investigate and take appropriate action.

Part 5. Right to representation.
In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

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

Part 6. Investigation and Resolution.
The College or Minnesota State system office has an affirmative duty to take timely and appropriate action to stop behavior prohibited by College Policy 01.06.00 (Minnesota State Board Policy 1B.1), conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Personal resolution. This procedure neither prevents nor requires the use of informal resolution by an individual who believes the individual has been subject to conduct in violation of College Policy 01.06.00 (Minnesota State Board Policy 1B.1). In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

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

Subpart C. Processing the complaint. The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.
1. Jurisdiction. The designated officer shall determine whether the report/complaint is one which should be processed through another system office or college procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.

2. Conflicts. The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.

3. Information provided to complainant. At the time the report/complaint is made, the designated officer shall:
   a. inform the complainant of the provisions of College Policy 01.06.00 (Minnesota State Board Policy 1B.1) and this procedure;
   b. provide a copy of or Web address for College Policy 01.06.00 (Minnesota State Board Policy 1B.1) and this procedure to the complainant;
   c. determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
   d. inform the complainant of the provisions of College Policy 01.06.00 (Minnesota State Board Policy 1B.1) prohibiting retaliation.

4. Complaint documentation. The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the system office or college.

5. Information provided to the respondent. At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the equal opportunity nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:
   a. provide a copy of or Web address for College Policy 01.06.00 (Minnesota State Board Policy 1B.1) and this procedure to the respondent;
   b. provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
   c. explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
   d. determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
   e. inform the respondent of the provisions of College Policy 01.06.00 (Minnesota State Board Policy 1B.1) prohibiting retaliation.
6. Investigatory process. The designated officer shall:
   a. conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
   b. inform the witnesses and other involved individuals of the prohibition against retaliation;
   c. create, gather and maintain investigative documentation as appropriate;
   d. disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
   e. handle all data in accordance with applicable federal and state privacy laws.

7. Interim Actions.
   a. Employee reassignment or administrative leave. Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
   b. Student summary suspension or other action. Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Minnesota State Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

8. No basis to proceed. At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under College Policy 01.06.00 (Minnesota State Board Policy 1B.1). The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

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

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate Minnesota State system office and/or college personnel;

4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;

5. the Minnesota State system office or the College may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;

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

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

1. Designated officer. The designated officer shall:
   a. prepare an investigation report and forward it to the decision maker for review and decision;
   b. take additional investigative measures as requested by the decision maker; and
   c. be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Minnesota State Office of General Counsel.

2. Decision maker. After receiving the investigation report prepared by the designated officer, the decision maker shall:
   a. determine whether additional steps should be taken prior to making the decision. Additional steps may include:
      1. A request that the designated officer conduct further investigative measures;
      2. A meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
   b. take other measures deemed necessary to determine whether a violation of College Policy 01.06.00 (Minnesota State Board Policy 1B.1) has been established;
c. When making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;

d. Determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the equal opportunity and nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;

e. As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer the findings, and the basis for those findings, as to whether College Policy 01.06.00 (Minnesota State Board Policy 1B.1) has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.

f. Conduct that is determined not to have violated College Policy 01.06.00 (Minnesota State Board Policy 1B.1) shall be referred to another procedure for further action, if appropriate.

Part 7. Minnesota State system office or College action.
The system office or the College shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates College Policy 01.06.00.1 (Minnesota State Board Policy 1B1.1), as well as allegations of retaliation.

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


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

Subpart B. Effect of review. For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.
Subpart C. Appeal process. The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant’s and respondent’s administrative remedies under this procedure except as provided herein.

The College shall provide education and training programs to promote awareness and prevent discrimination/harassment. Education and training programs should include education about College Policy 01.06.00 (Minnesota State Board Policy 1B.1) and this procedure. The College shall promote awareness of College Policy 01.06.00 (Minnesota State Board Policy 1B.1) and this procedure, and shall publicly identify the designated officer.

Part 10. Distribution of College Policy 01.06.00 (Minnesota State Board Policy 1B.1) and this procedure.
Information regarding College Policy 01.06.00 (Minnesota State Board Policy 1B.1) and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the College at all times and shall include the designated officers’ names, locations and telephone numbers.

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

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the College in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

SEXUAL VIOLENCE

Sexual violence is an intolerable intrusion into the most personal and private rights of an
individual, and is prohibited at the College. The College 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, the College, or other Minnesota State Board of Trustees Policies that may require separate proceedings. To further its commitment against sexual violence, the College provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

Subpart A. Application of policy to students, employees, and others. This policy applies to all students and employees of the College and to others, as appropriate, where incidents of sexual violence have occurred on College property. Reports of sexual violence alleged to have been committed by a student at a location other than on College property are covered by this policy pursuant to the factors listed in Minnesota State Board Policy 3.6, Part 2. Reports of sexual violence alleged to have been committed by a Saint Paul College employee at a location other than the College are covered by this policy.

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

Allegations of discrimination or harassment are governed by College Policy 01.06.00 (Minnesota State Board Policy 1B.1).

Part 2. Definitions.
The following definitions apply to this Policy (Minnesota State Policy 1B.3) and College Procedure 01.08.00.1 (Minnesota State Procedure 1B.3.1).

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

Subpart B. 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 the College Code of Student Conduct and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.

2. Involvement in any sexual act when the victim is unable to give consent.

3. 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.

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

Subpart D. Stalking. Stalking is conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for one’s safety or the safety of others or to suffer substantial emotional distress.

Subpart E. 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, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

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

Subpart G. Saint Paul College property. “College property” means the facilities and land owned, leased, or under the primary control of Saint Paul College.

Subpart H. Employee. “Employee” means any individual employed by the College, including student workers.

Subpart I. Student. The term “Student” includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through the College;
2. Withdraw, transfer or graduate, after an alleged violation of the Code of Student Conduct;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the College; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
**DISCRIMINATION & HARASSMENT POLICIES**

**SEXUAL VIOLENCE PROCEDURE**

This policy is governed by the Minnesota State Board Policy 1B.3.1 which can be found at: [http://www.mnscu.edu/board/policy/index.html](http://www.mnscu.edu/board/policy/index.html)

**Part 1. Purpose**

This procedure implements College Policy 01.08.00 (Minnesota State Board Policy 1B.3) Sexual Violence Policy that prohibits 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.

**Part 2. Definitions.**

The definitions in College Policy 01.08.00 (Minnesota State Board Policy 1B.3) also apply to this procedure.

**Campus security authority**

Campus security authority includes the following categories of individuals at the college:

- Public Safety Department staff members;
- Advisors to student associations and organizations;
- Student Conduct Officer(s);
- Supervisors and those providing work direction to student workers;
- Title IX Coordinator, Deputy Title IX Coordinator;
- President;
- Vice Presidents;
- Deans;
- Business Manager;
- Bookstore Manager;
- Department Chairs;
- Financial Aid Supervisor;
- Human Resources Director;
- Affirmative Action Officer;
- Director of Student Life;
- Registrar

**Part 3. Reporting Incidents of Sexual Violence**

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

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, or the following campus resources for appropriate action.
A report may be filed on-line at: www.saintpaul.edu/fileareport

To file a report in person, you can speak with the designated officers at Saint Paul College:

Dean of Engagement, Persistence and Success: Dr. Kristen Raney.
651.846.1514 – Administration Office – Kristen.raney@saintpaul.edu

Director of Student Conduct, Title IX Coordinator – Ali Pickens-Opoku
651.846.1327 – Administration Office – ali.pickens-opoku@saintpaul.edu

Department of Public Safety – 651.846.1322 – psafety@saintpaul.edu

Confidential Reporting

Counselor: Lisa Hanes Goodlander
651.846.1383 – Financial Aid Office Suite – lisa.hanesgoodlander@saintpaul.edu

Director of Access and Disability Resources: Emily Holl
651.846.1547 – Enrollment Center – Emily.holl@saintpaul.edu

Subpart B. Assistance in reporting. When informed of an alleged incident of sexual violence, all Saint Paul College students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, or the following campus resources for assistance.

A report may be filed on-line at: www.saintpaul.edu/fileareport

To file a report in person, you can speak with the designated officers at Saint Paul College:

Dean of Engagement, Persistence and Success: Dr. Kristen Raney.
651.846.1514 – Administration Office – Kristen.raney@saintpaul.edu

Director of Student Conduct, Title IX Coordinator – Ali Pickens-Opoku
651.846.1327 – Administration Office – ali.pickens-opoku@saintpaul.edu

Department of Public Safety – 651.846.1322 – psafety@saintpaul.edu

Confidential Reporting

Counselor: Lisa Hanes Goodlander
651.846.1383 – Financial Aid Office Suite – lisa.hanesgoodlander@saintpaul.edu

Director of Access and Disability Resources: Emily Holl
651.846.1547 – Enrollment Center – Emily.holl@saintpaul.edu

Campus security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested, 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, the College 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. The College may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.

Part 4. Confidentiality of Reporting

Subpart A. Confidential reports. Because of laws concerning government data contained in Minnesota Statutes Chapter §13, the Minnesota Government Data Practices Act, the College 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.

Campus Confidential Reporting

Counselor: Lisa Hanes Goodlander  
651.846.1383 – Financial Aid Office Suite – lisa.hanesgoodlander@saintpaul.edu

Director of Access and Disability Resources: Emily Holl  
651.846.1547 – Enrollment Center – Emily.holl@saintpaul.edu

Subpart B. 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 the college or the system office 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, the College will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

Subpart C. Required reports. Any campus security authority or any college employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence shall follow college procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to the following campus officials in order to initiate any applicable investigative or other resolution procedures.

A report may be filed on-line at: www.saintpaul.edu/fileareport

To file a report in person, you can speak with the designated officers at Saint Paul College:

Dean of Engagement, Persistence and Success: Dr. Kristen Raney.  
651.846.1514 – Administration Office – Kristen.raney@saintpaul.edu

Director of Student Conduct, Title IX Coordinator – Ali Pickens-Opoku  
651.846.1327 – Administration Office – ali.pickens-opoku@saintpaul.edu

Department of Public Safety – 651.846.1322 – psafety@saintpaul.edu
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.

**Part 5. Policy Notices**

**Subpart A. Distribution of policy to students.** The college shall, at a minimum, at the time of registration make available to each student information about its sexual violence policy and procedure, including its on-line reporting system that allows for anonymous reporting, and shall additionally post a copy of its policy and procedure at appropriate locations on campus at all times. The College may distribute its policy and procedure by posting on an Internet or Intranet 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.

**Subpart B. Distribution of policy to employees.** The College shall make available to all employees a copy of its sexual violence policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet 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.

**Subpart C. Required Notice**

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

2. Notice of complainant rights. Complainants must be notified of the following:
   a. Their right to file criminal charges with local law enforcement officials in sexual assault cases;
   b. 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;
Part 6. Investigation and Disciplinary Procedures

Subpart A. Immediate action. The College may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated College Policy 01.08.00 (Minnesota State Board Policy 1B.3), in accordance with the procedures in College Procedure 01.06.00.1 (Minnesota State System Procedure 1B.1.1). Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

The College may summarily suspend or take other temporary measures against a student alleged to have committed a violation of College Policy 01.08.00 (Minnesota State Board Policy 1B.3), in accordance with College Procedure 01.06.00.01 (Minnesota State System Procedure 1B.1.1 or Board Policy 3.6).

Subpart B. General principles. The College shall use College Procedure 01.06.00.1 (Minnesota State System Procedure 1B.1.1) Report/Complaint of Discrimination/Harassment Investigations and Resolution when investigating complaints of sexual violence. 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.

College investigation and disciplinary procedures concerning allegations of sexual violence against employees or students must:

1. Be respectful of the needs and rights of individuals involved and treat them with dignity
2. Not suggest to the victim that the victim was at fault for the sexual assault or should have behaved differently to prevent the assault;
3. Proceed as promptly as possible;

4. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;

5. Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;

6. Be conducted in accordance with applicable due process standards and privacy laws;

7. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.

8. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure or code has been violated.

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

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

Subpart C. Relationship to parallel proceedings. In general, College and system office investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. The College need not, and in most cases should not, delay its proceedings while a parallel legal action is on-going. If the College 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 College and system office procedures.

Subpart D. Memorandum of understanding with local law enforcement. Saint Paul College and local and county law enforcement agencies work as part of a sexual assault protocol team to facilitate effective cooperation and collaboration between the College and law enforcement.

Subpart E. False statements prohibited. The College, and the system office take 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.

Subpart F. 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.

Subpart G. Discretion to pursue certain allegations. The College 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.
Subpart H. 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.

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

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

Part 7. Sexual Violence Prevention and Education

Subpart A. Campus-wide training. Saint Paul College shall:

1. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided this training.

2. Emphasize in their educational programs the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

Subpart B. Other training and education. Saint Paul College and affiliated student organizations may also develop educational programs, brochures, posters and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or they learn of such an incident.

Subpart C. Training for individuals charged with decision making authority. Prior to serving as either an investigator or decision maker for complaints under this procedure, administrators shall complete investigator or decision-maker training provided by the system office.

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


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 must be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 U.S.C. § 1092 (f). Such information will be used to report campus crime statistics on college campuses as required by the Act.

The College shall annually report statistics on sexual assaults to the Minnesota Office of Higher Education. Additionally, the report must be published on the college website in accordance with state law.

During and upon the completion of the complaint process, the complaint file must be maintained in a secure location. Access to complaint file information, including information stored electronically, must 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.

Part 9. Support Information

Emergency Numbers

Emergency ................................................. 911
Saint Paul Police Department ..................... 651.291.1111
Public Safety ............................................ 651.846.1322
Saint Paul College Title IX Officer ............... 651.846.1327

Saint Paul College Counseling Office .......... 651.846.1383
Crisis Connection ................................. 612.379.6363
Aurora Center ........................................ 800.656.4673
Sexual Offense Services of Ramsey County ... 651.643.3006
Support Group – First Call for Help ............. 651.224.1131
Policy Statement

Saint Paul College—A Community & Technical College complies with federal and state laws that protect the privacy of student records, including the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, 34 CFR 99; and the Minnesota Government Data Practices Act (MGDPA) Minn. Stat. Ch 13 Minn Rules Ch 1205; and other applicable laws and regulations concerning the handling of education records. Students enrolled in the college are required to supply information necessary for services to be rendered. Although students are not legally required to provide the requested data, all requested information is essential to college processes and services. Refusing to supply requested information may result in the denial of admission to a program, registration or other services.

The College gives assurance that student information will be safeguarded against improper disclosure as indicated in this policy. To implement the state and federal law, the College has established a policy that affords students certain rights with respect to their educational records.

Definitions:

Student: A student is an individual who has either applied for enrollment, who is currently enrolled, or has been formerly enrolled at Saint Paul College. A student is an individual receiving educational services by any method. All students have the same rights regarding their educational data.

Educational Data: Educational data are those records directly related to a student and maintained by Saint Paul College. Educational data includes, but are not limited to admissions materials, financial aid records, transcripts, class lists, class schedules, graded exams or papers, records of disciplinary procedures, work student records and much more. Certain information is exempted from the definition of “educational data” including:

1. Records of instructional personnel that are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker and are destroyed at the end of the school year.
2. Law enforcement unit records—not shared with school officials and maintained for law enforcement purpose
3. Medical and psychological treatment records that are maintained solely by the treating professional for treatment purposes
4. Records that only contain information about a student after that individual is no longer a student at that institution (alumni data)

School Officials with a Legitimate Educational Interest

A school official is a person employed by Saint Paul College in an administrative, supervisory, and academic or support staff position. A person or company with whom Saint Paul College has contracted; a person serving on the Board of the Trustees or in the Office of the Chancellor, a student serving on an official college committee, a consultant, a college public safety officer acting in a health or safety emergency, or a
person assisting another school official in performing one’s tasks. A school official has a legitimate educational interest if the official needs to review educational data in order to fulfill one’s professional responsibility.

**Student Rights under FERPA and MGDPA**

1. A student has a right to inspect and review one’s educational records. Requests should be made in writing to the Registrar. Saint Paul College will provide access to view educational records within ten days of the student’s request. A student requesting a copy of her or her education records will be assessed the cost.

2. A student has a right to consent to disclosures of information, which identify the student personally, except to the extent that these disclosures are allowed without student consent under state and federal law.

3. A student has the right to request that the Registrar correct educational data, which one believes to be inaccurate or misleading. The student should appeal to the Registrar and clearly identify the part of the record they want changed as well as why the record is inaccurate or misleading. Note: They right to challenge a grade does not apply under this policy unless the grade assigned was allegedly inaccurately recorded. Students will be notified of their FERPA and MGPDA rights through publications of the policy on the college website and in the Catalog.

4. A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Saint Paul College to comply with the requirements of FERPA. Students desiring to file a complaint should address the complaint to:

   Family Policy Compliance Office  
   U.S. Department of Education  
   400 Maryland Avenue SW  
   Washington, DC 20202-5901

**Consent for Release**

Saint Paul College will not permit access to or the release of personally identifiable information contained in student educational data without the written consent of the student to any third party (including parent/guardian, dependent, or spouse/domestic partner), except as authorized by FERPA and MGDPA or other applicable law. A student may grant consent by completing a Release of Information form, available in the Office of Enrollment Services. The student must present a government or college-issued photo ID in person when signing and submitting this form.
Directory Data
Saint Paul College designates the following information as directory data:

- Name of student
- Major program of study
- Dates of attendance
- Degrees, diplomas, certificates & awards received
- Full-time or part-time enrollment status
- Participation in recognized activities
- Photographs used in news releases or college publications

Because directory data is considered public, Saint Paul College will release such information to anyone upon request except for the directory data of students who have requested it to be withheld from public disclosure.

Limited Directory Data
Saint Paul College designates the following information as limited directory data:

- Student email address, personal email address, home address, phone number Limited Directory data of students nearing completion of their studies will be released to Minnesota State universities for recruitment and marketing communication, and to the Friends of Saint Paul College

A student may direct that any or all of the directory and limited directory information be withheld from public disclosure by notifying the Registrar in writing. The non-disclosure request will be permanent unless the student requests otherwise.

Release without Consent
As allowed by the MGDPA and FERPA, the college will release student records without consent:

1. To appropriate school officials who require access to educational records in order to perform their legitimate educational duties
2. To officials of other schools in which the student seeks or intends to enroll, or where the student is already enrolled if the disclose is for purposes related to the student’s enrollment or transfer
3. To another educational agency or institution, if requested by the agency or institution where a student is enrolled or receives services while the student is notified where applicable; receives a copy of the record, if requested; and has an opportunity for a hearing to amend the record, as required by law
4. To federal, state or local officials or agencies as required by the law
5. In connection with a student’s application for, or receipt of, financial aid
6. To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained
7. In compliance with a judicial order or lawfully submitted subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena.

8. To appropriate persons in an emergency situation if the information is necessary to protect the health or safety of the students or their persons; or

9. To an alleged victim of a crime of violence (as defined in 18 U.S.C. § 16) or non-forcible sex offence, the final results of the alleged student perpetrator’s disciplinary proceeding may be released;

10. To military recruiters (as defined in 10 U.S. C. § 983) for purposes of military recruiting the following information pertaining to students (who are 17 years of age or older) enrolled at the college; names, addresses and telephone listings; data and place of birth; levels of education; academic majors, degrees received, and the most recent education institution enrolled in by the student;

11. In response to an ex parte court order from the U.S. Attorney under the USA Patriot Act.

Access to Education Records by Student

Upon written request to the Registrar, the College shall provide a student with access to one’s educational records. There is no charge for viewing the records even if the college is required to make a copy of the data in order to provide access. Responses to requests by students to review their educational records shall be within ten (10) business days.

Maintenance of Records

Records pertaining to students’ histories of student conduct violations and applicable sanctions shall be kept for a minimum of five years and kept separate from students’ academic records. The only persons having access to these records shall be the President of the College, the Vice President of Academic and Student Affairs, the Dean of Engagement, Persistence, and Success, and the Director of Student Conduct. Any other person who wishes to review these files must have permission from the Vice President of Academic and Student Affairs, the Dean of Engagement, Persistence, and Success, Director of Student Conduct, or designee.
The Department of Public Safety is open during the regular business hours of the College to assist the Saint Paul College community by providing services for some or all of the following:

- Protection of the College and its community from all manner of significant danger, injury, harm, or property damage
- Law and code enforcement services, including uniformed patrol and incident response, and crime prevention, suppression and investigation
- Fire, rescue services, emergency medical services, and hazardous materials response
- Emergency communications and dispatch, including interfacing with public emergency communications telephone systems (9-1-1, E9-1-1)
- Emergency management services and crisis response during emergencies, disasters, and special events
- Security services, including alarm and video monitoring, access control, and lost and found property management.
- Parking management, enforcement, and transportation services
- Lock-out and Jump-start service
- Inspections, including building safety, lighting, site security surveys, etc.
- Animal control

Campus safe walk escort services are available to assist people to their cars, class or anywhere within a one block radius of campus. Public Safety provides escorts to anyone who is unable or to anyone who, for safety reasons, does not want to walk to their destination alone. The Public Safety phone number is 651.846.1322. Public Safety Officers are on-duty at all times when the building is open.

**Emergency Procedures**

**Evacuation**

If the building must be evacuated under emergency conditions, the major concern is for your safety and that of all other persons in the College. This requires that movement within or out of the building be orderly and rapid.

An Emergency Procedures manual is posted within each classroom. Your instructor will use the information in this manual to inform you of the evacuation route.
During an emergency evacuation, you should adhere to the following guidelines:

1. All students, visitors, faculty, and other employees will leave the building by established routes or go to pre-assigned emergency stations immediately after the alarm is sounded.

2. Walk at all times. Do not run.

3. If you are the first person to arrive at an Exit Door, latch the door open or hold it open.

4. If you are the last person to leave a room, close but do not lock the door.

5. After leaving the building, stay at least 150 feet away.

Evacuation Procedure for Non-Ambulatory Persons

When the fire alarm is activated, you should either “shelter in place” (if already in a stairwell) or move to a safe place and wait for assistance from an Emergency Response Mobilization Team (ERMT) member, the Saint Paul Fire Department, or other trained emergency personnel. Safe areas have been identified as stairwells A, D, and E and each stairwell is equipped with an Evacuation Chair for trained emergency responders to use in the event of a building evacuation.

1. Emergency personnel are trained to go to stairwells to assist people with disabilities. If you are alone, you should contact Public Safety at 651.846.1322 (dial 1322 if using a campus phone) or call 911.

2. Give the present location or safe area to which you are going. Elevators can be used unless otherwise indicated by emergency personnel, but may never be used in the event of fire or structural damage.

In all other evacuation situations, you should proceed to the nearest elevator and then exit the building and proceed to a safe location away from the threat.

If elevators are unavailable or disabled, you should proceed to the nearest identified safe area and wait for assistance. These areas are designated as stairwells A, D, and E and are equipped with Evacuation Chairs.

Shelter In Place

You may be advised to “shelter in place” rather than evacuate the building during emergency situations such as large hazardous material releases or severe weather emergencies. Advice to shelter in place will be conveyed through the College Emergency Notification System (CENS).

General shelter in place procedures:

1. Stay inside the building or go indoors as quickly as possible if you are working outside.

2. Close windows to provide tighter seal against chemicals vapors, smoke and/or fumes.

3. Locate supplies you may need such as food, water, radio, or flashlights if you have them.
4. In case of a tornado, go to a central room, stairwell or corridor where there are no windows and few doors.

5. In the event of a hazardous material release, turn off fans, air conditioning or ventilation systems, if you have control of these systems. The College ventilation systems are centrally controlled and will be shut down during such events.

Stay tuned and monitor official College Emergency Notification System information for further instructions or the “All Clear” message.

**Emergency Lockdown**

If there is a life safety threat outside the campus in the surrounding neighborhood, a lockdown may be initiated at the College. A lockdown requires locking doors, windows, and barricading oneself to block entry to a campus facility, a classroom, or an office space.

General lockdown procedures:

1. Lock or barricade classroom doors.
2. Close windows and window treatments.
3. Turn off the lights.
4. Instruct everyone to remain silent and not to go into hallways.
5. Crouch down in areas out of sight from doors and windows to conceal yourself as much as possible.
6. If the fire alarm sounds unexpectedly, do not evacuate the building unless:
   - You have firsthand knowledge that there is a fire in the building
   - You are in imminent danger
   - You have been advised by the College Public Safety Department or emergency personnel to evacuate the building
7. If you are in hallways during the emergency, seek shelter immediately in the nearest classroom or office suite or evacuate out the nearest exit if possible.
8. If you are in outdoor areas, you should immediately take cover or leave the campus if possible.
9. Stay tuned and monitor official College Emergency Notification System information for further instructions or the “All Clear” message.
Fire Alarms

When you hear an alarm, it is NOT a drill. Follow all evacuation procedures as if a true emergency exists. Remain outside the building until the “All Clear” message is given.

If you smell smoke, see flames, or otherwise suspect that there is a fire in the building, take the following actions:

1. Pull the building fire alarm if nearby. The Department of Public Safety has the primary responsibility of responding to fire alarm incidents requiring building evacuations.
2. If a phone is available, call Public Safety at 651.846.1322 and give your name, location and reason you are calling.
3. Evacuate the building in a calm and orderly fashion, closing the door to your office or classroom as you exit.
4. Once outside, walk quickly to a designated assembly area. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel.
5. No entry into the building will be permitted until the Saint Paul Fire Department declares the area safe.
6. If there is fire near you:
   • Stay low to the floor and crawl out of the building as quickly as possible.
   • Cover your nose and mouth with a wet cloth.
   • If you come to a door that is closed, use the palm of your hand and your forearm to feel the door. Touch the lower, middle, and upper parts of the door. If a door is hot when you touch it, do not open it. Look for another way to get out.
   • Smoke and gas rise to the ceiling first, Stay below the smoke at all times.

Tornado Emergencies

If the weather bureau issues a tornado warning for an area that includes the College, the following procedure will be followed:

1. When the tornado alarm is sounded, the PA system and College Emergency Notification System (CENS) will be used to initiate building shelter in place procedures. Shut off all shop equipment and proceed to any of the designated shelter areas. Designated shelter areas are:
   • Classrooms or offices without windows on first, second, third, and fourth floors
   • Ground floor classrooms and labs, move to smaller interior rooms
   • College Learning Center (317 Marshall Avenue) building, move to the basement.
2. All students should remain in the designated shelter areas until the “All Clear” signal is given.
Active Shooter/Violent Intruder

When armed violent individual(s) are observed in the building, the College utilizes the “Run. Hide. Fight.” response. The video training for this response can be found at https://www.youtube.com/watch?v=5VcSwejU2D0. The video conveys simulated violence during an active shooter situation and contains graphic content. Based on this training, students, employees and visitors should consider the following recommendations during an active shooter event to reduce the potential for death or serious injury. https://www.youtube.com/watch?v=5VcSwejU2D0. The video conveys simulated violence during an active shooter situation and contains graphic content. Based on this training, students, employees and visitors should consider the following recommendations during an active shooter event to reduce the potential for death or serious injury. https://www.youtube.com/watch?v=5VcSwejU2D0. The video conveys simulated violence during an active shooter situation and contains graphic content. Based on this training, students, employees and visitors should consider the following recommendations during an active shooter event to reduce the potential for death or serious injury. https://www.youtube.com/watch?v=5VcSwejU2D0. The video conveys simulated violence during an active shooter situation and contains graphic content. Based on this training, students, employees and visitors should consider the following recommendations during an active shooter event to reduce the potential for death or serious injury.

Run: If you can get out safely, do so.

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible for emergency responders
- Individuals in an open common space, hallway or unable to lockdown in a room or secure area should evacuate quickly and calmly
- Proceed with caution and move as far from the active shooter’s location as possible.
- Once in a safe location call 911 and provide any information you can to emergency personnel that will be responding.

Hide: If you can’t evacuate safely, secure yourself in an office or classroom. Barricade the door and seek shelter inside the area behind or under equipment or furniture in the room.

- Faculty and staff should immediately lock students and themselves in the nearest safe area
- If possible, cover any windows or openings that have a direct line of sight into the hallway
- Call 911
- Do NOT activate the fire alarm system
- Lock all windows and close any curtains or blinds
- Stay away from windows and doors
- Turn off all lights and audio equipment
• Remain calm and quiet and keep everyone together
• Remain in the classroom or office until emergency personnel notify you that it is safe

**Fight:** As a last resort and only if you can’t evacuate or seek shelter and your life is in imminent danger.

- Defend yourself in any way possible
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter
- Utilize any items in your possession or close to you (books, scissors, pencils, chairs, etc.)

If you observe an armed individual or individuals enter a campus building and you are in a position to observe the subject without endangering or compromising your safety, the observations you make may be crucial to responding emergency personnel; however, there is no expectation that anyone put themselves at risk in order to observe an armed subject.

**School Closing**

In cases when the President or other designated administrator determines to close the campus, the following methods of notification will be followed:

1. To close before start of the college opening: An announcement regarding the closing will be made using three methods:
   a. The College will post a message on Twin City radio and television station WCCO between 6:30am and 8:00am. WCCO radio, 830am, and WCCO television, Channel 4, are the official stations for this message.
   b. The College will send emails and phone messages to all current students and employees using the Blackboard Connect system.
   c. The college will send a text message to students who have opted in to text message notifications.
   d. The College will also place a notification on the College website.

2. To close after the school day has started: The President or the President’s designee will inform employees of the emergency and the time of closing. The College will dismiss classes only after authorization is received from the President or other designated administrator. An announcement regarding the closing will be made using five methods:
   a. The College will post a message on Twin City radio and television station WCCO between 6:30am and 8:00am. WCCO radio, 830am, and WCCO television, Channel 4, are the official stations for this message.
   b. The College will send emails and phone messages to all current students and employees using the Blackboard Connect system.
   c. The College will also place a notification on the College website.
   d. Announcement via the Public Address (PA) system in the building.
e. The Seeker paging system for Deaf/Hard of Hearing employees.

3. If the College officially closes, all College programs, including day, evening, and other activities will be canceled.

Safety

Safety is a priority at Saint Paul College. Every attempt is made to comply with Occupational Safety & Health Administration (OSHA) Safety standards. Safety instruction is included in the curriculum of specific programs; routine safety inspections are made throughout the building.

You are required to comply with all safety regulations. These are stipulated by the State Industrial Commission, the Saint Paul Bureau of Health, and industry standards.

If you do not comply with safety requirements, you may be removed from the classroom, program area, or College.

As a student at the College, you are expected to:

• Follow safety rules when on campus.
• Wear safety glasses and all required personal protective equipment in designated class areas.
• Report accidents and injuries to your instructor and Public Safety.
• If you have an accident or are injured, you must report it immediately to your course instructor and Public Safety.

Saint Paul College encourages all students and College community members to be fully aware of the safety issues on campus. The College encourages all students and staff 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.

Crime Reporting Policies

The Department of Public Safety, 651.846.1322, located in room 1355, is the office to which all criminal reports should be made. Everyone on campus is encouraged to report immediately all potential criminal activity to the Department of Public Safety and/or the Saint Paul Police Department, 651.291.1111. Individuals reporting to the College, who also wish to file a complaint with the Saint Paul Police Department, will be provided with assistance from Saint Paul College upon request.

Saint Paul College normally requires a written complaint from someone to begin the investigation process. The College usually needs the assistance of the complainant in any disciplinary process against the accused. The College will make exceptions when necessary, including cases presenting clear danger to the victim and/or the College community.
The College will issue an annual report of criminal reports made to Public Safety and other law enforcement agencies for crimes occurring on College property or adjunct facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by Saint Paul College and/or recognized student organizations. It includes the following reports of crime:

- Murder
- Sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Murders evidencing hate crime
- Forcible rape evidencing hate crime
- Aggravated assault evidencing hate crime

This report also includes arrests and disciplinary referrals for the following:

- Liquor law violations
- Drug abuse violations
- Weapons possession

Public safety also tracks incidents related to the recently reauthorized Violence Against Women Act (VAWA) for the following:

- Dating violence
- Relationship violence
- Stalking

The College must report, by category of prejudice, the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability:

i. Any crime of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson.

ii. The crimes of larceny-theft, simple assault, intimidation, dating violence, domestic violence, stalking and destruction/damage/vandalism of property.

**Reporting Procedures**

The Public Safety Officer serves as the primary liaison for the College with all law enforcement agencies. When reports are made to the Public Safety Officer, or other Public Safety personnel, they will decide if a threat continues to exist to the campus community. If a threat continues to exist, a timely warning will be sent out informing the campus community.

All criminal activity occurring on campus should be reported immediately to the Department of Public Safety, at 651.846.1322 and/or the Saint Paul Police Department, 651.291.1111. Public Safety will assist the complainant in completing criminal reports. These reports will also be forwarded to the Saint Paul Police Department. In appropriate cases, Public Safety will assist the Saint Paul Police Department with investigations.

Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.
If You Are a Victim of a Crime or Witness a Crime

1. Call the Department of Public Safety at 651.846.1322 and/or the Saint Paul Police Department at 651.291.1111 for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.

2. Submit a description of the offender(s), including sex, age, race, hair, clothing, and other distinguishable features. Attempt to provide a description and license number of any vehicle involved. Note the direction taken by offender(s) or vehicle(s) and report those to the Department of Public Safety or the Saint Paul Police Department.

3. Preserve the crime scene: Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until Public Safety and/or the Saint Paul Police Department arrive.

4. Public Safety will accept third-party reports in cases of sexual assault in order to protect the victim’s identity.

5. Persons filing a complaint with Public Safety will be provided a copy of the College Incident Report, upon request to the Director of Public Safety.

All employees, faculty or staff who become aware of an alleged violation of College policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and the Department of Public Safety. The following people with significant responsibility for student and campus activities (not including counselors) have been identified as Campus Security Authorities (CSA) and must report potential criminal activity of which they are aware to Public Safety: President, Vice Presidents, Deans, Business Manager, Bookstore Manager, Department Chairs, Financial Aid Supervisor, Human Resources Director, Affirmative Action Officer, Director or Student Life, Registrar, Public Safety Department staff members, Advisors to student associations and organizations, Student Conduct Officers(s), Title IX Coordinator(s), as well as any supervisors, and assistants for the College.

These individuals should not attempt to investigate, but should instead report and allow Public Safety to investigate.

All persons in the College community are encouraged to assist anyone in reporting alleged criminal activity by contacting Public Safety and/or the Saint Paul Police Department, as well as providing assistance in making the report.

Student Organizations with control of any facility are encouraged to report safety and security concerns to Public Safety.

Counselors are required to provide statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.
College Response to Reports
All allegations will be investigated. These investigations may be made in conjunction with the Saint Paul Police Department, Ramsey County Sheriff’s Department or other state or federal agency with jurisdictional authority.

Reports will be classified by the Director of Public Safety in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.

When alleged perpetrators are identified as students, the case will be forwarded to the Director of Student Conduct. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus judicial process.

Timely Warnings
The College will issue a timely warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity) of murder, forcible rape or aggravated assault, in cases where the Public Safety Officer (or designee) determines there is a continuing threat. In such cases, warnings will be published through campus bulletins.

These postings describe crimes or security concerns and solicit information from the college community regarding the reported incidents. They also share important crime prevention tips, ways to report crime, and phone numbers to use to share information.

There are three different types of postings:

Public Safety Bulletins
Public Safety bulletins are printed on blue paper and outline topics of concern that serve to educate students, faculty, and staff on the environment in which they live and work. These postings emphasize crime awareness and prevention and are posted around campus to warn students, employees, and guests of situations in which the college community may be vulnerable. Examples of incidents calling for Public Safety bulletins are thefts, fraudulent activity, or dangerous conditions.

Public Safety Advisories
Public Safety advisories are printed on yellow paper and describe crimes on or off campus that are important to the college community. While not as critical as the incidents described in Public Safety alerts, advisories pose significant concern for the safety and well-being of students, faculty, staff, and guests.

Public Safety Alerts
Public Safety alerts are printed on red paper and describe situations or incidents of the greatest magnitude. Alerts can include incidents such as robberies, burglaries, multiple thefts on campus, or aggravated assaults.

Students, faculty, staff and visitors should watch for Public Safety bulletins, advisories and alerts posted in campus buildings and distributed via emails throughout the year. The safety of the College community depends on each person staying informed.
Daily Crime Log
A listing of criminal and non-criminal incidents reported to the Department of Public Safety is maintained in the Department of Public Safety office (room 1355) and online at http://www.saintpaul.edu/aboutus/Pages/PublicSafety.aspx under “Public Crime Log.”

Policies Concerning Safety of and Access to Campus Facilities

Personal Security Recommendations
Public Safety staff are available to assist you in protecting yourself by providing regular foot and/or vehicle patrols, safety and security programs, as well as various safety and security posters and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.

Protect your property
- Personal property (purses, briefcases, calculators, etc.) should never be left unattended. Take such items with you if you are leaving an office or classroom.
- Protect all valuables in your possession. Do not leave valuables in plain view. Take valuables home with you.
- Always lock your bike. There are several good anti-theft devices available. Casehardened heavy locks and chains afford the best protection.
- Report all thefts and property loss immediately to Public Safety.
- Be security conscious at all times.

Protect your automobile
- Always lock your car doors and never leave your keys in the vehicle.
- Try to park your car in a well-lit area.
- Avoid leaving property where it is visible.

Protect yourself at night
- Refrain from taking shortcuts, walk where there is plenty of light and traffic.
- Protect yourself walking and jogging
- Avoid walking and jogging alone after dark.
- Walk along well-lit routes.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence and keep your personal or valuable items concealed and close to your body.
Help us protect you: Watch for suspicious persons in and around College buildings and in parking lots. Do not pursue them. Call Public Safety immediately at 651.846.1322.

Suspicious activity: If you see suspicious activity or people on or near campus, call Public Safety at 651.846.1322. Do not assume the person is a visitor or College staff member that you have not seen before.

Suspicious people may be

- Loitering about at unusual hours and locations; running, especially if something of value is being carried.
- Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
- Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.

Security Considerations of Campus Facilities

Building access and maintenance

- The College campus is for the use of students, faculty, staff and their escorted guests and those on official business with the College. All others are subject to being charged with trespassing.
- Access to campus buildings is limited to normal business hours.
- Students, faculty, staff and visitors are encouraged to report needed repairs to the Physical Plant Director at 651.846.1473 or submit a work order online at http://saintpaulcollege.myworksite.com/.
- For immediate response to in progress facility concerns, you can contact Public Safety at 651.846.1322.

Policies and procedures for safe access to buildings

- Keys are issued to authorized Saint Paul College employees only.
- Exterior building doors should not be blocked open when the doors are locked.
- Building evacuation is mandatory for all fire alarms.
- Saint Paul College is normally open from 6:30am until 10:00pm Monday – Friday, 7:30am until 3:00pm on Saturdays and for scheduled weekend classes and special events.
- Students are not allowed in buildings after normal working hours and should have a Saint Paul College identification card to present when requested.
- Problems related to people in buildings after hours should be reported to Public Safety at 651.846.1322 immediately.
Policies Concerning Law Enforcement

The Department of Public Safety staff are employees of Saint Paul College; they are not certified or sworn peace officers. Public Safety staff are authorized, when appropriate, to make a citizen’s arrest. Typically, such arrests are made only in the presence of a Saint Paul Police Department Officer.

Public Safety works closely with the Saint Paul Police Department to track and respond to campus criminal activity.

Report as much detail as possible to ensure accurate reporting. If you are a victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible, including:

- Gender
- Facial hair
- Approximate age
- Glasses
- Height
- Distinguishing gait
- Weight/build
- Voice
- Dress/clothing
- Distinguishing marks, including scars
- Description of face including eye color, hair color & style, jaw, nose

Educating the Campus

Saint Paul College encourages students and employees to be responsible for your own security and that of others. The Department of Public Safety provides assistance in presenting programs on security and safety and sexual violence prevention and awareness.

Public Safety has available, at no cost, brochures, flyers, pamphlets, movies, videos and posters concerning various safety and security issues.

Public Safety also has available, at no cost, brochures, flyers, pamphlets, movies, videos and posters regarding the prevention of crime.

Annual Security Report

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Saint Paul College monitors criminal activity and publishes an annual report, maintaining a three-year statistical history on the Saint Paul College campus and at off-campus facilities used by the College or by recognized College organizations. You can view the report from the College website at: http://www.saintpaul.edu/aboutus/Pages/PublicSafety.aspx

The Campus Security and Crime Report is published annually and contains, at a minimum, the following information:

1. The crime statistics for the categories outlined under the Crime Reporting Policies section.
2. A statement of current campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus
All faculty, staff, students and visitors of Saint Paul College are encouraged to report criminal or suspicious activity and other emergencies to the Department of Public Safety. Criminal or suspicious activity committed on and near Saint Paul College property that is reported to the Department of Public Safety will be investigated by Public Safety staff. Information regarding these crimes and suspicious activity, including investigatory follow up, is also shared with the local police department. Other emergencies reported to the Department of Public Safety will be investigated by Public Safety staff and/or referred to the proper department or agency for follow up.

To report criminal activity, an emergency, or to request Public Safety assistance, contact the following Public Safety office at 651.846.1322 or the St. Paul Police Department at 651.291.1111.

Emergency call boxes and general-use wall phones are also available to report crimes. They are located in the campus parking lots and inside the academic facility.

Emergency call box phones located outdoors and marked with a blue light above them provide a direct link to the Department of Public Safety. Officers will respond immediately to the activation of these emergency boxes.

**Monitoring and Recording Activity at Off-Campus Locations**

All Saint Paul College recognized organizations that are off-campus will still be monitored by the Saint Paul Police Department. Just because a facility or organization is located off-campus, does not mean that activity at that location is not monitored. Such activity is monitored by the Saint Paul Police Department, which shares information with the College.

Saint Paul College includes the off-campus student organizations’ crime statistics in its annual report as part of the crime at the College.
Parking Information
Saint Paul College has a parking access system that allows students, faculty, staff and visitors to enter the parking lot at any entrance by using a programmed parking access card that can be picked up at the tuition office or by obtaining a short-term parking access ticket at the entrance by using a programmed parking access card that is also their photo ID (known as the “SPC Card”). The SPC Card can be obtained from the Photo ID office on campus. Visitors to campus may obtain a short-term parking access ticket at the Kellogg Blvd or Marshall avenue left entrances. This ticket can be paid for when exiting the parking lot via credit card at Marshall Avenue or Concordia Avenue right exit or with cash at the pay station on the 3rd level of the parking ramp. All students will need to obtain the new SPC Card upon enrollment and registration in classes.

There is no initial fee to obtain an SPC card, but there is a cost to replace a lost or stolen SPC card. The replacement fee is paid at the Tuition Office or parking window on the first floor. A copy of your receipt is required to issue the replacement SPC Card at the Photo ID office.

The parking lot is not a public parking facility. There is no daily public parking available to the general public unless it involves business on the campus.

Restricted Street Parking
Restricted street parking around the College is enforced by the City of Saint Paul. A resident permit is required to park on certain streets and other streets have 2 hour parking limits. Violators parking in restricted areas will be ticketed and fined by the City of Saint Paul. View map of street parking restrictions.

Visitor Parking
Daily parking is available to visitors of the College at the following rates:

- Under 20 minutes   FREE
- 20–59 minutes        $1.00
- 60–179 minutes       $3.00
- 180 minutes and over $5.00

Student & Staff Parking
It is mandatory for all motor vehicles parked on the Saint Paul College campus to use the controlled parking access system. Visitors can park in any non-restricted designated parking space on campus. Vehicles parked in handicapped parking spaces require a valid State-Issued Handicapped Permit. All violators will be ticketed.

Regulations
All persons operating a vehicle on campus are responsible for being familiar with, and complying with, all traffic and parking regulations. A complete list of parking violations and parking policy may be obtained from the parking coordinator in room 1245 on the first floor. Saint Paul College assumes no liability for care of, damage to, and/or protection of any vehicle or its contents at any time while it is operated on or parked on the campus property. Possession of an SPC card neither reserves nor guarantees a parking space.

Parking Access Card Prices
Fall 2016 = $9.33 per credit
Summer 2017 = $9.33 per credit
Spring 2017 = $9.33 per credit
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# 3-Year Calendar

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FALL SEMESTER
August 22, 2016 – December 16, 2016

Tuition Due Date ......................................................... 08/01/16
FALL SEMESTER BEGINS ............................................. 08/22/16
Final Date to Change Fall Semester Registration ...................... 08/26/16
Final Date to Submit Fall Test-Out or Transfer Credit ................. 08/26/16
Saturday Classes Begin ............................................... 08/27/16
Labor Day Holiday – College Closed .................................. 09/03 – 09/05/16
Final Date to Withdraw to Receive Tuition Adjustment*........... 09/19/16
Spring Semester 2017 Priority Registration Begins .................... 10/19/16
No Classes ................................................................. 10/20 – 10/21/16
Final Date to Apply for Fall Semester Graduation ..................... 10/31/16
Veterans Day Holiday – College Closed ............................... 11/11/16
Final Date to Withdraw to Receive "W" ................................ Varies
Withdrawal date varies. – Check online course schedule.
Thanksgiving Holiday – College Closed ............................... 11/24 – 11/27/16
Saturday classes end .................................................... 12/10/16
Final Exams ............................................................... 12/10 – 12/16/16
FALL SEMESTER ENDS .................................................. 12/16/16

SPRING SEMESTER
January 9, 2017 – May 16, 2017

Tuition Due Date ......................................................... 12/15/16
SPRING SEMESTER BEGINS .......................................... 01/09/17
Final Date to Change Spring Semester Registration .................. 01/13/17
Final Date to Submit Spring Test-Out or Transfer Credit .......... 01/13/17
Saturday Classes Begin ............................................... 01/14/17
Martin Luther King Holiday – College Closed ....................... 01/16/17
Professional Development – Classes starting at or after 4:00pm will be held .... 01/26/17
Final Date to Withdraw to Receive Tuition Adjustment*........... 02/06/17
Presidents’ Day Holiday – College Closed ............................ 02/20/17
Professional Development – Classes starting at or after 4:00pm will be held .... 02/21/17
Final Date to Apply for Spring Graduation ............................ 02/24/17
Summer Term 2017 Priority Registration Begins ...................... 03/02/17
Spring Break .................................................................. 03/13 – 03/18/17
Fall Semester 2017 Priority Registration Begins ...................... 03/21/17
Final Date to Apply for Summer Graduation ......................... 03/24/17
Final Date to Withdraw to Receive "W" ................................ Varies
Withdrawal date varies. – Check online course schedule.
Saturday classes end .................................................... 05/13/17
Final Exams ............................................................... 05/10 – 05/16/17
SPRING SEMESTER ENDS .................................................. 05/16/17
Graduation Ceremony 2016/2017 ....................................... 05/18/17

* Tuition refund is pro-rated for a complete withdrawal from the College.