



Concurrent Enrollment Program

Concurrent Enrollment (High School) Instructor Handbook

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Concurrent Enrollment Program

Greetings Concurrent Enrollment Instructors,

You are to be commended because you have agreed to take on additional work in order to offer a great opportunity to your students and make your own professional life more challenging, rewarding, and interesting. Postsecondary Enrollment Options (PSEO) Concurrent Enrollment (CE) allows high school juniors and seniors to take college-level courses at their high school for college credit and high school credit. The South Central College (SCC) CE program provides students with a greater variety of class offerings and the opportunity to pursue more challenging coursework than may be available at the high school.

The [National Alliance of Concurrent Enrollment Partnerships \(NACEP\)](#) is the national organization that sets standards for concurrent enrollment partnerships and accredits those partnerships that meet the national standards. SCC is a NACEP-accredited institution and we are honored to provide quality CE programming to high school students throughout the region. Instructors and administrators in schools that participate in CE are required to help SCC follow and document the [NACEP standards](#).

This *CE Instructor Handbook* is intended to assist you in your role of Concurrent Enrollment Instructor. You will also receive support from an SCC academic dean in your content area, the Associate VP of Student Affairs, the Director of Secondary Relations, Student Affairs representatives, and your SCC faculty liaison.

Welcome to your new assignment in serving students! We look forward to working with you and appreciate your acceptance of this role.

The South Central College Concurrent Enrollment Program Team

Overview of South Central College

[South Central College](#) has had a history of academic excellence since 1946. The college consists of campuses in Faribault and North Mankato and numerous farm and small business management offices throughout Southern Minnesota. South Central College is a proud member of the Minnesota State Colleges and Universities system. Over 50 program majors are offered as certificates, diplomas, Associate in Applied Science (AAS) or Associate in Science (AS) degrees. Many majors include articulation agreements and transfer options. South Central College has many evening degree completion opportunities as well as a growing online presence. SCC also offers an Associate in Art (AA) degree in Liberal Studies that provides students the first two years of their baccalaureate education. SCC emphasizes globalization and integrates an international perspective into its curriculum.

South Central College is one of 37 colleges and universities that make up the Minnesota State Colleges and Universities system (MN State). This statewide system of community colleges, state universities and technical colleges is governed by a Board of Trustees. MN State colleges and universities are dedicated to providing students with a wide array of opportunities for life-long education in both technical and academic fields, ranging from short-course certificates to the master's degree. The system serves approximately 277,000 students in credit-based courses and an additional 157,000 in non-credit offerings.

Vision

South Central College will be the region's leading institution for transitioning individuals into the college environment, educating students for technical careers, and building student capacity for future study through inclusive student-centered programs and services. The college will be a committed partner in the regional economy, helping individuals and organizations compete in the global marketplace.

Mission

South Central College provides accessible higher education to promote student growth and regional economic development.

Purpose Statements

1. Foster a welcoming environment that cultivates a sense of respect and appreciation for differences.
2. Provide educational options that prepare students for entry into the workforce, career advancement, and academic transfer opportunities.
3. Offer student services and enrichment experiences that support academic success.
4. Provide educational opportunities that develop our students' ability to understand and evaluate personal, social, civic, and global perspectives.
5. Deliver education, training, and consulting services for business, industry, and government organizations that help maximize productivity, profitability, and sustainability in a global marketplace.
6. Promote the economic, cultural, and intellectual development of the community through collaboration with our stakeholders.

Strategic Goals

- ☐ Partnerships & Collaboration
- ☐ Marketing & Branding
- ☐ Holistic Learner Services
- ☐ Quality Education

Values

South Central College...

- ☐ Recognizes the liberating effects of lifelong intellectual, professional, and personal learning.
- ☐ Honors diversity and inclusion by recognizing every person's worth and potential.
- ☐ Operates with integrity in all interactions.
- ☐ Encourages open and honest communication that respects individual opinions.
- ☐ Values collaboration and believes that teamwork promotes unity and shared purpose.
- ☐ Embraces continuous improvement.

Institutional Core Competencies (ICCs)

Institutional Core Competencies are campus-wide competencies. The assumption is these are taught, supported, practiced, and assessed throughout the curricular and co-curricular programs of the college.

Communication: Students will be able to demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives.

Critical and Creative Thinking: Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

Civic Engagement and Social Responsibility: Students will be able to demonstrate the ability to engage in the social responsibilities expected of a community member.

Cultural Competence: Students will be able to demonstrate an attitude of personal curiosity, a rising knowledge of cultures, and an evolving range of skills for living and working among others with other worldviews and ways of life.

Helpful Links:

[South Central College](#)

[SCC Organizational Chart](#)

[SCC Programs & Majors](#)

[SCC Phone Directory](#)

Overview of Concurrent Enrollment

What is Concurrent Enrollment (CE)?

A Post-Secondary Education Option (PSEO) concurrent enrollment course is a college course offered at the high school and taught by a high school Instructor. Concurrent enrollment courses enroll only high school students who may earn both high school and college credit for satisfactorily completed courses. CE courses are college level courses approved through the college process and meet institutional standards required for accreditation.

In order to become a concurrent enrollment instructor, the high school teacher must meet the MN State system established credential fields and minimum qualifications for faculty as designated in [Board Policy 3.32. College Faculty Credentialing](#) and [System Procedure 3.32.1 College Faculty Credentialing](#). If no instructor in the high school meets these qualifications, other options for providing access to courses through the PSEO program must be considered. These options include:

1. On-line courses taught by a college faculty member;
2. on-campus college courses; and
3. college courses offered by the college faculty member in the high school.

If none of the above options is feasible, an instructor who does not meet the minimum qualifications may be approved to teach a CE course based on evidence of a combination of substantial teaching experience, advanced coursework appropriate to the discipline and/or other relevant experience and expertise. This approval may be contingent upon:

1. Completion of additional graduate coursework;
2. field experiences; or
3. a program of structured independent study appropriate to the discipline or credential fields within mutually agreed upon time parameters.

Students are high school juniors or seniors and must meet the eligibility standards as listed in [MnSCU Policy 3.5.1, Part 2](#) including:

1. For juniors, class rank in the upper one-third of their class or a score at or above the 70th percentile on a national standardized, norm-referenced test;
2. for seniors, class rank in the upper one-half of their class or a score at or above the 50th percentile on a national standardized, norm-referenced test;
3. or have other documentation of the student's readiness and ability to perform college-level work as determined by the college.

Benefits to students may include:

- Saving money by reducing future college costs;
- showing college admissions officers that they're serious students in their junior and senior years in high school;

- graduating from college earlier;
- lightening their first or second semester course load in college and relieving some of the pressure and stress in their first year.

Concurrent Enrollment Instructor Support

South Central College will assign a faculty liaison to each CE instructor. The liaison will communicate regularly with the CE instructor and will monitor assignments, exams, projects, student academic achievement, and instructional effectiveness to ensure the course meets the learning outcomes contained in the College approved common course outline. The CE instructor will be provided with an orientation to the CE program and on-going opportunities to participate in appropriate on-campus faculty development activities.

What is National Alliance of Concurrent Enrollment Partnerships (NACEP)?

The National Alliance of Concurrent Enrollment Partnerships (NACEP) is the national organization that sets standards for Concurrent Enrollment Programs and accredits those programs that meet the national standards. In the Spring of 2020, SCC was awarded institutional NACEP accreditation. Instructors and administrators in schools that participate in CE are required to follow the policies and procedures that SCC has established to align with NACEP standards. Information regarding requirements and expectations can be found throughout this handbook.



Getting Students Registered

Students register through their high school for the concurrent course at the regularly scheduled high school registration dates set by the high school. Student interested in participating in a concurrent enrollment course may now apply online. Instructions for applying online can be found here. A high school course/section roster and high school transcripts for each student will be submitted along with CE applications by June 1 for Fall semester and by November 15 for Spring semester. For CE courses that have a pre-requisite ACCUPLACER score, arrangements will be made for the administration of the ACCUPLACER examination and ACCUPLACER results will be part of each enrolled student's record.

High school and SCC class lists will be shared and compared within the first week of class and any discrepancies in the SCC list of students and actual students attending the CE high school course must be reported right away to SCC's Director of Secondary Relations. Any missing applications and additional paperwork must be secured and submitted right away to be entered into the SCC student information system for the high school student to receive concurrent enrollment credit.

New CE Instructors: Getting Started

Qualifications for Concurrent Enrollment Instructors

Concurrent enrollment instructors must meet the minimum qualifications for college faculty as designated in MnSCU's Board Policy 3.32 College Faculty Credentialing and System Procedure 3.32.1 College Faculty Credentialing.

PSEO Concurrent Enrollment Instructor Designation

Designation of a high school instructor to be a concurrent enrollment instructor requires submission of the following to the Director of Secondary Relations:

1. A letter of application written by the high school instructor;
2. a completed *High School Instructor Application*;
3. an approval by the instructor's principal as part of the application;
4. the instructor's resume and official transcript;
5. a class syllabus for review and alignment with SCC course syllabus; and
6. any other documents requested by SCC's Director of Secondary Relations.

Participation in a concurrent enrollment program by a high school instructor requires compliance with all expectations for communicating with the college faculty liaison and participation in any required orientation and professional development activities as outlined in the concurrent enrollment agreement.

Once all of the above documents are provided to SCC's Director of Secondary Relations, the applicant's materials will be reviewed by the academic dean who oversees the course(s) and will make the final decision.

Upon approval, the instructor will receive a confirmation letter and be assigned a faculty liaison. *All instructors must attend SCC's annual training and professional development event, which is hosted by the Director of Secondary Relations prior to the start of the academic year.*

Using the SCC Library

Your STAR ID will provide you access to all the services and resources of [SCC's library](#). If you have any questions or need help regarding library use, contact library@southcentral.edu.

All CE Instructors: Getting Started

Preparing Your Syllabus

Preparing your syllabus for your CE class is important work. When your syllabus is carefully written, all students' questions about the requirements and expectations for your SCC classes should be answered on the first day of class, and the policies and guidelines for the entire course will be clear from the start.

You will be provided with a *syllabus template* to work off of to construct your syllabus and ensure that all required information is included. Your faculty liaison will use a *syllabus checklist* to review the document and approve.

The finalized syllabus will be submitted to the SCC Director of Secondary Relations prior to the start of the course.

Submit Your CE Course Schedule

Your CE course schedule must be submitted to the SCC Director of Secondary Relations along with student CE applications and roster by fall and spring deadlines.

Receiving and Reviewing Class Lists

After SCC student registration is completed, you will receive your SCC class list. Your class list will show which students are officially registered for SCC credit. Be sure to review your class list carefully as soon as you receive it to make sure it is accurate. If the list is inaccurate, contact the SCC Director of Secondary Relations.

Your SCC Faculty Liaison

A SCC faculty liaison will be assigned to you. Your liaison will communicate with you on a regular basis to monitor assignments, exams, projects, student academic achievement, and instructional effectiveness to ensure that the course meets the learning outcomes contained in the common course outline approved by the college and that students are held to college-level standards.

Along with the review and alignment of your syllabus, your liaison may make course suggestions; share information about classes on campus in your discipline; exchange ideas about assignments, tests, books, and teaching methods applicable to your discipline; and visit your class. You will meet with your faculty liaison at least one time prior to the start of your CE course at the annual training and professional development event. Your liaison will also make a minimum of one on-site visit at your school each semester.

Prior to the completion of the course you will submit copies of assessment tools (test, quizzes, assignments) and samples of students' graded work. Within the last two weeks of your class, students will complete an SCC course evaluation in either an online or face-to-face format. A response report will be generated from the SCC Office of Research and Institutional Effectiveness and an evaluation review meeting will be held between the academic dean, the faculty liaison, and you, as the course instructor.

Faculty liaisons also provide documentation required as evidence that fulfills NACEP standards C1, C2, C3, F2, F3, & A1.

Knowing Your Responsibilities

Concurrent enrollment instructors must maintain records for South Central College, help provide documentation for NACEP accreditation, follow SCC policies, and participate in least one professional development event each year.

Tasks for High School Concurrent Enrollment Instructor

- ☐ Mail or deliver materials for personnel file to SCC's Director of Secondary Relations
- ☐ Complete credentialing process using the MN State "Manage Non-Employee Appointment" system
- ☐ Submit copy of syllabus for each class (compliant with SCC common course outline(s) and guidelines for syllabi) to SCC Director of Secondary Relations and faculty liaison prior to start of instruction.
- ☐ Consult with faculty liaison about course content, assignments, textbook, assessment, and evaluation.
- ☐ Attend the annual CE Instructor/Liaison Training & Professional Development Event
- ☐ Schedule site visit(s) with faculty liaison
- ☐ Provide syllabus to students on first day of class (compliant with SCC course outline(s) and guidelines for syllabi)
- ☐ Confirm date of class observation
- ☐ Review, sign, and return completed observation report.
- ☐ Administer Course evaluation(s) by indicated deadline
- ☐ Submit final grades using SCC's online system (see below)
- ☐ Submit copies of assessment tools (tests, quizzes, assignments) and samples of students' graded work to SCC faculty liaison before the end of semester

Reporting Grades

Final grades must be recorded within SCC's Integrated Statewide Record System (ISRS). System training will be provided during orientation and the faculty liaison will be available to assist with this process as well.

Each student will receive a congratulatory letter from SCC for successful completion of the course, along with a copy of their SCC transcript. **If students do not pass the course with a grade of C (2.0) or higher, they will lose eligibility to participate in concurrent enrollment courses.**

Administering Instructor/Course Evaluations

Every CE course must be evaluated by students in order to comply with NACEP Standard E1. Your instructor and course evaluation will be completed near the end of the course completion date. You and the academic dean will receive a copy of the evaluations and one copy will be kept in your SCC concurrent enrollment file. An evaluation review meeting will be scheduled between you, the academic Dean, and your faculty liaison

CE Instructor Non-Compliance Policy

All concurrent enrollment (CE) instructors are expected to adhere to the South Central College (SCC) course syllabi requirements, learning objectives, academic rigor, and assessment components for all CE courses. An instructor may be deemed non-compliant when any of the outlined CE course content expectations are not adhered to.

All CE instructors are expected to attend CE-specific training (provided by the college) and discipline-specific professional development activities (provided by the faculty liaison) to stay informed of college expectations as they relate to current course content and rigor. The Director of Secondary Relations (DSR) maintains documentation of professional development participation for all CE Instructors. Non-compliance will be reported to the DSR, HS principal, and SCC academic dean to be addressed.

If the faculty liaison has significant concerns regarding the instructor's adherence to the course content, academic rigor, assessment components, and or participation in professional development the issue(s) will be addressed on a case-by-case basis, with the goal of assisting the instructor to correct the concerns.

Steps that may be taken if non-compliance is suspected include:

1. The faculty liaison's concerns will be documented in writing via the Non-Compliance Report and sent to both the DSR and academic dean. The written document will be kept as a part of the CE program's permanent files.
2. The DSR and/or academic dean will contact the high school administrator to coordinate a meeting with the following members present ~ the CE instructor, faculty liaison, DSR, academic dean, and high school administrator ~ to discuss instructional concerns and develop an action plan.

3. The faculty liaison will follow up with the CE instructor, either through another meeting or through a classroom observation, to determine if the concerns outlined in the action plan have been addressed and resolved. If the concerns have been resolved, no further action needs to be taken.

4. If, after thorough consultation and careful consideration, the DSR, faculty liaison, and academic dean determine that the course does not maintain college quality, OR the instructor did not meet professional development requirements:

a. In cases of academic non-compliance, the college will cancel the course for the subsequent academic year and the instructor will lose his/her status as a CE instructor in that discipline. The high school administration will be informed of the College's decision, and DSR will work with the high school to identify another instructor, if appropriate. NOTE: If an instructor has been approved to offer concurrent courses in more than one discipline or course, the faculty mentor for each area will assess adherence to the course content. Cancellation of one concurrent course due to non-compliance does not automatically cancel other concurrent courses.

b. In cases of professional development and/or training non-compliance, the CE instructor will lose his/her status as a CE instructor in that discipline for a period of one calendar year and a substitute instructor will need to be appointed by the academic dean. After the one-year period is complete, the instructor may apply for a CE instructor position in that discipline.

Student Academic Policies

<http://www.southcentral.edu/Student-Academic-Policies/academic-dishonesty-policy.html>

Academic Dishonesty

Situations may arise in which academic dishonesty occurs, as defined below. The faculty member who encounters instances of academic dishonesty will submit a report of alleged student misconduct to their academic dean.

Definitions:

1. *Academic Dishonesty* - includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating and plagiarism.

2. *Cheating* - includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

3. *Plagiarism* - plagiarism is intellectual theft and includes, but is not limited to, the undocumented use of information—paraphrase or direct quotation—from the published or unpublished work of another person or source; plagiarism also includes using papers/writings from an agency engaged in the selling of term papers or other academic materials.

Applicability:

When a faculty or staff member encounters an incident of academic dishonesty they will submit the *Student Academic Dishonesty Report Form* to the academic dean responsible for the course, which details the alleged incident, and provides evidentiary documentation. The academic dean will determine whether other incidences of academic dishonesty have been reported by requesting such information from the Office of the Vice President of Student and Academic Affairs. Violations will be tracked in the dean's office and in the Office of the Vice President of Student and Academic Affairs.

1. For the first violation: the faculty member will impose sanctions which could include, but are not limited to, a written notice to the student, grade adjustment, additional academic assignments, or course failure. The academic dean will inform the student in writing of the evidence and sanctions and will attach a copy of the academic dishonesty policy. The academic dean will set a meeting date with the student to discuss the violation.

2. For the second violation: Failure of the course in which the academic dishonesty occurs. The academic dean will issue a written reprimand which becomes part of the permanent student record.

3. For the third violation: college expulsion-permanent separation of the student from the college will be imposed upon the approval of the Vice President of Student and Academic Affairs.

Grades

Letter grades will be assigned to each course as an evaluation of student performance. In addition, the following weighted system will be used to determine a student's Grade Point Average (GPA):

A = 4.00	C = 2.00	AU = AUDIT
A- = 3.66	C- = 1.66	CR = TEST-OUT
B+ = 3.33	D+ = 1.33	I = INCOMPLETE
B = 3.00	D = 1.00	P = PASS
B- = 2.66	D- = 0.66	W = WITHDRAW
C+ = 2.33	F = 0	Z = NO GRADE ASSIGNED
	FN = 0	EX = TALK TO REGISTRAR
		FN = Failure/Not Attending

Grade Change Policy

1. A change of grade will be accepted by the office of the Registrar only if properly signed by the instructor or at the discretion of the academic dean if the instructor is not employed by the college.
2. Grade changes will be accepted for up to two calendar years from the original term of enrollment for the course.
3. Changes will be accepted for I (incomplete), Z (grade unknown) and in the event of error in the calculation of the original grade.

Academic Grade Dispute Procedure

Students have the right to dispute unfair or arbitrary grades. A student must first talk with the instructor. If satisfaction is not reached, the student may next talk with the academic dean in charge of the instructor's division. If satisfaction is still not achieved, the student may file a formal grievance following the steps outlined in the Student Complaint and Grievance Procedure. Grading decisions supported by published policies or stated expectations of faculty are not open to grievance.

- The term preponderance of evidence means a standard of responsibility that it is more likely than not that the code has been violated.
- The term summary suspension means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the college community.
- The term 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.

College Jurisdiction

College jurisdiction is asserted for violations of the code of student conduct that occur on college property. College jurisdiction shall also extend to violations of the code that are not committed on college property when:

- ☐ The violation involves hazing; or
- ☐ The violation is committed while participating in a college sanctioned or sponsored activity; or
- ☐ The victim of the violation is a member of the college community; or
- ☐ The violation is a felony under federal or state law; or
- ☐ The violation adversely effects the educational, research, or service functions of the college.

The administrator shall decide whether the Student Code shall be applied to conduct occurring off- campus, on a case-by-case basis, in his/her sole discretion.

Student Conduct - Behavioral Proscriptions

- ☐ All students have the responsibility to:
 - Comply with all local, state and federal laws.
 - Comply with all college or board policies, rules, or regulations published in hard copy or available electronically on the college or MnSCU Web site.
 - Recognize and respect the rights of others.
 - Assist the college staff with maintaining a safe college environment.
 - Respect and maintain college property.
 - Dress in a manner that meets standards of safety and health and is appropriate for the occupation for which the student is preparing.
- ☐ Examples of conduct which violate the code of student conduct and are subject to disciplinary sanctions by the college include, but are not limited to:
 - Violation of local, state or federal laws.
 - Violation of published policies, rules procedures or regulations of the Board of Trustees or of the college.
 - Acts of dishonesty, including but not limited to forging, altering or misusing college documents or records.
 - Knowingly furnished false information, oral or written, to the college.
 - 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.
 - Failure to comply with conditions of sanctions imposed by the college as a result of previous conduct code action.
 - 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.
 - Use, possession, manufacturing, or distribution of alcoholic beverages, narcotics or other controlled substances on college property or at college sponsored or supervised activities except as expressly permitted by law.

- Attending college classes or activities while under the influence of alcohol, narcotics or other controlled substances.
- Violating smoking regulations.
- Physical abuse, verbal abuse, threats, intimidation, coercion or other conduct which endangers or threatens to endanger the health or safety of any person.
- Hazing which means an act that 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.
- Conduct which results in injury or death to a member of the college community or a visitor to the college.
- Engaging in fighting; assault or battery upon a member of the college community or a visitor to the college; engaging in abusive, lewd or profane language; engaging in boisterous or noisy conduct reasonably intended to arouse alarm, resentment or anger in others; disrupting classes, meetings or other college activities.
- Unauthorized entry into college property.
- 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.
- Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
- 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.
- Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.
- 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.
- 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.
- Abuse of the student conduct system.
- 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.
- Allegations of discrimination, harassment, and sexual violence shall be resolved pursuant to Board Policy 1B.1, Non-discrimination in Employment and Education Opportunity, System Procedure 1B.1.1, Report/Complaint of Discrimination/Harassment Investigation and Resolution, Board Policy 1B.3, Sexual Violence Policy, 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.

- Academic standards discipline, including academic probation and suspension shall be conducted under the satisfactory academic progress policy. The procedures described in this code of student conduct shall not apply to academic discipline standards.

Complaint, Investigation, and Informal Meeting

Any member of the college community may file a complaint against a student violating the code of student conduct. Complaints shall be prepared in writing and shall be filed with the Dean responsible for the program or course(s) in which the student is enrolled. A complaint shall be submitted as soon as possible after the conduct takes place, preferably within three days. Persons filing complaints shall be informed of their rights under the Minnesota Data Practices Act. The Dean with whom the complaint is filed shall conduct a preliminary investigation of the complaint. If the complaint is unwarranted, the Dean may discontinue proceedings. If there is sufficient evidence to support the complaint, the Dean shall offer the accused student an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student shall be given written notice of the specific complaint against him/her and the nature of the evidence available to support the complaint and provided with a copy of the code of conduct. During the meetings the administrator shall review the complaint and the evidence with the student and allow the student to present a defence against the complaint. Within a reasonable time period following the meeting, the Dean shall inform the accused student in writing of his/her 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 and/or a formal hearing.

The student who is subject to a sanction or expulsion or suspension, except summary suspension, for more than nine (9) days may agree to accept the sanction, or may request a formal hearing. Other sanctions shall be accepted or may be appealed in accordance with the college's appeal procedures.

If the accused student fails to appear for the informal hearing, the administrator may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.

A sanction shall not become effective during the time in which a student seeks an appeal or formal hearing, unless, in the discretion of the administrator, it is necessary to implement an immediate sanction for the safety and welfare of the college community.

If a mutually acceptable resolution cannot be reached during the informal meeting, including any applicable sanctions, the Dean shall refer the charge to the student conduct panel for formal adjudication.

Formal Hearings

- The Vice President of Student & Academic Affairs (VPSAA) shall be a member of and shall chair the student conduct panel. The VPSAA appoints a Dean, a college counselor, and a faculty or staff person as members of the panel. A Dean that refers or presents a charge to the panel shall not be a member of the panel that adjudicates the charge. The campus student

association shall appoint a student as a member of the panel. The VPSAA shall provide appropriate training for members of the panel. A majority of the panel members shall constitute the quorum necessary to hear any case.

- ☐ When a Dean refers a charge to the panel, the Dean shall forward to the panel:
 - A statement describing the alleged violation of the code of student conduct;
 - The name and address of the student charged;
 - The name and address of the complainant; and
 - All relevant facts and statements, including the names and addresses of witnesses to the alleged violation.

- ☐ The VPSAA, as chair of the panel, shall determine the time, date and place of the hearing, which shall be at least two days after delivery of written notice of the hearing to the accused student. Such notice to the student shall include:
 - A statement of the date, time and place of the hearing;
 - A description of the charge and, to the extent known, a list of witnesses expected to appear and a summary of their testimony;
 - A summary description of any documentary or other evidence that may be presented in support of a charge;
 - Notice that the student's failure to appear will not prevent the hearing from proceeding as scheduled and may lead to imposition of sanctions in the student's absence.
 - Notice that the student may have an advisor present, and if there is a likelihood that the student will face criminal prosecution related to the charge, notice that the student may wish to retain an attorney to act as the student's advisor.

- ☐ The hearing shall be conducted in the following manner:
 - The Dean of the program or course in which the student is enrolled shall first present the charge and supporting evidence, including testimony of any witnesses. The accused student shall have opportunity to challenge evidence and to ask questions of any witnesses introduced by the Dean.
 - The accused student shall next present evidence or testimony to refute the charge. The Dean may challenge evidence presented by the student and may ask questions of witnesses introduced by the student.
 - Only those materials and matters presented at the hearing shall be considered as evidence. The chair shall exclude irrelevant, immaterial or unduly repetitious evidence.
 - The hearing shall be held in closed session unless a majority of the panel determines there is a compelling reason for the hearing to be open and neither the accused student nor the complainant presents an objection.
 - The student shall be given the opportunity to speak in their own defense, to present witnesses, to question any witnesses and may have an advisor present.

- The advisor may provide advice to the student, but may not participate in any questioning. When there is a likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advisor.
 - The hearing shall be audio tape recorded, and the tape shall be kept on file in the office of the VPSAA for a period of three years.
- Upon conclusion of the hearing, the panel in closed session shall consider the evidence presented and decide by a majority vote to exonerate the student or to impose one of the sanctions listed in the code of student conduct.
- The panel shall send written notice of its findings and conclusions to the accused student, including any sanction imposed. The notice shall inform the student of the opportunity to appeal the panel's decision to the College President within ten days of the decision. Additionally, in cases where the sanction imposed is expulsion or suspension for ten days or longer, the notice shall inform the student of the student's right to a contested case hearing under Minnesota law.

Appeals

- A student may appeal a decision of the student conduct panel to the College President. The appeal shall be in writing and shall be delivered to the office of the College President within ten days of the decision. The College President may designate another college employee to review the appeal and to render a decision.
- An appeal shall be limited to review of the record of the hearing and the written appeal for one or more of the following purposes:
 - To determine whether the original hearing was conducted fairly in light of the charge and evidence presented, and in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and to present a rebuttal of the charge and evidence.
 - To determine whether the decision reached regarding the accused student was based on evidence that demonstrated it was more likely than not that the student violated the code of student conduct.
 - To determine whether the sanction or sanctions imposed were appropriate for the violation of the code of student conduct which the student was found to have committed.
- Following a review of the hearing and of the appeal presented by the student, the College President or designee shall render a decision. The College President or designee may uphold the panel's decision and sanction, may determine that the decision was reached in error or inappropriately, or may determine that the sanction was inappropriate. In the latter case, the College President or designee may issue a lesser sanction. If the College President or designee believes that the sanction was reached in error or inappropriately, the College President or designee may require that the panel hear the case de novo, or may choose to exonerate the student. The College President or designee shall notify the student in writing of the College President's or designee's decision and of any new sanction imposed. The College President's or designee's decision shall be final within the institution and the Minnesota State Colleges and Universities. If the sanction

involves suspension for ten days or more, or expulsion, the College President's or designee's decision shall inform the student of the right to a contested case hearing under Chapter 14 of Minnesota Statutes.

Sanctions

Conduct which violates the code of student conduct may result in the sanctions listed below.

- ☐ **Warning:** A written notice to the student that their conduct violates the student conduct code. The warning allows the student an opportunity to correct the unacceptable conduct before more serious sanctions are imposed.
- ☐ **Probation:** A written reprimand that a student has violated the conduct code. Probation is for a designated period of time and includes the probability of additional disciplinary sanctions if the student is found to be violating the conduct code during the probationary period.
- ☐ **Suspension:** An action which excludes a student for a specific period of time from registration and class attendance. Upon termination of the period of suspension, the student shall be considered for registration, but conditions for readmission may be specified. Further misconduct, after re-admission, may result in expulsion.
- ☐ **Loss of Privileges:** Denial of specified privileges for a designated period of time
- ☐ **Restitution:** Requiring a student to compensate the college for loss or damage to college property, or for misappropriation of college funds. This may take the form of monetary or material replacement, or appropriate service.
- ☐ **Expulsion:** Permanent denial of the privilege of registration, class attendance or any other use of college property.
- ☐ **Discretionary Sanctions:** Work assignments, essays, service to the college, or other related discretionary assignments.
- ☐ **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.
- ☐ **Withholding Degree:** The college may withhold awarding a degree otherwise earned until the completion 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. Unless required by Board of Trustees' policy, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record.

The following sanctions may be imposed upon groups or organizations:

- ☐ Those sanctions listed above.
- ☐ **Deactivation:** Loss of all privileges, including college recognition, for a specified period of time.

Summary Suspension

- A Dean may impose a summary suspension on a student without the informal meeting or formal hearing described in this code of conduct if the Dean has reasonable cause to believe that the student's continued presence on college property is a threat to the safety and well-being of

members of the college community or to college property. In such cases, the Dean shall first meet with the student and give the student oral or written notice of the Dean's intention to impose the summary suspension and the reasons supporting the intended suspension. The Dean shall give the student an opportunity to present the student's side of the story. If summary suspension is warranted, the Dean shall summarily suspend the student and give the student immediate oral notice of the Dean's decision. The Dean shall provide the student an opportunity for an informal meeting with the Dean or for a formal hearing before the student conduct panel within the shortest reasonable time period, not to exceed nine days from the date of the summary suspension. The Dean shall provide the student with written notice of the Dean's decision to summarily suspend the student.

- During the summary suspension, the student may not remain on or enter college property without obtaining prior permission from the Dean. A student who is summarily suspended and does not leave college property upon receiving oral notice of the summary suspension, or who returns to college property after receiving oral notice of such summary suspension, may be subject to permanent expulsion. A suspended student's refusal to leave college property will be considered trespassing. Local law enforcement officials may be called for assistance.

Expulsion

Expulsion means permanent denial of the privilege of enrollment at the college.

Students Rights & Responsibilities

Freedom to Learn.

In addition to the basic constitutional rights enjoyed by all citizens, students in colleges and universities 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.

Freedom of Expression.

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 disrupt the regular and essential operation of the institution.

In the classroom, 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.

Freedom to Association.

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 college regulations and policies.

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 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 holding the event, in their judgment, would result in physical harm or threat of physical harm to personnel or property. Prior to any such prohibition, the president shall make the best effort to consult with a designated member of the student association.

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.

- **Catalog and Course Information.** To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions will be accurate and based on information existing at the time of publication. To the extent possible, class schedules will list the names of faculty teaching courses.
- **Academic Information.** Students shall have access to accurate information about general requirements for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

Academic Evaluation. 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.

- **Property Rights.** Term papers, essays, projects, works of art and similar property shall be returned to a student upon request, within a reasonable time frame, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.
- **Off-Campus Conduct.** Students who violate a local ordinance or state law risk the legal penalties prescribed by civil authorities. The college need not concern itself with every violation. Nevertheless, the college may take disciplinary action against students for off-campus behavior following the procedures of the code of student conduct.

Resource Websites

southcentral.edu

minnstate.edu

nacep.org

education.state.mn.us