



## **Federal Compliance Report**

**St. Cloud Technical and Community College**

**1540 Northway Drive**

**St. Cloud, MN 56303**

**February 2016**

**Acting College President:**

**Margaret (Peg) Shroyer**

**[pshroyer@sctcc.edu](mailto:pshroyer@sctcc.edu)**

**320-308-5030**

**Accreditation Liaison Officer:**

**Norma A. Konschak**

**[nkonschak@sctcc.edu](mailto:nkonschak@sctcc.edu)**

**320-308-5382**

## Contents

Introduction .....	3
1. Credits, Program Length, and Tuition .....	4
Assignment of Credits .....	4
Definition of Student Credit Hour (MnSCU Procedure 3.36.1, Part 2, Subpart Q) .....	4
Statements on Distance Learning and Alternative Schedules .....	4
Program Length.....	5
Tuition and Fees.....	8
2. Student Complaints.....	8
Process for Handling Student Complaints .....	8
Summary of Number and Type of Complaints.....	10
Use of Complaints for Improvement .....	10
3. Transfer Policies .....	11
Transfer to SCTCC.....	11
Transfer From SCTCC .....	11
Disclosure of Articulation Agreements .....	12
Alignment of Transfer Policies with Transfer Decisions .....	12
4. Verification of Student Identity .....	12
Verification of Students Enrolled in Distance Courses .....	12
5. Title IV Program Related Responsibilities .....	13
5.1 General Program Responsibilities.....	13
5.2 Financial Responsibility Requirements. ....	14
5.3 Default Rates.....	14
5.4 Campus Crime Information, Athletic Participation and Financial Aid, and Related Disclosures. ....	15
5.5 Student Right to Know. ....	15
5.6 Satisfactory Academic Progress and Attendance Policies. ....	15
5.7 Contractual Relationships. ....	15
5.8 Consortial Relationships. ....	15
6. REQUIRED INFORMATION FOR STUDENTS AND THE PUBLIC .....	16
Course Catalog and Student Handbook.....	16

Required Disclosure Information .....	16
7. Adverting and Recruitment Materials .....	16
Information to Current and Prospective Students .....	16
The HLC Mark of Affiliation .....	17
8. Review of Student Outcome Data .....	17
Student Retention/Graduation Rates .....	17
Job Placement .....	17
Licensure Pass Rates .....	18
Community College Survey of Student Engagement (CCSSE) .....	19
9. Relationships with Other Accrediting Agencies and State Regulatory Bodies .....	19
Specialized Accreditors .....	19
10. Public Notification of Opportunity to Comment .....	22

## Introduction

St. Cloud Technical & Community College (SCTCC) is an affiliated institution of the Higher Learning Commission (HLC). In preparation for the upcoming Comprehensive Quality Review, April 1-13, 2016, SCTCC has prepared and respectfully submits to the Review Team the *St. Cloud Technical & Community College Federal Compliance Packet* in accordance with the requirements of the HLC's "Federal Compliance Program."

SCTCC is committed to maintaining full compliance of all requirements necessary to ensure eligibility for federal financial aid. In addition, SCTCC is committed to maintaining full compliance with other academic, financial, and administrative objectives of the HLC Commission, the United States Department of Education, Minnesota State Colleges and Universities, other state approval boards, and professional accrediting agencies.

The material contained herein is organized in the same manner as outlined in HLC's Federal Compliance Program document:

1. Credits, Program Length, and Tuition,
2. Student Complaints,
3. Transfer Policies,
4. Verification of Student Identity,
5. Title IV Program and Related Responsibilities,
6. Required Information for Students and the Public,
7. Advertising and Recruitment Materials,
8. Review of Student Outcomes Data,
9. Relationship with Other Accrediting Agencies and with State Regulatory Bodies, and
10. Public Notification of Opportunity to Comment.

## 1. Credits, Program Length, and Tuition

St. Cloud Technical & Community College (SCTCC) complies with the policies and procedures prescribed by the Board of Trustees of the Minnesota State Colleges and Universities (MnSCU) system. SCTCC maintains an Academic Program Inventory under the purview of the Vice President of Academic Affairs and through the processes for academic review established by the Academic Affairs and Standards Council of St. Cloud Technical & Community College. The current program inventory is provided in Appendix B.

### Assignment of Credits

St. Cloud Technical & Community College offers undergraduate courses and programs that comply with Minnesota State Colleges and Universities (MnSCU) Policy 3.36 and Procedure 3.36.1 Academic Programs (Appendix G). SCTCC's offerings include associate in arts, associate in science, and associate in applied science degrees, certificates and diplomas.

SCTCC is in compliance with the Commission's expectations regarding credits and program length. SCTCC academic credit is awarded on a semester credit hour basis; the College delivers courses over three terms in a calendar year. The educational experiences are comprised of a combination of lecture, lab, hybrid, and online delivery. Regardless of delivery mode, all SCTCC courses are delivered to the same standard of quality. The standard of quality is defined through common course outlines and common course outcomes. The College catalog is available in print and online at <http://www.sctcc.edu/catalog>

The catalog lists each course, the number of credits, a course description, and course prerequisites. All courses are assigned credits in accordance with the policy on credit hours and are approved by the Academic Affairs and Standards Council.

### Definition of Student Credit Hour (MnSCU Procedure 3.36.1, Part 2, Subpart Q)

#### Subpart Q. Credit Hour.

1. An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than -
  - a. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time, such as in distance learning environments; or
  - b. At least an equivalent amount of work as required in paragraph (1.a.) of this definition for other academic activities as established by the system college or university including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

### Statements on Distance Learning and Alternative Schedules

Distance Learning – Distance learning courses and hybrid courses that combine distance learning with classroom instruction shall include an equivalent amount of instruction and student work and lead to the same learning outcomes as an identical course taught entirely in the classroom.

Alternative Course Length – Courses taught for terms of shorter or longer duration than 15 weeks shall include an equivalent amount of instruction and student work and lead to the same learning outcomes as the same courses would if they were taught over a traditional semester of approximately 15 weeks.

## Program Length

Minnesota State Colleges and Universities (MnSCU) possesses the authority to review and approve degree programs for all system colleges and universities. SCTCC is authorized to confer the following degrees and academic awards:

### **MnSCU Procedure 3.36.1, Part 3-Authorized Academic Awards**

**Subpart A. System College and University Award Authority.** A system college or university may change its college or university type or become authorized to confer new academic awards for which it is not authorized by submitting an application to the chancellor and obtaining approval from the Board of Trustees. The application shall include demonstration of system college or university readiness and capacity to deliver the new award.

**Subpart B. Academic Award Attributes.** Academic awards shall have the following attributes.

**Undergraduate Certificate.** An undergraduate certificate is awarded upon completion of a 9 to 30 credit academic program. An undergraduate certificate may have an occupational outcome or address a focused area of study.

An undergraduate certificate shall not have emphases.

At least one-third of the credits in the undergraduate certificate shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation by the faculty and approval by the president of the college or university.

An undergraduate certificate less than 9 or more than 30 credits in length may be approved when the academic program prepares an individual for employment and the length or the designation as a certificate is (1) required by an employer, a licensing body or other regulatory agency, accrediting association, or board, or (2) based on a formal task analysis conducted within the previous three years and the results endorsed by an advisory committee.

**Diploma.** A diploma is awarded upon completion of a 31 to 72 credit undergraduate academic program that prepares students for employment. A minimum of 24 credits shall be in occupational or technical courses.

A diploma may have one or more emphases of at least 9 credits when there are at least 30 credits in the major that are common to the emphases.

A diploma may be individualized according to the standards outlined in Part 5. Subpart C, to provide a student an opportunity to design an academic program to meet specific occupational goals that cannot be met by current program offerings.

At least one-third of the credits in the diploma shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation by the faculty and approval by the president of the college.

A diploma of more than 72 credits in length may be approved when the academic program prepares an individual for employment and the length is (1) required by an employer, a licensing body or other regulatory agency, accrediting association, or board, or (2) based on a formal task analysis conducted within the previous three years and the results endorsed by an advisory committee.

**Associate of Arts Degree.** An associate of arts degree is awarded upon completion of a 60 credit academic program in the liberal arts and sciences without a named field of study. It is designed for transfer to baccalaureate degree-granting college or university.

An associate of arts degree requires completion of at least a 40 credit curriculum that fulfills the Minnesota Transfer Curriculum goal areas.

The associate of arts degree program is named Liberal Arts and Sciences.

An associate of arts degree may have one or more emphases of at least 9 credits each in liberal arts and science fields, provided there is an articulation agreement with a related baccalaureate major offered by one or more system universities.

At least 15 credits in the associate of arts degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the system college or university.

**Associate of Science Degree.** An associate of science degree is awarded upon completion of a 60 credit academic program in scientific, technological, or other professional fields.

The associate of science degree is designed to transfer in its entirety to one or more related baccalaureate degree programs. A college shall pursue an articulation agreement with one or more system universities before establishing an articulation agreement with a non-system university.

An associate of science degree program may be individualized according to the standards outlined in Part 5, Subpart F. Associate of science individualized studies programs do not require an articulation agreement.

An associate of science degree may address a single specialty or a set of allied specialties such as, but not limited to, (1) agriculture, (2) business, (3) computer and information sciences, (4) education, (5) engineering, (6) engineering technologies, (7) environmental sciences, (8) health sciences, and (9) natural sciences.

The associate of science degree requires a minimum of 30 credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.

An associate of science degree shall not have emphases.

An associate of science degree may be individualized according to the standards outlined in Part 5, Subpart F, to provide a student an opportunity to design an academic program to meet specific occupational goals that cannot be met by current program offerings.

At least 15 credits in an associate of science degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the system college or university.

A waiver may be granted to exceed a length of 60 credits when (1) the waiver criteria in Part 3, Subpart C, are met and (2) an articulation agreement specifies the transfer of a greater number of credits.

**Associate of Applied Science Degree.** An associate of applied science degree is awarded upon completion of a 60 credit academic program in a named field of study in scientific, technological or other professional fields.

An associate of applied science degree prepares students for employment in an occupation or range of occupations. An associate of applied science degree may also be accepted in transfer to a related baccalaureate program.

An associate of applied science degree requires a minimum of 15 credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 credits shall be in the academic program's occupational or technical field of preparation.

An associate of applied science degree may have one or more emphases of at least 9 credits each when there are at least 30 credits in the major that are common to the emphases.

An associate of applied science degree program may be individualized according to the standards outlined in Part 5, Subpart F, to provide a student an opportunity to design an academic program to meet specific occupational goals that cannot be met by current program offerings.

At least 15 credits in an associate of applied science shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the system college or university.

A waiver may be granted to exceed a length of 60 credits when (1) the waiver criteria in Part 3, Subpart C, are met and (2) an articulation agreement, where applicable, specifies the transfer of a greater number of credits.

### **Additional Information**

MnSCU has implemented programs and policies to ensure the transfer of credits for students transferring to four-year Minnesota colleges. The Minnesota Transfer Curriculum (MnTC) is described in detail in the section on Transfer Policies.

SCTCC career and technical education program lengths vary by credits according to discipline, industry, and accreditation requirements, but also are subject to approval by MnSCU. Detailed information on course description, program length, and credits is available in the SCTCC 2015-2016 catalog at: <http://www.sctcc.edu/catalog>.



## Tuition and Fees

Tuition and fees are established annually by the SCTCC President in consultation with Student government representatives and approved by the MnSCU Board of Trustees. The state of Minnesota provides an allocation for each student full-year equivalent. The state of Minnesota can also impose tuition rate guidelines through Legislative action. Minnesota Statute 136F.06, Powers and Duties, and Minnesota Statutes § 136F.70, Tuition; Fees; Activities Funds provide that the board sets tuition and fees and adopts suitable policies for the colleges and universities it governs. All colleges and universities in the MnSCU system charge tuition and fees consistent with Minnesota Statutes, board policies, and system procedures. The Board approves the tuition and fee structure for all colleges and universities. The MnSCU Board Policy 5.11 Tuition and Fees can be found at: <http://www.mnscu.edu/board/policy/511.html> (Appendix G).

SCTCC's 2015-2016 tuition rate is \$158.91 for resident and non-resident students.

The MnSCU board policy and procedure authorizes system colleges to charge differential course and program tuition rates "when there is an extraordinary cost of offering the course or academic program (i.e. need for specialized equipment, required expensive supplies; accreditation standards, delivery methods; program expansion/enhancement)." Requests to charge differential tuition must be submitted to and approved by the MnSCU Board of Trustees.

SCTCC's current board-approved tuition differentials are as shown:

Online courses	\$192.86
Nursing/ADN	\$212.18
Healthcare Programs	\$183.86
High Purity Water	\$192.86
360° Center of Excellence	\$187.00

Refer to the "2015-2016 Tuition Rates and Fees" charts for detailed information SCTCC tuition and special fees. Tuition rates are published for students in SCTCC marketing documents and can be found online at: <http://www.sctcc.edu/tuition>.

In addition, several programs require students to invest in tools and equipment for use in the program as well as in their chosen career following graduation. For a comprehensive look at tuition, fees, books, supplies, tools, and equipment costs per program, review the [Program Cost Sheet](#).

## 2. Student Complaints

### Process for Handling Student Complaints

SCTCC welcomes input from our students and views complaints as an integral part of our feedback process. The complaint process includes both informal and formal approaches; the goal of all complaints is to resolve the issue at the lowest possible level. College employees are encouraged to provide assistance to all students and to take action to resolve complaints as soon as possible.

Students are asked to resolve issues informally and, if unsuccessful, formal processes are outlined in the complaint/grievance policy and procedure, the student petition appeal process and the discrimination/harassment policy.

The official repository for complaints, other than discrimination/harassment, is with the Assistant to the Vice President for Administration; copies of complaints are provided to the Vice Presidents of the respective divisions.

Students typically communicate their concerns with front-line staff; the staff assists the students by providing the appropriate form to be completed or by directing the student to the correct office or individual. The forms are received by a designated staff member who logs the nature of the complaint and forwards the form to the appropriate decision maker, either an administrative officer or a college committee for review and resolution. Students are informed in writing of the resolution of their petition or grievance and/or next steps.

Complaints, grievances and petitions which escalate to SCTCC leadership are resolved through the following individuals:

- Vice President of Academic Affairs is available to assist in the resolution of academic issues which include complaints about instructors, grades, and academic quality.
- Vice President of Administration is available to assist in the resolution of financial issues.
- Vice President of Student Affairs is available to assist in the resolution of non-academic issues, complaints, and interpersonal conflicts.

The nature of the student concern determines which college policy/procedure will govern the resolution process. As illustrated in the *Student Concern Process* flowchart (Appendix C).

### **Student Complaint/Grievance**

Students may bring a complaint or grievance against the application of a specific provision of a college rule, regulation, policy or procedure by any SCTCC faculty or staff member. Academic appeals and allegations of harassment or discrimination are specifically excluded from the scope of this process as these types of concerns are addressed by other college policies.

Complaint Procedure-The goal of the complaint procedure is to quickly address a student's questions/concern about a college decision, action or inaction and come to a resolution agreeable to the student and the college as soon as possible.

Grievance Procedure-Student(s) not satisfied with the outcome of a complaint – and/or if the complaint involves the application of a college policy—may file a written grievance with the supervisor (director, dean, or vice president) of the employee or department whose action gave rise to the grievance.

Full text of SCTCC Policy S3.24 Complaint/Grievance Policy and Procedure is included in Appendix G. The policy is available to students on the SCTCC website:

<http://www.sctcc.edu/sites/default/files/policies/S3.24%20Complaint%20Grievance.pdf>

### **Student Petition to Appeal**

Students may request an exception to college policy or procedure when extenuating circumstances have occurred. The student petition process addresses common academic and non-academic issues that may

require the student to file a petition for consideration, including but not limited to tuition refunds, waiver of account balance, late drop or withdrawal, course substitutions, transfer credits, grade disputes. The student petition form is located on the college website at:  
<http://www.sctcc.edu/sites/default/files/documents/Student%20Petition.pdf>

### **Student Discrimination/Harassment Investigation and Resolution Policy**

SCTCC adopted in full the MnSCU Board of Trustees Procedure 1B1.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution (Appendix G), to ensure compliance with non-discrimination and harassment policies. This process applies to all employees and students at SCTCC.

The process is as follows:

1. Employee or student reports an instance of discrimination or harassment to the designated officer.
2. Designated officer implements Procedure 1B1.1.
  - a. A trained investigator conducts an investigation of the report.
  - b. Designated decision-maker reviews the report from the designated officer and makes a decision on the complaint.
3. If the complainant or respondent is not satisfied with the decision, they may file an appeal with the president or designee within 10 business days after notification of the decision, following the 1B1.1 appeal procedure.
4. Designated officer files complaint in secure location and adds it to the quarterly report which is sent to the Office of the Chancellor.

The SCTCC Policy S1.1, Nondiscrimination and Harassment (Appendix G) includes detailed information on the local process to report instances of discrimination or harassment. Campus designated contacts for employees and students are identified on the college website at <http://www.sctcc.edu/equal-opportunity-and-civil-rights>.

### **Summary of Number and Type of Complaints**

*The following table provides a summary of the formal (written) petitions and grievances:*

Type	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Issues with Faculty	2	2	3	5	0	2	4
Grades	17	14	9	5	9	10	5
Admissions	1	1	2	1	0	1	1
Attendance Policy	0	0	0	1	4	7	5
Course Attempt Limit	1	2	8	0	1	4	3
Miscellaneous Service	4	3	1	2	0	3	2
Harassment or Discrimination (1B1)	2	3	3	1	4	0	0

### **Use of Complaints for Improvement**

Each of the executive level decision makers have access and are responsible for final resolution of appeals. Three vices presidents have the authority and responsibility to change policy and associated procedures based on what is learned from student and staff concerns.

### 3. Transfer Policies

Transfer policies and supporting information is located on the SCTCC website at <http://www.sctcc.edu/transfer>. The information is organized to provide specific information to assist students transferring *to* SCTCC or students transferring *from* SCTCC.

#### Transfer to SCTCC

Students who wish to transfer credit to SCTCC provide an official course transcript to the Records and Registration Office. Students may be required to provide course descriptions from their previous colleges. SCTCC reserves the right to evaluate courses based on content recency.

In compliance with the MnSCU policy on transfer of credit, SCTCC considers the following:

1. Educational quality of the learning experience which the student transfers,
2. Comparability of the nature, content, and level of the learning experience offered by the receiving college or university, and
3. Appropriateness and applicability of the learning experience to the programs offered by the receiving higher education entity in light of the student's educational goals.

#### Transfer of Courses that are Comparable or Equivalent

SCTCC accepts courses in transfer that it determines to be comparable or equivalent to specific courses it offers.

#### Transfer of Courses that are Not Comparable or Not Equivalent

College-level courses accepted in transfer by SCTCC that are determined to be not comparable or not equivalent to specific courses taught at SCTCC may be accepted as electives.

#### Transfer From SCTCC

Students at SCTCC also have several options for transferring SCTCC credit to four-year institutions. As part of the MnSCU system, students are guaranteed transfer of credits to the four-year public colleges in Minnesota through the MnTC. All 31 state colleges and universities are accredited and offer the MnTC, a package of general education courses accepted for transfer to the other state colleges and universities. The MnSCU Policy 3.21 Transfer Credit (Appendix G). The system colleges and universities provide a number of resources for transfer students including a Degree Audit Reporting System (DARS), Transferology.com (course equivalency service for students to determine how credits will transfer from institution to institution), and academic credit for military training. The resources can be found on the MnSCU website at <http://www.mnscu.edu/admissions/transfer.html> and on the SCTCC website at: <http://www.sctcc.edu/transfer>.

SCTCC has taken the initiative to establish a number of cooperative agreements (curriculum articulations) with four-year colleges within and outside of the MnSCU system. Such agreements ensure that students completing specified coursework or degree programs at SCTCC will transfer into designated programs at partner universities/colleges per the terms of the agreement. This cooperative allows our students to be confident that their degree from SCTCC will satisfy the completion requirements for the bachelor's degree at the university/college they will be attending based on the articulation agreement.

## Disclosure of Articulation Agreements

A complete list of SCTCC's articulation agreements is publicly posted on the [Minnesota Transfer](#) website. A detailed copy of each articulation agreement is available through that site as well. Links to the Minnesota Transfer websites have been provided on the [SCTCC Transfer Page](#) to provide students convenient access to the information.

## Alignment of Transfer Policies with Transfer Decisions

Transfer evaluations are overseen by a dedicated full-time transfer specialist. The transfer specialist participates in transfer policy development.

In the event a student is not satisfied with the outcome of the Transfer of Credit process, there is an appeal process available to the students.

Students attending SCTCC have access to information on transfer policies and services in the course catalog as well as online at: <http://www.sctcc.edu/transfer>. The full text of SCTCC Policy S3.8 Transfer of Credit is available on the college website (see Appendix G).

## 4. Verification of Student Identity

### Verification of Students Enrolled in Distance Courses

SCTCC offers distance courses and uses the learning management system, Brightspace by D2L.

Faculty members use a variety of student authentication strategies throughout the semester, which include: the use of proctored exams, extensive writing assignments with revisions throughout the term, plagiarism awareness training and monitoring.

Student identity is verified through secure log-ins. Each student has a single set of log-in credentials — the StarID system — that are created as part of the new student orientation and registration process. Students must use their unique StarID user name and password to access virtually all IT related services, including their online courses in D2L, student email accounts, business office accounts, classroom and lab computers, library services, and network printing services.

The Minnesota System of College and Universities (MnSCU) which includes SCTCC, moved to using a “meta-ID” (StarID) for everyone to provide a single identity to be used across the system for all students. Whether it be grades, email, student portal, or signing up for courses, everything uses a single login that the student has for life. This provides a consistent way to contact, keep in touch, and support our students. The StarID is a user name that is used across MnSCU to access information technology systems and services. As systems are configured to use StarID, the number of user names and passwords students and employees need to remember and use will be greatly reduced. Using any part of your name, college, university, Tech ID, netID, or D2L user name is not possible because these identifiers may be duplicated across institutions and because of increased privacy requirements and laws such as FERPA. The StarID is never duplicated and never re-assigned. This means that once issued, students can

use the same StarID every time they visit a participating institution over the lifetime of their relationship with MnSCU.

Benefits of StarID:

- Non-name based identifiers will not have to change if a name changes.
- Non-name based identifiers avoid privacy issues (e.g. FERPA, HIPAA).
- Non-name based identifiers do not have name collision problems.
- A consistent format prevents the need for “filler” characters that may result in an undesirable identifier.
- A consistent eight-character length facilitates ease of integration with legacy systems. Legacy systems can generally accommodate an eight-character identifier, but seldom one that is longer than eight characters.
- An eight character identifier is easier to remember than one that is longer.
- A consistent, randomly generated, eight-character credential will never need to change and can therefore be assigned to one person for the duration of the person’s affiliation with MnSCU.

## 5. Title IV Program Related Responsibilities

### 5.1 General Program Responsibilities

Auditing of SCTCC’s Title IV program is conducted by Clifton Larson Allen LLP as part of its annual financial reporting and compliance audit for the Minnesota State Colleges and Universities Board of Trustees. Current and prior years financial reports are available at <http://www.finance.mnscu.edu/accounting/financialstatements/yearendstatements/>

The Minnesota Legislative Auditor relies on this audit in producing Minnesota’s Federal Single Audit Report which meets the requirements of the Federal Single Audit Act and OMB Circular A-133. The FY2015 Single Audit Report is not yet available from the office of Minnesota Management & Budget. Current and prior years Single Audit Reports are available at <http://finance.mnscu.edu/accounting/financialstatements/>.

Copies of the Audited Annual Financial Reports and the Supplement to the Annual Financial Reports for the years ended June 30, 2014 and 2015, and the State of Minnesota Single Audit Report for the Year ended June 30, 2014 have been submitted to the HLC Document Repository as separate documents.

SCTCC’s Title IV program is currently in compliance with the requirements of the U.S. Department of Education.

SCTCC’s PPA is currently under “provisional” status with an expiration date of March 31, 2016. The provisional status is due to a 2012 USDOE citation for late submission of audited financial statements.

The basis of the citation is that the State of Minnesota did not timely file its FY2012 single audit as required by federal regulations. Submission of the single audit was delayed due to the State of Minnesota’s transition to a new financial system resulting in complications in producing the State’s financial statements. A copy of the Provisional Participation Agreement is attached in Appendix D.

As a result SCTCC (and all MnSCU institutions) are required to comply with the following USDOE actions and monitoring:

- Must enter into provisional program participation agreement (commencing July 2013).
- Must receive federal approval of new locations or certain new programs before issuing federal student aid for those programs.
- Will be subject to heightened cash monitoring, requiring that federal student aid must be distributed before a school can draw down the necessary federal funds.
- Must notify USDOE in the event of critical financial events such as contingent liabilities, legal action over unpaid debts, etc.

SCTCC has been in full compliance with all the above items, some items such as the cash monitoring provision have been managed by the Minnesota State Colleges and Universities System Office. Copies of USDOE and MnSCU correspondence regarding this citation are provided in Appendix D.

## 5.2 Financial Responsibility Requirements.

St. Cloud Technical and Community and Technical College's financial ratios have been healthy and neither the Department of Education nor the Higher Learning Commission has expressed any financial concerns about the institution. St. Cloud Technical and Community College's Composite Financial Ratios for the past five years are as follows:

Fiscal Year	CFI
2015	3.3
2014	4.7
2013	4.2
2012	4.5
2011	5.1
2010	4.5

## 5.3 Default Rates

The default rates reported for SCTCC students fall under the thresholds established by the Department of Education for corrective action. Following is a summary of the three-year default rate for the most recent student cohorts:

### *The SCTCC Student Loan Default Rates provided the US Department of Education*

Fiscal Year	Default Rate
2012	12.22
2011	13.8
2010	13.3

### ***SCTCC Private Loan Information***

SCTCC students do access financial aid from private lending agencies. Following is a summary of the private loan usage:

Award Year	Number of Students	Distribution Amount	Returned Amount	Funds Applied Amount
2012	116	\$ 516,865.00	\$ 1,000.00	\$ 508,225.00
2013	93	473,261.00	6,717.00	460,899.00
2014	113	566,647.72	2,191.00	564,456.72
2015	126	700,065.18	793.00	696,828.43

### **5.4 Campus Crime Information, Athletic Participation and Financial Aid, and Related Disclosures.**

SCTCC displays disclosures for students on the college website at <http://www.sctcc.edu/consumer-info> . This page includes contact information for SCTCC staff to provide additional information and to provide referrals to other staff as needed to satisfy the students' requests for information.

### **5.5 Student Right to Know.**

SCTCC displays disclosures for students on the college website at <http://www.sctcc.edu/consumer-info> . This page includes contact information for SCTCC staff to provide additional information and to provide referrals to other staff as needed to satisfy the students' requests for information.

### **5.6 Satisfactory Academic Progress and Attendance Policies.**

SCTCC Policies related to Satisfactory Academic Progress and Attendance are accessible on the college website. The applicable policies are listed below and full text documents are in Appendix G.

Policy S3.3 [\*Academic Standing and Financial Aid Satisfactory Academic Progress\*](#)

Policy S3.13 [\*Academic Progress Notification\*](#)

Policy S3.21 [\*Assigning and Changing Grades Policy\*](#) outlines the consequences under circumstances of "Non-attendance" and "Last Date of Attendance."

### **5.7 Contractual Relationships.**

SCTCC does not contract with third-party entities to provide instructional services related to SCTCC academic programs.

### **5.8 Consortial Relationships.**

SCTCC is a member of the 360° Center of Excellence in Manufacturing and Applied Engineering (See HLC Approval Letter in Appendix E)



## 6. REQUIRED INFORMATION FOR STUDENTS AND THE PUBLIC

### Course Catalog and Student Handbook

Links to the SCTCC Student Handbook and Catalogs, current and historic, are posted on the college website, under Campus Life and Programs & Courses, respectively. Academic information that is accessible through the SCTCC public home page includes information on Programs & Degrees, the Course Schedule, and Course Outlines.

URLs for the Student Handbook and current Catalog:

**Student Handbook** <http://www.sctcc.edu/sites/default/files/documents/studentHandbook.pdf>

**2015-2016 Catalog** <http://www.sctcc.edu/sites/default/files/catalog/sctcc-catalog-15-16.pdf>

### Required Disclosure Information

Required disclosure information is posted in various places on the SCTCC web site. All such places are collected and linked to in the [Consumer Information](#) pages. Links to the Consumer Information page are posted in the “About Us” section of the public web site under “Fast Facts.”

## 7. Advertising and Recruitment Materials

SCTCC provides detailed information to both current and prospective students via the college website, course schedules and Catalog regarding all degrees and programs offered at the institution. College-related recruitment material is managed by the Director of Enrollment Management in conjunction with Academic Deans, and Faculty.

### Information to Current and Prospective Students

Information on specific academic programs is provided through “Information Sessions.” Information Sessions are offered throughout the year as a tool to reach out to prospective, applied, and admitted students for all programs. At each session, Admissions staff review the application process, testing requirements, cost of attending, and provide a time for questions and answers. After this brief overview, faculty from each program area will take the students to their classroom/lab areas to discuss the specific program requirements, job placement, and also provide a tour. The sessions are designed to ensure that students have an accurate idea of what it would mean to be enrolled in a particular program.

General announcements and updates are made to the public by means of the News and Events section of the College website, SCTCC Facebooks page, and SCTCC Twitter.



(Use Ctrl +Click to navigate to social media sites).

The Director of Marketing manages and approves publication of all college-related publicity materials.

## **The HLC Mark of Affiliation**

The HLC Mark of Affiliation is displayed on the About Us page of the SCTCC website.

<http://www.sctcc.edu/about>

A statement of affiliation and HLC contact information is displayed in the 2015-2016 Catalog on page 6.

## **8. Review of Student Outcome Data**

On an increasingly consistent basis, SCTCC collects and reviews data pertaining to student outcomes for the purposes of continuous quality improvement. These efforts have become more strategic, intentional and consistent across the college. An example of efforts to provide clear and accessible information is the publication of the Program Learner Outcomes for each academic program is accessible via the program webpages.

SCTCC has engaged faculty and staff in activities that will better collect, organize and monitor student outcome data. SCTCC has established an Assessment Program that includes course and program assessment. Assessment of student learning is an ever-evolving process at the college.

Assessment of student learning has been identified as an ongoing improvement opportunity for SCTCC. A current action project has been the vehicle for intentional review of the existing assessment processes employed at the college; best practices will be shared across disciplines and institutionalized within the broad scope of assessment of student learning. To nurture a culture of assessment, this project has focused on creating a system/process that is transparent and illustrates the path SCTCC has taken to understand and improve assessment of student learning. This action project provides ongoing opportunities to create focused professional development opportunities for faculty with regard to the creation, evaluation, and revision of measureable learning outcomes at the course and program level. Assessment of student learning has moved to the forefront of the teaching and learning community at SCTCC.

## **Student Retention/Graduation Rates**

SCTCC has adopted a college-wide focus on student retention and completion over the past few years. Efforts have included the establishment of a centralized advising center, implementation of an electronic early alert program and a commitment of faculty and staff to work with students to keep them enrolled and support them through graduation. The proof of the effectiveness of these initiatives is demonstrated by an increase in the IPEDS graduation rate from 27.2% in 2014 to 37.2% for 2015.

## **Job Placement**

Job Placement information is provided for each program on the program webpages, via a "Placement" link.

Under the requirements of MnSCU Policy 3.31, Graduate Follow-Up System, SCTCC conducts an annual survey of graduates. The data from the Graduate Follow-up Survey is the source for the Program Placement Reports. The Graduate Follow-up Survey is a self-reporting vehicle for graduates to report their status as eligible for employment and if employed are employed in a "related" field.

## Licensure Pass Rates

Licensure and Certification pass rate data is collected, maintained, and analyzed at the program level.

Select pass rates for licensure exams in health programs are illustrated below.

NCLEX Exam First-time Success Rate	2010		2011		2012		2013		2014	
<b>Practical Nursing Programs</b>	<b>N</b>	<b>%</b>	<b>N</b>	<b>%</b>	<b>N</b>	<b>%</b>	<b>N</b>	<b>%</b>	<b>N</b>	<b>%</b>
<b>SCTCC</b>	<b>98</b>	<b>91.84</b>	<b>114</b>	<b>92.98</b>	<b>96</b>	<b>96.88</b>	<b>124</b>	<b>95.97</b>	<b>92</b>	<b>93.48</b>
<i>All MN PN Program Candidates</i>	1,631	91.66	1,815	87.71	1,780	89.66	1,778	91.06	1,678	86.05
<i>All US Jurisdiction PN Candidates</i>	66,818	87.06	65,329	84.84	63,348	84.23	58,575	84.63	55,483	82.16
<b>Associate Degree Nursing Programs</b>										
<b>SCTCC</b>			<b>37</b>	<b>78.38</b>	<b>40</b>	<b>87.50</b>	<b>47</b>	<b>65.96</b>	<b>47</b>	<b>76.60</b>
<i>MN Program Associate Degree Candidates</i>	1,898	83.88	2,030	84.43	2,020	86.78	1,974	79.84	1,869	81.59
<i>All US Jurisdiction Associate Degree Candidates</i>	81,622	86.46	82,764	86.98	84,517	89.32	86,805	81.42	86,368	79.27

Program	Exam	1 <sup>st</sup> Time Pass Rate			National Pass Rate Average
		2012	2013	2014	
<b>Cardiovascular Technology</b>	Registered Cardiovascular Invasive Specialist (RCIS) - <i>optional</i>	90%	100%	100%	76%
<b>Dental Assistant</b>	Dental Assistant National Board (DANB) – Radiation Health and Safety (RHS)	100%	100%	100%	84%
	Dental Assistant National Board (DANB) – Infection Control (ICE)	96%	96%	96%	88%
	Dental Assistant National Board (DANB) – General Chairside (GC)	96%	95%	86%	85%
<b>Dental Hygiene</b>	National Dental Hygiene Board Exam (NDHBE)	100%	100%	100%	SCTCC scored 1.4 d-value above the national average.
	Central Regional Dental Testing Service (CRDTS)	100%	100%	100%	92%
	Minnesota Board of Dentistry (Mn BOD)	100%	100%	100%	<i>Data not available</i>
<b>Emergency Medical Technician</b>	National Registry of Emergency Medical Technicians (NREMT) – Cognitive	63%	80%	91%	70%
<b>Nursing (Practical)</b>	National Council Licensure Examination for Practical Nurses (NCLEX-PN)	97%	96%	93%	82%
<b>Nursing (Associate Degree)</b>	National Council Licensure Examination for Registered Nurses (NCLEX-RN)	88%	66%	77%	79%

Program	Exam	1 <sup>st</sup> Time Pass Rate		2014	National Pass Rate Average
		2012	2013		
Paramedicine	National Registry of Emergency Medical Technicians (NREMT) – Practical	100%	80%	93%	<i>Data not available</i>
	National Registry of Emergency Medical Technicians (NREMT) - Cognitive	68%	71%	83%	74%
Sonography	American Registry for Diagnostic Medical Sonography (ARDMS)	100%	100%		74%
Surgical Technology	Certified Surgical Technologist Exam	78%	100%	88%	76%

### Community College Survey of Student Engagement (CCSSE)

SCTCC administers the Community College Survey of Student Engagement in odd numbered years. The results are analyzed and shared with the administration, faculty and staff on duty days and in division/department meetings. The analysis typically compares SCTCC's results to the entire CCSSE cohort as well as the MnSCU cohort, noting the highest and lowest ranked items as well as progress in areas that received focused attention (i.e. Advising Services).

## 9. Relationships with Other Accrediting Agencies and State Regulatory Bodies

In addition to institutional accreditation, all programs offered at St. Cloud Technical and Community College are approved by the Minnesota State Colleges and Universities System.

### Specialized Accreditors

The following programs are accredited, licensed or approved by national, state or program specific agencies, unless noted programs are in good standing with the sponsoring agencies:

**Automotive Service, Auto Body Repair and Medium/Heavy Truck** are accredited by the National Automotive Technician Education Foundation (NATEF), 101 Blue Seal Drive, Suite 101, Leesburg, VA 20175. Telephone: (703) 669-6650.

**Cardiovascular Technology** is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756. Telephone: (727) 210-2350 Fax: (727) 210-2350. Email: <http://www.caahep.org> and Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT), 1449 Hill Street, Whitinsville, MA 01588-1032. Telephone: 978-456-5594. [www.jrccvt.org](http://www.jrccvt.org)

**Dental Assisting** is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4563 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web site is <http://www.ada.org/en/coda>.

**Dental Hygiene** is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/en/coda>.

**Diagnostic Medical Sonography Generalist** is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756. Telephone: (727) 210-2350 Fax: (727) 210-2350. <http://www.caahep.org> and Joint Review Committee on Education in Diagnostic Medical Sonography, 6021 University Blvd, Suite 500, Ellicott City, MO 21043. Telephone: 443-973-3257. Fax: 866-738-3444. [www.jrcdms.org](http://www.jrcdms.org)

**Electrical Construction Technology** is certified by the Minnesota Department of Labor and Industry, 443 Lafayette Road N, St Paul, MN 55155, Telephone: (651) 284-5005.

**Emergency Medical Services (EMS)** courses are approved by the Minnesota Emergency Medical Services Regulatory Board (EMSRB) to teach **Emergency Medical Responder (EMR) and Emergency Medical Technician (EMT)** initial and refresher courses. The cardiopulmonary resuscitation (CPR) and first aid courses are conducted through the American Heart Association and National Safety Council standards. EMSRB, 2829 University Avenue SE, Suite 310, Minneapolis, MN 55414.

**Energy Technical Specialist – Nuclear** is certified by the Nuclear Energy Institute, 1201 F St. NW, Suite 1100, Washington, DC 20004-1218, Phone 202-739-8000, Fax 202-785-4019. <http://www.nei.org/>

**Health Information Technology** is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 223 North Michigan Avenue, 21st Floor, Chicago, IL 60601-5800. Telephone: (312) 223-1100. [www.cahiim.org](http://www.cahiim.org).

**Associate Degree Nursing (ADN)** is approved by the Minnesota State Board of Nursing. State of Minnesota Board of Nursing, 2829 University Avenue SE, 2nd floor, Minneapolis, MN 55414-3253. Telephone: (612) 617-2270 or (888) 234-2690.

**Nursing Assistant** is approved by the Minnesota Department of Health, 85 East Seventh Place, Suite 300, P.O. Box 64501, St. Paul, MN 55164-0501. Telephone: (651) 215-8705.

**Paralegal** is approved by the American Association for Paralegal Education (AAfPE). AAfPE Headquarters, 19 Mantua Road, Mt. Royal, NJ 08061, **Telephone:** (856) 423-2829, **Fax:** (856) 423-3420, **Email:** [info@aafpe.org](mailto:info@aafpe.org), [http://www.aafpe.org/AAfPE/American\\_Association\\_for\\_Paralegal\\_Education.asp](http://www.aafpe.org/AAfPE/American_Association_for_Paralegal_Education.asp)

**Paramedicine** is approved by the Minnesota Emergency Medical Services Regulatory Board (EMS RB) and nationally accredited by the “Committee on Accreditation of Educational Programs for the EMS Professions” (CoAEMSP), Suite 111-312, 8301 Lakeview Parkway, Rowlett, TX 75088. Telephone: (214) 703-8445. Fax (214) 703-8992 and Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756. Telephone: (727) 210-2350. Fax: (727) 210-2350. <http://www.caahep.org>

**Practical Nursing** is approved by the Minnesota State Board of Nursing. State of Minnesota Board of Nursing, 2829 University Avenue SE, #200, Minneapolis, MN 55414-3253. Telephone: (612) 317-3000 or (888) 234-2690. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN). ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. Telephone: 404-975-5000.

**Surgical Technology** is accredited by Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756. Telephone: (727) 210-2350. Fax: (727) 210-2350. <http://www.caahep.org> and Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120. Phone: 303-694-9262. Fax: 303-741-3655.

**Water Environmental Technologies** is certified by the Minnesota Department of Health and the Minnesota Pollution Control Agency, 520 Lafayette Road, St. Paul, MN 55155-4194. Telephone: (651) 296-6300.

#### SCTCC Program Accreditation Tracking 2015-2016

Program	Accredited/ Approved/ Licensed	Agency Affiliation	DEAN	Current Accred DATE	Next Accred DUE Date
Cardiovascular Technology	Accredited	Allied Health Ed Program	Carolyn Olson	2009	Spring 2016 visit
Dental Assisting	Accredited	Commission on Dental Accred.	Carolyn Olson	2/2/2015	2021
Dental Hygiene	Accredited	Commission on Dental Accred.	Carolyn Olson	2/2/2015	2021
Diagnostic Medical Sonography Generalist	Accredited	Commission on Accred. Of Allied Heal Ed. Programs	Carolyn Olson	9/19/2014	2019
Emergency Medical Services (EMS)	Approved	MN Emergency Medical Services Regulatory Board	Carolyn Olson		
Associate Degree Nursing (ADN)	Approved	MN State Board of Nursing	Carolyn Olson	Scheduled 2017	2017
Nursing Assistant	Approved	MN Dept. of Health	Carolyn Olson	2014	2016
Paramedicine	Approved	MN Emergency Medical Services Regulatory Board	Carolyn Olson		
Practical Nursing	Approved	MN State Board of Nursing	Carolyn Olson	4/4/2014	2018

Program	Accredited/ Approved/ Licensed	Agency Affiliation	DEAN	Current Accred DATE	Next Accred DUE Date
Surgical Technology	Accredited	Accreditation Review Council on Education in Surgical Technology and Surgical Assisting & Commission on Accreditation of Allied Health Ed. Programs"	Carolyn Olson	11/20/15	Nov. 2024
Medium/Heavy Truck	Accredited	National Automotive Technician Ed Foundation	Darrin Strosahl	9/2011	9/2016
Automotive Service	Accredited	National Automotive Technician Ed Foundation	Darrin Strosahl	7/2011	7/2016
Automotive Body Repair	Accredited	National Automotive Technician Ed Foundation	Darrin Strosahl	10/2013	10/2018
Electrical Construction Technology	Certified	MN Dept. Of Labor and Industry	Darrin Strosahl	12/2015	11/2017
Energy Technical Special – Nuclear	Certified	Nuclear Energy Institute	Darrin Strosahl	6/2011	6/2016
Water Environmental Technologies	Certified	MN Dept. of Health and MN Pollution Control Agency	Darrin Strosahl	1970	Open
Health Information Technology	Accredited	Commission on Accreditation for Health Informatics and Information Management Ed.	Tarryl Clark	12/2015	12/2016
Paralegal	Approved	American Assoc. for Paralegal Ed.	Tarryl Clark	12/2015	AAFPE is yearly

## 10. Public Notification of Opportunity to Comment

SCTCC solicited third party comments regarding its accreditation through a public notice.

- The public notice was published in the St. Cloud Times on Friday, September 11, 2015.
- A notice was published on the SCTCC webpage September 14, 2015.
- Quality Spin, an Internal Newsletter, October 9, 2015.
- Shared with Academic Divisions for distribution to Program Advisory Committees (October-January 2016)

Example of Public Notice from SCTCC Website follows; the same text was used in the public announcement that was published in the local newspaper. (Appendix F)

**Posted:** Wed, 09/09/2015 – 8:20am in [News](#)

St. Cloud Technical and Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. The College will host a visit April 11–13, 2016, with a team representing the [Higher Learning Commission](#). St. Cloud Technical and Community College has been [accredited by the Commission since 1985](#). The team will review the institution's ongoing ability to meet the Commission's Criteria for Accreditation.

**The public is invited to submit comments regarding the college:**

Public Comment on St. Cloud Technical and Community College  
The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411

The public may also submit comments on the Commission's Web site at

<https://www.hlcommission.org/HLC-Institutions/third-party-comment.html>.

Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing.

**All comments must be received by March 11, 2016**



## **Appendix A-Assignment of Credit Hours Worksheet**

## Appendix A: Assignment of Credit Hours

### Part One: Institutional Calendar, Term Length, and Type of Credit

*Institutions that use multiple calendars across the institution may need to complete more than one section below. For more information about the terminology and calendaring units referenced in this form, see 2011-2012 Federal Student Aid Handbook, Volume 3, Chapter 1, Academic Calendar, Payment Periods and Disbursements. Definitions in this section are taken from that Handbook.*

**Name of Institution:** St. Cloud Technical and Community College

Terms		Column 1 Term Length: Number of weeks	Column 2 Number of Starts
<b>Semester / Trimester Calendar</b>	Standard Format: 14-17 week term	17 weeks	2 (1 for fall, 1 for spring)
	Compressed Formats: 4, 8 or other week terms within the semester calendar <sup>1</sup>	SCTCC supports a number of compressed format courses throughout the year. All are tied to our standard format terms (fall/spring) or to the summer term.	
	Summer Term	12 weeks (39 days)	2
<b>Quarter Calendar</b>	Standard Format: 10-12 week term	NA	NA
	Compressed Formats: 2, 5, or other week terms within the quarter calendar <sup>1</sup>	NA	NA
	Summer Term	NA	NA

**Non-Standard Terms** (terms that are not semester, trimesters, or quarters. A non-standard term may have the following characteristics: courses do not begin and end within a set period of time; courses overlap terms, including self-paced and independent study courses or sequential courses that do not begin and end within a term; terms may be of equal or unequal length.)

Term		Column 1 Term Length: Number of weeks	Column 2 Number of Starts	Column 3 Type of Credit
<b>Non-Standard Term Calendar</b>	Term One			
	Term Two			
	Term Three			
	Summer Term			

<sup>1</sup>If an institution offers a summer term that is different in length than the typical fall semester, it should report summer term information in this section.

## Part Two. Format of Courses and Number of Credits Awarded

### Form for Reporting an Overview of Credit Hour Allocations and Instructional Time for Courses

**Name of Institution:** St. Cloud Technical and Community College

**Term and Length:** Fall 2015 – 17 weeks (Standard Format)

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Weekend College	7. Internship/ Practica Courses
Sample Row: 3 Credits	# of courses	119	24	57	14	2	20	4
	# of meetings	15-45	15-30	15	4-8	3-14	6	6-10
	Meeting length	1-3 hrs.	1-2 hrs.	1 hr.	1-2 hrs.	.5-3 hrs.	4 hrs.	1-4 hrs.
1 Credit	# of courses	23	1	4		8		2
	# of meetings	15-34	ARR	ARR		ARR		ARR
	Meeting length	1-2 hrs	ARR	ARR		ARR		ARR
2 Credits	# of courses	42	17	3		4		6
	# of meetings	2-66	ARR	ARR		ARR		ARR
	Meeting length	1-4 hrs	ARR	ARR		ARR		ARR
3 Credits	# of courses	129	19	42		7		3
	# of meetings	2-70	1-35,ARR	ARR		ARR		ARR
	Meeting length	.5-7 hrs	1-4 hrs, ARR	ARR		ARR		ARR
4 Credits	# of courses	43	5	5		2		
	# of meetings	1-83	16-66, ARR	ARR		ARR		
	Meeting length	1-9 hrs	1-4 hrs, ARR	ARR		ARR		
5 Credits	# of courses	11						
	# of meetings	2-70						
	Meeting length	1-7 hrs						
6 Credits <sup>1</sup>	# of courses							3
	# of meetings							45
	Meeting length							4 hrs
_ Credits <sup>1</sup>	# of courses							
	# of meetings							
	Meeting length							

<sup>1</sup> Institutions offering courses with **six or more credits awarded** should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. **In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.**

## Form for Reporting an Overview of Credit Hour Allocations and Instructional Time for Courses

**Name of Institution:** St. Cloud Technical and Community College

**Term and Length:** Fall 2015 – Compressed Format

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Weekend College	7. Internship/ Practica Courses
Sample Row: 3 Credits	# of courses	119	24	57	14	2	20	4
	# of meetings	15-45	15-30	15	4-8	3-14	6	6-10
	Meeting length	1-3 hrs.	1-2 hrs.	1 hr.	1-2 hrs.	.5-3 hrs.	4 hrs.	1-4 hrs.
1 Credit	# of courses	18	2	1				
	# of meetings	1-15	1-2	ARR				
	Meeting length	1-8.5 hrs	5-11 hrs, ARR	ARR				
2 Credits	# of courses	54	2	1				
	# of meetings	2-38	5-12	ARR				
	Meeting length	.5-7 hrs	1-2 hrs, ARR	ARR				
3 Credits	# of courses	92	7	1				
	# of meetings	12-52	1-35, ARR	ARR				
	Meeting length	1-8.5 hrs	2-4 hrs, ARR	ARR				
4 Credits	# of courses	78	2					
	# of meetings	6-38	10-23					
	Meeting length	1-5 hrs	2-4 hrs					
5 Credits	# of courses	13						
	# of meetings	13-27						
	Meeting length	1-2						
6 Credits <sup>1</sup>	# of courses	1						
	# of meetings	22						
	Meeting length	3.5-6.5 hrs						
7 Credits <sup>1</sup>	# of courses	2						
	# of meetings	30-34						
	Meeting length	1-3 hrs						

<sup>1</sup> Institutions offering courses with **six or more credits awarded** should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. **In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.**

**Name of Institution:** St. Cloud Technical and Community College

**Term and Length:** Spring 2015 – 17 weeks (Standard Format)

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distanc e Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Weekend College	7. Internship/ Practica Courses
Sample Row: 3 Credits	# of courses	119	24	57	14	2	20	4
	# of meetings	15-45	15-30	15	4-8	3-14	6	6-10
	Meeting length	1-3 hrs.	1-2 hrs.	1 hr.	1-2 hrs.	.5-3 hrs.	4 hrs.	1-4 hrs.
1 Credit	# of courses	27	1	5		12		1
	# of meetings	1-36	17	ARR		ARR		ARR
	Meeting length	1-8.5 hrs	1 hr	ARR		ARR		ARR
2 Credits	# of courses	44	13	4		11		8
	# of meetings	1-72	5-36, ARR	ARR		ARR		ARR
	Meeting length	1-4 hrs	1-3 hrs, ARR	ARR		ARR		ARR
3 Credits	# of courses	139	18	42		4		5
	# of meetings	1-90	17-36	ARR		ARR		ARR
	Meeting length	1-3 hrs	1-3 hrs, ARR	ARR		ARR		ARR
4 Credits	# of courses	42	4	5		3		
	# of meetings	1-73	17-55	ARR		ARR		
	Meeting length	1-9 hrs	1-2 hrs, ARR	ARR		ARR		
5 Credits	# of courses	8						
	# of meetings	17-54						
	Meeting length	1-7 hrs						
6 Credits <sup>1</sup>	# of courses	3	1					
	# of meetings	17-73	17-55					
	Meeting length	1-4 hrs	1-3 hrs, ARR					
7 Credits <sup>1</sup>	# of courses							
	# of meetings							
	Meeting length							
8 Credits <sup>1</sup>	# of courses							1
	# of meetings							ARR
	Meeting length							ARR
11 Credits <sup>1</sup>	# of courses							2
	# of meetings							ARR
	Meeting length							ARR
13 Credits <sup>1</sup>	# of courses							1
	# of meetings							ARR
	Meeting length							ARR
14 Credits <sup>1</sup>	# of courses							2
	# of meetings							ARR
	Meeting length							ARR

<sup>1</sup> Institutions offering courses with **six or more credits awarded** should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. **In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.**

**Name of Institution:** St. Cloud Technical and Community College

**Term and Length:** Spring 2015 – Compressed Format

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Weekend College	7. Internship/ Practica Courses
Sample Row: 3 Credits	# of courses	119	24	57	14	2	20	4
	# of meetings	15-45	15-30	15	4-8	3-14	6	6-10
	Meeting length	1-3 hrs.	1-2 hrs.	1 hr.	1-2 hrs.	.5-3 hrs.	4 hrs.	1-4 hrs.
1 Credit	# of courses	15		1				1
	# of meetings	1-18		ARR				17
	Meeting length	1-3.5hrs		ARR				7 hrs
2 Credits	# of courses	30		1				1
	# of meetings	4-38		ARR				12
	Meeting length	1-4.5hrs		ARR				8 hrs
3 Credits	# of courses	50	3					1
	# of meetings	1-35	1-18					17
	Meeting length	1-8.5hrs	2-7 hrs, ARR					8 hrs
4 Credits	# of courses	21	1					
	# of meetings	1-38	8-18					
	Meeting length	1-5hrs	2-5hrs, ARR					
5 Credits	# of courses	2						
	# of meetings	24						
	Meeting length	3 hrs						
6 Credits <sup>1</sup>	# of courses	1						
	# of meetings	1-35						
	Meeting length	1.5-6.5 hrs						
7 Credits <sup>1</sup>	# of courses							1
	# of meetings							77
	Meeting length							ARR

<sup>1</sup> Institutions offering courses with **six or more credits awarded** should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. **In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.**

---

### Part Three: Policy on Credit Hours

The institution has a policy specific to the assignment of credit:

☒ Yes\*

☐ No

The institution has policies specific to the assignment of credit at the following levels (check all that apply):

☒ Institution-wide

☐ Delivery format specific

☐ Department-specific

☐ Program specific

*\*Include the institution's credit hour policy in the attachments to this worksheet.*

---

### Part Four: Total Credit Hour Generation

Identify the typical number of credits of a full-time or part-time undergraduate and graduate student takes during a regular term.

Term	Status	N	Mean
Fall 2015 (AY2016)	PT	2,410	6.95
	FT	2,291	14.03
Spring 2015 (AY2015)	PT	2,412	7.05
	FT	2,093	14.12

Provide the headcount of students earning more than this load in the most recent fall and spring semesters/trimesters or the equivalent for quarters or non-standard term institutions.

Most Recent Fall Term 2015      FT: 815      PT 1,307

Most Recent Spring Term 2015      FT: 739      PT 1,109

---

### Part Five: Clock Hours

St. Cloud Technical and Community College does not report clock hours to the U.S. Department of Education with any programs for Title IV purposes.

## Attachment 1

### Courses with atypical credit allocations

#### 6 credits

ARCH 1510 CAD and Design Studio	(2 lecture/ 4 lab) This course will to prepare students to use state of the art drafting systems to develop presentations, details, sections and construction plans for a multi-story house and large custom residential project.
DEHY 1486 Clinical Dental Hygiene III	(0 lecture/ 6 lab) This course is a continuation of Clinical DH II with supervised clinical experiences which include introduction to periodontal therapy, ultrasonic instrumentation, amalgam polishing, and sealant placement. Radiographic interpretation is incorporated within the radiographic portion of this clinical experience.
DEHY 1488 Clinical Dental Hygiene IV	(0 lecture/ 6 lab) This course is a continuation of Clinical DH III (DEHY 1486) with supervised clinical experiences which include advanced periodontal therapy, advanced ultrasonic instrumentation, chemotherapeutics and completion of procedural requirements. Clinical application of pain management techniques and radiographic interpretation are included during this clinical course.
EMSC 1445 EMT-2	(5 lecture/ 1 lab) This course is taught utilizing the 2010 EMS Education Standards and is approved by and taught to the standards of the Minnesota Emergency Medical Services Regulatory Board (EMSRB). This Department of Transportation (DOT) approved course will enable students to attain the knowledge to assess, treat, and transport patients who have a variety of illnesses and injuries.
SURG 1442 Surgical Procedures I	(6 lecture/ 0 lab) This course will enable students to understand various types of surgical procedures. Students will accomplish this by studying surgical anatomy, abnormalities, and the preoperative, intraoperative, and postoperative processes as they relate to each type of surgery. Students will relate the knowledge learned in previous theory courses to specific surgical procedures. The types of cases to be studied will include laparotomies, hernia repairs, and surgeries performed on the reproductive, urinary, digestive, skeletal, muscular, endocrine, sensory, respiratory and nervous system organs. This course will also enable students to seek employment. Students will write a letter of application and a resume and follow-up letter. Students will practice for an interview.
WELD 1540 Arc Welding Processes II	(1 lecture/ 5 lab) Students will study the fundamentals of the two wire feeding processes; Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW). Within this study the students will cover five major groups: Power Sources, Shielding Gases, Methods of Transfer, Electrodes, and Limitations. Time will be spent in the lab developing skills using the GMAW-S, GMAW-P, GMAW (spray), FCAW-G/GM, FCAW-S processes. Welds will be made in the flat, horizontal, vertical and overhead positions. Written and Fundamental tests will be done in accordance with the American Welding Society (AWS) SENSE curriculum and code books.



**7 credits**

AUTO 2506 Principles of Torque Transfer	(2 lecture/5 lab) How engine torque is transferred to the wheels is the focus of this comprehensive drive train course. Students will study the theory of torque multiplication and division, applying it to all automotive and light truck applications. Operation and repair of manual transmissions and transaxles, transfer cases, differentials, propeller shafts and front driving axles will be the main topic. This course includes All Wheel Drive and Four Wheel Drive applications. All aspects of driveline repair on automotive and light truck applications will be practiced, with the exception of automatic transmission and transaxle overhaul.
DENT 2461 Internship II	(0 lecture/ 0 lab/ 7 SOE) Internship seminar coincides with Internship II and provides students with opportunities to share clinical experiences with their classmates and faculty. It combines the didactic training with the internship experience in preparation for the Dental Assisting National Board (DANB) General Chairside and the Minnesota State licensure examinations. Students are expected to complete and turn in written reports relating to functions performed in the clinical internship facility. The course will also provide the necessary information to apply for licensure with the State Board of Dentistry and to establish and maintain a professional portfolio.

**8 credits**

EMSP 2480 Paramedicine Externship	(0 lecture/ 0 lab/ 8 SOE) This course covers the application of advanced level skills and knowledge in the evaluation and care of the sick and injured patient. The student will be involved in practicing the art and science of out-of-hospital medicine as a team member and a team leader under the direct supervision of a staff paramedic.
-----------------------------------	--

**11 credits**

DMSG 2408 Clinical Ultrasound Internship II	(0 lecture/ 0 lab/ 11 SOE) This course is a continuation of Clinical Ultrasound Internship I. The student will focus on becoming proficient in the scanning of the human body under the guidance of registered sonographers in, abdomen, superficial structures, pelvis, obstetrics, and vascular systems. Students will broaden and perfect their skills through hands-on participation and observation.
---	---

**13 credits**

ICVT 2450 Applied Clinical Internship	(0 lecture/ 0 lab/ 13 SOE) Advanced and intense internship in a hospital or clinic setting. Specific detailed learning objectives are developed for each course by the college facility. Students will broaden and perfect their skills through hands-on participation. Students will be able to carry out everyday duties of the technologist when their clinical experience is complete.
---------------------------------------	--

**14 credits**

SURG 1462 Operating Room Clinical Lab I	(0 lecture/ 14 lab) This course will start you on the road to becoming a functional member of the surgical team in the capacity of a surgical technologist. The student will implement skills learned in prior surgical technology theory and lab courses. The student will be scrubbing for a variety of surgical procedures and assisting the circulating nurse. The student will also be working with central processing, unit support, and instrument room personnel. The complexity of duties will increase as the semester progresses. During this semester, the student will have two rotations at area health care institutions. The student must pass the 1st rotation in order to continue on to the 2nd rotation.
---	--

## **Attachment 2**

### **Notes Related to Part Two Worksheets**

1. The presence of “ARR” in the MixedFTF Courses columns indicates that some of the courses have arranged meetings; only the scheduled components of these courses are included in Number of Meetings and Meeting Length fields.
2. Distance Education courses are almost exclusively asynchronous and therefore do not have scheduled meetings. The amount of time and work required for student in distance education courses is expected to be equivalent to that required for FTF courses offering the same number of credits and sufficient to ensure students achieve the course learning outcomes.
3. The number of meeting and meeting length for Independent Study course are arranged between the instructor and the students. The amount of time and work required for student in distance education courses is expected to be equivalent to that required for FTF courses offering the same number of credits and sufficient to ensure students achieve the course learning outcomes.

## **Appendix B-Program Inventory**

# Minnesota State Colleges and Universities System Program Inventory by CIP

## CIP & Description

Program Code/ID Approved Name  
Institution  
Emphasis ID CIP Name

| EACE | Award | Credits | Delivery Mode | Perk Gen  
| Elig | Eq.  
Location Name

## Status: Active

**01.0104:** Farm/Farm and Ranch Management. A program that prepares individuals to manage farms, ranches, and similar enterprises. Includes instruction in applicable agricultural specialization, business management, accounting, taxation, capitalization, purchasing, government programs and regulations, operational planning and budgeting, contracts and negotiation, and estate planning.

<b>1513: Advanced Farm Business Management</b> St. Cloud Technical and Community College	N	ATC	30	Land	Yes	F
---	---	-----	----	------	-----	---

St. Cloud Technical and Community College

<b>2704: Farm Business Management</b> St. Cloud Technical and Community College	N	DIP	60	Land	Yes	F
--	---	-----	----	------	-----	---

St. Cloud Technical and Community College

**09.0702:** Digital Communication and Media/Multimedia. A program that focuses on the development, use, critical evaluation, and regulation of new electronic communication technologies using computer applications; and that prepares individuals to function as developers and managers of digital communications media. Includes instruction in computer and telecommunications technologies and processes; design and development of digital communications; marketing and distribution; digital communications regulation, law, and policy; the study of human interaction with, and use of, digital media; and emerging trends and issues. Examples: [Digital Media]

<b>8102: Advertising Web Design and Development</b> St. Cloud Technical and Community College	N	AAS	60	Land	Yes	B
--	---	-----	----	------	-----	---

St. Cloud Technical and Community College

<b>8103: Advertising Web Design and Development</b> St. Cloud Technical and Community College	N	DIP	51	Land	Yes	B
--	---	-----	----	------	-----	---

St. Cloud Technical and Community College

**09.0903:** Advertising. A program that focuses on the creation, execution, transmission, and evaluation of commercial messages in various media intended to promote and sell products, services, and brands; and that prepares individuals to function as advertising assistants, technicians, and managers. Includes instruction in advertising theory, marketing strategy, advertising design and production methods, campaign methods and techniques, media management, related principles of business management, and applicable technical and equipment skills.

<b>2333: Advertising Communication and Design</b> St. Cloud Technical and Community College	N	AAS	71	Land	Yes	B
--	---	-----	----	------	-----	---

St. Cloud Technical and Community College

<b>5946: Advertising Communication and Design</b> St. Cloud Technical and Community College	N	DIP	33	Land	Yes	B
--	---	-----	----	------	-----	---

St. Cloud Technical and Community College

**11.0201:** Computer Programming/Programmer, General. A program that focuses on the general writing and implementation of generic and customized programs to drive operating systems and that generally prepares individuals to apply the methods and procedures of software design and programming to software installation and maintenance. Includes instruction in software design, low- and high-level languages and program writing; program customization and linking; prototype testing; troubleshooting; and related aspects of operating systems and networks.

<b>5320: Computer Programmer</b> St. Cloud Technical and Community College	N	AAS	71	Land	Yes	F
---	---	-----	----	------	-----	---

St. Cloud Technical and Community College

<b>6495: Computer Programmer</b> St. Cloud Technical and Community College	N	DIP	59	Land	Yes	F
---	---	-----	----	------	-----	---

St. Cloud Technical and Community College

**11.1001:** Network and System Administration/Administrator. A program that prepares individuals to manage the computer operations and control the system configurations emanating from a specific site or network hub. Includes instruction in computer hardware and software and applications; local area (LAN) and wide area (WAN) networking; principles of information systems security; disk space and traffic load monitoring; data backup; resource allocation; and setup and takedown procedures. Examples: [Network Administration]

<b>2356: Network Administration</b> St. Cloud Technical and Community College	N	AAS	60	Land	Yes	F
--	---	-----	----	------	-----	---

St. Cloud Technical and Community College

# Minnesota State Colleges and Universities System Program Inventory by CIP

## CIP & Description

Program Code/ID	Approved Name	EACE	Award	Credits	Delivery Mode	Perk	Gen
Institution						Elig	Eq.
Emphasis ID	CIP Name					Location Name	

**11.1006:** Computer Support Specialist. A program that prepares individuals to provide technical assistance, support, and advice to computer users to help troubleshoot software and hardware problems. Includes instruction in computer concepts, information systems, networking, operating systems, computer hardware, the Internet, software applications, help desk concepts and problem solving, and principles of customer service. Examples: [Technical Support Specialist], [Help Desk Specialist], [IT Support Specialist]

<b>3728: PC Specialist</b>	N	DIP	31	Land	Yes	B
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**12.0503:** Culinary Arts/Chef Training. A program that prepares individuals to provide professional chef and related cooking services in restaurants and other commercial food establishments. Includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, aesthetics of food presentation, and familiarity or mastery of a wide variety of cuisines and culinary techniques.

<b>8118: Culinary Arts</b>	N	AAS	66	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

<b>2026: Culinary Arts</b>	N	DIP	38	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**13.1314:** Physical Education Teaching and Coaching. A program that prepares individuals to teach physical education programs and/or to coach sports at various educational levels.

<b>35-555-1402: Coaching</b>	N	CERT	15	Land	Yes	B
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**13.1501:** Teacher Assistant/Aide. A program that prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. Includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons and carrying out related assignments. Examples: [Early Childhood Education Teacher Assistant/Aide], [Elementary Education Teacher Assistant/Aide], [Special Education Teacher Assistant/Aide], [Paraprofessional Educator]

<b>1515: Child, Adult Care and Education/Para</b>	N	AAS	60	Land	Yes	M
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**15.0201:** Civil Engineering Technology/Technician. A program that prepares individuals to apply basic engineering principles and technical skills in support of civil engineers engaged in designing and executing public works projects such as highways, dams, bridges, tunnels and other facilities. Includes instruction in site analysis, structural testing procedures, field and laboratory testing procedures, plan and specification preparation, test equipment operation and maintenance, and report preparation.

<b>2334: Land Surveying/Civil Engineering Technology</b>	N	AAS	70	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

<b>2592: Land Surveying/Civil Engineering Technology</b>	N	DIP	63	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**15.0401:** Biomedical Technology/Technician. A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers engaged in developing biological or medical systems and products. Includes instruction in instrument calibration, design and installation testing, system safety and maintenance procedures, procurement and installation procedures, and report preparation. Examples: [Bioengineering Technology]

<b>35-123-1913: Biomedical Equipment Technician</b>	N	AAS	60	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**15.0404:** Instrumentation Technology/Technician. A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers engaged in developing control and measurement systems and procedures. Includes instruction in instrumentation design and maintenance, calibration, design and production testing and scheduling, automated equipment functions, applications to specific industrial tasks, and report preparation. Examples: [Industrial Instrument Mechanic], [Instrumentation and Control Technician]

<b>2336: Instrumentation and Process Control Technology</b>	N	AAS	60	Land	Yes	F
St. Cloud Technical and Community College						

# Minnesota State Colleges and Universities System Program Inventory by CIP

CIP & Description	EACE	Award	Credits	Delivery Mode	Perk Gen Elig Eq. Location Name
Program Code/ID Approved Name					
Institution					
Emphasis ID CIP Name					

St. Cloud Technical and Community College					
<b>5932: Instrumentation and Process Control Technology</b>	N	DIP	56	Land	Yes F
St. Cloud Technical and Community College					
<b>15.0406:</b> Automation Engineer Technology/Technician. A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing, installing, calibrating, modifying and maintaining automated systems. Includes instruction in computer systems; electronics and instrumentation; programmable logic controllers (PLCs); electric, hydraulic and pneumatic control systems; actuator and sensor systems; process control; robotics; applications to specific industrial tasks; and report preparation.					
<b>7896: Automation Technology</b>	N	CERT	30	Online Exclusive	Yes F
St. Cloud Technical and Community College					
<b>8608: Mechatronics Technology</b>	N	AAS	60	Land	Yes F
St. Cloud Technical and Community College					
<b>8609: Mechatronics Technology</b>	N	CERT	30	Land	Yes F
St. Cloud Technical and Community College					
<b>8607: Mechatronics Technology</b>	N	DIP	56	Land	Yes F
St. Cloud Technical and Community College					
<b>35-060-1311: Robotics and Automation Technology</b>	N	AAS	71	Land	Yes F
St. Cloud Technical and Community College					
<b>35-060-1312: Robotics and Automation Technology</b>	N	DIP	67	Land	Yes F
St. Cloud Technical and Community College					
<b>15.0503:</b> Energy Management and Systems Technology/Technician. A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing energy-efficient systems or monitoring energy use. Includes instruction in principles of energy conservation, instrumentation calibration, monitoring systems and test procedures, energy loss inspection procedures, energy conservation techniques, and report preparation.					
<b>7838: Energy Technical Specialist</b>	N	AAS	60	Online Plus	Yes F
St. Cloud Technical and Community College					
<b>35-000-7838: Energy Technical Specialist - Nuclear</b>	N	AAS	74	Online Plus	Yes F
St. Cloud Technical and Community College					
<b>15.0506:</b> Water Quality and Wastewater Treatment Management and Recycling Technology/Technician. A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using water storage, waterpower, and wastewater treatment systems. Includes instruction in water storage, power and/or treatment systems and equipment; testing and inspection procedures; system maintenance procedures; and report preparation.					
<b>2337: Water Environment Technologies</b>	N	AAS	62	Land	Yes F
St. Cloud Technical and Community College					
St. Cloud Technical and Community College Environmental Learning Center - Eden Prairie					
<b>3788: Water Environment Technologies</b>	N	DIP	50	Land	Yes F
St. Cloud Technical and Community College					
St. Cloud Technical and Community College Environmental Learning Center - Eden Prairie					
<b>3668: Water Environment Technology: Small Plant Operator</b>	N	CERT	17	Land	Yes F
St. Cloud Technical and Community College					
St. Cloud Technical and Community College					

# Minnesota State Colleges and Universities System Program Inventory by CIP

## CIP & Description

Program Code/ID	Approved Name	EACE	Award	Credits	Delivery Mode	Perk	Gen
Institution						Elig	Eq.
Emphasis ID	CIP Name					Location Name	

**15.0613:** Manufacturing Engineering Technology/Technician. A program that prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. Includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control, and informational infrastructure.

<b>35-523-1501: Manufacturing Foundations</b>	Y	CERT	8	Online Exclusive	Yes	F
St. Cloud Technical and Community College						

<b>7885: Production Technologies</b>	Y	CERT	16	Online Exclusive	Yes	F
St. Cloud Technical and Community College						

**15.1303:** Architectural Drafting and Architectural CAD/CADD. A program that prepares individuals to apply technical knowledge and skills to develop working drawings and electronic simulations for architectural and related construction projects. Includes instruction in basic construction and structural design, architectural rendering, architectural-aided drafting (CAD), layout and designs, architectural blueprint interpretation, building materials, and basic structural wiring diagramming.

<b>2343: Architectural Construction Technology</b>	N	AAS	61	Land	Yes	F
St. Cloud Technical and Community College						
						St. Cloud Technical and Community College

<b>2032: Architectural Construction Technology</b>	N	DIP	52	Land	Yes	F
St. Cloud Technical and Community College						
						St. Cloud Technical and Community College

**15.1306:** Mechanical Drafting and Mechanical Drafting CAD/CADD. A program that prepares individuals to apply technical knowledge and skills to develop working drawings and electronic simulations in support of mechanical and industrial engineers, and related professionals. Includes instruction in manufacturing materials and processes, mechanical drafting, electrode-mechanical drafting, basic metallurgy, geometric dimensioning and tolerancing, blueprint reading, and technical communication.

<b>5938: Mechanical Design and Manufacturing Technology</b>	N	ATC	18	Land	Yes	F
St. Cloud Technical and Community College						
						St. Cloud Technical and Community College

<b>7436: Mechanical Design Technology</b>	N	AAS	68	Land	Yes	F
St. Cloud Technical and Community College						
						St. Cloud Technical and Community College
35-058-1309 15.1306 Reverse Engineering/Rapid Prototyping		Emph	13			

<b>7437: Mechanical Design Technology</b>	N	DIP	66	Land	Yes	F
St. Cloud Technical and Community College						
						St. Cloud Technical and Community College

**19.0799:** Human Development, Family Studies, and Related Services, Other. Any instructional program in human development, family studies, and related services not listed above.

<b>7387: Child and Adult Care and Education</b>	N	AS	60	Land	Yes	B
St. Cloud Technical and Community College						
						St. Cloud Technical and Community College

<b>5700: Child and Adult Care and Education</b>	N	DIP	34	Land	Yes	B
St. Cloud Technical and Community College						
						St. Cloud Technical and Community College

**22.0301:** Legal Administrative Assistant/Secretary. A program that prepares individuals to serve as legal office managers, special assistants, and legal secretaries. Includes instruction in office management, secretarial science, principles of U.S. or Canadian law, legal terminology and documentation, legal research, legal software applications, law office procedures, record-keeping, billing, applicable policies and regulations, and professional standards and ethics.

<b>2351: Legal Administrative Assistant</b>	N	AAS	60	Land	Yes	M
St. Cloud Technical and Community College						
						St. Cloud Technical and Community College

<b>6492: Office Technology Assistant - Legal</b>	N	DIP	31	Land	Yes	M
St. Cloud Technical and Community College						
						St. Cloud Technical and Community College

# Minnesota State Colleges and Universities System Program Inventory by CIP

## CIP & Description

Program Code/ID Approved Name

Institution

Emphasis ID CIP Name

| EACE | Award | Credits | Delivery Mode | Perk Gen  
| Elig | Eq.  
Location Name

**22.0302:** Legal Assistant/Paralegal. A program that prepares individuals to perform research, drafting, investigatory, record-keeping and related administrative functions under the supervision of an attorney or court. Includes instruction in legal research, drafting legal documents, appraising, pleading, courthouse procedures, and legal specializations.

### 7837: Paralegal

St. Cloud Technical and Community College

St. Cloud Technical and Community College

**24.0101:** Liberal Arts and Sciences/Liberal Studies. A program that is a structured combination of the arts, biological and physical sciences, social sciences, and humanities, emphasizing breadth of study. Includes instruction in independently designed, individualized, or regular programs.

### 7966: Liberal Arts and Sciences

St. Cloud Technical and Community College

St. Cloud Technical and Community College

**46.0201:** Carpentry/Carpenter. A program that prepares individuals to apply technical knowledge and skills to lay out, cut, fabricate, erect, install, and repair wooden structures and fixtures, using hand and power tools. Includes instruction in technical mathematics, framing, construction materials and selection, job estimating, blueprint reading, foundations and roughing-in, finish carpentry techniques, and applicable codes and standards. Examples: [General Carpenter]

### 4011: Carpentry

St. Cloud Technical and Community College

St. Cloud Technical and Community College

### 2329: Carpentry

St. Cloud Technical and Community College

St. Cloud Technical and Community College

**46.0302:** Electrician. A program that prepares individuals to apply technical knowledge and skills to install, operate, maintain, and repair electric apparatus and systems such as residential, commercial, and industrial electric-power wiring; and DC and AC motors, controls, and electrical distribution panels. Includes instruction in the principles of electronics and electrical systems, wiring, power transmission, safety, industrial and household appliances, job estimation, electrical testing and inspection, and applicable codes and standards. Examples: [Construction Electrician], [Industrial Electrician]

### 2338: Electrical Construction Technology

St. Cloud Technical and Community College

St. Cloud Technical and Community College

### 3670: Electrical Construction Technology

St. Cloud Technical and Community College

St. Cloud Technical and Community College

**46.0503:** Plumbing Technology/Plumber. A program that prepares individuals to practice as licensed plumbers by applying technical knowledge and skills to lay out, assemble, install, and maintain piping fixtures and systems for steam, natural gas, oil, hot water, heating, cooling, drainage, lubricating, sprinkling, and industrial processing systems in home and business environments. Includes instruction in source determination, water distribution, waster removal, pressure adjustment, basic physics, technical mathematics, blueprint reading, pipe installation, pumps, welding and soldering, plumbing inspection, and applicable codes and standards. Examples: [Pipefitter - Plumber Specialty]

### 5325: Plumbing

St. Cloud Technical and Community College

St. Cloud Technical and Community College

### 5327: Plumbing - Shop Management

St. Cloud Technical and Community College

St. Cloud Technical and Community College

**47.0201:** Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician. A program that prepares individuals to apply technical knowledge and skills to repair, install, service and maintain the operating condition of heating, air conditioning, and refrigeration systems. Includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems. Examples: [Heating and Air Conditioning Maintenance Technology/Technician (HAC)], [Heating, Air Conditioning, and Refrigeration Maintenance Technology/Technician (HACR)], [Heating, Ventilation, and Air Conditioning Maintenance Technology/Technician (HVAC)], [Heating, Air Conditioning, Ventilation, and Refrigeration Maintenance Technology/Technician (HVACR)], [Oil Burner Mechanic], [Refrigeration Mechanic], [Refrigeration and Air Conditioning Mechanic], [Refrigeration and Air Conditioning Systems Mechanic]

### 2571: Commercial Heating, Air Cond. and Refrig.

St. Cloud Technical and Community College



# Minnesota State Colleges and Universities System Program Inventory by CIP

CIP & Description	EACE	Award	Credits	Delivery Mode	Perk	Gen
Program Code/ID Approved Name					Elig	Eq.
Institution	Location Name					
Emphasis ID CIP Name						
St. Cloud Technical and Community College						
3228: Heating, Air Conditioning & Refrigeration	N	AAS	72	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						
2570: Residential Heating, Air Conditioning & Refrig	N	DIP	35	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						
47.0603: Autobody/Collision and Repair Technology/Technician. A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating. Examples: [Auto Body Refinisher], [Auto Body Technician], [Automotive Collision Repair Technician], [Automotive Painter], [Automotive Refinishing Technician], [Motor Vehicle Body Painter], [Motor Vehicle Body Refinisher], [Motor Vehicle Body Refinisher Sub-Trade], [Painting (autobody)]						
2340: Auto Body Collision Technician	N	AAS	72	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						
921: Auto Body Collision Technician	N	DIP	68	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						
47.0604: Automobile/Automotive Mechanics Technology/Technician. A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems. Examples: [Automotive Service Technician], [Motor Vehicle Mechanic]						
2341: Automotive Service Technician	N	AAS	72	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						
922: Automotive Service Technician	N	DIP	67	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						
47.0613: Medium/Heavy Vehicle and Truck Technology/Technician. A program that prepares individuals to apply technical knowledge and skills to the specialized maintenance and repair of trucks, buses, and other commercial and industrial vehicles. Includes instruction in diesel engine mechanics, suspension and steering, brake systems, electrical and electronic systems, preventive maintenance inspections, drive trains, gasoline engine mechanics, HVAC systems, and auxiliary equipment installation and repair. Examples: [Commercial Trailer Mechanic], [Transport Trailer Technician], [Truck and Coach Technician], [Truck and Transport Mechanic], [Truck-Trailer Service Technician], [Commercial Transport Vehicle Mechanic]						
5328: Medium/Heavy Truck Technician	N	AAS	72	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						
5330: Medium/Heavy Truck Technician	N	DIP	67	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						
48.0501: Machine Tool Technology/Machinist. A program that prepares individuals to apply technical knowledge and skills to plan, manufacture, assemble, test, and repair parts, mechanisms, machines, and structures in which materials are cast, formed, shaped, molded, heat treated, cut, twisted, pressed, fused, stamped or worked. Examples: [General Machinist], [Machinist]						
35-061-1304: Machine Operator	N	DIP	33	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						
3787: Machine Tool Technology		AAS	60	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						
35-061-1305 48.0501 Advanced CNC/CAM Machinist		Emph	19			
35-061-1307 48.0501 CNC Moldmaker/CAM Machinist		Emph	20			
5926: Machine Tool Technology	N	DIP	55	Land	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						
35-061-1305 48.0501 Advanced CNC/CAM Machinist		Emph	19			
35-061-1307 48.0501 CNC Moldmaker/CAM Machinist		Emph	20			

# Minnesota State Colleges and Universities System Program Inventory by CIP

## CIP & Description

Program Code/ID Approved Name  
Institution  
Emphasis ID CIP Name

| EACE | Award | Credits | Delivery Mode | Perk Gen  
| Elig | Eq.  
Location Name

**48.0503:** Machine Shop Technology/Assistant. A program that prepares individuals to apply technical knowledge and skills to fabricate and modify metal parts in support of other manufacturing, repair or design activities, or as an independent business.

<b>7904: Machine Technology</b>	N	CERT	30	Online Exclusive	Yes	F
St. Cloud Technical and Community College						

**48.0508:** Welding Technology/Welder. A program that prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in arc welding, resistance welding, brazing and soldering, cutting, high-energy beam welding and cutting, solid state welding, ferrous and non-ferrous materials, oxidation-reduction reactions, welding metallurgy, welding processes and heat treating, structural design, safety, and applicable codes and standards. Examples: [Arc Welding], [Flux-Core Arc Welding], [Gas Metal Arc Welding], [Gas Tungsten Arc Welding], [Shielded Metal Arc Welding], [Structural Steel Welding], [Tungsten Inert Gas (TIG) Welding], [Pipe Welding], [Wire Welding], [Industrial Welder], [Welder], [Metal Inert Gas (MIG) Welding]

<b>7914: Welding Technology</b>	N	CERT	30	Online Exclusive	Yes	F
St. Cloud Technical and Community College						

<b>5927: Welding/Fabrication</b>	N	DIP	37	Land	Yes	F
St. Cloud Technical and Community College						

St. Cloud Technical and Community College

**51.0000:** Health Services/Allied Health/Health Sciences, General. A general, introductory, undifferentiated, or joint program in health services occupations that prepares individuals for either entry into specialized training programs or for a variety of concentrations in the allied health area. Includes instruction in the basic sciences, research and clinical procedures, and aspects of the subject matter related to various health occupations.

<b>35-001-2013: Health Sciences Broad Field</b>	N	AS	60	Land	Yes	B
St. Cloud Technical and Community College						

St. Cloud Technical and Community College

**51.0601:** Dental Assisting/Assistant. A program that prepares individuals to provide patient care, take dental radiographs (x-ray photographs), prepare patients and equipment for dental procedures, and discharge office administrative functions under the supervision of dentists and dental hygienists. Includes instruction in medical record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, basic radiography, pre- and post-operative patient care and instruction, chairside assisting, taking tooth and mouth impressions, and supervised practice.

<b>2345: Dental Assistant</b>	N	AAS	64	Land	Yes	M
St. Cloud Technical and Community College						

St. Cloud Technical and Community College

<b>925: Dental Assistant</b>	N	DIP	56	Land	Yes	M
St. Cloud Technical and Community College						

St. Cloud Technical and Community College

**51.0602:** Dental Hygiene/Hygienist. A program that prepares individuals to clean teeth and apply preventive materials, provide oral health education and treatment counseling to patients, identify oral pathologies and injuries, and manage dental hygiene practices. Includes instruction in dental anatomy, microbiology, and pathology; dental hygiene theory and techniques; cleaning equipment operation and maintenance; dental materials; radiology; patient education and counseling; office management; supervised clinical training; and professional standards.

<b>2346: Dental Hygiene</b>	N	AAS	80	Land	Yes	M
St. Cloud Technical and Community College						

St. Cloud Technical and Community College

**51.0707:** Health Information/Medical Records Technology/Technician. A program that prepares individuals, under the supervision of health information administrators and other professionals, to construct medical records and clinical databases, perform manipulations on retrieved data, control the security and quality of records, and supervise data entry and technical maintenance personnel. Includes instruction in clinical and biomedical science data and information requirements, database management, data coding and validation, information security, quality control, health information content and structure, medical business procedures, and legal requirements.

<b>6314: Health Information Technology</b>	N	AAS	64	Land	Yes	M
St. Cloud Technical and Community College						

St. Cloud Technical and Community College

# Minnesota State Colleges and Universities System Program Inventory by CIP

## CIP & Description

Program Code/ID	Approved Name	EACE	Award	Credits	Delivery Mode	Elig	Perk Gen	Eq.	Location Name
Institution	Emphasis ID	CIP Name							

**51.0709:** Medical Office Computer Specialist/Assistant. A program that prepares individuals to apply computer programming, troubleshooting, and information technology skills to the installation, maintenance, and upgrade of standard, customized, or proprietary medical software and associated hardware. Includes instruction in computer programming, systems analysis, networking, telecommunications, medical records and informatics software applications, information technology, systems administration, computer security, and applicable regulations and certifications or licenses.

<b>8489: Health Data Specialist</b>	N	AAS	60	Land	Yes	B
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**51.0710:** Medical Office Assistant/Specialist. A program that prepares individuals, under the supervision of office managers and other professionals, to perform routine administrative duties in a medical, clinical, or health care facility/system office environment. Includes instruction in general office skills, data processing, office equipment operation, principles of medical record-keeping and business regulations, medical/clinical office procedures, and communications skills.

<b>5768: Office Technology Assistant - Medical</b>	N	DIP	36	Land	Yes	M
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**51.0901:** Cardiovascular Technology/Technologist. A program that prepares individuals to perform invasive, noninvasive, and peripheral examinations of the cardiovascular system at the request of physicians to aid in diagnoses and therapeutic treatments. Includes instruction in reviewing and recording patient histories and clinical data, patient care, investigative and examination procedures, diagnostic procedures, data analysis and documentation, physician consultation, equipment operation and monitoring, and professional standards and ethics.

<b>5592: Cardiovascular Technology</b>	N	AAS	60	Land	Yes	B
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**51.0904:** Emergency Medical Technology/Technician (EMT Paramedic). A program that prepares individuals, under the remote supervision of physicians, to recognize, assess, and manage medical emergencies in prehospital settings and to supervise Ambulance personnel. Includes instruction in basic, intermediate, and advanced EMT procedures; emergency surgical procedures; medical triage; rescue operations; crisis scene management and personnel supervision; equipment operation and maintenance; patient stabilization, monitoring, and care; drug administration; identification and preliminary diagnosis of diseases and injuries; communication and computer operations; basic anatomy, physiology, pathology, and toxicology; and professional standards and regulations.

<b>5518: Paramedicine</b>	N	AAS	64	Land	Yes	B
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**51.0909:** Surgical Technology/Technologist. A program that prepares individuals, under the supervision of physicians and surgical nurses, to maintain, monitor, and enforce the sterile field and adherence to aseptic technique by preoperative, surgical team, and postoperative personnel. Includes instruction in instrument and equipment sterilization and handling, surgical supplies management, wound exposure and closure, surgical computer and robot operation and monitoring, maintenance of hemostasis, and patient and team scrubbing.

<b>7729: Surgical Technology</b>	N	AAS	60	Land	Yes	M
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

<b>5519: Surgical Technology</b>	N	DIP	49	Land	Yes	M
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**51.0910:** Diagnostic Medical Sonography/Sonographer and Ultrasound Technician. A program that prepares individuals, under the supervision of physicians, to utilize medical ultrasound techniques to gather sonographic data used to diagnose a variety of conditions and diseases. Includes instruction in obtaining, reviewing, and integrating patient histories and data; patient instruction and care; anatomic, physiologic and pathologic data recording; sonographic data processing; sonography equipment operation; and professional standards and ethics. Examples: [Vascular Sonography]

<b>4013: Diagnostic Medical Sonography - Generalist</b>	N	AAS	64	Land	Yes	B
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**51.3801:** Registered Nursing/Registered Nurse. A program that generally prepares individuals in the knowledge, techniques and procedures for promoting health, providing care for sick, disabled, infirmed, or other individuals or groups. Includes instruction in the administration of medication and treatments, assisting a physician during treatments and examinations, Referring patients to physicians and other health care specialists, and planning education for health maintenance. Examples: [Nursing (ASN)], [Nursing (BSN, BScN)], [Nursing (MSN, MScN, MN)], [Registered Nurse (RN)]

<b>7976: Nursing</b>	N	AS	64	Land	Yes	M
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

# Minnesota State Colleges and Universities System Program Inventory by CIP

## CIP & Description

Program Code/ID	Approved Name	EACE	Award	Credits	Delivery Mode	Elig	Perk	Gen	Eq.	Location Name
Institution	Emphasis ID	CIP Name								

**51.3901:** Licensed Practical/Vocational Nurse Training. A program that prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician or dentist. Includes instruction in taking patient vital signs, applying sterile dressings, patient health education, and assistance with examinations and treatment. Examples: [Licensed Practical Nurse (LPN)], [Licensed Vocational Nurse (LVN)], [Licensed Practical/Vocational Nurse Training (Cert.)], [Licensed Practical/Vocational Nurse Training (Dipl)], [Licensed Practical/Vocational Nurse Training (AAS)]

<b>5517: Practical Nursing</b>	N	DIP	40	Land	Yes	M
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**51.3902:** Nursing Assistant/Aide and Patient Care Assistant/Aide. A program that prepares individuals to perform routine nursing-related services to patients in hospitals or long-term care facilities, under the training and supervision of a registered nurse or licensed practical nurse.

<b>6071: Health Care Technician</b>	N	CERT	29	Land	Yes	M
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**52.0201:** Business Administration and Management, General. A program that generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making. Examples: [General Management], [Business Administration]

<b>5626: Business Management</b>	N	AS	60	Online Plus	Yes	F
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**52.0301:** Accounting. A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, auditing, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

<b>2349: Accounting</b>	N	AAS	70	Land	Yes	B
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

<b>4014: Accounting</b>	N	DIP	61	Land	Yes	B
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**52.0302:** Accounting Technology/Technician and Bookkeeping. A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

<b>2037: Accounting Clerk</b>	N	DIP	34	Land	Yes	M
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**52.0401:** Administrative Assistant and Secretarial Science, General. A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

<b>2350: Administrative Assistant</b>	N	AAS	60	Land	Yes	M
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

**52.0407:** Business/Office Automation/Technology/Data Entry. A program that prepares individuals to support business information operations by using computer equipment to enter, process, and retrieve data for a wide variety of administrative purposes. Includes instruction in using basic business software and hardware, business computer networking, principles of desktop publishing, preparing mass mailings, compiling and editing spreadsheets, list maintenance, preparing tables and graphs, receipt control, and preparing business performance reports.

<b>5341: Office Technology Assistant</b>	N	DIP	32	Land	Yes	M
St. Cloud Technical and Community College						
St. Cloud Technical and Community College						

# Minnesota State Colleges and Universities System Program Inventory by CIP

CIP & Description

Program Code/ID Approved Name

Institution

Emphasis ID CIP Name

| EACE | Award | Credits | Delivery Mode | Perk Gen  
| Elig | Eq.  
Location Name

**52.0803:** Banking and Financial Support Services. A program that prepares individuals to perform a wide variety of customer services in banks, insurance agencies, savings and loan companies, and related enterprises. Includes instruction in communications and public relations skills, business equipment operation, and technical skills applicable to the methods and operations of specific financial or insurance services.

<b>2353: Finance and Credit</b>	N	AAS	60	Online Plus	Yes	M
St. Cloud Technical and Community College						

St. Cloud Technical and Community College

<b>6313: Finance and Credit</b>	N	DIP	54	Online Plus	Yes	M
St. Cloud Technical and Community College						

St. Cloud Technical and Community College

**52.1801:** Sales, Distribution, and Marketing Operations, General. A program that focuses on the general process and techniques of direct wholesale and retail buying and selling operations and introduces individuals to related careers. Includes instruction in the principles of entrepreneurial economics, basic sales skills, the distribution channels for goods and services, and supervised practical application experiences.

<b>5234: Sales, Management, Marketing</b>	N	AAS	60	Land	Yes	B
St. Cloud Technical and Community College						

St. Cloud Technical and Community College

<b>5950: Sales, Management, Marketing</b>	N	DIP	51	Land	Yes	B
St. Cloud Technical and Community College						

St. Cloud Technical and Community College

<b>5951: Sales, Management, Marketing Associate</b>	N	DIP	31	Land	Yes	B
St. Cloud Technical and Community College						

St. Cloud Technical and Community College

**FILTERED BY:**

Program Count: 90

Institution Short Formal Name: St. Cloud Technical and Community College

## **Appendix C-Flow Chart for Student Complaints and Petitions**

# Student Concern Process

Also available at [www.sctcc.edu/](http://www.sctcc.edu/)

St. Cloud Technical & Community College

1540 Northway Dr.

St. Cloud, MN 56303

320-308-5000

## Academic Deans

Kristina Keller  
Dean of Business,  
Communications & Humanities  
(320) 308-5538  
[kkeller@sctcc.edu](mailto:kkeller@sctcc.edu)

Carolyn Olson  
Dean of Nursing & Health  
(320) 308-5156  
[colson@sctcc.edu](mailto:colson@sctcc.edu)

Darrin Strosahl  
Dean of Trades & Industry  
(320) 308-5353  
[dstrosahl@sctcc.edu](mailto:dstrosahl@sctcc.edu)

Tarryl Clark  
Interim Dean of Math, Sciences  
& Technologies  
(320) 308-5377  
[tclark@sctcc.edu](mailto:tclark@sctcc.edu)

## Where to Go For Help With Student Concerns

### Nature of Concern

### Initial Point of Contact

### Policy

### Form

#### Academic, Financial or Related Issues

**Grades, Academic Integrity, Courses, Programs, Faculty**

1. Faculty  
(First Point of contact)  
2. Academic Deans

Student Petition, Academic Integrity,  
(Location: Online Student Handbook)

Student Petition Form  
(click for form)

**Satisfactory Academic Progress**

Registrar-Registration  
Lana Feddema 320-308-1595  
Email: [lfeddema@sctcc.edu](mailto:lfeddema@sctcc.edu)

Satisfactory Academic Progress (SAP)  
(click for policy)

Satisfactory Academic Progress Appeal (SAP Appeal)  
(click for form)

**Tuition and Fees or Balance Due**

1. Cashier 320-308-5946  
(First Point of Contact)  
2. Duane Dahlstrom, Laura Gapinski or Christine Blommer  
(Situation Dependant)

Student Petition, Financial Aid, Tuition and Fees  
(Location: Online Student Handbook)

Student Petition Form  
(click for form)

**General Concern**

Department Supervisor

Complaint & Grievance  
(Location: Online Student Handbook)  
(click for policy)

Student Grievance Form  
(click for form. Form located on last page of policy)

**Data Privacy**

Registrar-Registration  
Lana Feddema 320-308-1595  
Email: [lfeddema@sctcc.edu](mailto:lfeddema@sctcc.edu)

Family Educational Rights & Privacy Act (FERPA)  
(Click for policy)

**Disability Americans With Disabilities Act (ADA)**

Disability Coordinator  
Judy Jacobson-Berg  
320-308-5096  
Email: [jjacobsonberg@sctcc.edu](mailto:jjacobsonberg@sctcc.edu)

Policy for Students with Disabilities, ADA  
(Click for information)

Getting Started with Disability Services  
(click for link)

**Technology**

Chief Information Officer  
Vi Bergquist, 320-308-5177  
Email: [vbergquist@sctcc.edu](mailto:vbergquist@sctcc.edu)

Acceptable Use Policy, Email  
(Click for policy)

**Harassment or Discrimination**

Vice President of Student Affairs  
Jon Eichten, 320-308-5580  
Email: [jeichten@sctcc.edu](mailto:jeichten@sctcc.edu)

Harassment & Discrimination, 1B1  
(Location: Online Student Handbook)  
(Click for MnSCU Policy)

Complaint Form  
(click for complaint form)

**Student Conduct**

Director of Student Life  
Missy Majerus, 320-308-5922  
Email: [mmajerus@sctcc.edu](mailto:mmajerus@sctcc.edu)

Student Code of Conduct  
(Location: Online Student Handbook)  
(click for policy)

Revised 12/29/15

## **Appendix D-Title IV Documents**



UNITED STATES DEPARTMENT OF EDUCATION  
WASHINGTON, D.C. 20202  
September 2012

St. Cloud Technical and Community College	OPE ID:	005534
1540 Northway Drive	FY 2009 3-Year Cohort	10.8
St Cloud, MN 56303-1240	Default Rate:	
NL01		

RE: FY 2009 3-Year Official Cohort Default Rate Notification Letter

Dear President:

On October 28, 2009, the U.S. Department of Education (Department) published in the Federal Register the regulations enacted by the Higher Education Opportunity Act of 2009 that will govern the calculation of cohort default rates. Under the new provisions, an institution's Cohort Default Rate is calculated as the percentage of borrowers in the cohort who default before the end of the second fiscal year following the fiscal year in which the borrowers entered repayment. This extends the length of time in which a student can default from two to three years. Beginning with the fiscal year (FY) 2009 cohort year, schools will receive both a two and three year cohort default rate. Schools will continue to receive two rates until 2014 when the FY 2011 3-Year cohort default rates are released.

This letter officially notifies you of your school's fiscal year (FY) 2009 3-Year cohort default rate based on Federal Family Education Loan (FFEL) Program and/or William D. Ford Federal Direct Loan (Direct Loan) Program loans made to students for attendance at your school. Your school's FY 2009 3-Year cohort default rate is shown above. Please note that even if your school is no longer participating in the student loan program(s), federal law requires the Department to notify your school of its cohort default rate.

Since the Department is no longer mailing hardcopies of the cohort default rate notification letters to any schools, please refer to <http://www.ed.gov/offices/OSFAP/defaultmanagement/ecdr.html> for a description of the other files that the Department transmitted to you along with this letter.

WHAT FORMULA DID THE DEPARTMENT USE TO CALCULATE MY SCHOOL'S RATE?

The Department uses one of two methods for calculation of cohort default rates:

1. Official non-average rate for schools with 30 or more borrowers entering repayment,
2. Unofficial rate for schools with 29 or fewer borrowers entering repayment with less than three years of data.

For a complete explanation of the types of rates, please see Chapter 2.1 of the Cohort Default Rate Guide, How the Rates are Calculated, available at <http://www.ifap.ed.gov/DefaultManagement/guide/CDRGuidePart2.html>.

WHAT TYPES OF LOANS DID THE DEPARTMENT INCLUDE IN MY SCHOOL'S RATE

UNITED STATES DEPARTMENT OF EDUCATION  
WASHINGTON, D.C. 20202  
September 2013

St. Cloud Technical and Community College	OPE ID:	005534
1540 Northway Drive	FY 2010 3-Year Cohort	13.5
St Cloud, MN 56303-1240	Default Rate:	
NL01		

RE: FY 2010 3-Year Official Cohort Default Rate Notification Letter

Dear President:

On October 28, 2009, the U.S. Department of Education (Department) published in the Federal Register the regulations enacted by the Higher Education Opportunity Act of 2009 that will govern the calculation of cohort default rates. Under the new provisions, an institution's Cohort Default Rate is calculated as the percentage of borrowers in the cohort who default before the end of the second fiscal year following the fiscal year in which the borrowers entered repayment. This extends the length of time in which a student can default from two to three years.

Beginning with the fiscal year (FY) 2009 cohort year, schools received both a two and three year cohort default rate. Schools will also receive a two and three year cohort default rate this year. It is important to note that this year is the last year that two year cohort default rates will be released. Next year in 2014, the FY 2011 3-Year cohort default rate will be the only cohort default rate released.

This letter officially notifies you of your school's fiscal year (FY) 2010 3-Year cohort default rate based on Federal Family Education Loan (FFEL) Program and/or William D. Ford Federal Direct Loan (Direct Loan) Program loans made to students for attendance at your school. Your school's FY 2010 3-Year cohort default rate is shown above. Please note that even if your school is no longer participating in the student loan program(s), federal law requires the Department to notify your school of its cohort default rate.

Since the Department is no longer mailing hardcopies of the cohort default rate notification letters to any schools, please refer to <http://www.ed.gov/offices/OSFAP/defaultmanagement/ecdr.html> for a description of the other files that the Department transmitted to you along with this letter.

WHAT FORMULA DID THE DEPARTMENT USE TO CALCULATE MY SCHOOL'S RATE?

The Department uses one of two methods for calculation of cohort default rates:

1. Official non-average rate for schools with 30 or more borrowers entering repayment,
2. Unofficial rate for schools with 29 or fewer borrowers entering repayment with less than three years of data.

For a complete explanation of the types of rates, please see Chapter 2.1 of the Cohort Default Rate Guide, How the Rates are Calculated,

UNITED STATES DEPARTMENT OF EDUCATION  
WASHINGTON, D.C. 20202  
September 2014

ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE	OPE ID:	005534
1540 NORTHWAY DRIVE	FY 2011 Official 3 Year Cohort	13.8
ST CLOUD, MN 56303-1240	Default Rate:	
	Eligible For Benefits	

RE: FY 2011 3-Year Official Cohort Default Rate Notification Letter

Dear President:

On October 28, 2009, the U.S. Department of Education (Department) published in the Federal Register the regulations enacted by the Higher Education Opportunity Act of 2009 that will govern the calculation of cohort default rates. Under the new provisions, an institution's Cohort Default Rate is calculated as the percentage of borrowers in the cohort who default before the end of the second fiscal year following the fiscal year in which the borrowers entered repayment. This extended the length of time in which a student can default from two to three years.

This year, the fiscal year (FY) 2011 3-Year cohort default rate will be the only cohort default rate released. Schools will be subject to loss of eligibility as a result of cohort default rates that exceed sanction levels. Cohort default rates based on the 2-year cohort period ended with the FY 2011 2-Year cohort which released in 2013.

This letter officially notifies you of your school's FY 2011 3-Year cohort default rate based on Federal Family Education Loan (FFEL) Program and/or William D. Ford Federal Direct Loan (Direct Loan) Program loans made to students for attendance at your school. Your school's FY 2011 3-Year cohort default rate is shown above. Please note that even if your school is no longer participating in the student loan program(s), federal law requires the Department to notify your school of its cohort default rate.

Since the Department is no longer mailing hardcopies of the cohort default rate notification letters to any schools, please refer to <http://www.ed.gov/offices/OSFAP/defaultmanagement/ecdr.html> for a description of the other files that the Department transmitted to you along with this letter.

WHAT FORMULA DID THE DEPARTMENT USE TO CALCULATE MY SCHOOL'S RATE?

The Department uses one of three methods for calculation of cohort default rates:

1. Official non-averaged rate for schools with 30 or more borrowers entering repayment,
2. Official averaged rate for schools with 29 or fewer borrowers entering repayment,
3. Unofficial rate for schools with 29 or fewer borrowers entering repayment with less than three years of data.

For a complete explanation of the types of rates, please see Chapter 2.1 of the Cohort Default Rate Guide, How the Rates are

UNITED STATES DEPARTMENT OF EDUCATION  
WASHINGTON, D.C. 20202  
September 2015

ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE 1540 NORTHWAY DRIVE ST CLOUD, MN 56303-1240	OPE ID: FY 2012 Official 3 Year Cohort Default Rate:	005534 12.2
---	--	----------------

RE: FY 2012 3-Year Official Cohort Default Rate Notification Letter

Dear President:

This letter officially notifies you of your school's fiscal year (FY) 2012 3-Year cohort default rate based on Federal Family Education Loan (FFEL) Program and/or William D. Ford Federal Direct Loan (Direct Loan) Program loans made to students for attendance at your school. Your school's FY 2012 3-Year cohort default rate is shown above. Please note that even if your school is no longer participating in the student loan program(s), federal law requires the Department to notify your school of its cohort default rate.

Since the Department is no longer mailing hardcopies of the cohort default rate notification letters to any schools, please refer to <http://www.ed.gov/offices/OSFAP/defaultmanagement/ecdr.html> for a description of the other files that the Department transmitted to you along with this letter.

WHAT FORMULA DID THE DEPARTMENT USE TO CALCULATE MY SCHOOL'S RATE?

The Department uses one of three methods for calculation of cohort default rates:

1. Official non-averaged rate for schools with 30 or more borrowers entering repayment,
2. Official averaged rate for schools with 29 or fewer borrowers entering repayment,
3. Unofficial rate for schools with 29 or fewer borrowers entering repayment with less than three years of data.

For a complete explanation of the types of rates, please see Chapter 2.1 of the Cohort Default Rate Guide, How the Rates are Calculated, available at <http://www.ifap.ed.gov/DefaultManagement/guide/CDRGuidePart2.html>.

WHAT TYPES OF LOANS DID THE DEPARTMENT INCLUDE IN MY SCHOOL'S RATE CALCULATION?

The Department included three types of loans in your school's cohort default rate calculation:

- (1) Federal Stafford Subsidized and Federal Stafford Unsubsidized Loans
- (2) Federal Direct Subsidized and Federal Direct Unsubsidized Loans
- (3) Federal Supplemental Loans for Students (Federal SLS Loans).  
Although rare, it is possible for Federal SLS loans to be included



**START HERE  
GO FURTHER  
FEDERAL STUDENT AID**

# UNITED STATES DEPARTMENT OF EDUCATION

## SCHOOL PARTICIPATION MANAGEMENT DIVISION

### ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 05/12/2014

PAGE A - 1

NAME AND ADDRESS OF INSTITUTION: St. Cloud Technical and Community College  
1540 Northway Drive  
St Cloud, MN 56303-1240

TYPE OF INSTITUTION: Public

CONGRESSIONAL DISTRICT: 06

DEPARTMENT REGION: 05

SCHOOL PARTICIPATION TEAM: 05

ACTION DATE: 07/03/2013

ACTION: Reapprove Elig/Prov Cert

OPE ID: 00553400

TIN: 411816569

IPEDS ID: 174756

DUNS NBR: 120287222

FEDERAL PELL GRANT ID: 005534

FEDERAL FAMILY EDUCATION LOAN ID: 005534

FEDERAL DIRECT STUDENT LOAN ID: G05534

FEDERAL PERKINS LOAN ID: 002196

FEDERAL SCHOOL CODE: 005534

FEDERAL WORK STUDY ID: 002196

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT ID: 002196

ACADEMIC CALENDAR: Semester Hours

EDUCATIONAL PROGRAM LEVELS OFFERED:

Non-Degree (600-899 hours)

Non-Degree 1 Year (900-1799 hours)

Non-Degree 2 Years (1800-2699 hours)

Associate's Degree

Two-Year Transfer

ELIGIBLE: Y

INITIAL APPROVAL DATE: 04/19/1967

CERTIFIED: Provisional

LOAN DEFERMENT: Y

WAIVER(S):

\*\*\* End of Waivers \*\*\*

PROGRAM PARTICIPATION AGREEMENT

EFFECTIVE DATE: 07/03/2013

EXPIRATION DATE: 03/31/2016

THE INSTITUTION IS ELIGIBLE TO APPLY FOR PARTICIPATION IN THE FOLLOWING PROGRAMS  
AUTHORIZED UNDER THE HIGHER EDUCATION ACT OF 1965, AS AMENDED:

TITLE I: Y	TITLE IV: Y	TITLE VII: Y	TITLE X: Y	TITLE XIII: Y
TITLE II: Y	TITLE V: Y	TITLE VIII: Y	TITLE XI: Y	TITLE XIV: Y
TITLE III: Y	TITLE VI: Y	TITLE XI: Y	TITLE XII: Y	TITLE XV: Y

Program: TEACH GRANT

Certified:

DATE:

#### TITLE IV STUDENT FINANCIAL ASSISTANCE PROGRAMS

PROGRAM	CERTIFIED	APPROVAL DATE	PROGRAM	CERTIFIED	APPROVAL DATE
FWS Com Serv	Y	04/19/1967	FWS Priv Sec Empl	Y	04/19/1967

FWS Job Loc Dev	Y	10/18/1989	FFEL Staff	Y	10/18/1989
FFEL Staff Unsub	Y	04/19/1967	FFEL PLUS	Y	04/19/1967
FPerkins	Y	04/19/1967	FSEOG	Y	04/19/1967
FPell	Y	10/18/1989	FDSLPL Staff	Y	07/01/1994
FDSLPL Staff Unsub	Y	07/01/1994	FDSLPL PLUS	Y	07/01/1994

---

\*\*\*\* End of Section A \*\*\*\*



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

## UNITED STATES DEPARTMENT OF EDUCATION

### SCHOOL PARTICIPATION MANAGEMENT DIVISION

#### ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 05/12/2014

ACCREDITATION SECTION

PAGE B - 1

INSTITUTION NAME : St. Cloud Technical and Community College

OPE ID : 005534 00

INSTITUTION TYPE : Public

#### ACCREDITATION

<u>ACCREDITING AGENCY</u>	<u>DESIGNATION</u>	<u>SCOPE</u>	<u>EFFECTIVE YEAR</u>	<u>NUMBER OF YEARS</u>
North Central Assoc of Colleges and Schools, the Higher Learning Commission	Primary	Institutional	2009	8

\*\*\*\* End of Accreditation Section \*\*\*\*



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

## UNITED STATES DEPARTMENT OF EDUCATION

SCHOOL PARTICIPATION MANAGEMENT DIVISION

### ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 05/12/2014

STATE AUTHORIZATION SECTION

PAGE C - 1

---

INSTITUTION NAME : St. Cloud Technical and Community College

OPE ID : 005534 00

INSTITUTION TYPE : Public

#### STATE AUTHORIZATION

#### STATE AGENCY

MN State Colleges and Universities (MNSCU)

\*\*\*\* End of State Authorization Section \*\*\*\*





START HERE  
GO FURTHER  
FEDERAL STUDENT AID

## UNITED STATES DEPARTMENT OF EDUCATION

### SCHOOL PARTICIPATION MANAGEMENT DIVISION

#### ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 05/12/2014

OFFICIALS SECTION

PAGE D - 1

INSTITUTION NAME : St. Cloud Technical and Community College

OPE ID : 005534 00

INSTITUTION TYPE : Public

#### OFFICIALS

<u>NAME AND ADDRESS</u>	<u>TITLE</u>	<u>PHONE</u> <u>FAX</u>	<u>E-MAIL</u>
Helens, Joyce 1540 Northway Drive St Cloud, MN 56303-1240	President	(320) 308-5017 (320) 308-5981	jhelens@ sctcc.edu
Baugh, Anita G 1540 Northway Drive St Cloud, MN 56303-1240	Financial Aid Director	(320) 308-5936 (320) 308-5909	abaugh@ sctcc.edu
Kloos, Lori A 1540 Northway Drive St Cloud, MN 56303-1240	Chief Financial Officer	(320) 308-5026 (320) 308-5027	lkloos@ sctcc.edu

\*\*\*\* End of Officials Section \*\*\*\*



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

## UNITED STATES DEPARTMENT OF EDUCATION

### SCHOOL PARTICIPATION MANAGEMENT DIVISION

#### ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 05/12/2014

ADDITIONAL LOCATIONS SECTION

PAGE E - 1

INSTITUTION NAME : St. Cloud Technical and Community College

OPE ID : 005534 00

INSTITUTION TYPE : Public

#### ADDITIONAL LOCATIONS

<u>OPE ID</u>	<u>NAME AND ADDRESS</u>	<u>APPROVED FOR CERTIFICATION</u>	<u>INITIAL APPROVAL DATE</u>
00553401	Saint Cloud Technical and Community College Eden Prairie Water Treatment 8080 Mitchell Road Eden Prairie, MN 55344-4485	Y	07/08/2002

\*\*\*\* End of Additional Locations Section \*\*\*\*



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

# UNITED STATES DEPARTMENT OF EDUCATION

## SCHOOL PARTICIPATION MANAGEMENT DIVISION

### ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 05/12/2014

EDUCATIONAL PROGRAMS SECTION

PAGE F - 1

INSTITUTION NAME : St. Cloud Technical and Community College

OPE ID : 005534 00

INSTITUTION TYPE : Public

### EDUCATIONAL PROGRAMS

<u>CIP</u>	<u>INSTITUTION'S PROGRAM NAME</u>	<u>APPROVED FOR CERTIFICATION</u>	<u>FULL CREDIT TO DEGREE</u>	<u>INITIAL APPROVAL</u>	<u>CREDIT HOURS</u>	<u>TYPE</u>	<u>CLOCK HOURS</u>	<u>DURATION IN WEEKS</u>
09.0702	Advertising Web Page Designer, Diploma	Y	Y	07/08/2002	51	Semester	1530	36
09.0702	Web Page Designer, Diploma	N	Y	07/08/2002	48	Semester	1440	72
09.0903	Advertising	Y	Y	04/22/1997	63	Semester	1890	72
11.0201	Computer Programmer	Y	Y	04/22/1997	59	Semester	1770	72
11.0201	Database Administrator/Developer	N	N	05/14/2004	61	Semester	1830	72
11.0201	Microcomputer Network Technician	N	Y	04/22/1997	31	Semester	930	36
11.0201	Microcomputer Programmer	N	Y	03/30/2001	61	Semester	1830	72
11.0201	Microcomputer Support and Network Administrator	N	Y	03/30/2001	59	Semester	1770	72
11.0201	Web Page Programmer	N	Y	03/30/2001	56	Semester	1680	72
11.0901	PC Specialist	Y	N	12/27/2006	31	Semester	930	54
12.0503	Culinary Arts	Y	Y	04/22/1997	38	Semester	1140	36
15.0201	Civil Engineering Technology	Y	Y	04/22/1997	67	Semester	2010	72
15.0404	Instrumentation and Process Control Technology	Y	Y	04/22/1997	58	Semester	1740	72
15.0406	Automation Technology Certificate	Y	Y	01/07/2010	30	Semester	900	36
15.0406	Mechatronics Technology	Y	Y	03/30/2001	30	Semester	900	36
15.0406	Mechatronics Technology	Y	Y	03/30/2001	58	Semester	1740	72

15.0406 Robotics and Automation Technology	Y	Y	05/08/2014	67	Semester	2010	72
15.0506 Water Environment Small Plant	Y	N	12/27/2006	17	Semester	510	18
15.0506 Water and Wastewater Treatment Technology	Y	Y	04/22/1997	44	Semester	1320	48
15.1303 Architectural Construction Technology	Y	Y	04/22/1997	52	Semester	1560	72
15.1306 Mechanical Design Technology	Y	Y	04/22/1997	64	Semester	1920	72
15.1306 Mechanical Design and Manufacturing Technology	Y	N	03/30/2001	20	Semester	600	16
19.0708 Child and Adult Care and Education	N	Y	03/30/2001	19	Semester	570	18
19.0708 Child and Adult Care and Education	Y	Y	04/22/1997	35	Semester	1050	36
22.0301 Office Technology Assistant - Legal	Y	Y	03/30/2001	32	Semester	960	36
46.0201 Carpentry	Y	Y	04/22/1997	57	Semester	1710	72
46.0201 Carpentry Assistant	N	Y	03/30/2001	28	Semester	840	36
46.0302 Electrical Construction	N	Y	04/22/1997	72	Semester	2160	72
46.0503 Plumbing	Y	Y	04/22/1997	37	Semester	1110	36
47.0201 Commercial Heating and Air Conditioning	Y	Y	04/22/1997	66	Semester	1980	72
47.0201 Residential Heating, Air Conditioning and Refrigeration Technology	Y	N	03/30/2001	35	Semester	1050	36
47.0603 Automobile Body Collision Technology	Y	Y	04/22/1997	68	Semester	2040	72
47.0604 Automobile Service Technician	Y	Y	04/22/1997	67	Semester	2010	72
47.0613 Medium/Heavy Truck Technician	Y	Y	04/22/1997	67	Semester	2010	72
48.0501 Machine Operator	Y	Y	05/08/2014	32	Semester	960	35
48.0501 Machine Technology	Y	Y	01/07/2010	30	Semester	900	36
48.0501 Machine Tool Technology	Y	Y	04/22/1997	56	Semester	1680	72
48.0508 Welding Technology	Y	Y	01/07/2010	30	Semester	900	36
48.0508 Welding/Fabrication	Y	Y	04/22/1997	37	Semester	1110	36
48.0703 Cabinet Maker's Apprentice	N	N	03/30/2001	30	Semester	900	36
50.0409 Graphic Communications	N	Y	04/22/1997	40	Semester	1200	42
51.0601 Dental Assistant	Y	Y	04/22/1997	57	Semester	1710	36
51.0710 Office Technology Assistant - Medical	Y	Y	03/30/2001	36	Semester	1080	36
51.0909 Surgical Technology	Y	Y	04/22/1997	49	Semester	1470	48
51.3901 Practical Nursing	Y	Y	04/22/1997	40	Semester	1200	48

51.3902 Health Care Technician	Y	Y	03/30/2001	29	Semester	870	36
52.0301 Accounting	Y	Y	04/22/1997	61	Semester	1830	72
52.0302 Accounting Clerk	Y	Y	04/22/1997	34	Semester	1020	36
52.0302 Accounting Microcomputer Specialist	N	Y	03/30/2001	48	Semester	1440	54
52.0406 Receptionist	N	Y	04/22/1997	23	Semester	690	24
52.0408 Clerk Typist/Office Assistant	N	Y	04/22/1997	26	Semester	780	24
52.0408 Office Technology Assistant	Y	Y	04/22/1997	32	Semester	960	36
52.0803 Finance and Credit	Y	Y	04/22/1997	54	Semester	1620	72
52.1801 Sales and Management	Y	Y	04/22/1997	51	Semester	1530	72
52.1801 Sales and Management Associate	Y	Y	03/30/2001	31	Semester	930	36

\*\*\*\* End of Educational Programs Section \*\*\*\*



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

## UNITED STATES DEPARTMENT OF EDUCATION

### SCHOOL PARTICIPATION MANAGEMENT DIVISION

#### ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 05/12/2014

SERVICER INFORMATION SECTION

PAGE H - 1

INSTITUTION NAME : St. Cloud Technical and Community College

OPE ID : 005534 00

INSTITUTION TYPE : Public


#### SERVICER INFORMATION

<u>SERVICER NAME</u>	<u>CONTACT NAME</u>	<u>SERVICES OFFERED</u>
National Student Clearinghouse 2300 Dulles Station Boulevard Herndon, VA 20171	Kenneth R. Ostberg	Other
St Cloud Tech College Testing Center 1540 Northway Drive St. Cloud, MN 56303	Mrs. Jeri Fierick	Ability To Benefit Tester

\*\*\*\* End of Servicer Information Section \*\*\*\*

Return to the [Application Index](#)



FEDERAL STUDENT AID  START HERE. GO FURTHER.™

---

**UNITED STATES DEPARTMENT OF EDUCATION**

FEDERAL STUDENT AID  
SCHOOL ELIGIBILITY CHANNEL  
SCHOOL PARTICIPATION TEAM  
CHICAGO TEAM

Ms Joyce Helens  
President  
St. Cloud Technical and Community College  
1540 Northway Drive  
St Cloud, MN 56303-1240

05/08/2014

**OPE ID 00553400**

**Approval Notice**

Reason for Action: Nondegree/Vocational Program

Approval Date: Effective 05/08/2014

Dear Ms Helens:

The Chicago Case Management Team has completed its review of the documentation that St. Cloud Technical and Community College (Institution) submitted regarding its nondegree/vocational program.

As a result of that review, we have approved the following:

New vocational program(s):

CIP: 15.0406 - Robotics and Automation Technology, 2010 Clock Hours, 67 Semester Hours, 72 Weeks

CIP: 48.0501 - Machine Operator, 960 Clock Hours, 32 Semester Hours, 35 Weeks

Vocational program change(s):

CIP: 15.0406 - Mechatronics Technology, 1740 Clock Hours, 58 Semester Hours, 72 Weeks

CIP: 51.0601 - Dental Assistant, 1710 Clock Hours, 57 Semester Hours, 36 Weeks

CIP: 48.0501 - Machine Tool Technology, 1680 Clock Hours, 56 Semester Hours, 72 Weeks

CIP: 15.1303 - Architectural Construction Technology, 1560 Clock Hours, 52 Semester Hours, 72 Weeks

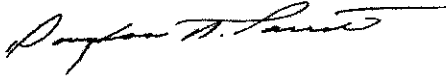
CIP: 15.0404 - Instrumentation and Process Control Technology, 1740 Clock Hours, 58 Semester Hours, 72 Weeks

Please print a copy of this notice and the Eligibility and Certification Approval Report (ECAR) from the EAPP website at <http://eligcert.ed.gov/eapp/owa/ecar>. This Approval Notice is an addendum to the Institution's Program Participation Agreement (PPA). Please retain this notice and

the ECAR with the PPA for compliance purposes.

Should you have any questions, please contact William Johnson at (312) 730-1526.

Sincerely,


A handwritten signature in black ink, appearing to read "Douglas M. Parrott", with a long horizontal flourish extending to the right.

Douglas Parrott  
Area Case Director  
School Participation Team, NW  
Chicago Team

cc: Anita G. Baugh, Financial Aid Director





FEDERAL STUDENT AID  "START HERE. GO FURTHER."

---

**UNITED STATES DEPARTMENT OF EDUCATION**

FEDERAL STUDENT AID  
SCHOOL ELIGIBILITY CHANNEL  
SCHOOL PARTICIPATION TEAM  
CHICAGO TEAM

Ms Joyce Helens  
President  
St. Cloud Technical and Community College  
1540 Northway Drive  
St Cloud, MN 56303-1240

11/14/2013

**OPE ID 00553400**

**Approval Notice**

Reason for Action: Nondegree/Vocational Program

Approval Date: Effective 11/05/2013

Dear Ms Helens:

The Chicago Case Management Team has completed its review of the documentation that St. Cloud Technical and Community College (Institution) submitted regarding its nondegree/vocational program.

As a result of that review, we have approved the following:

Vocational program change(s):

CIP: 11.0901 - PC Specialist, 930 Clock Hours, 31 Semester Hours, 54 Weeks

CIP: 09.0702 - Advertising Web Page Designer, Diploma, 1530 Clock Hours, 51 Semester Hours, 36 Weeks

CIP: 52.1801 - Sales and Management Associate, 930 Clock Hours, 31 Semester Hours, 36 Weeks

CIP: 51.0710 - Office Technology Assistant - Medical, 1080 Clock Hours, 36 Semester Hours, 36 Weeks

CIP: 15.1306 - Mechanical Design and Manufacturing Technology, 600 Clock Hours, 20 Semester Hours, 16 Weeks

CIP: 52.0302 - Accounting Clerk, 1020 Clock Hours, 34 Semester Hours, 36 Weeks

CIP: 52.0301 - Accounting, 1830 Clock Hours, 61 Semester Hours, 72 Weeks

CIP: 51.3901 - Practical Nursing, 1200 Clock Hours, 40 Semester Hours, 48 Weeks

CIP: 46.0201 - Carpentry, 1710 Clock Hours, 57 Semester Hours, 72 Weeks

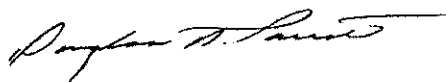
CIP: 52.1801 - Sales and Management, 1530 Clock Hours, 51 Semester Hours, 72 Weeks

Please print a copy of this notice and the Eligibility and Certification Approval Report (ECAR) from the EAPP website at <http://eligcert.ed.gov/eapp/owa/ecar>. This Approval Notice is an

addendum to the Institution's Program Participation Agreement (PPA). Please retain this notice and the ECAR with the PPA for compliance purposes.

Should you have any questions, please contact Oksana Apanovich at (312) 730-1511.


Sincerely,

A handwritten signature in black ink, appearing to read "Douglas Parrott", with a stylized flourish at the end.

Douglas Parrott  
Area Case Director  
School Participation Team, NW  
Chicago Team

cc: Anita G. Baugh, Financial Aid Director



FEDERAL STUDENT AID  "START HERE. GO FURTHER."

## UNITED STATES DEPARTMENT OF EDUCATION

### FEDERAL STUDENT AID SCHOOL ELIGIBILITY CHANNEL

## PROGRAM PARTICIPATION AGREEMENT [PROVISIONAL APPROVAL]

Effective Date of Approval: The date on which this Agreement is signed on behalf of the Secretary of Education

Approval Expiration Date: **March 31, 2016**

Reapplication Date: **December 31, 2015**

Name of Institution: **St. Cloud Technical and Community College**

Address of Institution: **1540 Northway Drive  
St Cloud, MN 56303-1240**

OPE ID Number: **00553400**

DUNS Number: **120287222**

Taxpayer Identification Number (TIN): **411816569**

**The execution of this Agreement by the Institution and the Secretary is a prerequisite to the Institution's initial or continued participation in any Title IV, HEA Program.**

The postsecondary educational institution listed above, referred to hereafter as the "Institution," and the United States Secretary of Education, referred to hereafter as the "Secretary," agree that the Institution may participate in those student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) indicated under this Agreement and further agrees that such participation is subject to the terms and conditions set forth in this Agreement. As used in this Agreement, the term "Department" refers to the U.S. Department of Education.

### SCOPE OF COVERAGE

This Agreement applies to all locations of the Institution as stated on the most current ELIGIBILITY AND CERTIFICATION APPROVAL REPORT issued by the Department. This

Agreement covers the Institution's eligibility to participate in each of the following listed Title IV, HEA programs, and incorporates by reference the regulations cited.

- **FEDERAL PELL GRANT PROGRAM**, 20 U.S.C. §§ 1070a *et seq.*; 34 C.F.R. Part 690.
- **FEDERAL FAMILY EDUCATION LOAN PROGRAM**, 20 U.S.C. §§ 1071 *et seq.*; 34 C.F.R. Part 682.
- **FEDERAL DIRECT STUDENT LOAN PROGRAM**, 20 U.S.C. §§ 1087a *et seq.*; 34 C.F.R. Part 685.
- **FEDERAL PERKINS LOAN PROGRAM**, 20 U.S.C. §§ 1087aa *et seq.*; 34 C.F.R. Part 674.
- **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM**, 20 U.S.C. §§ 1070b *et seq.*; 34 C.F.R. Part 676.
- **FEDERAL WORK-STUDY PROGRAM**, 42 U.S.C. §§ 2751 *et seq.*; 34 C.F.R. Part 675.
- **ACADEMIC COMPETITIVENESS GRANT AND NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT GRANT PROGRAMS**, 20 U.S.C. §§ 1070a-1 *et seq.*; 34 C.F.R. Part 691.
- **IRAQ AND AFGHANISTAN SERVICE GRANT**, 20 U.S.C. §§ 1070d *et seq.*

### **PROVISIONAL CERTIFICATION**

This provisional certification is granted for a limited period to permit the Institution to participate in the Title IV, HEA programs referenced in this Agreement. During the period of provisional certification, the participation of the Institution will be subject to revocation for cause. Cause for revocation includes, without limitation, a failure to comply with any provision set forth in this Agreement, a violation of Department regulations deemed material by the Department, or a material misrepresentation in the material submitted to the Department as part of the Institution's application process for this certification. The Department in its sole discretion may provide the Institution with an opportunity to cure any such failure, may place the Institution on reimbursement funding pending a decision regarding revocation of this Agreement by a designated Department official, or may suspend the participation of the Institution pending a decision by the Department regarding revocation of this Agreement. In the event the Department chooses to revoke this Agreement and the Institution's participation in the Title IV, HEA programs, the Institution will have the right to show cause why this Agreement should not be revoked by presenting its objections to the designated Department official in writing. The Institution agrees that this opportunity to show cause, and not the procedures in 34 C.F.R. 668 subpart G, shall be the sole administrative appeal regarding such revocation. The decision by the designated Department official will constitute the final agency action.

### **Special Requirements for Substantial Changes Made During Term of Provisional Certification**

Any institution provisionally certified must apply for and receive approval by the Secretary for expansion or of any substantial change (as hereinafter identified) before it may award, disburse or distribute Title IV, HEA funds based on the substantial change. Substantial changes generally include, but are not limited to: (a) establishment of an additional location; (b) increase in the level of academic offering beyond those listed in the Institution's Eligibility and Certification Approval Report (ECAR); (c) addition of any nondegree or short-term training program; or (d)

addition of a degree program by a proprietary institution.

If the Institution applies for the Secretary's approval of a substantial change, the Institution must demonstrate that it has the financial and administrative resources necessary to assure the Institution's continued compliance with the standards of financial responsibility (34 C.F.R. 668.15) and administrative capability (34 C.F.R. 668.16).

### **Reasons and Special Conditions of Provisional Certification**

#### ***Late Submission of Compliance Audits***

The institution has submitted one or more compliance audit(s) of its Title IV, HEA programs after the deadline for submission. The institution has an affirmative duty to meet the standards of conduct required of a fiduciary, as set forth in 34 CFR §668.82. In the capacity of a fiduciary, an institution is subject to the highest standards of care and diligence in administering the Title IV, HEA programs in accounting for the funds received for those programs. The failure of the institution to submit its audit(s) in a timely manner is evidence of a lack of administrative capability under 34 CFR §668.16(a). The institution is accountable for all audit liabilities and fines, if any, and must resolve all audit deficiencies, if any, before the expiration of this provisional certification. Any audit liabilities determined by the Department must be paid by the date specified in the letter establishing the liabilities, and paid in full prior to the expiration of the Program Participation Agreement unless (a) the determinations of the audit are under appeal, or (b) alternative payment arrangements have been made with the Department's Financial Operations Division. Further, the institution is advised that if it fails to submit an acceptable audit by the required date, during the provisional period, its provisional PPA will be recommended for possible administrative action.

#### ***Application for Recertification***

Upon completion of the period of provisional certification, if the Institution wishes to apply for recertification to participate in the Title IV, HEA programs, the Institution must submit a completed Application for Approval to Participate in Federal Student Financial Aid Programs, together with all required supporting documentation, no later than December 31, 2015.

#### ***Grant or Denial of Full Certification***

Notwithstanding any paragraph above, the provisional certification ends upon the Department's notification to the Institution of the Department's decision to grant or deny a six year certification to participate in the Title IV, HEA programs.

## **GENERAL TERMS AND CONDITIONS**

1. The Institution understands and agrees that it is subject to and will comply with the program statutes and implementing regulations for institutional eligibility as set forth in 34 C.F.R. Part 600 and for each Title IV, HEA program in which it participates, as well as the general provisions set forth in Part F and Part G of Title IV of the HEA, and the Student Assistance General Provisions regulations set forth in 34 C.F.R. Part 668.

***The recitation of any portion of the statute or regulations in this Agreement does not limit the Institution's obligation to comply with other applicable statutes and regulations.***

2.
  - a. The Institution certifies that on the date it signs this Agreement, it has a drug abuse prevention program in operation that it has determined is accessible to any officer, employee, or student at the Institution.
  - b. The Institution certifies that on the date it signs this Agreement, it is in compliance with the disclosure requirements of Section 485(f) of the HEA (Campus Security Policy and Campus Crime Statistics).
3. The Institution agrees to comply with --
  - a. Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations, 34 C.F.R. Parts 100 and 101 (barring discrimination on the basis of race, color or national origin);
  - b. Title IX of the Education Amendments of 1972 and the implementing regulations, 34 C.F.R. Part 106 (barring discrimination on the basis of sex);
  - c. The Family Educational Rights and Privacy Act of 1974 and the implementing regulations, 34 C.F.R. Part 99;
  - d. Section 504 of the Rehabilitation Act of 1973 and the implementing regulations, 34 C.F.R. Part 104 (barring discrimination on the basis of physical handicap); and
  - e. The Age Discrimination Act of 1975 and the implementing regulations, 34 C.F.R. Part 110.
  - f. The Standards for Safeguarding Customer Information, 16 C.F.R. Part 314, issued by the Federal Trade Commission (FTC), as required by the Gramm-Leach-Bliley (GLB) Act, P.L. 106-102. These Standards are intended to ensure the security and confidentiality of customer records and information. The Secretary considers any breach to the security of student records and information as a demonstration of a potential lack of administrative capability as stated in 34 C.F.R. 668.16(c). Institutions are strongly encouraged to inform its students and the Department of any such breaches.
4. The Institution acknowledges that 34 C.F.R. Parts 602 and 667 require accrediting agencies, State regulatory bodies, and the Secretary to share information about institutions. The Institution agrees that the Secretary, any accrediting agency recognized by the Secretary, and any State regulatory body may share or report information to one another about the Institution without limitation.
5. The Institution acknowledges that the HEA prohibits the Secretary from recognizing the accreditation of any institution of higher education unless that institution agrees to submit any dispute involving the final denial, withdrawal, or termination of accreditation to initial arbitration prior to any other legal action.

### **SELECTED PROVISIONS FROM GENERAL PROVISIONS REGULATIONS, 34 C.F.R. PART 668.14**

An institution's program participation agreement applies to each branch campus and other location of the institution that meets the applicable requirements of this part unless otherwise specified by the Secretary.

(b) By entering into a program participation agreement, an institution agrees that--

(1) It will comply with all statutory provisions of or applicable to Title IV of the HEA, all applicable regulatory provisions prescribed under that statutory authority, and all applicable special arrangements, agreements, and limitations entered into under the authority of statutes applicable to Title IV of the HEA, including the requirement that the institution will use funds it receives under any Title IV, HEA program and any interest or other earnings thereon, solely for

the purposes specified in and in accordance with that program;

(2) As a fiduciary responsible for administering Federal funds, if the institution is permitted to request funds under a Title IV, HEA program advance payment method, the institution will time its requests for funds under the program to meet the institution's immediate Title IV, HEA program needs;

(3) It will not request from or charge any student a fee for processing or handling any application, form, or data required to determine a student's eligibility for, and amount of, Title IV, HEA program assistance;

(4) It will establish and maintain such administrative and fiscal procedures and records as may be necessary to ensure proper and efficient administration of funds received from the Secretary or from students under the Title IV, HEA programs, together with assurances that the institution will provide, upon request and in a timely manner, information relating to the administrative capability and financial responsibility of the institution to--

(i) The Secretary;

(ii) A guaranty agency, as defined in 34 CFR part 682, that guarantees loans made under the Federal Stafford Loan and Federal PLUS programs for attendance at the institution or any of the institution's branch campuses or other locations;

(iii) The nationally recognized accrediting agency that accredits or preaccredits the institution or any of the institution's branch campuses, other locations, or educational programs;

(iv) The State agency that legally authorizes the institution and any branch campus or other location of the institution to provide postsecondary education; and

(v) In the case of a public postsecondary vocational educational institution that is approved by a State agency recognized for the approval of public postsecondary vocational education, that State agency;

(5) It will comply with the provisions of § 668.15 relating to factors of financial responsibility;

(6) It will comply with the provisions of § 668.16 relating to standards of administrative capability;

(7) It will submit reports to the Secretary and, in the case of an institution participating in the Federal Stafford Loan, Federal PLUS, or the Federal Perkins Loan Program, to holders of loans made to the institution's students under that program at such times and containing such information as the Secretary may reasonably require to carry out the purpose of the Title IV, HEA programs;

(8) It will not provide any statement to any student or certification to any lender in the case of an FFEL Program loan, or origination record to the Secretary in the case of a Direct Loan Program loan that qualifies the student or parent for a loan or loans in excess of the amount that the student or parent is eligible to borrow in accordance with sections 425(a), 428(a)(2), 428(b)(1) (A) and (B), 428B, 428H and 455(a) of the HEA;

(9) It will comply with the requirements of Subpart D of this part concerning institutional and financial assistance information for students and prospective students;

(10) In the case of an institution that advertises job placement rates as a means of attracting students to enroll in the institution, it will make available to prospective students, at or before the time that those students apply for enrollment--

(i) The most recent available data concerning employment statistics, graduation statistics, and any other information necessary to substantiate the truthfulness of the advertisements; and

(ii) Relevant State licensing requirements of the State in which the institution is located for any job for which an educational program offered by the institution is designed to prepare those prospective students;

(11) In the case of an institution participating in the FFEL Program, the institution will inform all eligible borrowers, as defined in 34 CFR part 682, enrolled in the institution about the

availability and eligibility of those borrowers for State grant assistance from the State in which the institution is located, and will inform borrowers from another State of the source for further information concerning State grant assistance from that State;

(12) It will provide the certifications described in paragraph (c) of this section;

(13) In the case of an institution whose students receive financial assistance pursuant to section 484(d) of the HEA, the institution will make available to those students a program proven successful in assisting students in obtaining the recognized equivalent of a high school diploma;

(14) It will not deny any form of Federal financial aid to any eligible student solely on the grounds that the student is participating in a program of study abroad approved for credit by the institution;

(15) (i) Except as provided under paragraph (b)(15)(ii) of this section, the institution will use a default management plan approved by the Secretary with regard to its administration of the FFEL or Direct Loan programs, or both for at least the first two years of its participation in those programs, if the institution --

(A) Is participating in the FFEL or Direct Loan programs for the first time; or

(B) Is an institution that has undergone a change of ownership that results in a change in control and is participating in the FFEL or Direct Loan programs.

(ii) The institution does not have to use an approved default management plan if --

(A) The institution, including its main campus and any branch campus, does not have a cohort default rate in excess of 10 percent; and

(B) The owner of the institution does not own and has not owned any other institution that had a cohort default rate in excess of 10 percent while that owner owned the institution.

(16) For a proprietary institution, the institution will derive at least 10 percent of its revenues for each fiscal year from sources other than Title IV, HEA program funds, as provided in § 668.28 (a) and (b), or be subject to sanctions described in § 668.28(c);

(17) The Secretary, guaranty agencies and lenders as defined in 34 CFR part 682, nationally recognized accrediting agencies, the Secretary of Veterans Affairs, State agencies recognized under 34 CFR part 603 for the approval of public postsecondary vocational education, and State agencies that legally authorize institutions and branch campuses or other locations of institutions to provide postsecondary education, have the authority to share with each other any information pertaining to the institution's eligibility for or participation in the Title IV, HEA programs or any information on fraud and abuse;

(18) It will not knowingly --

(i) Employ in a capacity that involves the administration of the Title IV, HEA programs or the receipt of funds under those programs, an individual who has been convicted of, or has pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds, or has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds;

(ii) Contract with an institution or third-party servicer that has been terminated under section 432 of the HEA for a reason involving the acquisition, use, or expenditure of Federal, State, or local government funds, or that has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds; or

(iii) Contract with or employ any individual, agency, or organization that has been, or whose officers or employees have been--

(A) Convicted of, or pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or

(B) Administratively or judicially determined to have committed fraud or any other material



violation of law involving Federal, State, or local government funds;

(19) It will complete, in a timely manner and to the satisfaction of the Secretary, surveys conducted as a part of the Integrated Postsecondary Education Data System (IPEDS) or any other Federal collection effort, as designated by the Secretary, regarding data on postsecondary institutions;

(20) In the case of an institution that is co-educational and has an intercollegiate athletic program, it will comply with the provisions of § 668.48;

(21) It will not impose any penalty, including, but not limited to, the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that the student borrow additional funds for which interest or other charges are assessed, on any student because of the student's inability to meet his or her financial obligations to the institution as a result of the delayed disbursement of the proceeds of a Title IV, HEA program loan due to compliance with statutory and regulatory requirements of or applicable to the Title IV, HEA programs, or delays attributable to the institution;

(22)(i) It will not provide any commission, bonus, or other incentive payment based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid, to any person or entity who is engaged in any student recruitment or admission activity, or in making decisions regarding the award of title IV, HEA program funds.

(A) The restrictions in paragraph (b)(22) of this section do not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

(B) For the purpose of paragraph (b)(22) of this section, an employee who receives multiple adjustments to compensation in a calendar year and is engaged in any student enrollment or admission activity or in making decisions regarding the award of title IV, HEA program funds is considered to have received such adjustments based upon success in securing enrollments or the award of financial aid if those adjustments create compensation that is based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid.

(ii) Notwithstanding paragraph (b)(22)(i) of this section, eligible institutions, organizations that are contractors to eligible institutions, and other entities may make--

(A) Merit-based adjustments to employee compensation provided that such adjustments are not based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid; and

(B) Profit-sharing payments so long as such payments are not provided to any person or entity engaged in student recruitment or admission activity or in making decisions regarding the award of title IV, HEA program funds.

(iii) As used in paragraph (b)(22) of this section,

(A) *Commission, bonus, or other incentive payment* means a sum of money or something of value, other than a fixed salary or wages, paid to or given to a person or an entity for services rendered.

(B) *Securing enrollments or the award of financial aid* means activities that a person or entity engages in at any point in time through completion of an educational program for the purpose of the admission or matriculation of students for any period of time or the award of financial aid to students.

(1) These activities include contact in any form with a prospective student, such as, but not limited to--contact through preadmission or advising activities, scheduling an appointment to visit the enrollment office or any other office of the institution, attendance at such an appointment, or involvement in a prospective student's signing of an enrollment agreement or financial aid application.

(2) These activities do not include making a payment to a third party for the provision of student contact information for prospective students provided that such payment is not based on--

participation in preadmission or advising activities, scheduling an appointment to visit the enrollment office or any other office of the institution or attendance at such an appointment, or the signing, or being involved in the signing, of a prospective student's enrollment agreement or financial aid application; or

(ii) The number of students (calculated at any point in time of an educational program) who apply for enrollment, are awarded financial aid, or are enrolled for any period of time, including through completion of an educational program.

(C) *Entity or person engaged in any student recruitment or admission activity or in making decisions about the award of financial aid means--*

(1) With respect to an entity engaged in any student recruitment or admission activity or in making decisions about the award of financial aid, any institution or organization that undertakes the recruiting or the admitting of students or that makes decisions about and awards title IV, HEA program funds; and

(2) With respect to a person engaged in any student recruitment or admission activity or in making decisions about the award of financial aid, any employee who undertakes recruiting or admitting of students or who makes decisions about and awards title IV, HEA program funds, and any higher level employee with responsibility for recruitment or admission of students, or making decisions about awarding title IV, HEA program funds.

(D) *Enrollment* means the admission or matriculation of a student into an eligible institution.

(23) It will meet the requirements established pursuant to Part H of Title IV of the HEA by the Secretary and nationally recognized accrediting agencies;

(24) It will comply with the requirements of § 668.22;

(25) It is liable for all--

(i) Improperly spent or unspent funds received under the Title IV, HEA programs, including any funds administered by a third-party servicer; and

(ii) Returns any title IV, HEA program funds that the institution or its servicer may be required to make;

(26) If the stated objectives of an educational program of the institution are to prepare a student for gainful employment in a recognized occupation, the institution will--

(i) Demonstrate a reasonable relationship between the length of the program and entry level requirements for the recognized occupation for which the program prepares the student. The Secretary considers the relationship to be reasonable if the number of clock hours provided in the program does not exceed by more than 50 percent the minimum number of clock hours required for training in the recognized occupation for which the program prepares the student, as established by the State in which the program is offered, if the State has established such a requirement, or as established by any Federal agency; and

(ii) Establish the need for the training for the student to obtain employment in the recognized occupation for which the program prepares the student.

(27) In the case of an institution participating in a Title IV, HEA loan program, the institution --

(i) Will develop, publish, administer, and enforce a code of conduct with respect to loans made, insured or guaranteed under the Title IV, HEA loan programs in accordance with 34 CFR 601.21; and

(ii) Must inform its officers, employees, and agents with responsibilities with respect to loans made, insured or guaranteed under the Title IV, HEA loan programs annually of the provisions of the code required under paragraph (b)(27) of this section;

(28) For any year in which the institution has a preferred lender arrangement (as defined in 34 CFR 601.2(b)), it will at least annually compile, maintain, and make available for students attending the institution, and the families of such students, a list in print or other medium, of the specific lenders for loans made, insured, or guaranteed under Title IV, of the HEA or private

education loans that the institution recommends, promotes, or endorses in accordance with such preferred lender arrangement. In making such a list, the institution must comply with the requirements in 34 CFR 682.212(h) and 34 CFR 601.10;

(29) (i) It will, upon the request of an enrolled or admitted student who is an applicant for a private education loan (as defined in 34 CFR part 601.2(b)), provide to the applicant the self-certification form required under 34 CFR 601.11(d) and the information required to complete the form, to the extent the institution possesses such information, including --

(A) The applicant's cost of attendance at the institution, as determined by the institution under part F of Title IV, of the HEA;

(B) The applicant's estimated financial assistance, including amounts of financial assistance used to replace the expected family contribution as determined by the institution in accordance with Title IV, for students who have completed the Free Application for Federal Student Aid; and

(C) The difference between the amounts under paragraphs (b)(29)(i)(A) and (29)(i)(B) of this section, as applicable.

(ii) It will, upon the request of the applicant, discuss with the applicant the availability of Federal, State, and institutional student financial aid;

(30) The institution --

(i) Has developed and implemented written plans to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network, without unduly interfering with educational and research use of the network, that include --

(A) The use of one or more technology-based deterrents;

(B) Mechanisms for educating and informing its community about appropriate versus inappropriate use of copyrighted material, including that described in § 668.43(a)(10);

(C) Procedures for handling unauthorized distribution of copyrighted material, including disciplinary procedures; and

(D) Procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials by users of the institution's network using relevant assessment criteria. No particular technology measures are favored or required for inclusion in an institution's plans, and each institution retains the authority to determine what its particular plans for compliance with paragraph (b)(30) of this section will be, including those that prohibit content monitoring; and

(ii) Will, in consultation with the chief technology officer or other designated officer of the institution--

(A) Periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material;

(B) Make available the results of the review in paragraph (b)(30)(ii)(A) of this section to its students through a Web site or other means; and

(C) To the extent practicable, offer legal alternatives for downloading or otherwise acquiring copyrighted material, as determined by the institution; and

(31) The institution will submit a teach-out plan to its accrediting agency in compliance with 34 CFR 602.24(c), and the standards of the institution's accrediting agency upon the occurrence of any of the following events:

(i) The Secretary initiates the limitation, suspension, or termination of the participation of an institution in any Title IV, HEA program under 34 CFR 600.41 or subpart G of this part or initiates an emergency action under § 668.83.

(ii) The institution's accrediting agency acts to withdraw, terminate, or suspend the accreditation or preaccreditation of the institution.

(iii) The institution's State licensing or authorizing agency revokes the institution's license or legal authorization to provide an educational program.

- (iv) The institution intends to close a location that provides 100 percent of at least one program.
- (v) The institution otherwise intends to cease operations.
- (c) In order to participate in any Title IV, HEA program (other than the LEAP and NEISP programs), the institution must certify that it--
  - (1) Has in operation a drug abuse prevention program that the institution has determined to be accessible to any officer, employee, or student at the institution; and
  - (2)(i) Has established a campus security policy in accordance with section 485(f) of the HEA; and
  - (ii) Has complied with the disclosure requirements of § 668.47 as required by section 485(f) of the HEA.
- (d)(1) The institution, if located in a State to which section 4(b) of the National Voter Registration Act (42 U.S.C. 1973gg-2(b)) does not apply, will make a good faith effort to distribute a mail voter registration form, requested and received from the State, to each student enrolled in a degree or certificate program and physically in attendance at the institution, and to make those forms widely available to students at the institution.
- (2) The institution must request the forms from the State 120 days prior to the deadline for registering to vote within the State. If an institution has not received a sufficient quantity of forms to fulfill this section from the State within 60 days prior to the deadline for registering to vote in the State, the institution is not liable for not meeting the requirements of this section during that election year.
- (3) This paragraph applies to elections as defined in Section 301(1) of the Federal Election Campaign Act of 1971 (2 U.S.C. 431(1)), and includes the election for Governor or other chief executive within such State.
- (e)(1) A program participation agreement becomes effective on the date that the Secretary signs the agreement.
- (2) A new program participation agreement supersedes any prior program participation agreement between the Secretary and the institution.
- (f)(1) Except as provided in paragraphs (g) and (h) of this section, the Secretary terminates a program participation agreement through the proceedings in subpart G of this part.
- (2) An institution may terminate a program participation agreement.
- (3) If the Secretary or the institution terminates a program participation agreement under paragraph (f) of this section, the Secretary establishes the termination date.
- (g) An institution's program participation agreement automatically expires on the date that--
  - (1) The institution changes ownership that results in a change in control as determined by the Secretary under 34 CFR part 600; or
  - (2) The institution's participation ends under the provisions of § 668.26(a)(1), (2), (4), or (7).
- (h) An institution's program participation agreement no longer applies to or covers a location of the institution as of the date on which that location ceases to be a part of the participating institution.

### **WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM**

If an institution participates in the William D. Ford Federal Direct Loan (Direct Loan) Program, the institution and its representatives shall comply with the statute, guidelines, and regulations governing the Title IV, Part D, William D. Ford Federal Direct Loan Program as required by 20 U.S.C. §§ 1087a *et seq.* (Part C) and 34 C.F.R. Part 685.

The institution will:

1. Provide for the establishment and maintenance of a Direct Loan Program at the Institution that will:

Identify eligible students who seek student financial assistance in accordance with Section 484 of the Higher Education Act of 1965, as amended (the HEA).

Estimate the need of students as required under Title IV, Part F of the HEA.

Provide a certification statement of eligibility for students to receive loans that will not exceed the annual or aggregate limits, except the Institution may exercise its authority, under exceptional circumstances identified by the Secretary, to refuse to certify a statement that permits a student to receive a loan, or certify a loan amount that is less than the student's determination of need, if the reason for such action is documented and provided in written form to a student.

Establish a schedule for disbursement of loan proceeds to meet the requirements of Section 428G of the HEA.

Provide timely and accurate information to the Secretary concerning 1) the status of borrowers while students are in attendance, any new information pertaining to the status of student borrowers of which the Institution becomes aware after the student leaves the Institution, and 2) the utilization of Federal funds under Title IV, Part D of the HEA at such times and in such manner as prescribed by the Secretary.

2. Comply with requirements established by the Secretary relating to student loan information with respect to the Direct Loan Program.
3. Provide that students at the Institution and their parents (with respect to such students) will be eligible to participate in the programs under Title IV, Part B of the HEA, Federal Family Education Loan programs, at the discretion of the Secretary for the period during which such Institution participates in the Direct Loan Program, except that a student or parent may not receive loans under both Title IV, Part B and Part D of the HEA for the same period of enrollment.
4. Provide for the implementation of a quality assurance system, as established by the Secretary and developed in consultation with Institutions of higher education, to ensure that the Institution is complying with program requirements and meeting program objectives.
5. Provide that the Institution will not charge any fees of any kind, regardless of how they are described, to student or parent borrowers for loan application, or origination activities (if applicable), or the provision and processing of any information necessary for a student or parent to receive a loan under Title IV, Part D of the HEA.
6. Provide that the Institution will originate loans to eligible students and parents in accordance with the requirements of Title IV, Part D of the HEA and use funds advanced to it solely for that purpose (Option 2 only).
7. Provide that the note or evidence of obligation of the loan shall be the property of the Secretary (Options 2 and 1 only).

8. Comply with other provisions as the Secretary determines are necessary to protect the interest of the United States and to promote the purposes of Title IV, Part D of the HEA.
9. Accept responsibility and financial liability stemming from its failure to perform its functions under this Program Participation Agreement.

## **CERTIFICATIONS REQUIRED FROM INSTITUTIONS**

The Institution should refer to the regulations cited below. Signature on this Agreement provides for compliance with the certification requirements under 34 C.F.R. Part 82, "New Restrictions on Lobbying," 34 C.F.R. Part 84, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)," 34 C.F.R. Part 85, "Governmentwide Debarment and Suspension (Nonprocurement)," and 34 C.F.R. Part 86, "Drug and Alcohol Abuse Prevention." Breach of any of these certifications constitutes a breach of this Agreement.

### **PART 1 CERTIFICATION REGARDING LOBBYING; DRUG-FREE WORKPLACE; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG AND ALCOHOL ABUSE PREVENTION**

#### ***1. Lobbying***

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 C.F.R. Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 C.F.R. Part 82, Sections 82.105, and 82.110, the undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Institution shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

#### ***2a. Drug-Free Workplace (Grantees Other Than Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 C.F.R. Part 84, Subpart B, for grantees, as defined at 34 C.F.R. Part 84, Sections 84.200 through 84.230 -

The Institution certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a drug-free workplace statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about-
  - (1) The dangers of drug abuse in the workplace;
  - (2) The Institution's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
  - (1) Abide by the terms of the statement, and
  - (2) Notify the employer in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace no more than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under this subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1972, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

### ***2b. Drug-Free Workplace (Grantees Who Are Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 C.F.R. Part 84, Subpart C, for recipients who are individuals, as defined at 34 C.F.R. Part 84, Section 84.300 -

- 1. As a condition of the grant, the Institution certifies that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity related to the award; and
- 2. If any officer or owner of the Institution is convicted of a criminal drug offense resulting from a violation occurring during the conduct of any award activity, the Institution will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202. Notice shall include the identification number(s) of each affected grant.

### ***3. Debarment, Suspension, and Other Responsibility Matters***

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 C.F.R. Part 85, for prospective participants in primary covered transactions as defined at 34 C.F.R. Part 85, Sections 85.105 and 85.110, the Institution certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects their present responsibility.
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

### ***4. Drug and Alcohol Abuse Prevention***

As required by the Drug-Free Schools and Communities Act Amendments of 1989, which added section 1213 to the Higher Education Act, and implemented at 34 C.F.R. Part 86, the undersigned Institution certifies that it has adopted and implemented a drug prevention program for its students and employees that, at a minimum, includes--

1. The annual distribution in writing to each employee, and to each student who is taking one or more classes for any kind of academic credit except for continuing education units, regardless of the length of the student's program of study, of:
  - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
  - A description of the applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
  - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
  - A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
  - A clear statement that the Institution will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
2. A biennial review by the Institution of its program to:
  - Determine its effectiveness and implement changes to the program if they are needed.
  - Ensure that its disciplinary sanctions are consistently enforced.



## PART 2 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTIONS

The Institution is to obtain the signatures of Lower Tier Contractors on reproduced copies of the certification below, and retain the signed certification(s) in the Institution's files.

<b>CERTIFICATION BY LOWER TIER CONTRACTOR</b> <b>(Before Completing Certification, Read Instructions for This Part 3, below)</b>	
<p>(1) The prospective lower tier participant certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.</p> <p>(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.</p>	
<hr/> Name of Lower Tier Organization	<hr/> PR/Award Number or Project Name
<hr/> Name of Authorized Representative	<hr/> Title of Authorized Representative
<hr/> Signature of Authorized Representative	<hr/> Date

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and

Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**NOTE:** A completed copy of the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions" form must be retained by the Institution. The original blank certification must be returned with the PPA.

## IN WITNESS WHEREOF

the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Signature of Institution's  
Chief Executive Officer: \_\_\_\_\_

Date: \_\_\_\_\_

7/23/13

Print Name and Title: \_\_\_\_\_

Joyce Helms  
President

For the Secretary: \_\_\_\_\_

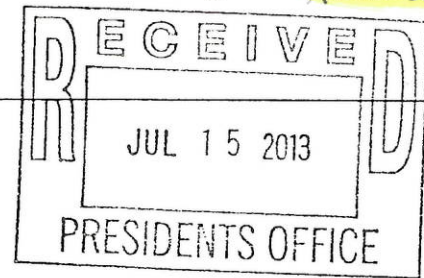
U.S. Department of Education

Date: \_\_\_\_\_

7-30-13



Joyce has original  
copy to Lori Elms  
Anita Bayle



06/28/2013

Joyce Helens  
President  
St. Cloud Technical and Community College  
1540 Northway Drive  
St Cloud, MN 56303

*Certified Mail  
Return Receipt Requested  
Domestic Return Receipt  
7012-1640-0000-0567-8122*

RE: Annual Submission Citation Letter  
OPE ID: 00553400

Dear Ms Helens:

According to the Department of Education's (Department) records, St. Cloud Technical and Community College's fiscal year ends June 30, 2012. Therefore, pursuant to 34 C.F.R. § 668.23(a)(4) or (a)(5), St. Cloud Technical and Community College's annual audit submission, consisting of its compliance and financial statement audits, for its fiscal year ended (FYE) June 30, 2012 was due to the Department on or before March 31, 2013. The Department sent St. Cloud Technical and Community College notices on January 1, 2013 and March 1, 2013 reminding St. Cloud Technical and Community College of this requirement. Nevertheless, as of May 31, 2013 the Department has not received a complete and acceptable annual audit submission from St. Cloud Technical and Community College for FYE June 30, 2012. This letter advises you that this untimely audit submission constitutes a failure of financial responsibility under the Department's regulations.

Citation for failure to submit acceptable compliance and financial statement audits timely is a past performance violation under 34 C.F.R. § 668.174(a)(3), which results in, among other things, provisional certification, the posting of a letter of credit,<sup>1</sup> and placement on a heightened cash monitoring payment method, for a minimum of five years. Further, 34 C.F.R. § 668.171(e) provides that an institution's failure to submit compliance and financial statement audits by the date permitted and in the manner required under 34 C.F.R. § 668.23 may result in the Department initiating adverse action against the institution, including terminating or revoking the institution's program participation agreement. In addition, if the institution has an application pending for renewal of its certification, the Department may deny that application for continued participation.

<sup>1</sup> Public Institutions are not subject to the letter of credit requirement.

**Federal Student Aid**  
An OFFICE of the U.S. DEPARTMENT of EDUCATION

Federal Student Aid, Chicago/Denver School Participation Division  
500 West Madison Street Suite 1576, Chicago, IL 60661  
[www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov)

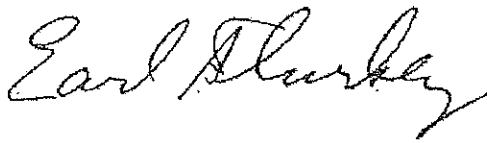
Please note that additional administrative actions are pending against your institution based upon this issue. It is therefore imperative that St. Cloud Technical and Community College immediately contact the Department and submit complete and acceptable compliance and financial statement audits for FYE June 30, 2012. If St. Cloud Technical and Community College has evidence which demonstrates that in fact it completed its annual audit submission in a timely manner, St. Cloud Technical and Community College must submit that evidence via overnight mail within 7 calendar days from the date of this letter to the following address:

Michael Powers  
U.S. Department of Education  
Federal Student Aid/Program Compliance  
500 West Madison Street, Suite 1576  
Chicago, Illinois 60661

If you have any questions regarding this matter, please contact Michael Powers at (312) 730-1729.

Sincerely,

Earl Flurkey  
Compliance Manager

A handwritten signature in black ink that reads "Earl Flurkey". The signature is written in a cursive, flowing style.

cc: Minnesota State Colleges and Universities  
Higher Learning Commission  
Ms Anita Baugh, Financial Aid Director

encl: Citation Letter Addendum  
Provisional Program Participation Agreement (2 copies)

## CITATION LETTER ADDENDUM

The Chicago/Denver School Participation Division has issued this citation letter based on the school's failure to submit an acceptable compliance audit and financial statements to the Department in a timely manner. As stated in the letter, this failure constitutes a failure of financial responsibility under the Department's regulations. In view of this failure to meet the financial responsibility requirements under the regulations, this school may continue participation in the Title IV, HEA programs as required by 34 C.F.R. § 668.175(f)(1). Therefore, this school will be provisionally certified for a period not to exceed three years. This Provisional Certification Alternative also requires, per 34 C.F.R. § 668.175(f)(2)(iii), compliance with the provisions under the Zone Alternative which are specified at 34 C.F.R. § 668.175(d)(2) and (3) including Cash Monitoring Method 1.

### **Provisional Certification:**

The school will be moved to Provisional Certification for a period not to exceed three years. The reasons for and the conditions of your Provisional Certification are described in the Provisional Program Participation Agreement (PPA). The school must reapply to continue its participation in the Title IV HEA programs by the reapplication date as stated on the PPA. At that time, a determination will be made whether the Institution meets the requirements for continued certification.

To complete the process, the Institution must review, sign and return two copies of the PPA (enclosed with this letter) to the following address:

United States Department of Education

Federal Student Aid, School Eligibility Service Group

Attention: Chicago/Denver School Participation Division

500 West Madison Street, Suite 1576

Chicago, Illinois 60661

After the signed copies of the PPA are received from you, the Chicago/Denver School Participation Division will generate an Eligibility and Certification Approval Report (ECAR). The ECAR will summarize the critical elements of the Institution's approval status. The ECAR will also identify the Institution's highest level of offering, any non-degree or short term training programs and any additional locations which are Title IV, HEA eligible.

Upon execution of the PPA by the Secretary, the Institution shall be certified to participate in Title IV HEA programs until the expiration date specified on the PPA. The Chicago/Denver School Participation Division will notify the respective Federal Student Aid (FSA) program offices of the Institution's eligibility to receive Title IV funds. The Institution has thirty days from the date of this letter to sign and return



JUN 27 2013

June 19, 2013

RECEIVED

Dr. Steven Rosenstone, Chancellor  
Minnesota State Colleges & Universities  
30 7th St. E., Suite 350  
St. Paul, MN 55101-7804

Certified Mail  
Return Receipt Requested  
Domestic Return Receipt #  
7012 1640 0000 0567 6999

RE: Annual Submission Citation Letter  
OPE ID: All Eligible MNSCU Institutions

Dear Dr. Rosenstone:

According to the Department of Education's (Department) records, the Minnesota State Colleges & University system (MNSCU) submits a single audit to the Department using the OPE ID: 00233200 for Anoka-Ramsey Community College (ARCC). MNSCU's fiscal year ends on June 30th. Therefore, pursuant to 34 C.F.R. § 668.23(a)(4) or (a)(5), MNSCU's annual audit submission, consisting of its compliance and financial statement audits, for its fiscal year ended (FYE) June 30, 2012, was due to the Department on or before March 31, 2013. The Department sent MNSCU, via ARCC, notices on January 31, 2013 and March 1, 2013 reminding MNSCU, via ARCC, of this requirement. Nevertheless, as of June 1, 2013, the Department has not received a complete and acceptable annual audit submission from MNSCU FYE June 30, 2012. This letter advises you that this untimely audit submission constitutes a failure of financial responsibility under the Department's regulations.

Citation for failure to submit acceptable compliance and financial statement audits timely is a past performance violation under 34 C.F.R. § 668.174(a)(3), which results in, among other things, provisional certification, the posting of a letter of credit,<sup>1</sup> and placement on a heightened cash monitoring payment method, for a minimum of five years. Further, 34 C.F.R. § 668.171(e) provides that an institution's failure to submit compliance and financial statement audits by the date permitted and in the manner required under 34 C.F.R. § 668.23 may result in the Department initiating adverse action against the institution, including terminating or revoking the institution's program participation agreement. In addition, if the institution has an application pending for renewal of its certification, the Department may deny that application for continued participation.

<sup>1</sup> Public Institutions are not subject to the letter of credit requirement.

**Federal Student Aid**  
An OFFICE of the U.S. DEPARTMENT of EDUCATION

830 First Street, NE, Washington, DC 20202

In view of this failure to meet the financial responsibility requirements under the regulations, all MNSCU institutions may continue participation in the Title IV, HEA programs as required by 34 C.F.R. § 668.175(f)(1). Therefore, all MNSCU institutions will be provisionally certified for a period of three years. This *Provisional Certification Alternative* also requires, per 34 C.F.R. § 668.175(f)(2)(iii), compliance with the provisions under the *Zone Alternative* which are specified at 34 C.F.R. § 668.175(d)(2) and (3) including Cash Monitoring Method 1.

**Zone Alternative Requirements:**

**1) Method of Payment** – all MNSCU institutions are required to make disbursements to eligible students and parents under the Heightened Cash Monitoring method of payment as described under 34 C.F.R. § 668.162(e)(1).

Under the Cash Monitoring 1 payment method, the institution must first make disbursements to eligible students and parents before it requests or receives funds for the amount of those disbursements from the Department. The funding request may not exceed the amount of the actual disbursements that were made to the students and parents. The institution is permitted to draw down funds through the Department's electronic system for grants management and payments, G5, for the amount of disbursements it made to eligible students and parents so long as the student accounts are credited before the funding requests are initiated. The institution may credit student accounts and draw federal funds on the same banking day.

**2) Notification Requirements** – all MNSCU institutions required to provide information to the Chicago/Denver School Participation Division by certified mail or electronic or facsimile transmission no later than 10 days after any of the oversight or financial events, as described below, occur:

- Any adverse action, including probation or similar action, taken against any MNSCU institution by its accrediting agency, State of Minnesota or a Federal agency;
- Any event that causes any MNSCU institution, or related entity as defined in the Statement of Financial Accounting Standards (SFAS) 57, to realize any liability that was noted as a contingent liability in any MNSCU institution's or related entity's most recent audited financial statements;
- Any violation by any MNSCU institution of any loan agreement;
- Any failure of any MNSCU institution to make a payment in accordance with its debt obligations that results in a creditor filing suit to recover funds under those obligations;



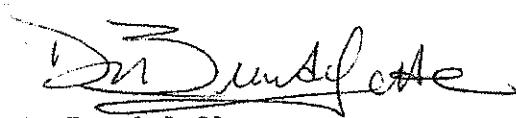
- Any extraordinary losses as defined in accordance with Accounting Principles Board (APB) Opinion No. 30; or
- Any filing of a petition by any MNSCU institution for relief in bankruptcy court.

Please note that additional administrative actions are pending against your institution based upon this issue. It is therefore imperative that MNSCU immediately contact the Department and submit complete and acceptable compliance and financial statement audits for FYE June 30, 2012. If MNSCU has evidence which demonstrates that in fact it completed its annual audit submission in a timely manner, MNSCU must submit that evidence via overnight mail within 7 calendar days from the date of this letter to the following address:

Michael E. Powers  
U.S. Department of Education  
Federal Student Aid/Program Compliance  
500 W. Madison Street, Suite 1576  
Chicago, IL 60661

If you have any questions regarding this matter, please contact Michael E. Powers at (312) 730-1729.

Sincerely,



Dr. Brenda L. Yette  
Compliance Manager

cc: North Central Association of Colleges and Schools



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

SYSTEM OFFICE

30 7<sup>TH</sup> ST., E., SUITE 350

ph 651.201.1750

ST. PAUL, MN 55101-7804

fx 651.296.6580

OFFICE OF GENERAL COUNSEL

gail.olson@so.mnscu.edu

Date: July 2, 2013

To: All College and University Presidents  
Chief Academic Officers  
Chief Student Affairs Officers  
Chief Financial Officers  
Financial Aid Directors

From: Gail M. Olson  
General Counsel

Subject: Notice of Financial Aid Sanction Letters to All MnSCU Institutions

We have been advised in a letter from the Chicago office of the U. S. Department of Education, attached, that letters will be sent this week to each of our 37 separately accredited colleges and universities regarding sanctions in the Federal Title IV student financial aid program it will be imposing on each institution. These sanctions stem from FY12 statewide financial reporting issues caused by the State of Minnesota's failure to timely complete and submit the statewide audit required under federal regulations. The System's financial aid audit is required to be submitted to USDOE as part of the statewide audit and cannot be submitted separately. (Please note that the USDOE letter is dated June 19, 2013, and postmarked June 24, 2013; it was received by the system office on June 27, 2013. We immediately contacted the Chicago office to schedule a conference call, to learn more about the issues.) Under federal regulations, failure to timely submit the audit automatically results in certain sanctions, described below, even though neither the MnSCU system nor our individual institutions were able to affect the submission of the statewide audit. This situation results solely because Minnesota Management and Budget was unable to complete the statewide financial statements on schedule due to the change in the state's financial recordkeeping systems.

It is our understanding at this time that no direct financial sanctions against any institution will result from the Department of Education's sanctions, nor will there be program sanctions. However, as described in the attached letter and in our follow-up conversation with the Chicago office on July 1, we understand that the State's failure to

timely file the statewide audit will result in the following nondiscretionary sanctions and requirements:

- Every MnSCU institution will need to sign a new, shorter term program participation agreement (PPA), which can be only provisionally certified. We expect further detail to be provided in each institution's citation letter.
- It no longer will be possible to first draw down federal aid and then disburse it to students. The institution will need to disburse the financial aid first, then draw down federal funds. *It will be permissible for the drawdown to occur the same day as the disbursement.* It is our understanding that many system institutions already use this approach but we are interested in how many will be affected by this change.
- Institutions will not be able to disburse federal aid to students for new programs or location changes until the changes have been approved by the USDOE. *This could result in severe limitations on how quickly new programs or location changes can be implemented.*
- Each institution will be required to notify the USDOE of certain events involving late payments on debt obligations and contingent liabilities identified in financial audits. While there are few events that will trigger such notice, it may be challenging to ensure that these sporadic events are tracked and reported within the ten day reporting period required.

We were advised that these sanctions will be in place for five years and that there is no process under federal regulations to reduce the sanctions. Nevertheless, we will be contacting outside counsel in Washington, D.C., to explore whether there is any appeal process available to mitigate the sanctions that will be levied. Vice Chancellor King also will evaluate the possibility of having the system identified as a "component unit" of state government and to allow the system to file systemwide audits rather than depending on the state's audit process as is currently required.

Once you receive the citation letter from USDOE, we ask that you submit a copy electronically to Denise Kirkeby, System Director for Financial Reporting, at [denise.kirkeby@so.mnscu.edu](mailto:denise.kirkeby@so.mnscu.edu) as soon as possible. We appreciate that the Chicago office of USDOE recognized the systemwide impact of this development and wrote to give us early notice that the citations are coming. Following consultation with campuses, we anticipate filing a system-based response (and possibly an appeal) since the issues are identical for all institutions.

College and University Presidents  
July 2, 2013  
Page 3

We know there will be more questions once the citation letters are received and will keep institutions informed of new developments. To better coordinate responding to campus questions, please direct them to Ms. Kirkeby at the address above.

We regret this development and will take the steps we think possible to minimize the impact. Thank you for your anticipated cooperation and communication.

Att.

c: Steven J. Rosenstone, Chancellor  
Laura M. King, Vice Chancellor for Finance-CFO  
John O'Brien, Vice Chancellor for Academic and Student Affairs  
Beth Buse, Executive Director for Internal Auditing  
Christopher Halling, System Director for Financial Aid  
Denise Kirkeby, System Director-Financial Reporting  
Metody Popov, Accounting Director

July 26, 2013

Dr. Sylvia Manning, President  
Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1411

Dear Dr. Manning:

My office has contacted you recently with the hope of setting up a brief conversation to let you know of a unique situation regarding US Department of Education citations issued recently to our system colleges and universities. While the sanctions I explain below do not constitute "institutional changes" requiring notification to the Commission (HLC Policy INST.F.20.040), they do affect demonstrating compliance with Title IV requirements (HLC's FDCR.A.10.010 and FDCR.A.10.060). Therefore, I wanted to be sure to draw them to your attention.

The purpose of my contact was to notify you of the citations and to make sure you were fully in the loop as to our situation and had a chance to ask questions or to request any additional information. I understand that you have suggested I contact Karen Solinski, VP for Legal and Government Affairs. I look forward to that conversation, but I did want to offer you an overview in writing as well to make sure you are fully informed.

Each of the 37 separately accredited Minnesota State Colleges and Universities institutions (see attached list) recently received citations issued by the United States Department of Education. USDOE notified MnSCU in a letter dated June 19, 2013 (received June 27, 2013), that the citations would be forthcoming (see letter, attached). Those notices have now been received by our institutions. None of the resulting sanctions will interrupt federal aid to students in eligible programs, but colleges and universities will be required to change certain practices, as discussed below. For administrative ease, we have included only one of those 37 letters (letter dated June 28, 2013, to Minnesota State University, Mankato, attached), as representative of the others. However, we will provide copies of all the letters if you would like them for your records. We understand that USDOE also has notified HLC of its actions.

The basis for the citations is that the State of Minnesota did not timely file its FY 2012 single audit as required by federal regulations. Submission of the single audit has been delayed due to the State of Minnesota's transition to a new financial system and resulting complications in producing the state's financial statements. State financial statements are now completed and the single audit is expected to be submitted on July 31, 2013. We note that the financial statements of the MnSCU system and its affected institutions were timely and resulted in timely and unqualified audit opinions. Nevertheless, USDOE has taken these actions because the state's single audit was not timely, and Minnesota also was late for technical reasons in filing its FY 2009 single audit (filed in April 2010). It should be understood that despite the delayed filing of the single audit, neither the MnSCU

Dr. Sylvia Manning  
July 26, 2013  
Page 2

system, nor its colleges and universities, nor the State of Minnesota are at risk of financial insecurity or instability.

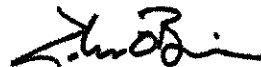
As a result of the late audit filing, USDOE is requiring that each of our colleges and universities:

- Must enter into provisional program participation agreements
- Must receive federal approval of new locations or certain new programs before issuing federal student aid for those programs
- Will be subject to heightened cash monitoring, requiring that federal student aid must be disbursed before a school can draw down the necessary federal funds
- Must notify USDOE in the event of critical financial events such as contingent liabilities, legal action over unpaid debts, etc.

My system office colleagues and I are working closely with all of our institutions to ensure that the necessary business practices are outlined and implemented to meet these federal requirements. We have been in consultation with USDOE and will continue to consult with the Chicago office as necessary.

We are eager to have the matter fully resolved in the coming weeks. Meanwhile, we would be pleased to answer any questions or concerns you may have about this situation.

Sincerely,



Dr. John O'Brien  
Interim Vice Chancellor for  
Academic and Student Affairs

ATT: MnSCU Board Policy 1A.11, College and University Names  
and Permanent Locations USDOE Letter dated June 19,  
2013

USDOE Letter to Minnesota State University, Mankato dated June 28, 2013  
and Program Participation Agreement

c: College and University Presidents  
Steven J. Rosenstone, Chancellor  
Laura M. King, Vice Chancellor for Finance-CFO  
Gail M. Olson, General Counsel

# MINNESOTA STATE COLLEGES AND UNIVERSITIES

## 1A.11 College and University Names and Permanent Locations

Board Policies  
Chapter 1 - System Organization and Administration  
Section A - System & Office Operations

[Click here for a PDF copy of this policy](#)

Part 1. System Colleges and Universities. The following are the recognized Minnesota State colleges and universities and their permanent locations, as authorized by state law.

### College and University Names

College or University	Campuses, Centers
Alexandria Technical and Community College	Alexandria
Anoka-Ramsey Community College	Coon Rapids, Cambridge
Anoka Technical College	Anoka
Bemidji State University*	Bemidji
Central Lakes College	Brainerd, Staples
Century College	White Bear Lake/Mahtomedi**
Dakota County Technical College	Rosemount
Fond du Lac Tribal and Community College	Cloquet
Hennepin Technical College	Brooklyn Park, Eden Prairie
Inver Hills Community College	Inver Grove Heights
Lake Superior College	Duluth
Metropolitan State University	St. Paul
Minneapolis Community and Technical College	Minneapolis

Minnesota State College - Southeast Technical	Red Wing, Winona
Minnesota State Community and Technical College	Detroit Lakes, Fergus Falls, Moorhead, Wadena
Minnesota State University, Mankato	Mankato
Minnesota State University Moorhead	Moorhead
Minnesota West Community and Technical College	Canby, Granite Falls, Jackson, Pipestone, Worthington
Normandale Community College	Bloomington
North Hennepin Community College	Brooklyn Park
Northeast Higher Education District***	
Hibbing Community College***	Hibbing
Itasca Community College***	Grand Rapids
Mesabi Range Community and Technical College***	Eveleth, Virginia
Rainy River Community College***	International Falls
Vermilion Community College***	Ely
Northland Community and Technical College	East Grand Forks, Thief River Falls
Northwest Technical College*	Bemidji
Pine Technical College	Pine City
Ridgewater College	Hutchinson, Willmar
Riverland Community College	Albert Lea, Austin, Owatonna
Rochester Community and Technical College	Rochester
Saint Paul College	St. Paul
St. Cloud State University	St. Cloud
St. Cloud Technical and Community College	St. Cloud
South Central College	Faribault, North Mankato
Southwest Minnesota State University	Marshall



\* Bemidji State University and Northwest Technical College report to one president.

\*\* Single campus located in adjacent cities.

\*\*\* The five colleges in the Northeast Higher Education District are separately accredited but report to one president.

Part 2. Additional Sites. Courses and programs are also available online and at other sites throughout the state.

Part 3. Name Changes. College or university name changes and taglines must be in accordance with Policy 3.23.

---

## **Related Documents:**

- 

---

## **Policy History:**

Date of Adoption: 09/17/08,

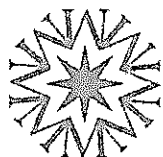
Date of Implementation: 09/17/08,

Date & Subject of Revisions:

06/16/10 - Amended Part 1 to change the name of Alexandria Technical College to Alexandria Technical and Community College, as per Policy 3.23.

01/20/10 - Amended Part 1 to change the name of St. Cloud Technical College to St. Cloud Technical and Community College, as per Policy 3.23.

Click here for additional 1A.11 [HISTORY](#)



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

30 7<sup>th</sup> ST. E., SUITE 350  
ST. PAUL, MN 55101-7804

Ph: 651.201.1800  
Fax: 651.297.5550  
[www.mnscu.edu](http://www.mnscu.edu)

July 30, 2013

Dr. Brenda L. Yette, Compliance Manager  
United States Department of Education  
830 First Street, NE  
Washington, D.C. 20202

Re: Annual Submission Citation Letter  
OPE ID: All Eligible MnSCU Institutions

Dear Dr. Yette:

This is to follow up on your letter of June 19, 2013, to Chancellor Steven Rosenstone, received June 27, 2013, notifying Minnesota State Colleges and Universities that the State of Minnesota's failure to submit its single audit in a timely manner would result in sanctions imposed by the United States Department of Education on all of the system's 37 separately accredited institutions. Since receiving that letter we also have had several telephone and e-mail contacts with other USDOE staff in the Chicago office.

We want to express our appreciation for notifying the system in advance that the citation letters were forthcoming to our colleges and universities. As USDOE staff correctly anticipated, having advance notice allowed us to communicate to our campuses in a coordinated way and to begin to gather more information to assist the campuses once the citation letters were received. In addition, we have very much appreciated the assistance we have received from Mike Powers, Earl Flurkey, and Mark Holland in the aftermath of those letters. We know that this development has required considerable time and attention from USDOE staff.

Further, we are pleased to report that the State of Minnesota has now filed its single audit. We understand that the citations resulted from the state's late filing of the single audit, compounded by the shorter delay in filing the single audit in April 2010. We believe you are aware, however, that the late filing does not in any way suggest any financial instability or other problems either in the system or the State of Minnesota. As has been reported over the last several months, the State of Minnesota released its Comprehensive Annual Finance Report in March 2013, and received an unqualified opinion from its auditors. Regrettably, the state experienced difficulty in producing detailed federal fund financial statements from its new financial system, thus delaying the single audit process. MnSCU's financial statements and audits were completed in late 2012 and our auditors issued an unqualified opinion as well. The State of Minnesota is continuing to work diligently to avoid any future problems in timely filing the single audit.

As we have explained to Mr. Flurkey and Mr. Holland, the sanctions have required the system to add new accounting procedures to ensure that the delay in the drawdown of federal funds does not result in overdrafts on college and university bank accounts. While the new process is somewhat cumbersome, we believe it appropriately addresses the heightened cash monitoring required under the citations. Again, we appreciate the technical assistance that USDOE staff provided in this regard. We also appreciated receiving assurance from USDOE staff that the review of requests for new locations and program changes will be handled as expeditiously as possible.

All MnSCU colleges and universities are in the process of reviewing and signing the provisional program participation agreements received with the citation letters, and we expect all of them to be submitted in the very near future. We note that the citation letters were received up to two weeks later than the date on the letter. We have been assured by USDOE staff that although the citation letters state that the provisional PPAs must be submitted within 30 days of the date of the letter, the actual deadline is 30 days from actual receipt of the letter. We ask that you notify us immediately if we are mistaken about this understanding.

Please do not hesitate to contact this office with any questions or concerns that may arise regarding the citations or implementation of the sanctions.

Sincerely,

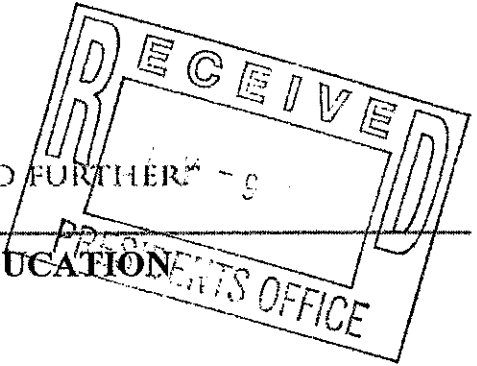


John O'Brien  
Interim Vice Chancellor  
Academic and Student Affairs

c: Steven J. Rosenstone, Chancellor  
Presidents, MnSCU Colleges and Universities  
Laura M. King, Vice Chancellor for Finance-CFO  
Gail M. Olson, General Counsel  
Beth Buse, Executive Director of Internal Auditing  
Earl Flurkey, USDOE Compliance Manager  
Mark Holland, USDOE Institutional Review Specialist



FEDERAL STUDENT AID START HERE. GO FURTHER - 9



## UNITED STATES DEPARTMENT OF EDUCATION

### FEDERAL STUDENT AID SCHOOL ELIGIBILITY CHANNEL

## PROGRAM PARTICIPATION AGREEMENT

Effective Date of Approval: The date on which this Agreement is signed on behalf of the Secretary of Education

Approval Expiration Date: **September 30, 2018**

Reapplication Date: **June 30, 2018**

Name of Institution: **St. Cloud Technical and Community College**

Address of Institution: **1540 Northway Drive  
St Cloud, MN 56303-1240**

OPE ID Number: **00553400**

DUNS Number: **120287222**

Taxpayer Identification Number (TIN): **411816569**

**The execution of this Agreement by the Institution and the Secretary is a prerequisite to the Institution's initial or continued participation in any Title IV, HEA Program.**

The postsecondary educational institution listed above, referred to hereafter as the "Institution," and the United States Secretary of Education, referred to hereafter as the "Secretary," agree that the Institution may participate in those student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) indicated under this Agreement and further agrees that such participation is subject to the terms and conditions set forth in this Agreement. As used in this Agreement, the term "Department" refers to the U.S. Department of Education.

### SCOPE OF COVERAGE

This Agreement applies to all locations of the Institution as stated on the most current ELIGIBILITY AND CERTIFICATION APPROVAL REPORT issued by the Department. This Agreement covers the Institution's eligibility to participate in each of the following listed Title IV, HEA programs, and incorporates by reference the regulations cited.

- **FEDERAL PELL GRANT PROGRAM**, 20 U.S.C. §§ 1070a *et seq.*; 34 C.F.R. Part 690.
- **FEDERAL FAMILY EDUCATION LOAN PROGRAM**, 20 U.S.C. §§ 1071 *et seq.*; 34 C.F.R. Part 682.
- **FEDERAL DIRECT STUDENT LOAN PROGRAM**, 20 U.S.C. §§ 1087a *et seq.*; 34 C.F.R. Part 685.
- **FEDERAL PERKINS LOAN PROGRAM**, 20 U.S.C. §§ 1087aa *et seq.*; 34 C.F.R. Part 674.
- **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM**, 20 U.S.C. §§ 1070b *et seq.*; 34 C.F.R. Part 676.
- **FEDERAL WORK-STUDY PROGRAM**, 42 U.S.C. §§ 2751 *et seq.*; 34 C.F.R. Part 675.
- **ACADEMIC COMPETITIVENESS GRANT AND NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT GRANT PROGRAMS**, 20 U.S.C. §§ 1070a-1 *et seq.*; 34 C.F.R. Part 691.
- **IRAQ AND AFGHANISTAN SERVICE GRANT**, 20 U.S.C. §§ 1070d *et seq.*

## **GENERAL TERMS AND CONDITIONS**

1. The Institution understands and agrees that it is subject to and will comply with the program statutes and implementing regulations for institutional eligibility as set forth in 34 C.F.R. Part 600 and for each Title IV, HEA program in which it participates, as well as the general provisions set forth in Part F and Part G of Title IV of the HEA, and the Student Assistance General Provisions regulations set forth in 34 C.F.R. Part 668.

*The recitation of any portion of the statute or regulations in this Agreement does not limit the Institution's obligation to comply with other applicable statutes and regulations.*

2.
  - a. The Institution certifies that on the date it signs this Agreement, it has a drug abuse prevention program in operation that it has determined is accessible to any officer, employee, or student at the Institution.
  - b. The Institution certifies that on the date it signs this Agreement, it is in compliance with the disclosure requirements of Section 485(f) of the HEA (Campus Security Policy and Campus Crime Statistics).

3. The Institution agrees to comply with --

- a. Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations, 34 C.F.R. Parts 100 and 101 (barring discrimination on the basis of race, color or national origin);
- b. Title IX of the Education Amendments of 1972 and the implementing regulations, 34 C.F.R. Part 106 (barring discrimination on the basis of sex);
- c. The Family Educational Rights and Privacy Act of 1974 and the implementing regulations, 34 C.F.R. Part 99;
- d. Section 504 of the Rehabilitation Act of 1973 and the implementing regulations, 34 C.F.R. Part 104 (barring discrimination on the basis of physical handicap); and
- e. The Age Discrimination Act of 1975 and the implementing regulations, 34 C.F.R. Part 110.
- f. The Standards for Safeguarding Customer Information, 16 C.F.R. Part 314, issued by the Federal Trade Commission (FTC), as required by the Gramm-Leach-Bliley (GLB) Act, P.L. 106-102. These Standards are intended to ensure the security and confidentiality of customer records and information. The Secretary considers any breach to the security of student records and information as a demonstration of a potential lack of administrative capability as stated in 34 C.F.R. 668.16(c).

Institutions are strongly encouraged to inform its students and the Department of any such breaches.

4. The Institution acknowledges that 34 C.F.R. Parts 602 and 667 require accrediting agencies, State regulatory bodies, and the Secretary to share information about institutions. The Institution agrees that the Secretary, any accrediting agency recognized by the Secretary, and any State regulatory body may share or report information to one another about the Institution without limitation.
5. The Institution acknowledges that the HEA prohibits the Secretary from recognizing the accreditation of any institution of higher education unless that institution agrees to submit any dispute involving the final denial, withdrawal, or termination of accreditation to initial arbitration prior to any other legal action.

### **SELECTED PROVISIONS FROM GENERAL PROVISIONS REGULATIONS, 34 C.F.R. PART 668.14**

An institution's program participation agreement applies to each branch campus and other location of the institution that meets the applicable requirements of this part unless otherwise specified by the Secretary.

(b) By entering into a program participation agreement, an institution agrees that--

(1) It will comply with all statutory provisions of or applicable to Title IV of the HEA, all applicable regulatory provisions prescribed under that statutory authority, and all applicable special arrangements, agreements, and limitations entered into under the authority of statutes applicable to Title IV of the HEA, including the requirement that the institution will use funds it receives under any Title IV, HEA program and any interest or other earnings thereon, solely for the purposes specified in and in accordance with that program;

(2) As a fiduciary responsible for administering Federal funds, if the institution is permitted to request funds under a Title IV, HEA program advance payment method, the institution will time its requests for funds under the program to meet the institution's immediate Title IV, HEA program needs;

(3) It will not request from or charge any student a fee for processing or handling any application, form, or data required to determine a student's eligibility for, and amount of, Title IV, HEA program assistance;

(4) It will establish and maintain such administrative and fiscal procedures and records as may be necessary to ensure proper and efficient administration of funds received from the Secretary or from students under the Title IV, HEA programs, together with assurances that the institution will provide, upon request and in a timely manner, information relating to the administrative capability and financial responsibility of the institution to--

(i) The Secretary;

(ii) A guaranty agency, as defined in 34 CFR part 682, that guarantees loans made under the Federal Stafford Loan and Federal PLUS programs for attendance at the institution or any of the institution's branch campuses or other locations;

(iii) The nationally recognized accrediting agency that accredits or preaccredits the institution or any of the institution's branch campuses, other locations, or educational programs;

(iv) The State agency that legally authorizes the institution and any branch campus or other location of the institution to provide postsecondary education; and

(v) In the case of a public postsecondary vocational educational institution that is approved by a State agency recognized for the approval of public postsecondary vocational education, that State agency;

(5) It will comply with the provisions of § 668.15 relating to factors of financial responsibility;

(6) It will comply with the provisions of § 668.16 relating to standards of administrative capability;

(7) It will submit reports to the Secretary and, in the case of an institution participating in the Federal Stafford Loan, Federal PLUS, or the Federal Perkins Loan Program, to holders of loans made to the institution's students under that program at such times and containing such information as the Secretary may reasonably require to carry out the purpose of the Title IV, HEA programs;

(8) It will not provide any statement to any student or certification to any lender in the case of an FFEL

Program loan, or origination record to the Secretary in the case of a Direct Loan Program loan that qualifies the student or parent for a loan or loans in excess of the amount that the student or parent is eligible to borrow in accordance with sections 425(a), 428(a)(2), 428(b)(1)(A) and (B), 428B, 428H and 455(a) of the HEA;

(9) It will comply with the requirements of Subpart D of this part concerning institutional and financial assistance information for students and prospective students;

(10) In the case of an institution that advertises job placement rates as a means of attracting students to enroll in the institution, it will make available to prospective students, at or before the time that those students apply for enrollment--

(i) The most recent available data concerning employment statistics, graduation statistics, and any other information necessary to substantiate the truthfulness of the advertisements; and

(ii) Relevant State licensing requirements of the State in which the institution is located for any job for which an educational program offered by the institution is designed to prepare those prospective students;

(11) In the case of an institution participating in the FFEL Program, the institution will inform all eligible borrowers, as defined in 34 CFR part 682, enrolled in the institution about the availability and eligibility of those borrowers for State grant assistance from the State in which the institution is located, and will inform borrowers from another State of the source for further information concerning State grant assistance from that State;

(12) It will provide the certifications described in paragraph (c) of this section;

(13) In the case of an institution whose students receive financial assistance pursuant to section 484(d) of the HEA, the institution will make available to those students a program proven successful in assisting students in obtaining the recognized equivalent of a high school diploma;

(14) It will not deny any form of Federal financial aid to any eligible student solely on the grounds that the student is participating in a program of study abroad approved for credit by the institution;

(15) (i) Except as provided under paragraph (b)(15)(ii) of this section, the institution will use a default management plan approved by the Secretary with regard to its administration of the FFEL or Direct Loan programs, or both for at least the first two years of its participation in those programs, if the institution --

(A) Is participating in the FFEL or Direct Loan programs for the first time; or

(B) Is an institution that has undergone a change of ownership that results in a change in control and is participating in the FFEL or Direct Loan programs.

(ii) The institution does not have to use an approved default management plan if --

(A) The institution, including its main campus and any branch campus, does not have a cohort default rate in excess of 10 percent; and

(B) The owner of the institution does not own and has not owned any other institution that had a cohort default rate in excess of 10 percent while that owner owned the institution.

(16) For a proprietary institution, the institution will derive at least 10 percent of its revenues for each fiscal year from sources other than Title IV, HEA program funds, as provided in § 668.28(a) and (b), or be subject to sanctions described in § 668.28(c);

(17) The Secretary, guaranty agencies and lenders as defined in 34 CFR part 682, nationally recognized accrediting agencies, the Secretary of Veterans Affairs, State agencies recognized under 34 CFR part 603 for the approval of public postsecondary vocational education, and State agencies that legally authorize institutions and branch campuses or other locations of institutions to provide postsecondary education, have the authority to share with each other any information pertaining to the institution's eligibility for or participation in the Title IV, HEA programs or any information on fraud and abuse;

(18) It will not knowingly --

(i) Employ in a capacity that involves the administration of the Title IV, HEA programs or the receipt of funds under those programs, an individual who has been convicted of, or has pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds, or has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds;

(ii) Contract with an institution or third-party servicer that has been terminated under section 432 of the HEA for a reason involving the acquisition, use, or expenditure of Federal, State, or local government funds, or that has been administratively or judicially determined to have committed fraud or any other material violation of

law involving Federal, State, or local government funds; or

(iii) Contract with or employ any individual, agency, or organization that has been, or whose officers or employees have been--

(A) Convicted of, or pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or

(B) Administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds;

(19) It will complete, in a timely manner and to the satisfaction of the Secretary, surveys conducted as a part of the Integrated Postsecondary Education Data System (IPEDS) or any other Federal collection effort, as designated by the Secretary, regarding data on postsecondary institutions;

(20) In the case of an institution that is co-educational and has an intercollegiate athletic program, it will comply with the provisions of § 668.48;

(21) It will not impose any penalty, including, but not limited to, the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that the student borrow additional funds for which interest or other charges are assessed, on any student because of the student's inability to meet his or her financial obligations to the institution as a result of the delayed disbursement of the proceeds of a Title IV, HEA program loan due to compliance with statutory and regulatory requirements of or applicable to the Title IV, HEA programs, or delays attributable to the institution;

(22)(i) It will not provide any commission, bonus, or other incentive payment based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid, to any person or entity who is engaged in any student recruitment or admission activity, or in making decisions regarding the award of title IV, HEA program funds.

(A) The restrictions in paragraph (b)(22) of this section do not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

(B) For the purpose of paragraph (b)(22) of this section, an employee who receives multiple adjustments to compensation in a calendar year and is engaged in any student enrollment or admission activity or in making decisions regarding the award of title IV, HEA program funds is considered to have received such adjustments based upon success in securing enrollments or the award of financial aid if those adjustments create compensation that is based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid.

(ii) Notwithstanding paragraph (b)(22)(i) of this section, eligible institutions, organizations that are contractors to eligible institutions, and other entities may make--

(A) Merit-based adjustments to employee compensation provided that such adjustments are not based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid; and

(B) Profit-sharing payments so long as such payments are not provided to any person or entity engaged in student recruitment or admission activity or in making decisions regarding the award of title IV, HEA program funds.

(iii) As used in paragraph (b)(22) of this section,

(A) *Commission, bonus, or other incentive payment* means a sum of money or something of value, other than a fixed salary or wages, paid to or given to a person or an entity for services rendered.

(B) *Securing enrollments or the award of financial aid* means activities that a person or entity engages in at any point in time through completion of an educational program for the purpose of the admission or matriculation of students for any period of time or the award of financial aid to students.

(1) These activities include contact in any form with a prospective student, such as, but not limited to--contact through preadmission or advising activities, scheduling an appointment to visit the enrollment office or any other office of the institution, attendance at such an appointment, or involvement in a prospective student's signing of an enrollment agreement or financial aid application.

(2) These activities do not include making a payment to a third party for the provision of student contact information for prospective students provided that such payment is not based on--

(i) Any additional conduct or action by the third party or the prospective students, such as participation in preadmission or advising activities, scheduling an appointment to visit the enrollment office or any other office of the institution or attendance at such an appointment, or the signing, or being involved in the signing,



of a prospective student's enrollment agreement or financial aid application; or

(ii) The number of students (calculated at any point in time of an educational program) who apply for enrollment, are awarded financial aid, or are enrolled for any period of time, including through completion of an educational program.

*(C) Entity or person engaged in any student recruitment or admission activity or in making decisions about the award of financial aid means--*

(1) With respect to an entity engaged in any student recruitment or admission activity or in making decisions about the award of financial aid, any institution or organization that undertakes the recruiting or the admitting of students or that makes decisions about and awards title IV, HEA program funds; and

(2) With respect to a person engaged in any student recruitment or admission activity or in making decisions about the award of financial aid, any employee who undertakes recruiting or admitting of students or who makes decisions about and awards title IV, HEA program funds, and any higher level employee with responsibility for recruitment or admission of students, or making decisions about awarding title IV, HEA program funds.

*(D) Enrollment means the admission or matriculation of a student into an eligible institution.*

(23) It will meet the requirements established pursuant to Part H of Title IV of the HEA by the Secretary and nationally recognized accrediting agencies;

(24) It will comply with the requirements of § 668.22;

(25) It is liable for all--

(i) Improperly spent or unspent funds received under the Title IV, HEA programs, including any funds administered by a third-party servicer; and

(ii) Returns any title IV, HEA program funds that the institution or its servicer may be required to make;

(26) If the stated objectives of an educational program of the institution are to prepare a student for gainful employment in a recognized occupation, the institution will--

(i) Demonstrate a reasonable relationship between the length of the program and entry level requirements for the recognized occupation for which the program prepares the student. The Secretary considers the relationship to be reasonable if the number of clock hours provided in the program does not exceed by more than 50 percent the minimum number of clock hours required for training in the recognized occupation for which the program prepares the student, as established by the State in which the program is offered, if the State has established such a requirement, or as established by any Federal agency; and

(ii) Establish the need for the training for the student to obtain employment in the recognized occupation for which the program prepares the student.

(27) In the case of an institution participating in a Title IV, HEA loan program, the institution --

(i) Will develop, publish, administer, and enforce a code of conduct with respect to loans made, insured or guaranteed under the Title IV, HEA loan programs in accordance with 34 CFR 601.21; and

(ii) Must inform its officers, employees, and agents with responsibilities with respect to loans made, insured or guaranteed under the Title IV, HEA loan programs annually of the provisions of the code required under paragraph (b)(27) of this section;

(28) For any year in which the institution has a preferred lender arrangement (as defined in 34 CFR 601.2(b)), it will at least annually compile, maintain, and make available for students attending the institution, and the families of such students, a list in print or other medium, of the specific lenders for loans made, insured, or guaranteed under Title IV, of the HEA or private education loans that the institution recommends, promotes, or endorses in accordance with such preferred lender arrangement. In making such a list, the institution must comply with the requirements in 34 CFR 682.212(h) and 34 CFR 601.10;

(29) (i) It will, upon the request of an enrolled or admitted student who is an applicant for a private education loan (as defined in 34 CFR part 601.2(b)), provide to the applicant the self-certification form required under 34 CFR 601.11(d) and the information required to complete the form, to the extent the institution possesses such information, including --

(A) The applicant's cost of attendance at the institution, as determined by the institution under part F of Title IV, of the HEA;

(B) The applicant's estimated financial assistance, including amounts of financial assistance used to replace

the expected family contribution as determined by the institution in accordance with Title IV, for students who have completed the Free Application for Federal Student Aid; and

(C) The difference between the amounts under paragraphs (b)(29)(i)(A) and (29)(i)(B) of this section, as applicable.

(ii) It will, upon the request of the applicant, discuss with the applicant the availability of Federal, State, and institutional student financial aid;

(30) The institution --

(i) Has developed and implemented written plans to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network, without unduly interfering with educational and research use of the network, that include --

(A) The use of one or more technology-based deterrents;

(B) Mechanisms for educating and informing its community about appropriate versus inappropriate use of copyrighted material, including that described in § 668.43(a)(10);

(C) Procedures for handling unauthorized distribution of copyrighted material, including disciplinary procedures; and

(D) Procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials by users of the institution's network using relevant assessment criteria.

No particular technology measures are favored or required for inclusion in an institution's plans, and each institution retains the authority to determine what its particular plans for compliance with paragraph (b)(30) of this section will be, including those that prohibit content monitoring; and

(ii) Will, in consultation with the chief technology officer or other designated officer of the institution--

(A) Periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material;

(B) Make available the results of the review in paragraph (b)(30)(ii)(A) of this section to its students through a Web site or other means; and

(C) To the extent practicable, offer legal alternatives for downloading or otherwise acquiring copyrighted material, as determined by the institution; and

(31) The institution will submit a teach-out plan to its accrediting agency in compliance with 34 CFR 602.24(c), and the standards of the institution's accrediting agency upon the occurrence of any of the following events:

(i) The Secretary initiates the limitation, suspension, or termination of the participation of an institution in any Title IV, HEA program under 34 CFR 600.41 or subpart G of this part or initiates an emergency action under § 668.83.

(ii) The institution's accrediting agency acts to withdraw, terminate, or suspend the accreditation or preaccreditation of the institution.

(iii) The institution's State licensing or authorizing agency revokes the institution's license or legal authorization to provide an educational program.

(iv) The institution intends to close a location that provides 100 percent of at least one program.

(v) The institution otherwise intends to cease operations.

(c) In order to participate in any Title IV, HEA program (other than the LEAP and NEISP programs), the institution must certify that it--

(1) Has in operation a drug abuse prevention program that the institution has determined to be accessible to any officer, employee, or student at the institution; and

(2)(i) Has established a campus security policy in accordance with section 485(f) of the HEA; and

(ii) Has complied with the disclosure requirements of § 668.47 as required by section 485(f) of the HEA.

(d)(1) The institution, if located in a State to which section 4(b) of the National Voter Registration Act (42 U.S.C. 1973gg-2(b)) does not apply, will make a good faith effort to distribute a mail voter registration form, requested and received from the State, to each student enrolled in a degree or certificate program and physically in attendance at the institution, and to make those forms widely available to students at the institution.

(2) The institution must request the forms from the State 120 days prior to the deadline for registering to vote

within the State. If an institution has not received a sufficient quantity of forms to fulfill this section from the State within 60 days prior to the deadline for registering to vote in the State, the institution is not liable for not meeting the requirements of this section during that election year.

(3) This paragraph applies to elections as defined in Section 301(1) of the Federal Election Campaign Act of 1971 (2 U.S.C. 431(1)), and includes the election for Governor or other chief executive within such State.

(e)(1) A program participation agreement becomes effective on the date that the Secretary signs the agreement.

(2) A new program participation agreement supersedes any prior program participation agreement between the Secretary and the institution.

(f)(1) Except as provided in paragraphs (g) and (h) of this section, the Secretary terminates a program participation agreement through the proceedings in subpart G of this part.

(2) An institution may terminate a program participation agreement.

(3) If the Secretary or the institution terminates a program participation agreement under paragraph (f) of this section, the Secretary establishes the termination date.

(g) An institution's program participation agreement automatically expires on the date that--

(1) The institution changes ownership that results in a change in control as determined by the Secretary under 34 CFR part 600; or

(2) The institution's participation ends under the provisions of § 668.26(a)(1), (2), (4), or (7).

(h) An institution's program participation agreement no longer applies to or covers a location of the institution as of the date on which that location ceases to be a part of the participating institution.

## **WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM**

If an institution participates in the William D. Ford Federal Direct Loan (Direct Loan) Program, the institution and its representatives shall comply with the statute, guidelines, and regulations governing the Title IV, Part D, William D. Ford Federal Direct Loan Program as required by 20 U.S.C. §§ 1087a *et seq.* (Part C) and 34 C.F.R. Part 685.

The institution will:

1. Provide for the establishment and maintenance of a Direct Loan Program at the Institution that will:

Identify eligible students who seek student financial assistance in accordance with Section 484 of the Higher Education Act of 1965, as amended (the HEA).

Estimate the need of students as required under Title IV, Part F of the HEA.

Provide a certification statement of eligibility for students to receive loans that will not exceed the annual or aggregate limits, except the Institution may exercise its authority, under exceptional circumstances identified by the Secretary, to refuse to certify a statement that permits a student to receive a loan, or certify a loan amount that is less than the student's determination of need, if the reason for such action is documented and provided in written form to a student.

Establish a schedule for disbursement of loan proceeds to meet the requirements of Section 428G of the HEA.

Provide timely and accurate information to the Secretary concerning 1) the status of borrowers while students are in attendance, any new information pertaining to the status of student borrowers of which the Institution becomes aware after the student leaves the Institution, and 2) the utilization of Federal funds under Title IV, Part D of the HEA at such times and in such manner as prescribed by the Secretary.

2. Comply with requirements established by the Secretary relating to student loan information with respect to the Direct Loan Program.
3. Provide that students at the Institution and their parents (with respect to such students) will be eligible to participate in the programs under Title IV, Part B of the HEA, Federal Family Education Loan programs, at the discretion of the Secretary for the period during which such Institution participates in the Direct Loan Program, except that a student or parent may not receive loans under both Title IV, Part B and Part D of the HEA for the same period of enrollment.
4. Provide for the implementation of a quality assurance system, as established by the Secretary and developed in consultation with Institutions of higher education, to ensure that the Institution is complying with program requirements and meeting program objectives.
5. Provide that the Institution will not charge any fees of any kind, regardless of how they are described, to student or parent borrowers for loan application, or origination activities (if applicable), or the provision and processing of any information necessary for a student or parent to receive a loan under Title IV, Part D of the HEA.
6. Provide that the Institution will originate loans to eligible students and parents in accordance with the requirements of Title IV, Part D of the HEA and use funds advanced to it solely for that purpose (Option 2 only).
7. Provide that the note or evidence of obligation of the loan shall be the property of the Secretary (Options 2 and 1 only).
8. Comply with other provisions as the Secretary determines are necessary to protect the interest of the United States and to promote the purposes of Title IV, Part D of the HEA.
9. Accept responsibility and financial liability stemming from its failure to perform its functions under this Program Participation Agreement.

## **CERTIFICATIONS REQUIRED FROM INSTITUTIONS**

The Institution should refer to the regulations cited below. Signature on this Agreement provides for compliance with the certification requirements under 34 C.F.R. Part 82, "New Restrictions on Lobbying," 34 C.F.R. Part 84, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)," 34 C.F.R. Part 85, "Governmentwide Debarment and Suspension (Nonprocurement)," and 34 C.F.R. Part 86, "Drug and Alcohol Abuse Prevention." Breach of any of these certifications constitutes a breach of this Agreement.

### **PART 1 CERTIFICATION REGARDING LOBBYING; DRUG-FREE WORKPLACE; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG AND ALCOHOL ABUSE PREVENTION**

#### *1. Lobbying*

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 C.F.R. Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 C.F.R. Part 82, Sections 82.105, and 82.110, the undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of

Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Institution shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

### ***2a. Drug-Free Workplace (Grantees Other Than Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 C.F.R. Part 84, Subpart B, for grantees, as defined at 34 C.F.R. Part 84, Sections 84.200 through 84.230 -

The Institution certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a drug-free workplace statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about-
  - (1) The dangers of drug abuse in the workplace;
  - (2) The Institution's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
  - (1) Abide by the terms of the statement, and
  - (2) Notify the employer in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace no more than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under this subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1972, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

### ***2b. Drug-Free Workplace (Grantees Who Are Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 C.F.R. Part 84, Subpart C, for recipients who are individuals, as defined at 34 C.F.R. Part 84, Section 84.300 -

1. As a condition of the grant, the Institution certifies that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity related to the award; and
2. If any officer or owner of the Institution is convicted of a criminal drug offense resulting from a violation occurring during the conduct of any award activity, the Institution will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202. Notice shall include the identification number(s) of each affected grant.

### ***3. Debarment, Suspension, and Other Responsibility Matters***

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 C.F.R. Part 85, for prospective participants in primary covered transactions as defined at 34 C.F.R. Part 85, Sections 85.105 and 85.110, the Institution certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects their present responsibility.
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

### ***4. Drug and Alcohol Abuse Prevention***

As required by the Drug-Free Schools and Communities Act Amendments of 1989, which added section 1213 to the Higher Education Act, and implemented at 34 C.F.R. Part 86, the undersigned Institution certifies that it has adopted and implemented a drug prevention program for its students and employees that, at a minimum, includes--

1. The annual distribution in writing to each employee, and to each student who is taking one or more classes for any kind of academic credit except for continuing education units, regardless of the length of the student's program of study, of:
  - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
  - A description of the applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
  - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
  - A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
  - A clear statement that the Institution will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and

including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. A biennial review by the Institution of its program to:

- Determine its effectiveness and implement changes to the program if they are needed.
- Ensure that its disciplinary sanctions are consistently enforced.

## **PART 2 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTIONS**

**The Institution is to obtain the signatures of Lower Tier Contractors on reproduced copies of the certification below, and retain the signed certification(s) in the Institution's files.**

**CERTIFICATION BY LOWER TIER CONTRACTOR (Before Completing Certification,  
Read Instructions for This Part 3, below)**

- (1) The prospective lower tier participant certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name of Lower Tier Organization

---

PR/Award Number or Project  
Name

---

Name of Authorized Representative

---

Title of Authorized Representative

---

Signature of Authorized Representative

---

Date



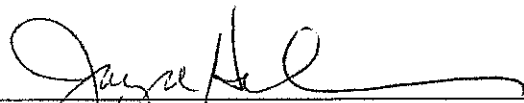
1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**NOTE:** A completed copy of the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions" form must be retained by the Institution. The original blank certification must be returned with the PPA.

IN WITNESS WHEREOF

the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Signature of  
Institution's Chief  
Executive Officer:

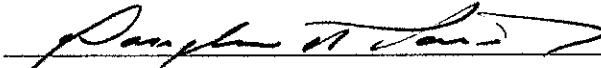


Date: 10/29/12

Print Name and  
Title:

Joyce Atkins  
President

For the Secretary:



Date: 11-5-12

U.S. Department of Education

## **Appendix E-Consortial Relationships**



230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411  
312.263.0456 | 800.621.7440  
Fax: 312.263.7462 | hlcommission.org

December 17, 2015

Ms. Joyce Helens  
President  
St. Cloud Technical and Community College  
1540 Northway Dr.  
St. Cloud, MN 56303-1240

Dear President Helens:

This letter serves as formal notification and official record of action taken concerning St. Cloud Technical and Community College by the Institutional Actions Council of the Higher Learning Commission at its meeting on December 15, 2015. The date of this action constitutes the effective date of the institution's new status with HLC.

**Action.** IAC concurred with the evaluation findings and approved the institution's request for consortial arrangement with Central Lakes College, Lake Superior College, Northland Community and Technical College, Northwest Technical College, Pine Technical and Community College, Riverland Community College, Hennepin Technical College, and Saint Paul College-A Community & Technical College to offer Certificates in Production Technologies, Machine Technology, Automation Technology, and Welding Technology.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for Accreditation Liaison Officers to review and manage information regarding the institution's accreditation relationship. Accreditation Liaison Officers may request the ISR Report on HLC's website at <http://www.hlcommission.org/isr-request>.

Information on notifying the public of this action is available at <http://www.hlcommission.org/HLC-Institutions/institutional-reporting-of-actions.html>.

If you have any questions about these documents after viewing them, please contact the institution's staff liaison Linnea Stenson. Your cooperation in this matter is appreciated.

Sincerely,

A handwritten signature in black ink, reading "Barbara Gellman-Danley".

Barbara Gellman-Danley  
President

CC: ALO

## **Appendix F-Documentation for Solicitation of Third Party Comments**

**Revised Affidavit of Publication Form**  
*(Includes Language Required by 2015 Legislation, Chapter 14, Relating to  
Mortgage Foreclosure Notices)*

**AFFIDAVIT OF PUBLICATION**  
[FORM Rev. 6/15]

STATE OF MINNESOTA)

) ss.

COUNTY OF STEARNS )

JoAnne Tennison, being first duly sworn, on oath states as follows:

1. I am the publisher of the St. Cloud Times, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

*Friday, September 11, 2015*

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows:

\$1.02 daily / \$1.35 Sunday per agate line

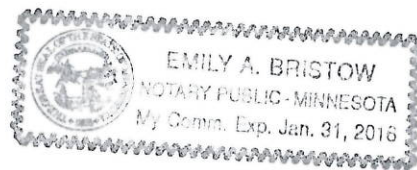
5. **[NEW]** Mortgage Foreclosure Notices [Effective 7/1/15]. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Stearns County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

Jo A. [Signature]  
[Signature]

Subscribed and sworn to before me on  
this 11 day of Sept. 2015.

Emily Bristow  
Notary Public



### NOTES ON REVISED AFFIDAVIT FORM

The 2015 Legislature enacted amendments to the Minnesota law which governs mortgage foreclosure by advertisement. Those amendments appear in Chapter 14 of the 2015 session laws. They are effective on July 1, 2015.

Most importantly, a new statute was added (§580.033) that specifies where a notice of foreclosure should be published, something that was ambiguous under prior law. *This statute also **requires** that affidavits of publication issued by a newspaper must contain certain language related to the published foreclosure notice.*

The affidavit of publication form above includes (in paragraph 5) the language called for by the new statute. The form also complies with the general requirements for affidavits of publication found in Minnesota Statute, §331.07. The form is drafted so that it can be used for any published notice, not just mortgage foreclosure notices; in other words, you don't need to use a different form for other kinds of notices.

### Public Notice

St. Cloud Technical & Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency.

The College will host a visit April 11-13, 2016, with a team representing the Higher Learning Commission of the North Central Association. St. Cloud Technical & Community College has been accredited by the Commission since 1985. The team will review the Institution's ongoing ability to meet the Commission's Criteria for Accreditation.

**The public is invited to submit comments regarding the college:**  
Public Comment on St. Cloud Technical & Community College

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411

The public may also submit comments on the Commission's Web site at [www.ncahlc.org](http://www.ncahlc.org).

Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing.

All comments must be received by March 11, 2016

Publish: September 11, 2015



## **Appendix G-Policies and Procedures**

### **SCTCC Policies**

SCTCC Policy S1.1, Nondiscrimination and Harassment

SCTCC Policy S3.3 Academic Standing and Financial Aid Satisfactory Progress

SCTCC Policy S3.8 Transfer of Credit

SCTCC Policy S3.13 Academic Progress Notifications

SCTCC Policy S3.21 Assigning and Changing Grades

SCTCC Policy S3.24 Complaint/Grievance

### **MnSCU Policies**

MnSCU Policy 1B1.1 Equal Opportunity and Nondiscrimination in Employment and Education

MnSCU Policy 3.21 Undergraduate Course Credit Transfer

MnSCU Policy 3.36 and Procedure 3.36.1 Academic Programs

MnSCU Policy 5.11 Tuition and Fees

# **St. Cloud Technical and Community College**

## **Policies and Procedures**

### **Chapter S1 – College Organization & Administration**

#### **S1.1 Nondiscrimination & Harassment Policy** (MnSCU Policy 1B.1)

*Update Revision Responsibility: Human Resources*

Refer to the Minnesota State Colleges and Universities website for the complete Nondiscrimination & Harassment Policy - <http://www.mnscu.edu/board/policy/1b01.html>

Report or Complaint of Discrimination or Harassment:

**Student Complaints** – Phil Schroeder, Vice President of Student Services, office 1-401Y, [pschroeder@sctcc.edu](mailto:pschroeder@sctcc.edu) , office phone: 320-308-5580

**Employee Complaints** – Deb Holstad, Human Resources Director, office 1-403C, [DHolstad@sctcc.edu](mailto:DHolstad@sctcc.edu), office phone: 320-308-3227

*Complaint forms may be obtained at <https://intranet.sctc.edu/> then click on College Use Forms, then Human Resources Forms or from the Human Resources Office, room 1-403.*

---

*Date of Adoption:*

*Date of Implementation:*

*Date repealed or replaced: contact information updated 11/24/2010*

# **St. Cloud Technical and Community College**

## **Policies and Procedures**

### **Chapter S1 – College Organization & Administration**

#### **S1.1.1 Report/Complaint of Discrimination and Harassment Investigation & Resolution Procedure** (MnSCU Policy 1B.1.1)

Refer to the Minnesota State Colleges and Universities website for the complete Nondiscrimination & Harassment Policy Procedure -  
<http://www.mnscu.edu/board/procedure/1b01p1.html>

#### **Report or Complaint of Discrimination or Harassment:**

**Student Complaints** – Phil Schroeder, Vice President of Student Services, office 1-401Y, [pschroeder@sctcc.edu](mailto:pschroeder@sctcc.edu), office phone: 320-308-5580

**Employee Complaints** – Deb Holstad, Human Resources Director, office 1-403C, [DHolstad@sctcc.edu](mailto:DHolstad@sctcc.edu), office phone: 320-308-3227

*Complaint forms may be obtained at <https://intranet.sctc.edu/> then click on College Use Forms, then Human Resources Forms or from the Human Resources Office, room 1-403.*

---

*Date of Adoption:*

*Date of Implementation:*

*Date repealed or replaced: contact information updated 11/24/2010*

# St. Cloud Technical College

S1.1.F1

## Policies and Procedures

### Chapter S1 – College Organization & Administration

#### S1.1.F1 Discrimination and Harassment Complaint Form

Date:

**Name of COMPLAINANT:**

*(If more than one complainant, complete intake form for each)*

Address (local):

Address (residence):

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sex: ☐ Male ☐ Female

Phone: [work] \_\_\_\_\_  
[home] \_\_\_\_\_

Status:

☐ Student ☐ Faculty ☐ Staff ☐ Administrator ☐ External/Non-Campus

**TYPE OF COMPLAINT:** ☐ DISCRIMINATION ☐ HARASSMENT ☐ RETALIATION

**I WAS DISCRIMINATED/HARASSED/RETALIATED AGAINST ON THE BASIS OF MY:**

- |                                   |  |  |
|-----------------------------------|--|--|
| <input type="checkbox"/> Race     | <input type="checkbox"/> Age                 | <input type="checkbox"/> Reliance on Public Assistance |
| <input type="checkbox"/> Sex      | <input type="checkbox"/> National Origin     | <input type="checkbox"/> Sexual Orientation            |
| <input type="checkbox"/> Color    | <input type="checkbox"/> Physical Disability | <input type="checkbox"/> Veteran's Status              |
| <input type="checkbox"/> Creed    | <input type="checkbox"/> Mental Disability   | <input type="checkbox"/> Membership/Activity in Local  |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Marital Status      | Commission   |

**I believe I was discriminated/harassed/retaliated against by:**

**Name of RESPONDENT #1:**

*(If more than one respondent, list complete information for each)*

Address (local):

Address (residence):

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sex: ☐ Male ☐ Female

Phone: [work] \_\_\_\_\_  
[home] \_\_\_\_\_

Status:

☐ Student ☐ Faculty ☐ Staff ☐ Administrator ☐ External/Non-Campus

**Name of RESPONDENT #2:**

*(If more than one respondent, list complete information for each)*

Address (local):

Address (residence):

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sex: ☐ Male ☐ Female

Phone: [work] \_\_\_\_\_  
[home] \_\_\_\_\_

Status:

☐ Student ☐ Faculty ☐ Staff ☐ Administrator ☐ External/Non-Campus

**Name of RESPONDENT #3:**

*(If more than one respondent, list complete information for each)*

Address (local):

Address (residence):

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sex: ☐ Male ☐ Female

Phone: [work] \_\_\_\_\_  
[home] \_\_\_\_\_

Status:

☐ Student ☐ Faculty ☐ Staff ☐ Administrator ☐ External/Non-Campus

1. Describe the specific incident(s) of discrimination/harassment/retaliation. List times, dates, locations, names and titles of the people involved in the incident(s).
2. Explain why you believe that you were discriminated/harassed/retaliated against because of your protected class status (race, age, gender, disability, etc.).
3. Provide the names and titles of people you believe were treated more favorably than you due to your protected class status. List the protected class status (race, age, gender, disability, etc.) of each person.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Name of Witness #1:** \_\_\_\_\_  
 \_\_\_\_\_ (If more than one respondent, list complete information for each)

**Address (local):** \_\_\_\_\_

**Address (residence):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **Work phone** \_\_\_\_\_

**Work hours** \_\_\_\_\_

**What information can this witness provide?** \_\_\_\_\_

---

**Name of Witness #2:** \_\_\_\_\_  
\_\_\_\_\_  
(If more than one respondent, list complete information for each)

Address (local): \_\_\_\_\_

Address (residence): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Work hours \_\_\_\_\_

What information can this witness provide? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name of Witness #3:** \_\_\_\_\_  
\_\_\_\_\_  
(If more than one respondent, list complete information for each)

Address (local): \_\_\_\_\_

Address (residence): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Work hours \_\_\_\_\_

What information can this witness provide? \_\_\_\_\_

**LIST DOCUMENTS YOU BELIEVE MAY HELP IN INVESTIGATING YOUR COMPLAINT. PROVIDE THE NAME, DATE AND EXPLANATION OF THE CONTENTS OF EACH DOCUMENT. ADD MORE PAGES IF NECESSARY.**

**NAME OF DOCUMENT #1:** \_\_\_\_\_

**DATE:** \_\_\_\_\_. **EXPLANATION OF CONTENTS:** \_\_\_\_\_

---

---

---

---

---

---

---

**NAME OF DOCUMENT #2:** \_\_\_\_\_

**DATE:** \_\_\_\_\_. **EXPLANATION OF CONTENTS:** \_\_\_\_\_

---

---

---

---

---

---

---

**NAME OF DOCUMENT #3:** \_\_\_\_\_

**DATE:** \_\_\_\_\_. **EXPLANATION OF CONTENTS:** \_\_\_\_\_

---

---

---

---

---

---

---

*Faculty Senate President or AASC Chair:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*College President:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Date of Adoption:*

*Date of Implementation:*

*Date repealed or replaced: April 14, 2009*



# St. Cloud Technical and Community College

## Policies and Procedures

### Chapter S3 – Educational Policies

#### S3.3 Academic Standing and Financial Aid Satisfactory Academic Progress

*Update Revision Responsibility: Vice President of Academic Affairs*

Students have the 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.

#### **Standards of Progress**

In accordance with MnSCU Policy 2.9 and federal and state regulations, St. Cloud Technical and Community College shall monitor all credits for all students and shall apply the following minimum cumulative standards of progress beginning with a student's first attempted credit:

- **Qualitative:** Students are expected to meet or exceed a minimum cumulative earned grade point average (GPA) of 2.00.
- **Quantitative /Pace of Progression:** Students are expected to meet or exceed a cumulative earned percentage of 67%.
- **Maximum timeframe for financial aid recipients:** Students may continue to receive financial aid through 150% of the published credit length of the declared program (example: 150% of a 60-credit AA degree equals 90 credits).
- **PSEO students:** PSEO students must meet the cumulative qualitative and quantitative standards to maintain eligibility as a PSEO student.

#### **Evaluation Period**

- A student's academic progress shall be evaluated prior to the 10th day of the subsequent academic term.

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

##### **A. Warning:**

1. **Warning:** A student failing to meet the minimum cumulative qualitative or pace of progression/quantitative standard of academic progress is immediately placed on warning. A student on warning remains eligible to enroll and receive financial aid. A success plan must be completed by students on warning status.
2. **Reinstatement of good academic standing for students on warning status:** If at the end of the warning period a student who has been on warning status has met both the institution's cumulative grade point average and cumulative completion percentage status, the institution shall end the student's warning status.

## **B. Suspension of students on warning status:**

**Suspension of students on warning status:** A student on warning status failing to meet the minimum cumulative qualitative or pace of progression/quantitative standard of academic progress during his/her next term of enrollment is immediately placed on suspension. A student on suspension is not eligible to enroll or receive financial aid.

The first academic suspension will be for a period of one regular semester (excluding summer). Any subsequent academic suspension will be for a period of one full academic year. Students wishing to enroll after academic suspension must file an appeal. This will not necessarily ensure financial aid eligibility.

## **C. Suspension of Students for Other Reasons**

1. **Maximum Time-Frame:** A student reaching 150% of the published credit length of the program is immediately suspended from **financial aid eligibility**. Changing a major will not extend a student's maximum time frame. Students with more than one active major should contact financial aid regarding their maximum time frame.
2. **Suspension of Students for Extraordinary Circumstances:** Students may be immediately suspended in the event of extraordinary circumstances, including but not limited to:
  - previously suspended, and reinstated students whose academic performance falls below acceptable standards during a subsequent term of enrollment;
  - students who register for courses, receive financial aid and do not attend any classes; or
  - students whose attendance patterns appear to be an abuse of the receipt of financial aid.Students from other institutions will be held to the same acceptable standards and may be placed on immediate suspension.
3. **Suspension for inability to meet program requirements within the maximum time frame:** If at the end of any evaluation period the institution determines that it is not possible for a student to raise his or her GPA or pace of course completion percentage to meet the institution's standards before the student would reach the end of the program for which he or she is receiving financial aid, the institution shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

## **Appeals and Probation**

A student has the right to appeal his or her suspension based on unusual or extenuating circumstances, including but not limited to the death of a family member, student injury, illness or hospitalization. The Suspension Appeal must be submitted in writing for consideration by the Suspension Appeal Committee, and include an explanation of the circumstances that negatively affected academic progress, a plan to correct deficiencies, and supporting documentation for both.

The Maximum Time-Frame appeal must be submitted in writing to the Financial Aid Office for the term the student is seeking financial aid. The college may consider processing a Maximum Time Frame appeal if a student has graduated from a program at this college or is attempting to complete a double major.

Students may appeal an initial adverse decision and shall have their appeal considered by an alternate process. The result of a student's appeal shall be communicated in writing.

**An appeal may be approved only if the institution:** Has determined that the student should be able to meet SAP standards at the end of the next evaluation period or develops an academic plan with the student that, if followed, shall ensure that the student is able to meet SAP standards by a specific point in time. The academic plan will include term standards of a 2.5 GPA and 100 percent of completion.

## **Probation Status**

A student who has successfully appealed a suspension shall be placed on probation for one evaluation period. If at the end of the evaluation period, a student has met the institution's cumulative grade point average of a 2.0 and has a completion percentage of at least 67%, the student shall be returned to good academic standing.

If the student has not met the cumulative grade point average and pace of progression/completion percentage standard but has met the conditions specified in his or her academic plan, the student shall be under a probationary status for a subsequent evaluation period.

If the student has not met the institution's cumulative grade point average and completion percentage standard and has also not met the conditions specified in his/her academic plan, the student shall be re-suspended upon completion of the evaluation.

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

Students failing to maintain academic progress standards shall be notified in writing. Notification shall include conditions of warning, suspension or probation and the process to appeal suspension status.

Notification of approved appeals shall include the standards that the student is expected to meet and the academic plan that the student is expected to complete in order to retain enrollment and financial aid eligibility at the end of the next evaluation period.

Notification of denied appeals shall describe the reason(s) for the denial and the institution's process for appealing that denial.

## **Reinstatement**

- A probationary student will have his/her academic good standing reinstated upon meeting or exceeding the minimum cumulative grade point average and pace of progression/completion standard.
- A suspended student may have his/her eligibility to enroll and receive financial aid reinstated only after an appeal has been approved. Neither paying for one's own classes, nor sitting out a period of time is sufficient in and of itself to reestablish eligibility for enrollment or financial aid.

## **Treatment of Grades and Credits**

### **Treatment of grades:**

- *Attempted Credits:* Credits for which a student is officially registered at the end of the drop period each term.
- *Cumulative Credits:* Sum of registered credits for all terms of enrollment, including summer terms.
- *Earned Credits:* Successfully completed credits with a grade of A, B, C, D, or P (pass). For the purpose of determining academic standing and satisfactory academic progress only, grades of IP (In Progress)

will be considered earned grades. Earned credits do not include credits with a grade of F (Fail), I (Incomplete), NC (No Credit), or with a designation of W (Withdraw) or Z (in progress).

- *Earned Percentage*: Percentage is calculated by dividing the number of earned credits by the number of attempted credits.
- *Grade Point Average (GPA)*: Calculated using a grade point value for grades of A, B, C, D, and F. (P counts as a credit earned, but it carries no grade point value.)
- *Academic Forgiveness*: Credits for which the student has been granted academic forgiveness will be included in the calculations for financial aid eligibility.
- *Audited (AU) Courses*: Audited courses shall not be funded by financial aid and shall not be included in the GPA, earned percentage, or maximum time frame calculations.
- *Consortium Credits*: Credits for which financial aid is received under a consortium agreement shall be included in the cumulative GPA, and completion percentage, and maximum time-frame calculations.
- *Developmental Credits*: Developmental credits (courses numbered under 1000) shall be included in the cumulative GPA and completion percentage calculations. Up to 30 developmental credits shall be excluded from maximum time-frame calculation. ESL courses have no limit.
- *Repeated Courses*: Students may repeat a course for the purpose of achieving a higher grade or to review course material. Repeat courses shall be included in the earned completion percentage and maximum time frame calculations. With the exception of those courses designated as repeatable, only the most recent grade of a repeated course shall be used in the GPA calculation. Students shall not be permitted to receive financial aid for more than one repetition of a previously passed (A, B, C, D, pass) course unless the course was designed to be repeated.
- *Transfer Credits*: Transfer credits accepted by the institution and applied to the student's program requirements shall be counted as credits attempted and completed for calculation of cumulative completion percentage. Grades associated with these credits shall not be used in calculating cumulative GPA.  
Transfer credits accepted by the institution shall apply toward the maximum time-frame calculation.
- *Withdrawals*: Credits for which a designation of "W" is received shall be included in attempted credits, but not earned credits. A grade of "W" does not impact GPA, but does negatively impact earned percentage.

## **Definitions:**

**Academic Plan** - a student who successfully appeals for reinstatement of financial aid eligibility may be required by an institution to complete, during a probationary period, specific requirements contained in an academic plan developed for that student by the institution.

**Evaluation Period** - Institutions shall measure Satisfactory Academic Progress at the end of each academic term or at the mid-point of programs less than one year in length.

**Financial Aid Suspension of Students on Warning Status** - A student on financial aid suspension status is not eligible to receive financial aid. Students whose financial aid eligibility has been suspended may regain his or her eligibility only through the institution's appeal process or when they are again meeting the institution's financial aid satisfactory academic progress cumulative grade point average and completion percentage standards.

**Maximum Time Frame** - the maximum number of cumulative attempted credits within which a student must complete his or her academic program.

**Probation Status** - a status under which a student who has successfully appealed a suspension shall regain his or her financial aid eligibility for one evaluation period, after which he or she must either have met the

institution's cumulative GPA and Completion Percentage standards, or have successfully completed the requirements of an academic plan developed for that student by the institution.

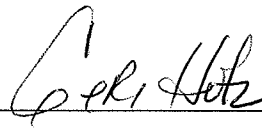
**Qualitative Measure** - the Grade Point Average (GPA) a student must maintain in order to retain financial aid eligibility.

**Quantitative Measure** - the "Pace" at which a student must progress through his or her program in order to retain financial aid eligibility.

**Required Completion Percentage** - the percentage of cumulative attempted credits that a student must successfully complete in order to retain financial aid eligibility.

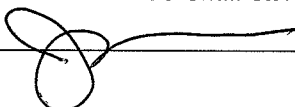
**Warning Status** - a status under which a student shall continue to retain her or his financial aid eligibility for one-evaluation period despite a determination that she or he has not met either an institution's grade point average standards, or completion percentage standard or both.

Shared Governance Council President or AASC Chair Review:



Date: 9-30-11

College President:



Date: 9-30-11

Date of Adoption:

Date of Implementation:

Date repealed or replaced:

# **St. Cloud Technical & Community College**

## **Policies and Procedures**

### **Chapter S3 – Educational Policies**

#### **S3.8 Transfer of Credit Policy**

*Update Revision Responsibility: Vice President of Academic Affairs*

**Purpose:** The purpose of this policy is to establish consistent practices for accepting credit for undergraduate college-level courses previously completed by students.

Credits for transfer from MnSCU colleges and universities shall follow the MnSCU Undergraduate Transfer policy 3.21 and Policy 3.37 Minnesota Transfer Curriculum. Transfer evaluations are completed in the office of Records and Registration once the student has been accepted into a major. Students must provide an official transcript from all previously attended colleges. Students may also be asked to provide additional documentation of courses taken (course descriptions, course outlines and/or course syllabi). Students will receive a list of courses transferred once the transfer evaluation is complete. Students may appeal the decision of the transfer credit evaluation as outlined in the MnSCU Undergraduate Transfer Policy beginning with the appeal procedure listed below.

**Accreditation:**

SCTCC will consider for transfer those credit courses taken from colleges and universities that are accredited by regional or national accrediting agencies.

**Age of Credits:**

Transfer of technical courses shall be allowed for courses that have been completed within the last 5 years (may be extended if an academic award was received and the student is working in the field). Specific or required math and science courses have a 10 year age limit. General studies and general education courses in the liberal arts have no age limit.

**Course Content:**

Courses approved for transfer must match at least 75% of the content and goals of the course syllabus for which the student is seeking transfer. Content and goals from several courses can be combined to reach the 75% match.

**Grade Point Average:**

Grades earned at other institutions shall not be used in computing the GPA at St. Cloud Technical and Community College.

**Grade Requirements:**

Courses for which students receive a grade of "C" or higher shall be considered for transfer. Courses with a grade of D that are assigned to a goal area of the Minnesota Transfer Curriculum will also transfer but may not satisfy major or program requirements. Grades of A – D will be included in the MnTC GPA calculation.

**Number of Credits:**

The number of credits granted shall not exceed the number of credits awarded by the sending institution.

**Semester Conversion:**

The following formula is used to calculate the conversion: 3 quarter hours become 2 semester hours and 4 quarter hours become 2.67 semester hours ( $4 \times .667 = 2.668$ ).

**Residency Requirements:**

Students must earn at least 15 or 1/3 of the technical credits (whichever is less) at St. Cloud Technical and Community College if they are diploma or certificate students. Students must earn 20 or more technical credits at St. Cloud Technical and Community College for an AAS or AS degrees. Students must earn 20 or more credits at St. Cloud Technical and Community College for an AA degree.

**Transfer Appeal Process**

If a student is not satisfied with the outcome of the above Transfer of Credit process, the appeal process is as follows:

1. Meet with the Registrar to provide clarification of the transfer. The clarification process involves faculty input and evaluation of the course description. The Registrar may require the student to produce a copy of course syllabi, and may do additional research on the course in question. The Registrar may or may not transfer additional classes after this meeting. If the student is not satisfied with the end result of this meeting, they may proceed to the next step.
2. A written appeal submitted to the Vice President of Student Services regarding the result of the transfer. The Vice President of Student Services will examine what courses have been completed and determine if any further action is necessary.
3. If a student is not satisfied with the college transfer appeal decision, the student may submit a request to the MnSCU Senior Vice Chancellor of Academic and Student Affairs for a system level appeal of the college transfer appeal decision.

---

Shared Governance Council President or AASC Chair Review: \_\_\_\_\_

Date: 3-21-12

College President: \_\_\_\_\_

Date: 4/2/12

Date of Adoption: \_\_\_\_\_

Date of Implementation: \_\_\_\_\_

Date repealed or replaced: 3/26/12

**St. Cloud Technical & Community College**  
**Policies and Procedures**  
**Chapter S3 – Educational Policies**  
**S3.13 Academic Progress Notifications**

*Update Revision Responsibility: Vice President of Academic Affairs*

**Academic Progress Notification**

Individual reports for unsatisfactory work (i.e. D, F, NC) shall be made by all instructors using the early warning electronic software. Academic Progress Reports are important for student academic success and will be shared with the student, the student's academic advisor, and appropriate student success personnel. It is also the student's responsibility to stay informed of his or her own performance in a class.

---

College President: \_\_\_\_\_ Date: 11/9/15  
Date of Adoption: \_\_\_\_\_  
Date of Implementation: \_\_\_\_\_  
Date repealed or replaced: \_\_\_\_\_



# **St. Cloud Technical & Community College**

## **Policies and Procedures**

### **Chapter S3 – Educational Policies**

#### **S3.13.1 Academic Progress Notifications Procedure**

##### **Academic Progress Notification**

Instructors will respond to academic progress notification at designated reporting dates set throughout the semester using the college approved early warning system. Progress notifications will be distributed a minimum of 2 times per semester; within the first eight weeks, and midway through the second eight weeks. Instructors shall respond to the progress notification during the allotted timeframe.

When an instructor responds, the electronic system will notify the student, the student's academic advisor, and student success personnel of the instructor's concern(s).

---

College President: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Adoption: \_\_\_\_\_

Date of Implementation: \_\_\_\_\_

Date repealed or replaced: \_\_\_\_\_

# **St. Cloud Technical & Community College**

## **Policies and Procedures**

### **Chapter S3 – Education Policies**

#### **S3.21 Assigning and Changing Grades**

*Update Revision Responsibility: Vice President of Academic Affairs*

##### **Grading System**

The following is used to report academic achievement and to compute the student's grade point average:

A – 4 grade points per credit

B – 3 grade points per credit

C – 2 grade points per credit

D – 1 grade point per credit

F – 0 grade points (no credit earned)

NC – No Credit. This grade is assigned when students do not successfully complete a developmental course.

FN – Failure due to non-attendance. This grade is awarded to a student who never attended the course, but did not drop the course prior to the end of the term. This grade does not affect the GPA but does affect earned/attempted credits.

FW – Failure due to unofficial withdrawal. This grade is awarded to a student who did not officially withdraw from the course but stopped attending prior to the end of the term. This grade does not affect the GPA but does affect earned/attempted credits.

I – Upon the student's request, the instructor consented to an extension of time for course completion. I grades automatically become F grades at the end of the next term (not including summer sessions) if requirements have not been satisfactorily completed.

P – Successful demonstration of competence. Credits earned under the pass/fail system will not be included in computing the GPA. A grade of P represents work equivalent to or above 2.00 level.

IP – In progress. This grade may be awarded to a student enrolled in a course that is of a clinical or field internship nature or for courses that extend beyond the end date of the semester. IP grades automatically become F grades at the end of the next full

term (not including summer sessions) if requirements have not been satisfactorily completed. IP grades do not influence GPA calculations, but represent successful completion only for the purpose of measuring both academic and financial aid satisfactory progress.

W – Student formally withdrew from the course after the drop period and before 80% of the scheduled class meetings. This grade does not affect the GPA but does affect earned/attempted credits.

AU – Student was a visitor in the course. AUs are assigned for audits (carries same tuition and fees as for credit). Student must consult with instructor concerning audit requirements. Courses with a grade of AU will not transfer and are not eligible for financial aid. Audit forms must be completed in the first week of the semester.

GPA – total grade points achieved in a given time period divided by total credits of courses for which grades of A, B, C, D, and F were received.

### **Non-Attendance**

Faculty are required to provide a list of non-attending students to the Division's Administrative Assistant by the 5<sup>th</sup> day of semester for the student to be dropped for non-attendance. Non-attendance for courses that begin after the first week of the semester must be reported by the first business day after the course begins.

### **Last Date of Attendance**

Faculty are required to gather and report "last date of attendance" (LDA) information in accordance with state and federal policies and procedures.

### **Student Withdrawal**

#### *Student-Initiated Withdrawal*

Students may withdraw from individual courses using MnSCU e-services through 80% of scheduled class sessions.

### **Assigning Grades and Reporting**

Grading practices and course requirements shall be stated in the syllabus and provided to the students at the beginning of each term. The student should know the weight given to scheduled quizzes or tests, "pop" quizzes, weekly papers, other written or oral work, and the final exam.

To facilitate the determination of warning or suspension status, instructors must assign one of the approved grading symbols to all students registered in their courses. All grades must be entered by 8:00 a.m. of the first business day following the last day of the semester. For courses that are less than a full semester, grades must be entered by 8:00 a.m. the first business day following the last class meeting.

The Registrar shall have the authority to record an F grade on the transcript in cases where no grade was assigned by the instructor by the end of the term following the assignment of an I (Incomplete) or IP (In Progress).

### **Grades of Incomplete**

Students who are doing satisfactory work in a course, but cannot complete all requirements, may receive an incomplete (I). An incomplete is given for reasons such as serious illness or family illness. Documentation may be required. Incomplete grades are assigned at the discretion of the course instructor only after the midpoint of the course.

The course instructor and the student will develop a contract outlining the remaining work to be done. A signed copy of this contract will be kept on file in the academic department. Students must complete the course requirements within one semester. Incomplete spring semester coursework must be completed by the end of the following fall semester. Incomplete grades that are not changed by the end of the following semester will be changed to "F" for failure.

### **Changing Grades**

Grade changes on all courses must be approved by the Division Dean.

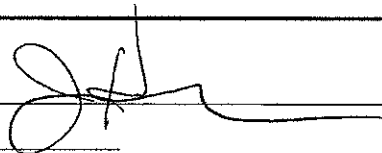
Grade changes on all courses must be submitted in writing to records and registration using the Grade Change Form. Grade changes must be signed by the instructor assigned to the course and by the division dean.

### **Grade Appeals**

Students who wish to appeal a grade can submit their request through the Academic Appeals Committee.

---

College President: \_\_\_\_\_



Date: \_\_\_\_\_

12/10/15

Date of Adoption: \_\_\_\_\_

Date of Implementation: 5/2016

Date repealed or replaced: \_\_\_\_\_

# **St. Cloud Technical & Community College**

## **Policies and Procedures**

### **Chapter 3 – Educational Policies**

#### **S3.24 Complaint/Grievance Policy**

*Update Revision Responsibility: Vice President for Student Affairs*

##### **Authority**

Minnesota State Colleges and Universities Policy 3.8; Procedure 3.8.1

##### **General Statement of Policy**

St. Cloud Technical and Community College, in order to provide quality instruction and service, encourages student access to college faculty, staff and administration to resolve questions, concerns, or complaints regarding SCTCC policies, procedures, or other actions or inactions of the College.

Students are encouraged to use available informal means to have decisions reconsidered before submitting a complaint or filing a grievance. The ultimate objective of this policy and procedures is to reach a mutually agreed upon resolution to the issue as quickly and efficiently as possible. No retaliation of any kind shall be taken against a student for participating in the complaint or grievance process. These procedures shall also protect data privacy rights. The college maintains a record of all complaints and grievances filed and are collected and archived in the Administrative Affairs Division.

This policy does not apply to academic grade disputes. Grade appeals are handled under a separate policy/procedure. Student complaints regarding discrimination or harassment are subject to SCTCC and MnSCU Board Policy 1.B1, Procedures 1B.1.1 and should be directed to the SCTCC's affirmative action officer or other designated official listed in the Procedures 1.B.1.1.

##### **Other related Policies**

MnSCU/SCTCC Policy 1B.1: *Report/Complaint of Harassment/Discrimination*

MnSCU/SCTCC Policy 3.6: *Student Code of Conduct.*

SCTCC Procedure: *Academic Appeals*

##### **Definitions**

***Appeal:*** A request for reconsideration of a grievance decision.

***Complaint:*** An oral or written claim by a student alleging improper, unfair, or arbitrary treatment.

***Grievance:*** A written claim raised by a student, alleging improper, unfair, or arbitrary action by an employee involving the application of a specific provision of a college or university

rule/regulation or a board policy or procedure. This policy does not apply to those college/university rules or regulations or to board policies or procedures that include an appeal or grievance process.

***Retaliation:*** Retribution of any kind taken against a student for participating or not participating in a complaint or grievance.

***Student:*** An individual student, a group of students, or the campus student government.

---

Faculty Shared Governance Council President

Date: 1/18/13

Date of SCTCC Student Senate review: September 24, 2012

College President: \_\_\_\_\_

Date: 1/22/13

Date of Adoption: January 14, 2013

Date of Implementation: \_\_\_\_\_

Date repealed or replaced: \_\_\_\_\_

# **St. Cloud Technical & Community College**

## **Policies and Procedures**

### **Chapter S3 – Educational Policies**

#### **S3.24.1 Complaint/Grievance Procedure**

##### **Complaint Procedure**

The goal of the complaint procedure is to quickly address a student's question/concern about a college decision, action or inaction and come to a resolution agreeable to the student and the college as soon as possible.

Submitted verbally or in writing, the student may bring the complaint directly to a faculty member, administrator, manager, department chairperson, college supervisor or other SCTCC staff. Complaints may also be brought to the manager, supervisor or dean of the department/division closest to the disputed action. In cases where the complaint cannot be resolved immediately, students must submit the complaint within twenty (20) business days from the date of the identified dispute. In cases where college personnel cannot resolve the complaint immediately, he/she shall render a response to the complainant either personally and/or in writing within ten (10) working days upon receipt of the complaint.

##### **Grievance Procedure**

Student(s) not satisfied with the outcome of a complaint - and/or if the complaint involves the application of a college policy – may file a written grievance with the supervisor (director, dean or vice-president) of the employee or department whose action gave rise to the grievance.

The grievance must be filed within twenty (20) business days from the complaint decision or from the date of the grieved incident.

Information and forms to file a Grievance are available from the Assistant to the Vice-President of Administration (office 1-401 E). A form may also be downloaded from the SCTCC Web site.

To file a written Grievance, the grievant must provide the following information:

- name of the student(s) filing the grievance,
- name of the faculty or staff member whose action(s) is being grieved,
- statement of facts and nature of the grievance, including specific policy violation, if known,
- any documentation or evidence,
- date(s) of the incident(s),
- resolution being sought by the grievant, and
- grievant's signature and date.

The written materials must be submitted to the Assistant to the Vice-President of Administration (office 1-401E). The Administrative Assistant will forward the grievance to the appropriate academic or administrative officer. General faculty, classroom and other academic issues –

excluding grade appeals – will be directed to the Academic Affairs Division. Financial issues such as billings, tuition payments, financial aid, bookstore, food service, parking and facilities will be directed to Administrative/Business Services. Issues involving admissions, assessment, records and registration, student support and student life will be forwarded to the Student Affairs Division. The academic or administrative officer will have ten (10) business days from the receipt of the written grievance to render a solution or refer to the appropriate decision maker or decision making committee.

A written statement of the resolved issue or notification of referral will be returned to the student(s) and copies forwarded to the Vice President of the division, as well as the Assistant to the Vice-President of Administration. In cases where the grievance is with a college Vice-President, it will be referred to the college President or his/her designee.

### **Appeals**

A student may appeal a grievance decision based on the application of a specific college rule, regulation, policy or procedure. The same written material submitted in the original decision will be presented for appeal to the appropriate divisional Vice-President. If the Vice-President made the initial decision or is the subject of the grievance, the materials will be forwarded to the college President or his/her designee.

The Vice-President or President shall, within ten (10) business days after receipt of the Appeal, render a final decision. Final settlement will be based on facts presented in the original grievance, as well as any additional information arising during the appeal investigation. The Vice-President or President will take one of the following actions: 1) dismiss the appeal, leaving the previous decision binding, or 2) render a decision on the appeal. A written decision will be delivered to the grievant. The decision of the Vice-president or President is final and binding.

If the grievance involves a board policy, the actions of a college or university 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 practice, a student may further appeal the college or university decision to the Office of the Chancellor. The decision of the chancellor is final and binding. To contact the Chancellor's Office: Academic and Student Affairs, Office of the Chancellor, Wells Fargo Place, 30 7<sup>th</sup> Street E., Suite 350, St. Paul, MN 55101-7804.

St. Cloud Technical and Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC). In cases that involve SCTCC's compliance with the standards of the College's accrediting agency, questions or concerns may be directed to: Higher Learning Commission, 230 Lasalle St., Suite 7-500, Chicago, IL 60604-1413.

### **Time limits**

If a complaint or grievance is not submitted within the established time limits, it shall not be considered. If the college staff or administrator does not address the complaint or grievance within the established time frame, the student may appeal the complaint or grievance to the next step.

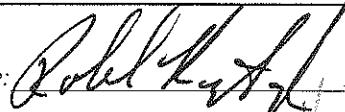


**Dissemination**

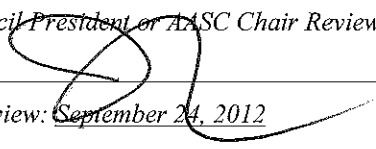
This policy/procedure will be made available at least annually to students and SCTCC employees via the College's General Catalog, Student Handbook and SCTCC Web site. Written materials will be located as referenced in this policy. Supervisory personnel are responsible for communicating this policy to affected staff upon official review and approval

---

Faculty Shared Governance Council President or AASC Chair Review:



Date: 1/18/13

College President: 

Date: 2/2/13

Date of SCTCC Student Senate review: September 24, 2012

Date of Adoption: January 14, 2013

Date of Implementation: \_\_\_\_\_

## Student Grievance Form

This form is to be used to file a grievance involving SCTCC Faculty or Staff's application of a specific provision of a college rule, regulation, policy or procedure. This form is not for grade or academic appeals or allegations of harassment or discrimination. Reference: MnSCU/SCTC Policy 3.8.

Student's Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Involved Faculty or Staff Name: \_\_\_\_\_ Date of Incident \_\_\_\_\_

1. Describe the matter about which you are concerned. Include the specific policy, rule, regulation or procedure you are grieving. Please attach any documentation and/or additional pages if you need to do so.

---

---

---

2. Describe any steps you have taken to correct the situation.

---

---

---

3. Describe the actions you are seeking to resolve this issue.

---

---

---

Student's signature \_\_\_\_\_ Today's Date: \_\_\_\_\_

.....  
*This section for department and college use*

**Routing:**

1. Completed form submitted to Assistant to the VP Administration (1-401E). Date and signature recorded below.
2. Form forwarded to appropriate academic or administrative department. Date and signature recorded below.
3. Decision or referral made. Disposition noted below
4. Written notification to student of decision or referral.
5. Copies to Vice President of the Division and Assistant to the VP Administration

Date Received by Administration: \_\_\_\_\_ Received by: \_\_\_\_\_  
Date Received by Department: \_\_\_\_\_ Received by: \_\_\_\_\_

**Appeal:**

Date received by VP/President: \_\_\_\_\_ Received by: \_\_\_\_\_

Final Disposition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Minnesota State Colleges and Universities**  
**Board Policies**  
**Chapter 1 - System Organization and Administration**  
**Section B - Equal Education and Employment**  
**Opportunity**

## **1B.1 Equal Opportunity and Nondiscrimination in Employment and Education**

### **Part 1. Policy Statement**

**Subpart A. Equal opportunity for students and employees.** Minnesota State Colleges and Universities has an enduring commitment to enhancing Minnesota's quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, Minnesota State Colleges and Universities is committed to a policy of equal opportunity and nondiscrimination in employment and education.

**Subpart B. Nondiscrimination.** No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.

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

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

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and

respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing system, college, and university equal opportunity and nondiscrimination policies.

## **Part 2. Definitions.**

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

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

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

As required by law, Minnesota State Colleges and Universities further defines sexual harassment as a form of sexual discrimination which is prohibited by state and federal law.\_ Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose or effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

**Subpart D. Employee.** Employee means any individual employed by Minnesota State Colleges and Universities, including all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

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

1. Protected class includes race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, familial status and membership or activity in a local human rights commission are protected classes in employment.
2. This policy prohibits use of protected class status as a factor in decisions affecting education

and employment where prohibited by federal or state law.

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

- a) made a complaint under this policy;
- b) assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated;
- c) associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation, gender identity, gender expression, or national origin; or
- d) Made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or stated nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.

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

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

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

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

**Part 3. Consensual Relationships.** An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where

the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

**Part 4. Retaliation.** Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

**Part 5. Policies and procedures.** The chancellor shall establish procedures to implement this policy. The equal opportunity and nondiscrimination in employment and education policy and procedures of colleges and universities shall comply with Board Policy 1B.1 and Procedure 1B.1.1.

---

*Date of Adoption:* 09/20/94,

*Date of Implementation:* 09/20/94,

*Date and Subject of Revision:*

*1/29/15 - Amended to include familial status as a protected class protected from discrimination in employment.*

*5/15/13 - Amended a technical error in 1B.1, Part 2, Subpart C3, changing "purpose and effect" to "purpose or effect" to be consistent with the requirement of state and federal law and with Board Policy 1B.1, in the first section of Part 2.*

*11/14/12 - Amended the name of the policy to include equal opportunity. Amended policy by expanding language on equal opportunity; adding gender expression and gender identity as protected classes protected from discrimination; specifically prohibiting retaliation on the basis of participation in a discrimination complaint under state or federal law; modifying the definition of student for purposes of the policy; and other changes to streamline or clarify language. Amendments take effect upon adoption.*

*6/21/06 - Amended policy to streamline and clarify language. Part 3 was amended to prohibit relations between employees and students or employees over whom the employee exercises direct or significant authority or influence. Amendments do not take effect until November 1, 2006*

*12/20/95 - Added everything after the first paragraph.*



Minnesota State Colleges and Universities  
System Procedures  
Chapter 1B – System Organization and Administration /  
Equal Education and Employment Opportunity

---

**Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment  
Investigation and Resolution**

**Part 1. Purpose and Applicability.**

**Subpart A. Purpose.** This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of 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 Minnesota State Colleges and Universities, 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.

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 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 Minnesota State Colleges and Universities.

**Subpart C. Scope.** This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not

arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

**Part 2. Definitions.** The definitions in 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, 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 system office.

**Subpart B. Decisionmaker.** Decision maker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether 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 system office.

**Subpart C. Retaliation.** Retaliation is as defined in Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education policy.

**Part 3. Consensual Relationships.** 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 he or she 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, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- 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 events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her 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 she or he has been or is being subjected to conduct prohibited by 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 system office, college, or university.

**Subpart B. Duty to report.** Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under 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 or university shall be filed with the system office. However, complaints against a president shall be processed by the college or university 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 system office employees or Board of Trustees.** For reports/complaints that involve allegations against system office 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, colleges, and universities 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 system office, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by 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 he or she has been subject to conduct in violation of 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, college or university 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 the Board Policy 1B.1 and this procedure;
  - b.) provide a copy of or Web address for 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 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, college or university.
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 nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:
  - a) provide a copy of or Web address for 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 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 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 or university 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 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.
9. **Timely Completion.** Colleges, universities and the system office must provide resources sufficient to complete the investigative process and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. The designated officer shall notify the complainant and respondent if the written response is not expected to be issued within the 60 day period. The college, university or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.

**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 system office, college or university 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 system office, college or university 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 decisionmaker for review and decision;
  - b.) take additional investigative measures as requested by the decisionmaker; 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 Office of General Counsel.
2. **Decisionmaker.** After receiving the investigation report prepared by the designated officer, the decisionmaker 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
    3. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.
  - b.) take other measures deemed necessary to determine whether a violation of 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 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 her or his findings, and the basis for those findings, as to whether Board Policy 1B.1 has been violated.
  - f.) Conduct that is determined not to have violated Board Policy 1B.1 shall be referred to another procedure for further action, if appropriate.

**Part 7. System Office, College, or University Action.** The system office, college, or university 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 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 system office, college or university. In accordance with state law, the system office, college or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

## **Part 8. Appeal.**

**Subpart A. Filing an appeal.** The complainant or the respondent may appeal the decision of the decisionmaker. 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 decisionmaker.

**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 §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.

**Part 9. Education and Training.** The system office, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board Policy 1B.1 and this procedure. All colleges and universities and the system office shall promote awareness of Board Policy 1B.1 and this procedure, and shall publicly identify the designated officer.

**Part 10. Distribution of Board Policy 1B.1 and this Procedure.** Information regarding 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 system office and on college and university campuses 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.

**Part 11. Maintenance of Report/Complaint Procedure Documentation.** 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 system office, college or university 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.

---

*Approval Date: 02/17/97,*  
*Effective Date: 05/08/03,*

*Date and Subject of Revision:*

- 5/31/13 - The procedure has been amended to support the policy changes in the 1B.1 policy concerning gender identity and gender expression and an amendment to the following: Part 6, Subpart C, 9 - Clarified and moved language that had been stated included in Part 6, Subpart E. 2.e. Technical changes throughout for consistency.*
- 1/25/12 - The Chancellor amends all current system procedures effective February 15, 2012, to change the term "Office of the Chancellor" to "system office" or similar term reflecting the grammatical context of the sentence.*
- 1/31/07 - Procedure completely reviewed - Technical changes throughout. Part 3 - Revised to support the change in the 1B.1 policy concerning consensual relationships.*
- 4/02/03 - amended portions of the policy - Part 1. - added second paragraph, Part 2, Subpart A - added second paragraph, Part 2, Subpart B - added second paragraph, Part 3, Subpart D, 1, 2. - slight modifications, Part 5, Subpart G, 3. - slight modification, Part 6 - deleted last sentence, Part 7, Subpart A - deleted a sentence, Part 7, Subpart C - slight addition, Part 10 - added second paragraph, December 18, 2000 - amended the entire policy*



**Minnesota State Colleges and Universities**  
**Board Policies**  
**Chapter 3 – Educational Policies**

### **3.21 Undergraduate Course Credit Transfer**

**Part 1. Purpose.** The purpose of this policy is to establish consistent practices for accepting credit for undergraduate college-level courses transferred into a system college or university, except for courses that apply to the Minnesota Transfer Curriculum as per Policy 3.37 Minnesota Transfer Curriculum.

**Part 2. Definition.** For purposes of this policy the following definition applies:

**Comparable or equivalent course.** A comparable or equivalent course is one that is similar in nature, content and level of expected student performance on course outcomes to a course offered by the receiving institution.

**Part 3. Transfer of Undergraduate Credits.** Once a student has been admitted to a system college or university, each college or university shall evaluate college-level course credits completed, as submitted by the student on an official transcript, to determine if they shall be accepted in transfer. Once the credits are accepted in transfer, each college or university shall determine how the course credits will apply to program and graduation requirements

Transfer of credit from one college or university to another shall involve at least three considerations:

1. Educational quality of the learning experience which the student transfers,
2. Comparability of the nature, content and level of the learning experience offered by the receiving college or university, and
3. Appropriateness and applicability of the learning experience to the programs offered by the receiving higher education entity in light of the student's educational goals.

**Subpart A. Transfer of courses that are comparable or equivalent.** A receiving system college or university shall accept courses in transfer that it determines to be comparable or equivalent to specific courses it offers.

**Subpart B. Transfer of courses that are not comparable or not equivalent.** College-level courses accepted in transfer by a system college or university that are determined to be not comparable or not equivalent to specific courses taught at the receiving college or university shall be accepted as electives.

**Part 4. Course Outlines.** In order to facilitate the evaluation of courses for transfer credit as described in Part 3 of this policy, each system college and university shall post course outlines, as defined in Board Policy 3.22, for all courses on its institutional website. The links for current course



outlines shall be submitted to the system office for publication on the MinnesotaTransfer.org Web site.

**Part 5. Official Repository of Course Equivalents.** The Degree Audit and Reporting System (DARS) and u.select database (and successor databases) housed within the system office shall be the official repository of course equivalencies between system colleges and universities. Each system college and university shall be responsible for ensuring the accuracy and completeness of course equivalencies listed for courses offered by that college or university. A course offered by a system college or university that is listed as the equivalent of a course at the receiving system college or university shall be accepted in transfer as that course by the receiving system college or university with no additional documentation required from the student.

**Part 6. System College or University Transfer Policy.** Each system college or university shall implement a policy to address transfer of course credit consistent with the requirements of this policy and Procedure 3.21.1 Undergraduate Course Credit Transfer.

**Part 7. Disseminating Information.** Each system college or university shall publish its transfer policy and shall make information about credit transfer and course equivalencies, including links to MinnesotaTransfer.org and u.select, readily available on its website.

**Part 8. Student Appeals.** Each system college or university shall establish a policy for student petition and appeal of credit transfer decisions. The Chancellor shall establish a procedure for system-level appeal of system college or university credit transfer decisions. When providing students with a transfer evaluation, colleges and universities shall also provide information about a student's right to appeal, the appeal process, and links to the system and college or university appeal policies. This information shall also be made available on each college and university website, course catalog and transfer-related publications.

---

*Date of Adoption:* 04/29/98,

*Date of Implementation:* 08/01/07,

*Date and Subject of Revision:*

11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the term "Office of the Chancellor" to "system office," and to make necessary related grammatical changes.

5/19/10 - Added a new Part 4 Outlines and Part 5 Official Repository of Course Equivalents. Amended Part 7 to require credit transfer and course equivalencies available on the Website. Amended Part 8 to require that information about the transfer appeal process to students when they receive their transfer evaluations and requires that information be made available on the Website, course catalog and other publications.

6/20/07 - moves transfer of credit related to the Minnesota Transfer Curriculum to Policy 3.37, expands existing language to address course credit transfer from any higher education institution, limits the policy to transfer of formal credit courses, moves academic program requirements and transfer to Policy 3.36, and moves process and procedural items to the chancellor's procedure

03/17/04 - added Subpart 4C to describe the transfer of the Associate in Fine Arts degree.

*Repealed carry forward policies CC III.01.10, Transfer Standards; CC III.01.11, Transfer of Technical Credits; SU Policy 4.5, Policy Regarding Transfer of Lower Division Credit from Two-Year Colleges; and T.C. 2.3.2.0, Credit Transfer*



## Minnesota State Colleges and Universities Board Policies Chapter 3 – Educational Policies

### 3.36 Academic Programs

**Part 1. Purpose and Applicability.** The purpose of the Academic Programs policy is to direct decision-making regarding the development, approval and management of credit-based academic programs.

The academic programs of the Minnesota State Colleges and Universities should prepare graduates for work, life, and citizenship. Academic programs should create graduates who are creative, innovative, and able to respond with agility to new ideas, new technologies, and new global relationships. Graduates should be able to lead their professions and adapt to the multiple careers they will have over their lifetimes. Graduates should have the ability to think independently and critically; be able to resourcefully apply knowledge to new problems; proactively expect the unexpected, embrace change and be comfortable with ambiguity; and be able to communicate and work effectively across cultural and geographic boundaries.

In order to meet Minnesota's educational needs, the Minnesota State Colleges and Universities shall endeavor to:

1. Ensure quality and excellence that is competitive on a national and international level in meeting the needs of students for occupational, general, undergraduate, and graduate education;
2. Facilitate ease of transfer among schools and programs, integrate course credit, and coordinate degree programs;
3. Give highest priority to meeting the needs of Minnesota employers for a highly skilled and adaptable workforce;
4. Enhance Minnesota's quality of life by developing understanding and appreciation of a free and diverse society; and
5. Eliminate unnecessary duplication and achieve efficient and streamlined operations.

**Part 2. Definitions.** The following definitions have the meanings indicated for all Board policies unless the text clearly indicates otherwise.

**Subpart A. Academic award.** Academic award means a certificate, diploma or degree.

**Subpart B. Academic program.** Academic program means a cohesive arrangement of college-level credit courses and experiences designed to accomplish predetermined objectives leading to the awarding of a degree, diploma, or certificate. Undergraduate degree programs shall include a general education component. The purpose of an academic program is to:

1. increase students' knowledge and understanding in a field of study or discipline,

2. qualify students for employment in an occupation or range of occupations, and/or
3. prepare students for advanced study.

**Subpart C. Academic program inventory.** Academic program inventory means the official list of academic programs offered by system colleges and universities.

**Subpart D. Credit.** Credit means a quantitative measure assigned to a system college or university course offering or an equivalent learning experience that takes into consideration achieved student learning outcomes and instructional time.

**Subpart E. General education.** General education means a cohesive curriculum defined by faculty through system college or university procedures to develop reasoning ability and breadth of knowledge through an integration of learning experiences in the liberal arts and sciences.

### **Part 3. Authorized Academic Awards.**

**Subpart A. System college and university award authority.** System colleges and universities have authority to confer academic awards only as specified below.

1. **Community colleges.** Community colleges have the authority to confer undergraduate certificates, diplomas, associate in arts, associate in fine arts, associate in science, and associate in applied science degrees.
2. **Consolidated colleges.** Consolidated colleges have the authority to confer undergraduate certificates, diplomas, associate in arts, associate in fine arts, associate in science, and associate in applied science degrees.
3. **Technical colleges.** Technical colleges have the authority to confer undergraduate certificates, diplomas, associate in science, and associate in applied science degrees.
4. **Universities.** Universities have the authority to confer undergraduate and graduate certificates and associate in arts, associate in fine arts, associate in science, baccalaureate, and graduate degrees.

Approval by the Board of Trustees is required for a system college or university to confer an academic award type for which specific authority is not granted in this policy.

**Subpart B. Academic award characteristics.** The chancellor shall specify the characteristics of academic awards.

**Subpart C. Academic program credit length limits.** Academic programs that lead to an associate degree shall be limited to 60 credits and academic programs that lead to a baccalaureate degree shall be limited to 120 credits unless the chancellor grants a waiver based on industry or professional accreditation standards that require a greater number of credits.

The chancellor shall set program credit length requirements and waiver criteria for undergraduate certificates, diplomas and graduate level awards.

**Part 4. Authority to Establish Academic Program Locations.** Approval of the chancellor is required for establishment of a location at which an academic program may be offered.

**Part 5. Academic Program Approval.** Approval of the chancellor is required for new academic programs, changes to existing academic programs, suspension of academic programs, and closure of academic programs at system colleges and universities.

An approved academic program shall include curricular requirements for earning an academic award, such as credits in general education, a major and/or minor, and all prerequisite courses. The chancellor shall maintain the academic program inventory and annually report to the Board of Trustees on the status of the inventory. The annual report to the Board will include data and analysis of programs measured against program goals established by the Chancellor. The goals will be based on aligning program offerings to workforce needs statewide, regionally and locally in collaboration with the Department of Employment and Economic Development and the Governor's Workforce Development Council (GWDC), and including data from the State Demographer. Only academic programs approved by the chancellor as recorded in the academic program inventory may be offered by system colleges and universities.

**Part 6. Student Options when Academic Programs are Suspended, Closed, or Changed.** A system college or university shall provide a student admitted to an academic program an opportunity, consistent with system college or university policy, to complete the academic program when it is suspended or closed or when the requirements have changed.

**Part 7. Academic Review.** Each system college and university shall regularly review its academic programs for the purpose of academic planning and improvement.

The chancellor, as appropriate, may conduct statewide or regional reviews of academic programs or program clusters, report findings to the Board of Trustees and, when necessary, impose conditions on academic programs.

---

*Date of Adoption:* 06/20/07,

*Date of Implementation:* 08/01/07,

*Date and Subject of Revision:*

3/19/14 – Amended Part 2, Subpart D, to revise the definition of credit and amended Part 7 to remove language regarding annual academic program review summary reports to the chancellor

11/16/11 – Amends Part 1 to include foundational language that specifically reflects legislation found in State Higher Education Objectives, Budget Priorities, Powers and Duties, Missions, Courses and Programs, and Education Priorities. Amends Part 5 to require that the annual academic program status report to the Board include data and analysis of programs measured against program goals established by the Chancellor.

01/21/09 - Amends Part 2, Subp. B to require undergraduate degree programs to include a general education component. Adds Part 3, Subp C, Academic Program Credit Length Limits.

06/20/07 – Repealed the following policies:

3.2 - Academic Program Inventory

3.10 - Academic Program Review

- 3.12 - Academic Program Suspension and Reinstatement and Closure*
- 3.14 - Academic Program Approval*
  - Procedure 3.14.1 - Addressing Transfer in Approval of New Programs*
- 3.17 - Degrees, Diplomas and Certificates*
  - Procedure 3.17.1 - Degrees, Diplomas and Certificates*
- 3.19 - Academic Program Redesign.*
- 3.20 - Academic Program Replication or Relocation.*
- 3.25 - Degree Granting Authority*



## Minnesota State Colleges and Universities System Procedures Chapter 3 – Educational Policies

---

### Procedure 3.36.1 Academic Programs

#### Part 1. Purpose and Applicability.

**Subpart A. Purpose.** To establish standards, processes and conditions that enable consistent implementation of academic program policy.

**Subpart B. Applicability.** These procedures implement Policy 3.36 Academic Programs.

**Part 2. Definitions.** The following definitions have the meanings indicated for all board policies unless the text clearly indicates otherwise.

**Subpart A. Academic Award.** A certificate, diploma or degree.

**Subpart B. Academic Program.** A cohesive arrangement of college level credit courses and experiences designed to accomplish predetermined objectives leading to the awarding of a degree, diploma, or certificate. Undergraduate degree programs include a general education component and the purpose is to:

1. increase students' knowledge and understanding in a field of study or discipline,
2. qualify students for employment in an occupation or range of occupations, and/or
3. prepare students for advanced study.

**Subpart C. Academic Program Characteristics.** Attributes that operationally describe an approved academic program including:

1. name,
2. academic award,
3. federal Classification of Instructional Program (CIP) code,
4. credit length,
5. location(s),
6. emphases, if any,
7. articulation or collaborative agreements, if any, among system colleges and universities or other parties, and
8. status (active, suspended, closed).

**Subpart D. Academic Program Closure.** An academic program change in status which permanently closes the academic program to new enrollment.

**Subpart E. Academic Program Curriculum Component.** Academic program curriculum component is a program element with set requirements.

**Emphasis.** A focused component of an academic program.

**Major.** A curriculum component of an academic program intended to provide in-depth study in a discipline, a professional field of study or an occupation. A major may include an academic program emphasis.

**Minor.** A curriculum component of limited depth and/or breadth within a baccalaureate academic program.

**Other Components.** Other components of an academic program may include electives, required courses, and general education.

**Subpart F. Academic Program Inventory.** The official list of academic programs offered by system colleges and universities.

**Subpart G. Academic Program Redesign.** A change to an academic program characteristic.

**Subpart H. Academic Program Reinstatement.** An academic program status change from suspended to active.

**Subpart I. Academic Program Relocation.** Academic program relocation occurs when an active academic program is closed at its present location and approved for delivery at a different location.

**Subpart J. Academic Program Replication.** Academic program replication occurs when an active academic program is offered at an additional location.

**Subpart K. Academic Program Suspension.** Academic program suspension is a change in status which temporarily closes the academic program to new enrollment.

**Subpart L. Advisory Committee.** A group established to provide guidance on academic program development and improvement including need, design, accountability, and closure.

**Subpart M. Articulation Agreement.** A formal agreement between two or more educational entities to accept courses in transfer toward a specific academic program using the system articulation agreement template or equivalent evidence of course transfer encoded into the degree audit reporting system.

**Subpart N. Collaborative Agreement.** A formal agreement between two or more parties, at least one of which is a system college or university, to co-deliver an academic program. Each system college or university may, as appropriate, confer the award.

**Subpart O. Course.** A set of designed experiences with defined student learning outcomes.



**Subpart P. Credit.** A unit of measure assigned to a system college or university course offering or an equivalent learning experience that takes into consideration achieved student learning outcomes and instructional time.

**Subpart Q. Credit Hour.**

1. An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than -
  - a. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time, such as in distance learning environments; or
  - b. At least an equivalent amount of work as required in paragraph (1.a.) of this definition for other academic activities as established by the system college or university including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
2. Or, for a program that is subject to a clock/credit-hour conversion, the lesser of
  - a. Clock hours in the credit-hour program divided by 37.5 clock hours of instruction or
  - b. Minnesota State Colleges and Universities system approved credit hour.

**Subpart R. Curriculum.** A coherent set of instructional experiences designed through established system college and university procedures to achieve desired student learning outcomes. Curriculum may refer to an academic program, an academic program element such as the major, an instructional unit, the general education component, or the entirety of offerings of a system college or university.

**Subpart S. Fine Arts.** The disciplines of creative writing, dance, music, theatre, the visual arts, and performing arts in which artistic purposes are primary.

**Subpart T. General Education.** A cohesive curriculum defined by system college or university faculty to develop general knowledge and reasoning ability through an integration of learning experiences in the liberal arts and sciences.

**Subpart U. Graduate Course Enrollment.** There are four types of graduate course enrollment that specify which students are permitted to enroll in a graduate course.

**Master's Dual-Enrollment.** Master's dual-enrollment courses are open to undergraduate students and graduate students at the master's level.

**Master's.** Master's courses are open only to graduate students at the master's level.

**Doctoral Dual-Enrollment.** Doctoral dual-enrollment courses are open to graduate students at the master's and doctoral levels.

**Doctoral.** Doctoral courses are open only to graduate students at the doctoral level.

**Subpart V. Liberal Arts and Sciences.** Liberal arts and sciences include the humanities, mathematics, natural sciences, and social sciences.

**Subpart W. Location.** A geographic place where a system college or university has been approved to deliver an entire academic program.

**Subpart X. Minnesota Transfer Curriculum.** The Minnesota Transfer Curriculum is comprised of general education courses and goal area definitions and competencies designed for transfer among Minnesota public colleges and universities.

**Subpart Y. Mission Statement.** A mission statement conveys the broad intentions and distinctive character of a system college or university; describes its primary educational programs and their purposes; recognizes the diversity of its learners; identifies the students to be served, including particular constituents; defines a primary service area; and communicates a commitment to the advancement of society's values and common purposes and the advancement of excellence in higher learning. Use of this definition is restricted to this procedure and related guidelines, if any.

**Subpart Z. New Academic Program.** An academic program identified by curricular content and an academic award significantly different from other academic programs at a system college or university.

**Subpart AA. Occupational Program.** An academic program designed to prepare program graduates for entry, retention, or advancement in a specific occupation or set of closely allied occupations.

**Subpart BB. Online Academic Program.** An academic program that is offered entirely or almost entirely over the Internet. When pedagogically necessary, limited portions of an online academic program may require face-to-face instruction, professional practice or applied activities that are not appropriate for online delivery. Two types of online academic programs are recognized by the system:

**Online Exclusive.** Online exclusive means an online program only offered online; no participation in face-to-face delivery is available.

**Online Plus.** Online plus means an online program is offered entirely online with face-to-face options available for one or more courses.

**Subpart CC. Preparatory Course.** A lower-division college-level course outside of an academic program, that compensates for insufficient high school or equivalent preparation.

**Subpart DD. Prerequisite Course.** A college level course within an academic program that all students must complete before enrolling in another college level course or a major.

**Subpart EE. Program Service Area.** The region encompassing a significant majority of prospective or current students for a program location. The service area may be described as a list of communities, cities, counties, zip codes, states, number of miles from the program site, Minnesota planning or economic development regions, or by one or more employer sites.

**Subpart FF. Program Transfer.** All courses from a completed certificate, diploma, or degree that apply toward completion of another certificate, diploma, or degree but may not necessarily do so with equal course credits.

**Subpart GG. Students with an Intellectual Disability.** Students who:

1. have a developmental disability or cognitive impairment characterized by significant limitations in intellectual and cognitive functioning and adaptive behavior as expressed in conceptual, social, and practical adaptive skills; or
2. are currently or were formerly eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) 20 U.S.C. §1401, including students who were determined eligible for special education or related services under the IDEA but were homeschooled or attended private school.

**Subpart HH. System Colleges and Universities.** System colleges and universities are colleges and universities governed by the Board of Trustees.

**Colleges.** Community colleges, technical colleges, and consolidated colleges that are separately accredited by the Higher Learning Commission. A consolidated college refers to a community college and technical college that, under board direction, have formally organized into a single college.

**Universities.** System universities confer academic awards through the graduate level and are accredited by the Higher Learning Commission.

**Subpart II. Task Analysis.** A process used to identify the knowledge, skills, tools, and abilities needed to perform an occupation.

**Subpart JJ. Undergraduate Course Level.** Course level reflects the degree of difficulty, the breadth and depth of learning expectations or the sequential learning required of knowledge. Course content and level are determined by system college and university faculty through established procedures.

**Developmental.** Developmental course content prepares students for entry into college level courses. Developmental level course credits do not apply toward a certificate, diploma, or degree.

**Lower Division.** Lower-division course content prepares students for specific academic program outcomes or for upper-division undergraduate coursework at a university.

**Upper Division.** Upper-division course content builds upon or integrates knowledge gained in lower-division undergraduate courses. Content of upper-division courses is determined by the university faculty through established procedures.

**Subpart KK. Unnecessary Program Duplication.** When two or more academic programs serve overlapping program service areas in which the number of prospective and enrolled students is insufficient to sustain one or more of the programs or, for occupational programs, the number of current and projected job openings is insufficient to maintain an acceptable related employment rate for graduates.

**Subpart LL. Work-Based Learning.** Paid or unpaid applied work experiences designed to address one or more program learning outcomes in courses or programs designed and evaluated by faculty members. Work-based learning involves a method such as apprenticeship, clinical experience, cooperative education, experiential learning, externship, internship, or practicum.

### **Part 3. Authorized Academic Awards.**

**Subpart A. System College and University Award Authority.** A system college or university may change its college or university type or become authorized to confer new academic awards for which it is not authorized by submitting an application to the chancellor and obtaining approval from the Board of Trustees. The application shall include demonstration of system college or university readiness and capacity to deliver the new award.

**Subpart B. Academic Award Attributes.** Academic awards shall have the following attributes.

1. **Undergraduate Certificate.** An undergraduate certificate is awarded upon completion of a 9 to 30 credit academic program. An undergraduate certificate may have an occupational outcome or address a focused area of study.

An undergraduate certificate shall not have emphases.

At least one-third of the credits in the undergraduate certificate shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation by the faculty and approval by the president of the college or university.

An undergraduate certificate less than 9 or more than 30 credits in length may be approved when the academic program prepares an individual for employment and the length or the designation as a certificate is (1) required by an employer, a licensing body or other regulatory agency, accrediting association, or board, or (2) based on a formal task analysis conducted within the previous three years and the results endorsed by an advisory committee.

2. **Diploma.** A diploma is awarded upon completion of a 31 to 72 credit undergraduate academic program that prepares students for employment. A minimum of 24 credits shall be in occupational or technical courses.

A diploma may have one or more emphases of at least 9 credits when there are at least 30 credits in the major that are common to the emphases.

A diploma may be individualized according to the standards outlined in Part 5. Subpart C, to provide a student an opportunity to design an academic program to meet specific occupational goals that cannot be met by current program offerings.

At least one-third of the credits in the diploma shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation by the faculty and approval by the president of the college.

A diploma of more than 72 credits in length may be approved when the academic program prepares an individual for employment and the length is (1) required by an employer, a licensing body or other regulatory agency, accrediting association, or board, or (2) based on a formal task analysis conducted within the previous three years and the results endorsed by an advisory committee.

- 3. Associate of Arts Degree.** An associate of arts degree is awarded upon completion of a 60 credit academic program in the liberal arts and sciences without a named field of study. It is designed for transfer to baccalaureate degree-granting college or university.

An associate of arts degree requires completion of at least a 40 credit curriculum that fulfills the Minnesota Transfer Curriculum goal areas.

The associate of arts degree program is named Liberal Arts and Sciences.

An associate of arts degree may have one or more emphases of at least 9 credits each in liberal arts and science fields, provided there is an articulation agreement with a related baccalaureate major offered by one or more system universities.

At least 15 credits in the associate of arts degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the system college or university.

- 4. Associate of Fine Arts Degree.** An associate of fine arts degree is a named degree awarded upon completion of a 60 credit academic program in particular disciplines in the fine arts.

An associate of fine arts degree is designed to transfer in its entirety to a related fine arts discipline baccalaureate degree program. An articulation agreement with a related baccalaureate degree program at a regionally accredited university is required. A system college shall pursue an articulation agreement with a system university before establishing an articulation agreement with a non-system university.

An associate of fine arts degree program may be individualized according to the standards outlined in Part 5, Subpart F. Associate of fine arts individualized studies degree programs do not require an articulation agreement.

An associate of fine arts degree requires a minimum of 24 credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum. Requirements for the following disciplines have been adopted.

**Art.** An associate of fine arts degree in art requires the minimum of 24 credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.

**Music.** An associate of fine arts degree in music requires at least 30 credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.

**Theatre Arts.** An associate of fine arts degree in theatre arts requires completion of the entire Minnesota Transfer Curriculum with a minimum of 40 credits.

An associate of fine arts degree shall not have emphases.

An associate of fine arts degree program may be individualized according to the standards outlined in Part 5, Subpart F, to provide a student an opportunity to design an academic program to meet specific academic or occupational goals that cannot be met by current program offerings.

At least 15 credits in the **associate of fine arts degree** shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the system college or university.

A waiver may be granted to exceed a length of 60 credits when (1) the waiver criteria in Part 3, Subpart C, are met and (2) an articulation agreement specifies the transfer of a greater number of credits.

- 5. Associate of Science Degree.** An associate of science degree is awarded upon completion of a 60 credit academic program in scientific, technological, or other professional fields.

The associate of science degree is designed to transfer in its entirety to one or more related baccalaureate degree programs. A college shall pursue an articulation agreement with one or more system universities before establishing an articulation agreement with a non-system university.

An associate of science degree program may be individualized according to the standards outlined in Part 5, Subpart F. Associate of science individualized studies programs do not require an articulation agreement.

An associate of science degree may address a single specialty or a set of allied specialties such as, but not limited to, (1) agriculture, (2) business, (3) computer and information sciences, (4) education, (5) engineering, (6) engineering technologies, (7) environmental sciences, (8) health sciences, and (9) natural sciences.

The associate of science degree requires a minimum of 30 credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.

An associate of science degree shall not have emphases.

An associate of science degree may be individualized according to the standards outlined in Part 5, Subpart F, to provide a student an opportunity to design an academic program to meet specific occupational goals that cannot be met by current program offerings.

At least 15 credits in an associate of science degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the system college or university.

A waiver may be granted to exceed a length of 60 credits when (1) the waiver criteria in Part 3, Subpart C, are met and (2) an articulation agreement specifies the transfer of a greater number of credits.

- 6. Associate of Applied Science Degree.** An associate of applied science degree is awarded upon completion of a 60 credit academic program in a named field of study in scientific, technological or other professional fields.

An associate of applied science degree prepares students for employment in an occupation or range of occupations. An associate of applied science degree may also be accepted in transfer to a related baccalaureate program.

An associate of applied science degree requires a minimum of 15 credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 credits shall be in the academic program's occupational or technical field of preparation.

An associate of applied science degree may have one or more emphases of at least 9 credits each when there are at least 30 credits in the major that are common to the emphases.

An associate of applied science degree program may be individualized according to the standards outlined in Part 5, Subpart F, to provide a student an opportunity to design an academic program to meet specific occupational goals that cannot be met by current program offerings.

At least 15 credits in an associate of applied science shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the system college or university.

A waiver may be granted to exceed a length of 60 credits when (1) the waiver criteria in Part 3, Subpart C, are met and (2) an articulation agreement, where applicable, specifies the transfer of a greater number of credits.

- 7. Baccalaureate Degree.** A baccalaureate degree is awarded upon completion of a 120 credit academic program incorporating general education, major requirements and, as appropriate, a minor.

The bachelor of arts degree is awarded upon completion of a curriculum with a major that focuses on study in the liberal or fine arts.

The bachelor of science degree is awarded upon completion of a curriculum with a major that prepares individuals to apply knowledge and skills in areas other than the liberal or fine arts.

A bachelor of applied science (BAS) degree features application of knowledge, skills, and abilities and includes at least 30 credits focused on an occupation or set of closely allied occupations. A bachelor of applied science degree may incorporate a variety of methods to achieve its applied focus such as experiential learning or a capstone project. A bachelor of applied science degree may achieve its applied focus through an articulation agreement with an applied occupational certificate, diploma, or degree and may reflect a model such as:

- a. Career Ladder: A career ladder model adds additional technical course work to an applied certificate, diploma, or degree,
- b. Management: A management model adds business and administrative course work to an applied certificate, diploma, or degree, or
- c. Completion: A completion model adds general education course work to one or more applied certificates, diplomas, or degrees.

The chancellor may approve academic programs culminating in a more specific baccalaureate degree type, for example, bachelor of applied science, bachelor of fine arts, bachelor of music, bachelor of science in nursing, bachelor of social work, or another designated type.

At least 40 of the required credits for the baccalaureate degree shall be at the upper-division level.

A baccalaureate degree requires at least a 40 credit curriculum that fulfills all of the Minnesota Transfer Curriculum.

A baccalaureate degree may have one or more emphases of at least 9 credits each when at least 18 credits in the major are common to all the emphases.

A baccalaureate degree program may be individualized according to the standards outlined in Part 5, Subpart F, to provide a student an opportunity to design an academic program to meet specific occupational goals that cannot be met by current program offerings.

At least 30 credits in a baccalaureate degree shall be taught by the faculty recommending the award. These requirements may be decreased upon recommendation by the faculty and approval by the president of the university.

A waiver may be granted to exceed a length of 120 credits when the waiver criteria in Part 3, Subpart C, are met.

- 8. Graduate Certificate.** A graduate certificate is awarded upon completion of a 9 to 30 credit academic program in a focused area of study at the graduate level.

A graduate certificate shall not have an “emphasis.”



All credits in a graduate certificate shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the university.

- 9. Master's Degree.** A master's degree is awarded upon completion of a 30 to 54 credit academic program at the graduate level in a discipline or professional field.

A master of arts degree is awarded upon completion of a curriculum with a major that focuses on study in the liberal or fine arts.

A master of science degree is awarded upon completion of a curriculum with a major that prepares individuals to apply knowledge and skill in areas other than the liberal or fine arts.

The chancellor may approve academic programs culminating in a more specifically named master's degree type, for example, master of arts in teaching, master of business administration, master of fine arts, master of public administration, or master of science in nursing.

At least one-half of the required credits in a master's degree, exclusive of a thesis, capstone, or similar culminating project, shall be credits restricted exclusively to graduate student enrollment.

A master's degree may have one or more emphases of at least 9 credits when at least 18 credits in the major are common to all the emphases.

All credits in the master's degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the university.

A master's degree more than 54 credits in length may be approved by the chancellor when the length is (1) required by an employer, a licensing body or other regulatory agency, accrediting association, or board, or (2) consistent with nationwide common practice.

- 10. Education Specialist Degree.** An education specialist degree is awarded upon completion of a 60 to 72 credit academic program at the graduate level in the professional education field. The education specialist degree may be awarded to a holder of a master's degree after the successful completion of a course of graduate study of at least 30 semester credits.

An education specialist degree may have one or more emphases of at least 9 credits each when at least 18 credits are required in the post-master's portion of the degree.

No more than 16 credits of an education specialist degree may be master's dual-enrollment courses.

All credits in the education specialist degree shall be taught by the faculty recommending the award. This requirement may be decreased upon recommendation of the faculty and approval by the president of the university.

11. **Doctorate.** A doctorate is awarded upon completion of a graduate level academic program of at least 72 credits beyond the baccalaureate degree in an applied professional field.

Minnesota state universities are authorized to grant the doctorate in audiology, business, education, nursing, psychology, and physical therapy.

At least 45 credits in graduate level courses shall be taught by the faculty recommending the award, including up to 12 credits for a dissertation or equivalent project. At least 36 of these 45 credits shall be in doctoral only courses. This 45-credit requirement may be decreased upon recommendation of the faculty and approval of the president of the university.

No more than 16 credits of the doctorate may be master's dual enrollment courses. A doctorate may have one or more emphases of at least 9 credits when there are at least 18 credits in the post-master's portion of the academic program.

### **Subpart C. Program Credit Length Waivers for Associate and Baccalaureate Degrees.**

1. **Authority.** The system office determines the approval or disapproval of all requests for waivers to exceed program credit length limitations.
2. **Criteria for Granting Waivers.** Credit length waivers may be granted when determined necessary to ensure that the degree provided meets industry or professional standards. Waivers shall be granted only when a need for a longer program credit length is demonstrated by one or more of the following:
  - a. Industry Standards
    - (1) National or international program certification;
    - (2) National or international standards, including skill standards;
    - (3) Standards recommended by a primary employer or multiple employers within a program service area;
  - b. Professional Standards
    - (1) National specialized program accreditation;
    - (2) State licensure requirements;
    - (3) National practices or standards;
3. **Waiver Process for Associate of Arts, Associate of Science, Associate of Fine Arts, and Baccalaureate degrees.** The following process shall be followed to request a waiver:
  - a. Preparation of a waiver application for submission to the system office shall be consistent with accepted system college or university curriculum approval processes. Waiver requests for similar academic programs may be pursued on a

multi-college/university basis when recommended by faculty consistent with accepted processes at each participating system college or university.

- b. Academic program advisory committees may provide recommendations on learning requirements. Program advisory committee recommendations that support the standards may be submitted with the waiver request. For student representation on college or university academic program advisory committees, see Board Policy 2.3 and System Procedure 2.3.1 Student Involvement in Decision-Making.
- c. Waiver applications will be distributed for review and comment to state student associations, faculty union leadership, and system college and university administrators.
- d. The system office will act on the waiver application and notify the applicant.
- e. Appeals related to waiver decisions will be processed through the vice chancellor for academic and student affairs.
- f. Public information regarding the waiver process, review criteria, rationale for decisions, and decisions reached will be available on the system office website.

4. **Waiver Process for Associate of Applied Science degrees.** The following process shall be followed to request a waiver:

- a. Preparation of a waiver application for submission to the system office shall be consistent with accepted system college or university curriculum approval processes.
- b. An associate of applied science waiver application shall compare and contrast credit lengths of comparable programs and provide a program analysis describing learning outcomes not found in shorter programs.
- c. Academic program advisory committees shall provide recommendations on learning requirements. For student representation on college or university academic program advisory committees, see Board Policy 2.3 and System Procedure 2.3.1.
- d. Waiver applications shall document the approval of the system college or university curriculum committee, the program advisory committee, and the system college or university student representative on the program advisory committee. If there was no student representative on the program advisory committee, the system college or university student association shall review and comment on the waiver application.
- e. Waiver applications will be distributed for review and comment to state student associations, faculty union leadership, and system college and university administrators.
- f. The system office will act on the waiver application and notify the applicant.
- g. Appeals related to waiver decisions will be processed through the senior vice chancellor for academic and student affairs.
- h. Public information regarding the waiver process, review criteria, rationale for decisions, and decisions reached will be available on the system office website.
- i. Associate of applied science programs approved to exceed 60 credits shall include an explanation of why the program is longer than similar programs in the catalog description.

**Subpart D. Clock Hour to Credit Equivalence.** Student work-based learning experiences measured in clock hours may be equated to credits.

System colleges and universities shall collaborate to establish a common number of credits for a work-based learning experience when a state or federal agency or regulatory board requires a set number of clock hours.

**Subpart E. Reporting Credit Hours for Federal Student Aid.** For purposes of determining program eligibility for federal student aid, system colleges and universities shall report credit hours in conformance with requirements of U.S. Code of Federal Regulations 34 CFR 600.2 and 668.8 (k) and (l).

#### **Part 4. Authority to Establish Academic Program Locations.**

**Subpart A. Approval of an Academic Program Location.** Location approval is required for a system college or university to deliver a new, replicated, or relocated academic program at a location where it is not currently delivering any academic program. Location approval requires academic program approval and, when applicable, lease approval.

The academic program application shall specify the location name, postal address, and lease information as applicable. For a location not owned by the system, the location application shall include information regarding approval of the lease as required in System Procedure 6.7.2, Part 4.

**Part 5. Academic Program Approval.** The chancellor shall establish processes for academic program applications and continued maintenance and administration of programs.

**Subpart A. Approval of New Academic Programs.** A new academic program requires approval by the chancellor before it is offered by a system college or university.

All college-level courses required for academic program completion, with the exception of preparatory courses, shall be included in the total number of credits for an undergraduate academic program.

New program applications shall address the following items as detailed in the program application form available online:

1. Alignment with system college or university mission
2. Collaboration, agreements, and applicable approvals
3. Curriculum attributes
4. Enterprise system requirements
5. Program marketing
6. Program demand and unnecessary duplication
7. Resources

The chancellor may conditionally approve an academic program.

**Subpart B. Maintenance of Academic Program Records.** System colleges and universities shall maintain their academic program records in the system program inventory to inform

students, address consumer disclosure requirements, and support system college or university business practices. Program information to be maintained includes the following:

1. Accreditation for the program, if applicable
2. Career clusters, pathways, and assessments (system colleges)
3. Center of excellence affiliation, if applicable
4. Closed enrollment status and organization(s) served
5. Delivery mode
6. Effective begin and end terms
7. Emphases, if applicable
8. Green designation, if applicable
9. Locations
10. Name, description, student learning outcomes, and URL
11. Time to completion
12. Type, Classification of Instructional Program (CIP) code, and level
13. Standard Occupational Classification (SOC) codes, if applicable

**Subpart C. Approval of Individualized Names for Academic Programs and Emphases.**

System colleges and universities have considerable latitude to name an academic program consistent with its content and purpose, although consideration should be made for clarity, brevity, and professionalism.

1. Names for academic programs shall:
  - a. represent program learning outcomes as reflected by core content of the curriculum,
  - b. reflect the assigned Classification of Instructional Programs (CIP) code unless a suitable CIP code is not available,
  - c. be less than or equal to 50 characters in length, including spaces so that a name can appear on student awards and transcripts. If this title exceeds 50 characters (including spaces), a short title must also be identified due to ISRS field limitations,
  - d. include the word “advanced only” when justified relative to preceding programs, comparison to entry level job standards, or special admissions criteria,
  - e. be permitted to use the prefix “pre-” when
    - i. the program prepares individuals for an associate of science degree that a graduate must complete to be admitted to a baccalaureate-level program that is the minimum necessary qualification for practice, such as any of the engineering specialties,
    - ii. marketing a baccalaureate degree for a post-baccalaureate professional field such as pre-dentistry, pre-medicine, pre-pharmacy, pre-veterinary medicine, pre-nursing, pre-chiropractic medicine, pre-occupational therapy, pre-optometry, and pre-physical therapy.
2. Academic program names shall not include ampersands or references to:
  - a. the words “program,” “awards” (certificate, diploma, associate, baccalaureate, master’s, doctorate), “delivery mode,” “pathway,” “emphasis,” “option,” or other curricular descriptors,
  - b. words such as “basic,” “careers,” “concepts,” “core,” “foundations,” “fundamentals,” “general,” “introduction,” and “orientation” when the program is intended for occupational preparation,

- c. accreditation or external curriculum approvals, such as AACSB, ABET, ACS, or NCATE. An acronym, if essential, may be used in conjunction with relevant text to communicate program content,
- d. licensure when licensure is granted by an external agency and not a system college or university. An emphasis title may include the word “non-licensure” to indicate that the program does not prepare a student to apply for licensure,
- e. certified or registered when this recognition is granted by an external agency and not a system college or university. Either term is allowed in an academic program name if doing so is required by an external agency. Nursing program titles recommended by the Minnesota Board of Nursing shall exclude use of the words “certification” and “registered”, for example:
  - “Nursing Assistant” for nursing assistant certification and home health aide certification,
  - “Practical Nursing” for licensed practical nursing, or
  - “Nursing” for registered nursing.

#### **Subpart D. Approval of Changes to Existing Academic Programs.**

1. **Closure.** Closure of an academic program must be approved by the chancellor. Approval will only be granted under the following circumstances:
  - a. the closure is requested by a system college or university, and the chancellor determines that the documentation provided supports closure,
  - b. the chancellor determines that closure is warranted, or
  - c. the academic program has not been reinstated following a suspension.

The academic program closure application must be documented, as applicable, regarding:

- a. academic program need,
- b. student enrollment trends,
- c. employment of graduates,
- d. the financial circumstances affecting the academic program, system college, or university,
- e. the plan to accommodate students currently enrolled in the academic program,
- f. impact on faculty and support staff,
- g. consultation with appropriate constituent groups including students, faculty, and community,
- h. alternatives considered, and
- i. other factors affecting academic program operation.

A closed academic program cannot be relocated, replicated, or reinstated.

2. **Redesign.** Prior approval shall be obtained from the chancellor for academic program redesigns that affect the approved name, CIP code, the addition of emphases, a change in award, or a change in credit length when the change exceeds the maximum or fails to meet the minimum credit lengths defined in policy.

Prior approval is not required for deletion of emphases or changes in credit length when the change is within the limits established by board policy. System colleges and universities shall report these changes to the chancellor.

- 3. Suspension and Reinstatement.** A system college or university may suspend an academic program for three years. The system college or university shall apply to the chancellor for suspension of an academic program. The application shall include documented reasons for suspension and a reinstatement plan with a date for reinstatement. The suspension may be extended for up to one year with notification to the chancellor. The chancellor shall close an academic program that has not been reinstated following a suspension.

Reinstatement requires approval of the chancellor based on review of required documentation. The reinstatement plan must describe reasons for the suspension, identify specific actions to resolve the problems, and address the following factors, as applicable:

- a. academic program need,
- b. student enrollment trends,
- c. employment of graduates,
- d. financial circumstances affecting the academic program, system college, or university,
- e. the plan to accommodate students currently enrolled in the academic program,
- f. impact on faculty and support staff,
- g. consultation with appropriate constituent groups including students, faculty, and community,
- h. academic program accreditation or licensure,
- i. alternatives considered, and
- j. other factors affecting academic program operation.

A suspended academic program shall not be relocated or replicated until it is reinstated.

- 4. Academic Program Replication or Relocation.** Replication and/or relocation of an academic program requires approval by the chancellor when the replication or relocation:
- a. is offered at a location that is new to the system college or university,
  - b. affects an existing agreement between colleges and/or universities,
  - c. is in the same service area or within a reasonable commute of a similar academic program offered by another system college or university, or
  - d. involves leasing non-system property.

If none of the above applies, only notification by the president to the chancellor of the location is required.

Relocation to another system college or university requires approval of the chancellor. The system college or university to which an academic program is reassigned must provide for the viability of the academic program.

#### **Subpart E. Student Consultation and Review Regarding Academic Program Decisions.**

When academic program changes are proposed as described in Part 5, Subpart D, students must be provided an opportunity to be involved as required by Board Policy 2.3 and System Procedure 2.3.1.

#### **Subpart F. Approval of Individualized Academic Programs**

1. **Guidelines.** Individualized studies programs shall:
  - a. not have emphases,
  - b. be called “Individualized Studies” and use the CIP code 30.9999, and
  - c. transfer in their entirety (when designed for transfer) to a specific or individualized baccalaureate degree program.
2. **Student Program Plan.** Individualized studies programs require system colleges/ and universities to manage student program plans such that each student prepares their plan with guidance from a faculty advisor and with approvals as required by the system college/ or university. The student program plan shall be kept on file by each participating system college and university.
  - a. For associate degree programs designed for transfer, the student program plan will include:
    - 1) a statement of the student’s intent to transfer to a specific baccalaureate degree program at one or more universities,
    - 2) a statement of the intended program outcomes,
    - 3) identification of the courses to be completed in the associate degree program, and
    - 4) when applicable, assessment of student job prospects upon program completion.
  - b. For non-transfer programs, the student program plan will include:
    - 1) a statement of the intended program outcomes,
    - 2) identification of the courses to be completed in the program, and
    - 3) when applicable, assessment of student job prospects upon program completion.
3. **Minnesota Transfer Curriculum.** Individualized studies programs offered by a system college or university must meet the minimum number of Minnesota Transfer Curriculum goal areas as specified for the academic award in this procedure.
4. **Program Design.** Students may consider the following program designs:
  - a. thematic focus indicates coursework is in two or more disciplines organized around a theme, for example, food safety, from the perspectives of sociology, economics, and health.
  - b. interdisciplinary focus indicates coursework is in two disciplines, such as gerontology and exercise science.



- c. disciplinary focus indicates that coursework is all in the same discipline, for example, computer science.

**Subpart G. Expedited Approval of 9-16 Credit Certificate Programs.** Approval of certificate programs designed to meet a near-term workforce training need requested by employer(s), workforce center(s), or other entities can be expedited depending upon the potential for unnecessary program duplication. Documentation must demonstrate training need for the current or next semester, but evidence of other labor market information and student interest is not required.

1. **Potential Duplication.** When another system college or university offers a similar program online or within an overlapping program service area or within a 45 mile commute distance, a notice of intent must be distributed to other system colleges or universities through Program Navigator with a five-day waiting period. Upon approval, the proposed program can be offered for one or more cohorts within a 12-month period from the start of the first cohort. Subsequently, a new program application must be submitted for the program to be considered for continuation.
2. **Non-Duplicative.** When another system college or university does not offer a similar program online or within the program service area, a notice of intent is not required. Upon approval, the proposed program may be offered without conditions.

**Part 6. Student Options when Academic Programs are Suspended, Closed, Relocated, or Changed.** A system college or university shall establish plans to address students' opportunities to complete an academic program when it has been suspended, closed, relocated, or when the requirements have changed.

**Subpart A. Academic Program Suspension, Closure, or Relocation.** A system college or university shall develop a plan to serve students who were admitted to an academic program proposed for suspension, closure, or relocation. The plan shall identify admitted students who are covered by the plan and their options to complete the academic program. The system college or university shall notify students about their options and assist them with their individual plans. Students covered by the plan shall maintain full-time enrollment status unless the system college or university makes other provisions.

**Subpart B. Academic Program Changes.** A system college or university shall notify students who have been admitted to an academic program of any changes to the academic program. Students shall be given an opportunity to graduate under the catalog requirements at the time of their admission to the system college or university or under any subsequent catalog requirements.

**Part 7. Academic Review.** Periodic review of academic programs is the responsibility of the system college or university. The review shall encompass all instructional areas and be structured according to discipline, academic program or program cluster, department, or other academic unit.

---

*Approval Date:* 08/01/07,  
*Effective Date:* 08/01/07,

*Date and Subject of Revision:*

- 3/6/15 - Amended Part 2 to add definitions in Subparts Q, AA, EE, FF, GG, KK, and LL. Amended Part 3.B, sections 3, 4, 5, and 6 to reduce the minimum number of credits required to be taught by faculty offering the award from 20 to 15 to align with Higher Learning Commission assumed practices. Amended Part 3.B.3 to adopt a standard name for associate of arts degree programs. Amended Part 3.B.5 to prioritize system universities for articulation agreements and reclassified specific and broad fields of study as single and allied sets of specialties. Amended Part 3.B.7 to specify the requirements for the bachelor of applied science degree. Amended Part 3, by adding Subparts D and E to address credit hour definitions and requirements for federal student aid. Amended Part 4.A to delete the list of specific requirements included in a related procedure. Amended Part 5 by replacing the specific list of reporting requirements with seven areas in which requirements may be set. Added Part 5.B to establish rules for the collection and maintenance of records for academic programs, and added Part 5.C to establish restrictions on program names. Deleted Part 5.D.2 to avoid duplicating efforts with the Higher Learning Commission in regard to online programs. Added Part 5.E to emphasize the role of students in academic program decisions. Added Part 5.G to offer means for expedited approval processes for certificate programs. Amended Part 7 to eliminate regular system program review requirements in deference to those required by the Higher Learning Commission.
- 3/10/13 – Amended Part 3 to permit approval of associate in fine arts and associate in science degree programs to be considered when the articulation agreement is with an accredited non-system university; remove reference to general education and thereby clarify that required credits be selected from Minnesota transfer curriculum goal areas.
- 7/20/12 - Amended Part 3, subparts B2, B4, B5, B6, and B7, to provide students an opportunity to design an academic program to meet specific goals. Amended Part 3, subpart C3c to allow other forms of distribution for the waiver application. Amended Part 4, subpart 4, replaced language.
- 6/20/12 - Amended Part 3, subpart B2 to allow individualization of diplomas. Amended Part 3, subpart B4 to allow individualization of an associate in fine arts degree program. Amended Part 3, subpart B5 to allow individualization of an associate in science degree program. Amended Part 3, subpart B6 to allow individualization of an associate in applied science degree program. Amended Part 3, subpart B7 to allow individualization of a baccalaureate degree program. Amended the title of Part 3, subpart C3. Amended Part 3, subpart C3b to include academic program advisory committee waiver language from subpart C2. Added a new Part 3, subpart C4, Waiver Process for Associate in Applied Science degrees. Added a new Part 5, subpart C, Approval of Individualized Academic Programs.
- 1/25/12 - The Chancellor amends all current system procedures effective February 15, 2012, to change the term “Office of the Chancellor” to “system office” or similar term reflecting the grammatical context of the sentence.
- 10/12/10 - amended Part 4, Subpart A, Number 2 to require approval by the vice chancellor-chief financial officer instead of the Chancellor.
- 4/5/10 - amended to replace “institution” with “college and university.” Part 3, Subpart B4 amended to define the disciplines as presented in the procedure. Part 5 amended to allow the chancellor to place conditions on an academic program. Amends Part 5, Subpart B2 to remove language to clarify that approval will be through the Higher Learning Commission. Amends Part 5, Subpart B4 to require that reinstatement plans describe reasons for suspension and specific actions for resolution. Amends Part 7, Subpart A to include labor market information, resources, policies, procedures and guidelines, and articulations agreements.
- 1/30/09 - amended to set program credit length limits for associate and baccalaureate degree programs; define waiver criteria and processes; improve language for Bachelor’s & Master’s degrees and doctorate; align procedure with policy regarding program suspension; set additional documentation requirements for new program applications; and clarify scope and criteria for academic program review.



## Minnesota State Colleges and Universities Board Policies Chapter 5 – Administration

### 5.11 Tuition and Fees

#### Part 1. Authority

*Minnesota Statute 136F.06*, Powers and Duties, and *Minnesota Statutes § 136F.70*, Tuition; Fees; Activities Funds provide that the board shall set tuition and fees and adopt suitable policies for the colleges and universities it governs. All colleges and universities shall charge tuition and fees consistent with Minnesota Statutes, board policies, and system procedures. The Board shall approve the tuition and fee structure for all colleges and universities. The chancellor or designee is authorized to make any necessary technical adjustments to the tuition rates and fees. Technical adjustments are defined as changes in tuition and fee rates which are deemed a correction or the addition of a program rate for a new program established in the interim.

**Part 2. Tuition.** Tuition shall be charged by all colleges and universities. The tuition categories are:

1. per credit
2. differential course and program
3. banded and
4. market driven.

Any tuition category may include resident and nonresident rates. All tuition must be identified separately on a tuition and fee statement.

#### Part 3. Approval and Notice.

**Subpart A. Approval of Mandatory and Optional Fees.** Four categories of fees shall be applied to students by Minnesota State Colleges and Universities. No fee shall be charged unless authorized by the Board.

1. Mandatory fees are in statute or policy and are required to be charged by all colleges and universities.
2. Optional fees are established by the Board and adopted at campus discretion.
3. Personal property charges and service charges are established by the Board, adopted at campus discretion, and include items that are retained by the student or services that are on the student's behalf.
4. Revenue Fund fees are established in accordance with statute, policy, or bond indenture.

**Subpart B. Notice required.** All fees must be identified separately on a tuition and fee statement. On an annual basis, colleges and universities shall publish all fees that are charged to their students.

## **Part 4. Fees.**

### **Subpart A. Mandatory fees**

There are five mandatory fees:

1. Senior citizen fee in lieu of tuition
2. Parking fee
3. Late fee
4. Payment plan fee
5. Statewide student association fee

All colleges and universities shall charge these fees consistent with Minnesota Statutes, board policies, and system procedures (see related documents below).

### **Subpart B. Optional fees**

The Board approves the optional fee maximums. Colleges and universities may establish policies to charge fees not to exceed the maximum amount approved by the Board. The authorized optional fees are:

1. Application fee
2. Credit for prior learning assessment fee
3. Student life/activity fee
4. Athletics fee
5. Health services fee
6. Special events fee
7. Residential learning community fee
8. Technology fee

**Subpart C. Personal property charges and service charges.** Colleges and universities may charge students the actual cost of property and services. The charges shall be for items that become the personal property of a student and have an educational or personal value beyond the classroom or for services for or on the behalf of the students. The actual cost shall be the allowable maximum charge.

**Subpart D. Revenue Fund fees.** Adequate fees shall be charged for the use of revenue fund facilities to meet the requirements of Minnesota Statutes §135F.93 and §136F.95 and the Master Indenture of Trust. The fees must be sufficient to cover debt, operating cost and all repair and replacement costs, and reserves.

1. Revenue Fund Fees. For facilities that were constructed, renovated or acquired using revenue bonds or facilities that the Board designated as part of the revenue fund, revenue fund fees shall be charged, and include, but are not limited to:
  - a. Room and board fees.
  - b. Student union facilities fees.
  - c. Wellness center and recreation fees.
  - d. Parking ramp and surface lot fees.

1. Optional Revenue Fund Fees. Colleges and universities may charge optional revenue fund fees for revenue fund facilities, which shall be reported to the Board as part of the annual operating budget. On an annual basis, colleges and universities shall publish all optional fees that are charged to their students. Optional revenue fund fees include but are not limited to room or facility usage fees, service charges, and equipment charges. The

president of the college or university shall have final approval on all optional fees and subsequent rates.

**Part 5. Student Consultation.** All tuition and fees are subject to student consultation requirements as defined by Board Policy 2.3, Student Involvement in Decision Making.

---

*Date of Adoption:* 06/21/00,

*Date of Implementation:* 08/15/05,

*Date and Subject of Revision:*

04/20/11 - *Addition of language to govern Revenue Fund fee administration*

08/15/07 - *Amended Part 3, by adding two additional mandatory fees: late fees and payment plans fees and deleted the same two fees from the optional fees list (see July 20, 2005 Board Meeting minutes)*

07/20/05 - *Added a new Part 1 - Authority, and renumbered subsequent Parts. Amended Part 3, Subpart B by eliminating two optional fees: Drop fee and Career services fee with Career services fee to be addressed by the requirements of Subpart C (effective 8/15/05).*

*Amended Part 3, by adding two additional mandatory fees: late fees and payment plans fees and deleted the same two fees from the optional fees list (effective 8/15/07).*

6/18/03 - *Separates the policy into two parts, Part 1-Tuition and Part 2-Fees; moves examples of tuition types from the policy to the procedure; changes the student application fee from a mandatory fee to an optional fee; changes the student application fee process of "waived" to "not charge or waive", applies a maximum to the graduate application fee; adds a payment plan fee to the optional fees; adds "per Semester" to the late fee maximum; changes the experiential learning assessments fee language for more clarity; under the technology fee advisory committee comprised of a majority of students; adds language to the special equipments lease, rental or purchase; and changes the amount of the credit for prior learning assessment fee from "maximum 100% of tuition per credit attempted" to "no maximum."*

06/21/00 - *Contains language formerly in Board policy 5.2; adds tuition language to Parts 1 & 2; Adds Part 2, Subpart D Market Driven Tuition; Adds Part 3.*