

**Student Guide
2016-2017**

Table of Contents:

Academic Calendar 2016-2017	- 8 -
Introduction	- 10 -
Mailing Addresses.....	- 10 -
Web Address	- 10 -
Phone Numbers	- 10 -
Directory.....	- 10 -
Faculty Office Hours	- 11 -
General Information	- 12 -
Mission.....	- 12 -
Vision	- 12 -
Guiding Principles	- 12 -
Goals.....	- 12 -
Leadership	- 12 -
Accreditation	- 12 -
Nondiscrimination In Employment And Education Opportunity	- 13 -
Admissions.....	- 15 -
Accuplacer ® Computerized Placement Test	- 16 -
Identification and Assessment of Limited English Proficiency Students	- 16 -
Classification of Students.....	- 16 -
Credit Load	- 16 -
Transfer of Credit	- 17 -
Credit for Military Experience.....	- 17 -
International Baccalaureate (IB)	- 17 -
College Level Exam Program (CLEP)	- 17 -
Advanced Placement (AP).....	- 18 -
Activity Participation Credit	- 18 -
Registration.....	- 18 -
Student Access Codes.....	- 18 -
On-line Registration	- 18 -
Address and Name Change.....	- 18 -
Preferred Name Change Procedure	- 18 -
Schedule Changes.....	- 19 -
Data Privacy Policy/Disclosure of Student Information.....	- 20 -
Student Records	- 20 -
Grading Policy.....	- 21 -
Grade Point Calculation	- 21 -

Grade Reports	- 21 -
Grade Appeals	- 22 -
Dean's List	- 22 -
Good Student Certificates	- 22 -
Repeating a Course	- 22 -
Auditing a Course	- 22 -
Transfer-Out of Credits	- 22 -
Transcript Release	- 22 -
Academic Holds	- 23 -
Satisfactory Academic Progress (SAP) Policy	- 23 -
Student Appeals and Petitions	- 26 -
Suspension of Students for Extraordinary Circumstances	- 26 -
Notification of Probation or Suspension	- 26 -
Reinstatement	- 26 -
Student Rights and Responsibilities	- 26 -
Statement of Academic Integrity	- 27 -
Academic Misconduct and Academic Dishonesty	- 27 -
Auditing a Course	- 27 -
Transcript Holds	- 28 -
Tuition and Fees	- 28 -
Reciprocity Agreements	- 28 -
Payment Plan Charge	- 28 -
Late Fee Charge	- 28 -
Refund Policy	- 29 -
Financial Aid	- 29 -
Return of Federal Financial Aid	- 29 -
Impact of Criminal Records	- 31 -
Graduation Requirements	- 31 -
Application for Graduation	- 31 -
Honors at Graduation	- 31 -
Transfer Information	- 32 -
Academic Advisors and Transfer	- 32 -
Transfer Credit/General Information	- 32 -
Prosperity Act	- 33 -
Information privacy	- 33 -
Copyright Policy	- 34 -
Civil and Criminal Penalties for Violation of Federal Copyright Laws	- 34 -

Student Attendance and Absence	- 34 -
Cancelled Classes/Instructor Absence	- 34 -
Emergency Messaging	- 34 -
Weather and Other Emergencies	- 35 -
Closing, Delayed Opening, Cancellation	- 35 -
Inclement Weather When the College is Not Closed, Delayed or Classes Cancelled.....	- 35 -
Fire/Tornado Alarm	- 35 -
Emergency Calls/Messages	- 36 -
Student Travel.....	- 36 -
Payments	- 38 -
Library	- 38 -
Veterans Services	- 38 -
Multicultural Services	- 38 -
TRIO -- Student Support Services	- 39 -
Student Life.....	- 39 -
Athletics	- 39 -
Student Clubs	- 39 -
Student Government.....	- 40 -
On-Campus Parking	- 40 -
Bulletin Boards/Posting Policy	- 40 -
Rights & Protections Provided by the Americans With Disabilities Act (ADA)	- 41 -
Information Technology	- 41 -
RRCC Email.....	- 41 -
Online Learning.....	- 42 -
Student eServices.....	- 42 -
Information Technology Acceptable Use Policy.....	- 42 -
Academic Freedom	- 42 -
Responsibilities of All Users.....	- 42 -
Unauthorized Use	- 43 -
Limitations on Use	- 43 -
RRCC Policies & Procedures	- 43 -
Enforcement.....	- 44 -
Student Rights and Responsibilities	- 44 -
Freedom to Learn	- 45 -
Freedom of Expression.....	- 45 -
Freedom of Association	- 45 -
Student-Sponsored Forums.....	- 45 -

Student Publications	- 45 -
Student Policies	- 45 -
Catalog and Course Information	- 46 -
Student Academic Standing Information	- 46 -
Academic Evaluation	- 46 -
Property Rights	- 46 -
Student Review and Consultation	- 46 -
Off-campus Conduct	- 46 -
Student Responsibilities	- 46 -
College Jurisdiction	- 47 -
Student Code of Conduct	- 47 -
Sanctions	- 49 -
Student Rights and Due Process	- 50 -
Summary Suspensions	- 51 -
Medical Amnesty	- 51 -
Student Complaints and Grievances Procedures	- 53 -
DATA PRIVACY NOTICE	- 53 -
Grade Appeal Procedure	- 54 -
Nondiscrimination in Employment and Education Opportunity	- 54 -
Policy 1B.1 Nondiscrimination in Employment and Education Opportunity	- 55 -
Smoking/Tobacco Use	- 55 -
Drug and Alcohol-free Campus Policy	- 56 -
Disciplinary Sanctions	- 57 -
Drug and Alcohol Programs	- 58 -
Partnerships for Success Grant	- 58 -
Violence	- 58 -
Sexual Violence Policy	- 59 -
Actions for Victims of Sexual Violence	- 60 -
Reporting Sexual Violence (Refer to Minnesota State's Policy 1B.3 and its corresponding Procedure for further detail)	- 61 -
Personal Safety Recommendations	- 62 -
Campus Security Report	- 62 -



Rainy River Community College is a member of the Northeast Higher Education District and Minnesota State.

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

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, Minnesota State shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Complaints should be directed to:

Name: Carmen Bradach

Office Location: NHED – Virginia, MN

Phone and E-mail: 218.749.7743; c.bradach@mesabirange.edu

If you require an accommodation for a disability, please contact:

Name: Amy Amundsen

Office Location: SS136

Phone and E-mail: 218.285.2226; amy.amundsen@rainyriver.edu

Upon request, this publication is available in alternative formats.

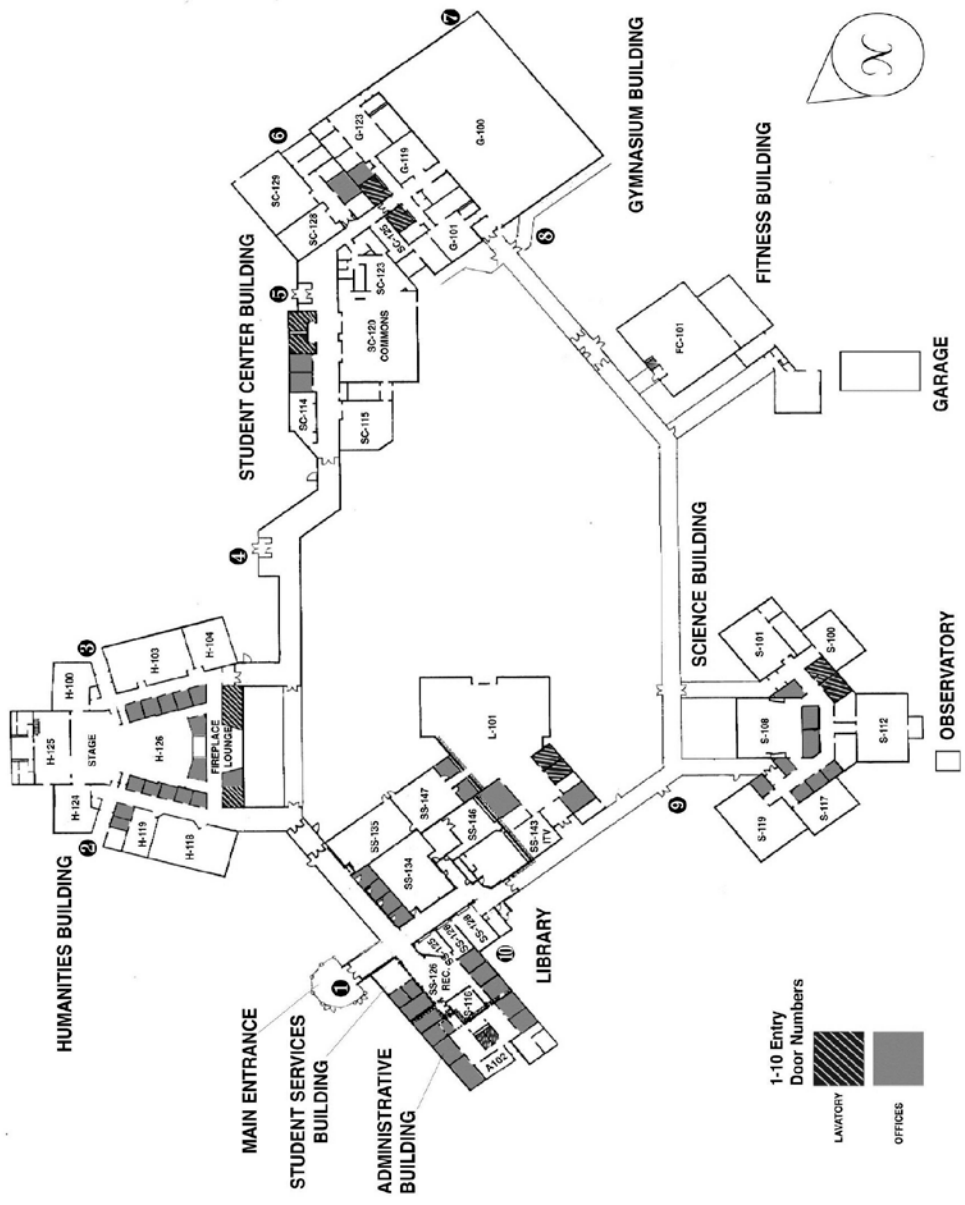
This Student Guide is dedicated to your success as a student. **You are responsible for knowing the information in this guide.** We make every effort to be current with our information, policies, rules, and procedures in the guide. The College reserves the right to change any provisions or requirement at any time. The Student Guide is reviewed annually.

Changes in rules and policies made by higher levels of government may supersede the information printed in this guide. The latest policy updates are available at the Minnesota State System Web site <http://www.mnscu.edu>.

The policies, rules, and procedures presented on the following pages were formulated based on the most recent rules, regulations, laws, information, and dates available.

This guide should be used in conjunction with the College catalog and other official College documents to familiarize yourself with services, policies, and standards, which apply to you as a student.

Student Guide information is also available on the College's web site www.rainyriver.edu, click on Current Students or College Services, and then click on Student Guide.



Rainy River Community College Campus Building Map

ACADEMIC CALENDAR 2016-2017

FALL SEMESTER 2016

August 16, 17, 19.....	Faculty Duty Day
August 18.....	Administrative Duty Day
August 22.....	Fall Semester Begins-Orientation Day
August 26.....	Last day to Add/Drop
September 5.....	Labor Day – NO CLASSES/COLLEGE CLOSED
September 8.....	Financial Aid Disbursement
September 30.....	NHED Duty Day-NO CLASSES/COLLEGE OPEN
October 10.....	Student Academic Conference Day NO CLASSES/COLLEGE OPEN
October 13.....	Mid-Term
October 20, 21.....	Faculty Association (MSCF Day)- NO CLASSES/COLLEGE OPEN
November 7.....	Spring and Summer Semester Registration Begins
November 11.....	Veteran's Day - NO CLASSES/COLLEGE CLOSED
November 23.....	Last day to Withdraw from full term courses 4:30 p.m. deadline (80% class day)
November 24, 25.....	Thanksgiving Holiday - NO CLASSES/COLLEGE CLOSED
December 13, 14, 15, 16.....	Final Exams
December 19, 20.....	Faculty Duty Day
December 21.....	Final Grades Due from Instructors 4:30 p.m.
December 19– January 8.....	Winter Vacation - NO CLASSES

SPRING SEMESTER 2017

January 5.....	Faculty Duty Day
January 6.....	Administrative Duty Day
January 9.....	Spring Semester Classes Begin
January 13.....	Last day to Add/Drop
January 16.....	Martin Luther King Jr. Day - NO CLASSES/COLLEGE CLOSED
January 26.....	Financial Aid Disbursement
February 17.....	Faculty Duty Day-NO CLASSES/COLLEGE OPEN
February 20.....	Presidents' Day - NO CLASSES/COLLEGE CLOSED
March 3.....	Mid-Term
March 6-10.....	Spring Break – NO CLASSES/COLLEGE OPEN
April 3.....	Fall Semester Registration Begins
April 14.....	Faculty Duty Day – NO CLASSES/COLLEGE OPEN
April 17.....	Faculty Duty Day- NO CLASSES/COLLEGE OPEN
April 17.....	Last day to Withdraw from full term courses 4:30 p.m. deadline (80% class day)
May 8, 9, 10, 11.....	Final Exams
May 12.....	COMMENCEMENT
May 12.....	Administrative Duty Day
May 15.....	Faculty Duty Day
May 17.....	Final Grades Due from Instructors 4:30 p.m.

* Student Academic Conference days are non-class days specifically designed for students to be able to meet with instructors throughout the day to ask them questions about courses.

INTRODUCTION

Make the most of your time at RRCC

Your success as a student is of utmost importance to faculty and staff at the College. Whether you have an immediate or long-term goal, talk to an individual at the College, so s/he can help you make the most of your learning experience.

Mailing Addresses

Rainy River Community College
1501 Highway 71
International Falls, MN 56649

Rainy Hall
1515 Highway 71, Apt. #____
International Falls, MN 56649

Web Address

www.rainyriver.edu

Phone numbers

Main Campus Numbers
218.285.7722
800.456.3996 toll free
218.285.2239 Fax

Emergency Numbers
from campus phones: 911
from residence hall: 911

Extensions on campus (all area code 218):

Admissions	285-2207
Advising	285-7722
Athletic Director	285-2240
Bookstore	285-2250
Business Office	285-2203
Computer Services	285-2253
Custodians	285-2230
Disabilities	285-2226
Faculty Secretary	285-2250
Financial Aid	285-2205
Library	285-2220
Multicultural Services	285-2208/285-2228
Provost	285-2202
Records/Registration	285-2207
Residence Hall	285-2330
Student Life	285-2208

Directory

Administration & Professionals:

Emily Ahrens Business Office Manager

Amy Amundsen	TRIO,PSEO Advisor/ Disability Services
Julie Bartkowski	Enrollment Management/ PTK Advisor
Jessica Bright	Assistant Housing Director /Advisor/ Student Life
Steve Briggs	Multicultural Services Director /Advisor
Tim Brown	Groundskeeper
James Bujold	Information Technology
Tammy Cook	Director of Marketing and Instructional Services
Barb Fisher	Reception//Foundation/Assessment Testing
Molly Franz	Recruiter
Desiree Goulet	Building Maintenance Lead Worker
LeAnne Hardy	Student Services Director/TRIO Director-Advisor
Carol Helland	Provost
Brad Krasaway	Academic Advisor/ Student Life Director/Student Senate
William Maki	President, Northeast Higher Education District
Diane Raboin	Library Technician/Bookstore Manager/Faculty Secretary
Scott Riley	Financial Aid Director/ Facilities
Stephanie Turban	Housing Director /Partnership for Success Grant Director
Berta Wilcox	Registrar
Tammy Wood	Executive Secretary/Cashier

Faculty/Instructors:

Rachel Berry	Communications/ Developmental Ed
Keith Boelk	Business/ Computers
Brooke Boulton	English/ Developmental Ed
Stephen Briggs	Indigenous Studies
Joe Chlebecek	History/Political Science
Bill Engel	Head Men's Basketball Coach/ Physical Education
Dieter Humbert	Head Women's Softball Coach/ Head Women's Basketball
Mike Koski	Industrial Maintenance
Josh Koenig	Head Baseball Coach
Melrene Millerbernd	Athletic Director/ Physical Education/ Head Volleyball Coach
Teresa Neufelder	Chemistry
Sue Nordquist	Speech/Spanish
Stephanie Olson	Library
Mark Rooney	Art/Psychology/Sociology
Kelly Sjerven	Biology
Tom West	Accounting/Economics
Jeff Wickstrom	Mathematics/ Head Women's Hockey Coach

Faculty Office Hours

Office hours are posted outside faculty offices. Students are encouraged to seek assistance from their instructors.

GENERAL INFORMATION

MISSION

Rainy River Community College serves its communities by guiding learners to achieve their educational, career, personal, and civic goals.

VISION

Rainy River Community College will inspire learners and their communities to achieve their full potential.

GUIDING PRINCIPLES

Rainy River Community College **LEADS** the way in education:

Learner-Centered: We recognize that the College exists to support learning, and we make decisions based on what is best for our learners.

Evaluate and Improve: We evaluate the quality of services, programs, and courses. We use evidence to make improvements.

Academic Excellence: We value teaching and learning in all forms, and we support and promote student success and achievement.

Diversity: We recognize and appreciate diverse experiences, cultural and ethnic backgrounds, opinions, beliefs, and worldviews.

Shared Leadership and Stewardship: We share responsibility with students and the community to lead and manage the College and its resources.

GOALS

The goals complete the phrase, "Rainy River Community College will..."

- recruit and retain the students best served by the College.
- review and develop academic and technical programs that best serve the College's students and communities.
- pursue collaboration with community, government, business, and educational organizations to continually improve teaching and learning and enhance community vitality.
- encourage and empower faculty, staff, students, and community members to guide the College.

LEADERSHIP

Rainy River Community College is one of five colleges in the Northeast Higher Education District (NHED), with leadership provided by President William Maki. Rainy River Community College is a member of Minnesota State, which is governed by a Board of Trustees.

ACCREDITATION

Rainy River Community College is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413. Phone: 800.621.7440 or 312.263.0456 Fax: 312.263.7462

info@hlcommission.org

Diplomas, professional certificates, and associate degree programs are approved by the Minnesota State Board of Trustees.

NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY

Rainy River Community College is a two-year community college with open access to enrollment. Offerings include occupational and general education areas of study that transfer to four-year colleges and universities. Key instructional programs include the Associate of Arts (AA) degree in Liberal Arts and Sciences as well as certificate, diploma and associate degree programs in the following areas:

- Accounting | Bookkeeping
- Coaching
- Education: Math
- Education: Science
- Fitness Specialist
- Health Science
- Indigenous Studies
- Industrial Maintenance
- Nursing Assistant | Home Health Aide
- Truck Driving - CDL

Rainy River Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or 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 based on membership or activity in a local commission as defined by law or familial status is prohibited.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, Rainy River Community College shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

Lack of English skills will not be a barrier to admission or participation. In order to eliminate barriers, we take appropriate measures to assess each student's ability to participate and benefit through placement testing and counseling. Based on the assessment and counseling, students are then provided with campus services or a referral to community services to be better prepared for successful participation.

If you experience or witness harassment or discrimination, please report it to:

Complaints of acts of discrimination or harassment by employees:

Affirmative Action Officer

Carmen Bradach, Chief Human Resources Officer

C.Bradach@mesabirange.edu

218.749.7743

Complaints of acts of discrimination or harassment by students:

Scott Riley, Financial Aid and Facilities Director

scott.riley@rainyriver.edu

218.285.2205

Student Services, SS122

or

Tammy Wood, Executive Assistant

tammy.wood@rainyriver.edu

218.285.2204

Student Services, SS111

Mel Millerbernd, Title IX Coordinator

mel.millerbernd@rainyriver.edu

218.285.2240

Student Center, SC112

If you require an accommodation for a disability, please contact:

Amy Amundsen

amy.amundsen@rainyriver.edu

218.285.2226

Student Services, SS136

This information is available in an alternative format. Call 218.285.2226 or TTY/Minnesota Relay at 1.800.627.3529.

A copy of this policy is contained at <http://www.mnscu.edu/board/policy/1b01.html>

Rainy River Community College is committed to and supports aggressive affirmative action steps and programs intended to remedy the historical under-representation of persons of color, women, and persons with disabilities in the workforce.

ACADEMIC AND STUDENT POLICIES

Admissions

Rainy River Community College has an open admissions policy. You will not be refused admission based on race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission. A lack of English skills will not be a barrier to admission and participation. [Nondiscrimination Statement; Annual Notice](#)

[General Student Admission Procedure](#)

[Canadian/International Student Admission Procedure](#)

[Post Secondary Enrollment Options Student Admission Procedure](#)

Admission to RRCC:

- You can enroll if you have a high school diploma or a GED. Even without those, you may be admitted if you demonstrate potential for success in college.
- You do not have to take a standardized test to be admitted, and your high school grades and class rank are not considered.
- After you are admitted, you will take a placement test. This will indicate whether you need to take remedial or developmental courses, which will not count toward a degree, before you can take college-level courses. Many students need just one developmental course, often in math or English. If you have taken a “college prep” curriculum in high school, you are more likely to do well on the test.

Students will be granted resident tuition if they meet the following criteria:

1. Have resided in Minnesota for at least one calendar year immediately prior to applying for admission.
2. Residence in Minnesota must not be merely for the purpose of attending a college or university.
3. Sources for financial support are generated within Minnesota.

To determine eligibility, a written request for resident tuition should be submitted to the Registration Office. Students wishing to appeal resident status may do so by petition.

Canadian students receiving an I-20 form are required to have it processed by the U.S. Customs Office at the International Bridge in International Falls where they will be issued a student J-1 VISA to cross the International Bridge daily to attend classes.

International students must follow international student admission guidelines to receive an Immigration I-20 form to enter the U.S. An I-20 form can be requested from the Registration Office. If international students leave the U.S. for college breaks, etc., they must secure the Registrar's signature on the backside of the form so they may reenter the U.S.

International students wishing to receive any type of financial assistance, including student work-study, are required to have a U.S. Social Security number. International students must also fulfill all of the requirements in the International admissions section.

Accuplacer® Computerized Placement Test

Rainy River Community College requires all students to complete an incoming student assessment that includes basic measures of reading comprehension, English, and mathematics on system-endorsed tests. The incoming student assessment shall not be used to make admissions decisions. RRCC exempts some students from all or portions of the incoming student assessment based on presentation of transcript or equivalent evidence of adequate preparations or prior education, presentation of subtest scores of 21 or higher in reading, 18 or higher in English and 22 or higher in math on the ACT, enrollment in non-credit continuing education or customized training, or enrollment in a one or two course program of study.

Rainy River Community College uses the Accuplacer Computerized Placement Test (CPT) to determine whether a student has the skills necessary to take college-level courses. A student's assessment (CPT) scores are used to determine which courses to take. Students who need to improve their academic skills prior to enrolling in college-level courses will take developmental courses.

Identification and Assessment of Limited English Proficiency Students

Limited English Proficiency students are identified through the assessment process or by self-identification. Students scoring below the developmental course placement level on reading or writing assessments meet with an Academic Advisor to discuss possible reasons, pre-requisites, alternatives, resources, and support services available.

Students may self-identify as Limited English Proficiency through the questions accompanying the assessment or directly to an Academic Advisor.

An Academic Advisor meets with all students identified as LEP, regardless of assessment scores, to ensure students are aware of community and College resources and services available (English as a Second Language [ESL] classes through the Adult Basic Education, literacy centers in the area, RRCC learning center, developmental courses, peer and professional tutors, course pre-requisites, etc.).

The Academic Advisor monitors students' progress. LEP students meet at least twice per semester with the Academic Advisor to assess progress and review academic planning. Additional appointments may be required during the semester. Students are directed to appropriate developmental courses in reading, basic English, and study skills. Instructors provide mid-term reports and academic alerts for students having difficulty in their coursework. Academic Advisors discuss concerns with the students to determine possible remedial action.

Classification of Students

- First Year: A student who has earned 30 or fewer semester credits
- Second Year: A student who has earned 31 or more semester credits
- Full-Time: A student carrying 12 or more credits per semester (recipients of a MN Grant must take 15 credits or more to be considered full-time); 6 or more credits in the summer term
- Part-Time: A student carrying 11 or fewer credits per semester

Credit Load

Students are not required to take a minimum number of credits, but 15 college-level credits are needed each semester to complete a degree or program in two years. Full-time status is 12 or more credits. The number of

credits required to qualify for financial aid programs or medical insurance programs should be checked by each individual student.

Transfer of Credit

Transfer of credit from other post-secondary institutions to RRCC is accomplished in accordance with Minnesota State and Rainy River Community College policies.

Anyone wishing to transfer credit to RRCC must provide an official transcript that is mailed directly to the RRCC Registration office with a course outline when required. Transfer credits from other Minnesota State colleges are processed through e-Transcripts. Complete the e-Transcript request form at the registration office. Transfer credit may be granted for work completed at other accredited institutions when:

- a grade of "C" (2.0) or higher has been earned; if a student's cumulative GPA at the originated institution is 2.0 or above, D grades will be accepted as earned credits;
- all MnTC courses earned at sending institution will be accepted, including "D" grades if credit given at original institution;
- at least 75% of course content requirement is met;
- course number is 1000 or higher.

Transfer credit requests should be done prior to registering for classes. Students may appeal any transfer decision by requesting a petition form from their academic advisor or the Registration Office.

Upon completion of a transfer evaluation, a Degree Audit Report (DARS) will be mailed to the student. DARS reports are also available via E-Services.

Transfer credits accepted by RRCC are not counted as credits attempted for calculation of cumulative completion percentage, and grades associated will not be used in calculating cumulative GPA but transfer credits accepted by RRCC and applied toward a student's degree requirements will apply toward the maximum time-frame calculation (i.e. 150%).

Resources: MnTransfer (<http://www.mntransfer.org>)
Transferology (<https://www.transferology.com/state/mn>)

Credit for Military Experience

Any enrolled student may request an evaluation of military experience and schooling for college credit. This credit is evaluated and awarded by the College according to the standards of the American Council on Education (ACE).

International Baccalaureate (IB)

Credit will be granted, as determined by the College transfer specialist, for students who complete an International Baccalaureate (IB) diploma.

College Level Exam Program (CLEP)

Standardized proficiency examinations such as the College Level Examination Program (CLEP) are recognized by Rainy River Community College. CLEP is a national program of credit-by-examination that offers the opportunity to obtain recognition for college-level achievement. The College reviews these credits on an individual basis. A minimum score of three or better is required. Find out more about CLEP on the internet at www.collegeboard.org

Advanced Placement (AP)

Rainy River Community College will award credit for Advanced Placement testing providing the student earned a score of 3 or higher on the exam. Approved credits will be transcribed as "Advanced Placement" credits. Students wishing to apply for Advanced Placement credit should request to have test results mailed to the Admissions/Registration Office.

Activity Participation Credit

A student may register for activity credit only during the semester in which the activity is completed. This must be done during the first five days of the semester. Students must go to the Registration window to enroll in an activity credit. Credits earned in activity courses may be used only as elective credits in any program.

Registration

Students are expected to register for classes and pay tuition before an academic semester begins. The last day to register is the fifth day of classes for full semester courses. (There are different drop/add time-periods for night, late-start and block schedule classes. Contact the Registration office for these dates.)

Student Access Codes

Students must make an appointment with their advisor to obtain their registration Access Code prior to registering for classes each semester.

On-line Registration

Returning students who have completed one term or more will have the opportunity to register in person or on-line via the campus Web site (www.rainyriver.edu). New Students, PSEO and technical program participants must register in person. Contact an academic advisor for details.

Address and Name Change

Students who have changed their name or address after registration should submit a Name and Address Change Form to the Registration Office. Address changes can be made online in a student's eServices account. Documentation is required for a name change. Any communication from the college using the name and address on file is considered to be properly delivered.

Preferred Name Change Procedure

Rainy River Community College hereby adopts Minnesota State Board Procedure 1B.1.2 Preferred Name Procedure.

- **Part 1. Purpose**
Minnesota State recognizes and supports the members of its community who wish to use preferred names where legally permissible. This procedure outlines a process by which an employee in the system may designate a preferred name to be used in the course of system business and education.
- **Part 2. Definition**
Preferred Name: A preferred name is a name that a person has chosen to identify themselves within the College that different, in whole or in part, from their legal name.

- **Part 3. Procedure**

Access the Preferred Name Request Form is on the NHED Human Resources web page
<http://www.nhed.edu/human-resources/hr-home.html>

Complete and submit Preferred Name and Request Form. Students will complete the form and submit to the Registrar. Employees will complete the form and submit to the Human Resources office.

Human Resources or Registrar will approve or deny request. Requester will be notified only if the Preferred Name is denied. Notification will include the reason for the denial.

Appeals: Student appeals are to be filed with the Provost/Chief Academic Officer. Employee appeals are to be filed with the Chief Human Resources Officer. Appeals must be filed within 10 days of denial notification. Appeal should be a written statement including the reason for the appeal.

- **Part 4. References**

[MnSCU System Procedure 1B.1.2](#)

[MnSCU System Policy 1B.1](#)

Schedule Changes

- **Drop/Add:** The first five days of each semester are reserved for students to make changes to their schedules. Students are allowed to add or drop classes without penalty during these first five days of regularly scheduled courses. These changes to the schedule should be done in consultation with an Academic Advisor to avoid problems with degree or program completion. For courses other than full-term, please see the Admissions/Registration Office for drop/add rules and deadlines.
- **Partial Withdraw:** If, following the fifth day of the semester, a student is unable to complete a course, they may Withdraw from the course and receive a grade of "W". There is no refund for withdrawing from a class, except:
 - When a student's course schedule is reduced for the convenience of the College
 - In the case of College error
 - Documented student injury or illness requiring extensive hospital or convalescent care
 - If a student wishes to appeal for a tuition refund following withdraw, they must see their Academic Advisor to initiate the appeal process. Withdraws must be completed within the allowed period of time. The last day to withdraw is listed in the class schedule. Withdraws may affect satisfactory academic progress and financial aid.
- **Total Withdraw from College:** Students who wish to withdraw from all College courses must complete the Total Withdraw form, obtain the required signatures, and submit it to the Admissions/ Registration Office. Failure to comply with the proper steps for withdraw can result in failing grades.
 - The College will refund tuition for students who totally withdraw from registered classes during terms at least 10 weeks in length according to the following schedule:
 - 1st through 5th class day of the term 100%
 - 6th through 10th class day of the term 75%
 - 11th through 15th class day of the term 50%
 - 16th through 20th class day of the term 25%
 - After the 20th class day of the term 0%

- The College will refund tuition for students who totally withdraw from registered classes during terms at least three weeks but less than ten weeks in length according to the following schedule:
 - 1st through 5th class day of the term 100%
 - 6th through 10th class day of the term 50%
 - After the 10th class day of the term 0%
- For courses other than full-term, please see the Admissions/Registration Office for withdraw rules and deadlines.
- **Closed Classes:** Students may check the status of closed classes at www.rainyriver.edu and if an opening occurs, they may add themselves. PSEO participants should check with the Registration Office regarding status of closed classes.
- **Cancelled Classes:** Classes that are published in the semester schedule are subject to cancellation as deemed necessary by the College administration due to low enrollment or other valid reasons. Every effort will be made to notify students in the event of class cancellations prior to the start of the semester.

Data Privacy Policy/Disclosure of Student Information

Rainy River Community College considers the following directory information and MAY RELEASE WITHOUT student's written consent. *Student may submit written request to withhold this information from being released.*

- | | | |
|-----------------------------|------------------------------|------------------------------|
| * name | * address | * field of study |
| * date of birth | * e-mail address | * dates of attendance |
| * weight/height of athletes | * previous colleges attended | * full-time/part-time status |
| * telephone number | * StarID | * degrees/awards |

Prior consent from the student is not required by the college to disclose information to the following:

- school officials
- schools in which a student seeks or intends to enroll
- to Federal, State and local authorities involving an audit or evaluation of compliance with education programs
- financial aid authorities
- organizations conducting studies for or on behalf of educational institutions

The following information Rainy River Community College **MAY** RELEASE WITHOUT student's written consent. *Student may submit written request to withhold this information from being released.*

- * disciplinary action taken against student (only to another institution student plans on attending)

The following directory information Rainy River Community College **WILL NOT** RELEASE WITHOUT student's written consent.

- | | | |
|--------------------------------------|------------------------|----------------------------------|
| * social security number | * grades | * semester grade point average |
| * academic skills assessment results | * immunization records | * cumulative grade point average |
| * student identification number | * transcript | * cumulative credits earned |

Student Records

Students may request to inspect their educational records at any time by submitting a written request to the Registration Office. Requests will be complied with no later than 45 days from the date of the student's request.

If, after reviewing their educational records, a student believes there is inaccurate or misleading information on record, the student may submit a written appeal requesting the contested matter be changed or purged. After reviewing the student's appeal RRCC will inform the student of their decision regarding the appeal. If the student does not agree with the decision of the college, they have the right to insert a written statement in their academic record explaining the discrepancy.

Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law prohibiting educational institutions from releasing non-directory information without students' written consent.

Solomon Amendment effective March 29, 1997, states that schools that receive federal funds must comply with the Department of Defense's request for directory information for students admitted and/or enrolled. *Students who have submitted a request to have directory information withheld will not be included in information forwarded to the Department of Defense.*

Rainy River Community College does not publish a student directory.

Grading Policy

Grades are assigned by faculty following each semester of enrollment. The following grades can be earned by students.

GRADE	MEANING	GRADE POINTS
A	superior achievement	4
B	above average	3
C	average	2
D	below average	1
F	inadequate achievement (failing)	0
NC	failing (for classes below 1000 level)	0
P (pass)	average (C or better –a grade of P counts as earned credit)	0
AU	audit a class (Auditing a course does not count as earned credit)	0
I	work is not complete (Incomplete assigned only with a signed contract and converts to F if work is not completed when promised)	0
*	instructor did not assign grade	0
W	withdraw (counts as a registered credit)	0

Grade Point Calculation

To graduate from Rainy River, students must have at least earned a 2.0 (C) or better cumulative grade point average and a MNTC GPA of 2.0 (C). GPA is figured by taking a total of the number of credits times the number of grade points for each course, and dividing by the total number of credits. Cumulative GPA is the total number of credits registered for divided by the total number of grade points earned.

Grade Reports

Students may receive semester grade reports via the web at www.rainyriver.edu, click on e-Services.

Grade Appeals

Grade appeal policy and forms are available at the Registrar's office and must be submitted to the Director of Instructional Services within 30 days of final grade posting.

Dean's List

The Dean's List will be published after each semester. Full-time students (those who have taken 12 or more graded college-level credits during the semester) will be listed if they have attained a semester grade point average of at least 3.25.

Good Student Certificates

Requests for certification of good student standing for auto insurance discounts may be submitted to the Registration Office for completion.

Repeating a Course

A course may be repeated for an improved grade. Only the most current grade earned will be counted toward degree credit and in the computation of the overall grade point average. All grades will appear on the transcript. Tuition and fees will be charged each time.

Auditing a Course

Registration for a course without credit or audit (AU grade) carries the same tuition and fees as courses taken for credit. Students must consult with the instructor concerning audit requirements and submit a special form with the instructor's signature to the Registration Office during the first five days of the semester or the first week of summer school. Once the registration is completed, the student cannot earn a letter grade. A course that has been previously audited may be taken later for credit and a letter grade.

Transfer-Out of Credits

It is the transfer institution that determines application of credits from Rainy River Community College. Students are advised to obtain the curriculum catalog of their transfer institution early in their first year, and discuss their transfer plans with an Academic Advisor. A two-level appeal process is available through which students may appeal transfer decisions made by a Minnesota State College or University regarding courses completed within the Minnesota State system.

Transcript Release

Students wishing to have their Rainy River Community College transcript sent to another institution must complete a transcript release form or submit a written request with their signature to the Admissions/Registration Office. There is a fee for both official and unofficial transcripts. In accordance with the Data Privacy Act, transcripts are legal documents and cannot be released without the student's signature. A faxed request is acceptable. Transcripts are processed within 48 hours of receipt of the request and payment.

For students transferring to a Minnesota State College or University, contact that institution for their requirements.

Academic Holds

When a student owes the College money for any outstanding balance, including overdue library materials, an academic hold is placed on the student's permanent record. This means the student's academic transcript will not be released from the College and they will not be allowed to register for future classes. The Office of Financial Aid, Cashier, and Admissions/Registration Office have a copy of all student holds. Students are mailed a copy of the hold form when it is attached to their academic transcript. Any questions regarding holds should be addressed to the Admissions/Registration Office.

Satisfactory Academic Progress (SAP) Policy

Rainy River Community College and Minnesota State Board Policy 2.9 requires that all students make satisfactory academic progress toward a degree, diploma, or certificate to remain in good standing.

Additionally, federal and state laws require that a recipient of financial aid must make the minimum satisfactory academic progress standards to remain eligible for financial aid. The College believes that students are responsible for their own academic progress and for seeking assistance when experiencing academic difficulty. The following academic standards are required of all students.

Satisfactory Academic Progress (SAP) measurements.

Part 1. SAP Qualitative Measure of Progress (GPA). All students are required to maintain a 2.0 cumulative grade point average (GPA). Students who do not meet the 2.0 minimum cumulative GPA standard will be placed on warning after they have attempted/registered for 1 or more credits. The College monitors student's GPA each term. Grades of A, B, C, D and F will be included in the GPA calculation.

Part 2. SAP Quantitative Measure of Progress.

Subpart A. Required Completion Percentage. All students are required to complete a minimum of 67% of their cumulative attempted-registered credits. Students who do not meet the 67% cumulative completion percentage will be placed on warning after they have attempted/registered for 1 or more credits.

Subpart B. Maximum Time Frame. All students are expected to complete their degree, diploma, or certificate within an acceptable time frame. The maximum time frame in credits for financial aid recipients is 150% of the published credit length of the program major. For example, if a student's program is 60 credits in length, the student can receive aid through 90 credits.

Students who choose to change programs or pursue a second degree may retain financial aid eligibility for the new program however, the student will have to complete this new program within 150% of the published credit length of the program. A maximum time-frame appeal must be completed. Credits attempted at Rainy River Community College as well as transfer credits that count towards the completion of the student's new declared program of study, will be included in the maximum-time frame calculation.

Part 3. SAP Evaluation Period. The College evaluates Satisfactory Academic Progress at the end of each term; fall, spring and summer. Programs less than one year in length will be evaluated at the midpoint of the program. Non-standard sessions will be evaluated within the term in which they are transcribed (i.e. sessions that do not follow the normal start and end dates for the term).

Part 4. Failure to Meet SAP Standards

Subpart A.

- Maximum Time Frame (150%). If at the end of the term a student has exceeded the standard for measurement of maximum time frame (equal to 150% of their program length), the student will be suspended from financial aid eligibility.
- Suspension for Inability to Meet Program Requirements within the Maximum Timeframe. If at the end of the evaluation period the institution determines it is not possible for a student to raise their GPA or course completion percentage to meet the institutions standards before the student completes their program of study at RRCC, the student shall be immediately suspended from financial aid.
- Qualitative (GPA) or Quantitative (completion) Percentage. If a student has failed to meet the Qualitative and/or Quantitative standard, they will be placed on warning.
- Reinstatement of Students on warning Status. If a student who has been on warning status has met the cumulative GPA and Completion Percentage standards, the student will be removed from warning status.
- Suspension of Students on warning Status. If a student on warning status has not met the cumulative GPA or Completion Percentage standards after the term of warning, RRCC will suspend the student upon completion of the evaluation.

Subpart B. Suspension of Students for Extraordinary Circumstances. Any student may be immediately suspended from RRCC and/or financial aid eligibility 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 and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

Part 5. Notification. The College will notify a student in writing any time they are placed on a warning or suspension status. If a student is suspended, he or she will be provided information on how to appeal the suspension status.

Part 6. Appeals and Probation.

Appeals. A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on specific, unusual or extenuating circumstances such as: a death in the family, students' injury or illness or other specific circumstances as determined by the institution.

The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.

The appeal must include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress standards at the end of the next evaluation period.

Supporting documentation beyond the written explanation is strongly encouraged.

Initial consideration of appeals will be undertaken by an Appeal Committee. If appeal is denied, it may be resubmitted for consideration by the Provost or Dean.

Appeals that are approved must contain an academic plan that, if allowed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.

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

- Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- Has not met the institution's cumulative grade point average and completion percentage standards, but has met the conditions specified in their academic plan, the student shall retain their registration and financial aid eligibility under a probationary status for subsequent evaluation period.
- Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in their academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

Part 7. Reinstatement. To reinstate enrollment, a student must either meet the cumulative GPA and completion rate standards, or have an approved appeal. Neither paying for their own classes nor sitting out a period of time is sufficient to re-enroll in classes.

Part 8. Additional elements.

Subpart A. Treatment of grades.

- Earned credits: Courses for which a student receives a letter grade of A, B, C, D, S, or P are included in the calculation of cumulative credit completion percentage as courses successfully completed. Courses for which a student receives a letter grade of I, IP, NC, W, or Z will be treated as credits attempted but not successfully completed.
- Attempted credits: Credits for which a student is officially registered at the end of the drop period each term.
- Grade Point Average (GPA): Calculated using a grade point value for grades of A, B, C, D, and F. (P counts as credit earned, but carries no grade point value)

Subpart B. Academic Forgiveness (forgiveness of prior grades). This is not available for financial aid recipients.

Subpart C. Audited Courses. Audited courses will not be funded by financial aid and are not included in satisfactory academic progress measurements.

Subpart D. Consortium Credits. Credits for which financial aid is received under a consortium agreement are included in the cumulative GPA, completion percentage, and maximum time-frame calculations.

Subpart E. Remedial/Developmental Credits. Remedial/developmental credits are included in the cumulative GPA and completion percentage. Up to 30 developmental credits will be excluded from the maximum time frame calculation.

Subpart F. Repeated Courses. Courses may be repeated indefinitely for an improved grade. Only the highest grade attained will be counted on the student's transcript. All attempts at a course are considered when calculating the completion rate.

Subpart G. Transfer Credits. During the admission application process, student academic transcripts from prior colleges attended are requested and reviewed. Minnesota State Procedure 3.4.1 indicates that students who have been placed on academic suspension at one Minnesota State institution shall not be eligible for admission at ANY Minnesota State institution until they have successfully appealed the suspension status to the new school they wish to attend. If it is determined that a student is on academic suspension at another Minnesota State college/university, the following will occur:

Active Suspension. When a student is on an active suspension at another Minnesota State college/university and attempts to enroll at RRCC prior to serving the prior school's required suspension period (if applicable), RRCC will deny admission and registration eligibility until the student has served the prior school's suspension period or until the student successfully appeals that suspension status.

Inactive Suspension. RRCC will admit and allow a new RRCC student to register for classes if that student had been suspended from another Minnesota State college/university but served the former school's required suspension period (if applicable). A student in this situation will not be placed on Warning, Suspension or Probation. Credit transfer and credit transfer completion percentage calculations from prior school earned credits (if applicable) do apply in RRCC Satisfactory Academic Progress calculations.

Transfer credits accepted by RRCC are not counted as credits attempted for calculation of cumulative completion percentage, and grades associated will not be used in calculating cumulative GPA but transfer credits accepted by RRCC and applied toward a student's degree requirements will apply toward the maximum time-frame calculation (i.e. 150%).

Subpart H. Withdrawals. Credits for which a grade of "W" is received are considered attempted credits but not successfully completed credits. Thus, a "W" does not impact the GPA but does negatively impact the cumulative completion percentage

Student Appeals and Petitions

Students seeking an exception to any academic or student services rule, policy or procedure may submit a Student Petition form to the Petition Committee. Forms may be obtained from academic advisors, and submitted to the Registration Office.

Suspension of Students for Extraordinary Circumstances

Any student may be immediately suspended from RRCC and/or financial aid eligibility 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 and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

Notification of Probation or Suspension

The College will notify a student in writing any time they are placed on a probationary or suspension status.

Reinstatement

To reinstate enrollment, a student must go through the SAP appeal process. Neither paying for their own classes nor sitting out a period of time is sufficient to re-enroll in classes. Successful appeals will reinstate the student under probationary status.

Student Rights and Responsibilities

As an institution dedicated to teaching and learning, Rainy River Community College has a vested interest in maintaining an environment where students and staff are free to pursue their academic and professional interests and goals. Conduct that unreasonably restricts such freedom and interferes with the College's mission of promoting student learning is subject to regulation and/or sanction by the College.

The rights of students derive both from their status as students and as citizens of the state and nation. These rights include, but are not limited to, the following:

- Students have the right to freedom from discrimination or harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.
- Students should expect accurate and timely information regarding academic issues such as course requirements and expectations and graduation requirements.
- Students should expect that all of their records will be maintained in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA) and the Minnesota Data Privacy Act.
- Students have the right to fair and impartial treatment and due process in the investigation of any alleged violation.
- Students have the right to expect fair, consistent, and appropriate discipline in line with the disciplinary policies authorized by the Minnesota State College and University Board if they are found guilty of violating a rule or regulation.
- Students have the right to grieve actions and policies that they consider unfair and inconsistent.
- Students have the right to freely engage in inquiry and discussion — the cornerstone of education at Rainy River Community College.

Students are responsible to be aware of and abide by all rules and regulations of Rainy River Community College. They are also responsible for abiding by the Standards of Student Conduct found in the Student Guide.

Statement of Academic Integrity

Student responsibilities include attending class on-time and prepared, having completed (or at least attempted) all assignments, ready to discuss and explore pertinent issues, and raise questions about matters of interest or issues that you do not understand. Your accomplishments will be a function of your enthusiasm and your efforts.

Academic Misconduct and Academic Dishonesty

Academic misconduct is any act that violates the rights of another student in academic work or that involves misrepresentation of personal work. Academic dishonesty includes, but is not necessarily limited to, the following:

- cheating and plagiarizing (as defined in the student code of conduct)
- submitting the same, or substantially the same, work to meet the requirements of more than one course (unless such submission is approved by the concerned faculty)
- depriving another student of necessary course materials, or interfering with another student's work

Auditing a Course

Registration for a course without credit or audit (AU grade) carries the same tuition and fees as courses taken for credit. Students must consult with the instructor concerning audit requirements and submit a special form with the instructor's signature to the Registration Office during the first five days of the semester or the first week of summer school. Once the registration is completed, the student cannot earn a letter grade. A course that has been previously audited may be taken later for credit and a letter grade.

Good Student Certificates

Requests for certification of good student standing for auto insurance discounts may be submitted to the Registration Office for completion.

Transcript Holds

Official transcripts of students with financial obligations to the institution will not be released to third parties. Obligations may include but are not limited to, library and media materials, unpaid tuition and fees or other charges, and physical education or athletic equipment not returned. Administrative hold status can be viewed online on a student's E-services account. Any questions regarding administrative holds should be directed to the Registration Office.

Tuition and Fees

At Rainy River Community College, the act of registration is considered an acknowledgement on the part of the student that he/she will attend and pay for the registered classes. Payment of tuition and fees must be made on or before the first day of each semester. The College may drop classes for students who have not paid, or made the appropriate arrangements for payment.

Reciprocity Agreements

Reciprocity is available for students from North Dakota, South Dakota, Wisconsin and the Province of Manitoba. Students who are residents of these areas may attend public institutions in Minnesota at special tuition rates. Costs and reciprocity information is available by contacting the RRCC Business Office: 218-285-2203 or businessoffice@rainyriver.edu

Wisconsin does require students to complete an online application to qualify for reciprocity. The application is available at www.heab.wi.gov.

RRCC offers resident tuition to students who are residents of the Province of Ontario, Canada.

Payment Plan Charge

Beginning fall semester, ALL students that choose to participate in the NelNet payment plan available through RRCC will pay a mandatory per semester fee of \$21.00.

Late Fee Charge

ALL students that have not paid their balance in full by the 6th day of the semester will be assessed a mandatory per semester late fee of \$30.00.

Students will not be dropped and no late fee will be charged if:

- Student has completed the FAFSA in the Financial Aid Office and has a sufficient award to cover the balance due.
- **Student has entered into a payment plan with Nelnet. For more information on this external payment plan, see the College website. www.rainyriver.edu**
- Student has a scholarship or third party award on file with the College **in an amount sufficient to meet the amount due to the College.**
- Student is enrolled in the PSEO program.
- Student has paid a minimum of 15% of their balance and arranged for payment of the additional balance with the Business Office. **Full payment is due before the end of the 10th day of class or the student will be dropped without option to return.**

- **Failure to receive a tuition statement does not release the student from payment obligations.** Tuition statements may be accessed via the College website. Log into E-Services using your Star ID and Star ID Password, click on the Bills and Payments link, then on Full Account Detail.

Students who are removed from on-campus housing due to conduct violations will be responsible for payment of rental fees through the full term of the contract. Students who are removed from on-campus housing due to conduct, suspended or expelled will be held responsible for the rental fees, tuition and fees for the semester in which the disciplinary action was taken.

Refund Policy

Refunds for Dropped Classes

A 100% refund of tuition and fees will be provided to students who reduce their course credit hours during the drop period. No refunds will be provided after that time.

Refunds for Total Withdrawals

The College will refund tuition for students who totally withdraw from registered classes during terms at least 10 weeks in length according to the following schedule:

- 1st through 5th class day of the term 100%
- 6th through 10th class day of the term 75%
- 11th through 15th class day of the term 50%
- 16th through 20th class day of the term 25%
- After the 20th class day of the term 0%

The College will refund tuition for students who totally withdraw from registered classes during terms at least three weeks but less than ten weeks in length according to the following schedule:

- 1st through 5th class day of the term 100%
- 6th through 10th class day of the term 50%
- After the 10th class day of the term 0%

Financial Aid

Approximately 2 million dollars in financial aid is available at RRCC each year. The Free Application for Federal Student Aid (FAFSA), available at www.fafsa.ed.gov, must be completed by all students seeking assistance. This application applies to all forms of financial aid including:

Pell Grants • State Grants • Loans • Work-Study.

A separate application is required for campus-based scholarships. Applications are available at reception and will be accepted until their posted deadlines. Many of the scholarships available to RRCC students are made possible through the generosity of donors to the RRCC Foundation.

Students receiving financial aid are required to make satisfactory academic progress.

Return of Title IV Financial Aid Policy

Any student who receives Federal Financial Aid (Title IV aid) and withdraws from all classes may be required to return Federal Financial Aid. Students who attend more than 60% of the term are considered to have fully earned their financial aid. However, students who did not attend classes until the 60% point of the term, have unearned financial aid that will need to be returned to the U.S. Department of Education (ED). The percent of the semester

completed and correspondingly the percentage of aid earned, is calculated by taking the calendar days attended by the student, divided by the total number of calendar days in the term. RRCC returns all funds to ED, then bills the student for the amount returned.

For students who have unearned financial aid, it will be returned in the following order:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Federal PLUS Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Iraq and Afghanistan Service Grants

Official Withdrawal

When the student officially withdraws from all courses after the semester begins, the Financial Aid Office will use the date on the Total Withdraw Form to determine the portion of the Federal Title IV aid earned (or could have been earned).

Unofficial Withdrawal

A student is said to have "Unofficially Withdrawn" if they stop attending and receive failing grades in all classes. For a student who has been determined to have unofficially withdrawn, the date of withdrawal for purposes of the Return of Title IV refund calculation is the latest date attended (last date of attendance or LDA) reported by faculty for that term.

Timeframe for R2T4

Federal regulation requires the college to calculate the Return to Title IV refunds within 30 days of determining an official or unofficial withdrawal date. Federal regulation requires the college to refund the Title IV funds determined to be unearned to the U.S. Department of Education (ED) within 45 days of determining an official or unofficial withdrawal date.

Post Withdrawal Disbursement

In some cases, a student may withdraw from all courses before aid has been disbursed. A post withdrawal disbursement is done when a student shows they have withdrawn from all of their classes prior to financial aid disbursement but began attendance in all courses and are qualified for some (earned) aid. For Title IV grant eligibility only, the earned portion of the grant is disbursed to the student account and a letter is sent to student to notify them of their eligibility and right to return funds within 45 days of the date the school determined the student withdrew.

For loan eligibility, a notice is sent to the students before any funding will be processed. The student must tell the college if they want it disbursed to them directly or to their student account. Loan funds accepted by the student will be disbursed within 180 days of the date the school determined the student withdrew.

Impact of Criminal Records

If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state and other higher education financial aid.

Graduation Requirements

Degrees, diplomas, and certificates awarded by RRCC meet the following requirements:

- **Associate in Arts (AA)** is awarded for successful completion of programs primarily intended to provide a broad liberal education background, and to constitute the first two years of four-year degree programs. Associate in Arts requirements include 60 semester credits at college level (courses numbered above 1000) with a grade point average of 2.0 or better. **At least 40 of these credits must be within the Minnesota Transfer Curriculum. A grade point average of at least 2.0 must be maintained within these 40 credits.** In addition, at least 20 credits of the degree must be taken at Rainy River Community College.
- **Associate in Science (AS)** is awarded for successful completion of programs with highly structured requirements. Recipients of the AS will be prepared for transfer to baccalaureate programs in a defined major as per articulation agreements that are campus specific. AS programs require 60 semester college level credits with a grade point average of 2.0 or better. At least 20 of these credits must be earned from RRCC.
- **Associate in Applied Science (AAS)** is awarded for successful completion of programs primarily intended to prepare people for employment. AAS programs include 60 semester college level credits with a grade point average of 2.0 or better. At least 20 credits must be earned in the RRCC program awarding the degree.
- **Diplomas** are awarded for successful completion of a program intended to provide students with either entry-level employment skills or upgraded employment skills. A diploma includes 30-64 semester college-level credits. At least one-third of the credits are taught by the faculty recommending the award of the diploma.
- **Certificates** are awarded for successful completion of occupational programs, which are 9-30 semester credits with an earned cumulative grade point average of 2.0 or better. Students must earn at least the lesser of 1/3 of the program requirements or 9 credits in the RRCC program awarding the certificate.

Application for Graduation

Students must meet with their advisor one semester prior to graduation to complete an application for graduation. Students must have a 2.0 grade point average or higher overall AND in the Minnesota Transfer Curriculum at the end of the semester prior to graduation. Associate Degree seeking students must be within 6 credits of completion, and have the majority of the Minnesota Transfer Curriculum completed to remain on the graduation list and be eligible to attend the graduation ceremony. Attendance at our formal graduation ceremony is strongly encouraged. Applicable fees will apply to all graduates.

Students have up to five years to graduate under the degree plan in which they initially begin their college studies. Some programs may have more stringent requirements. Any variations from a published catalog or most recent degree plan must be documented by petition.

Honors at Graduation

Highest honors are awarded to those students graduating with an RRCC cumulative grade point average of 3.75 or greater. Honors go to those students graduating with an RRCC cumulative grade point average of between 3.25-3.74.

Transfer Information

Minnesota's public colleges and universities are working to make transfers a seamless process. Students are urged to plan ahead, meet with an advisor, ask questions, refer to the college catalog/website to which you plan to transfer, and check course equivalencies at www.transferology.com

Academic Advisors and Transfer

Each student is assigned an advisor. The advisor is familiar with the college program in the student's area of interest and should be called upon to assist with the following:

- Designing an educational plan to accomplish the student's objectives.
- Understanding the general educational program of the college.
- Planning for long-range educational goals.
- Questions, concerns or problems and academic alerts.
- Interpretation of policies, procedures, and placement scores.

Your advisor is available by appointment to assist you during regularly scheduled office hours. Students are urged to meet with their advisor at least once per semester.

Transfer Credit/General Information

The following general information applies to Minnesota's public colleges and universities and is intended to assist students with transfer issues:

RRCC advisors are available to assist with transfer questions. Student's should consult the transfer Web site at <http://www.transferology.com>.

- Make sure you understand the criteria for admission to the institution you plan to transfer to and the major you plan to pursue.
- Find out which courses your transfer institution will accept for transfer.
- Understand and be prepared to use the appeals process at the institution to which transfer credits are to be sent.

The receiving college or university decides which credits transfer and whether those credits meet its degree requirements. They look for similarity or "equivalency" in course goals, content, and level of difficulty. If you are transferring to another Minnesota State school, the receiving school must accept all courses with "C" grades or better in the goal areas assigned by the sending school.

If a student changes career goals or majors, he/she might not be able to complete all degree requirements within the usual number of graduation credits.

The following are the transfer student's rights:

- A clear, understandable statement of an institution's transfer policy; a fair credit review, and an explanation of why credits were or were not accepted;
- A copy of the formal appeal process; and
- A review of eligibility for financial aid or scholarships and the transfer of present financial aid records.

Note: If you have a hold at RRCC OR at another Minnesota State college, transcripts cannot be sent or obtained.

Prosperity Act

The Prosperity Act, also known as the Minnesota Dream Act is legislation that makes undocumented immigrant students eligible to pay resident tuition at all Minnesota State colleges and universities if they meet certain conditions. The act also extends eligibility to these students for Minnesota State Grants and for private scholarships that may now be awarded through Minnesota State colleges and universities. In order to qualify, undocumented immigrant students must:

1. Have attended a Minnesota high school for three years and have graduated from high school or attained the equivalent of high school graduation in Minnesota;
2. Provide documentation of having complied with Selective Service requirements (males between the ages of 18 and 25 must register with the U.S. Selective Service System) ; and
3. Provide documentation of having applied to obtain lawful immigration status, if a process for obtaining such status has been established by the federal government. (Note: At the present time this federal process has not been established, therefore such documentation is not currently required.)

Information privacy

RRCC complies with provisions of the Family Educational Rights and Privacy Act of 1974. The College's rules and regulations to implement compliance procedures are available to interested parties. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Rainy River Community College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Rainy River Community College has designated the following items as Directory Information. As such, this information may be released to the public without the consent of the student:

- Name
- Date of birth
- Local and permanent address
- Major field of study
- Local and permanent telephone number
- Dates of attendance
- Full-time/Part-time status
- Previous college/university attended
- Degrees and awards
- E-mail address
- Height and weight information for athletic participants
- STAR ID

All requests for directory information are made at the Registration Office. Students may submit a written request at the Registration Office to keep Directory Information private.

An Authorization to Release Student Information form is available from the Registrars Office. This form gives RRCC permission to release your educational records to a 3rd party.

Copyright Policy

Students should be aware that copyright laws exist and are posted on or near campus copy machines. Individual students are responsible to follow copyright laws when utilizing campus copy machines.

Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than 750% and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Student Attendance and Absence

Students are expected to attend all scheduled classes. In case of absence, it is the responsibility of the student to arrange for completion of class work. While attendance may not be graded, absenteeism affects a student's grade because of missed instruction and/or in-class or laboratory activities. It is the student's responsibility to review the course syllabus for each course requirement.

Cancelled Classes/Instructor Absence

Notification of unplanned class cancellations will be posted on Twitter, on the door in which the class is held, and on the RRCC website www.rainyriver.edu. When known in advance, instructors will notify students during the class period and give alternate assignments. If no announcement is made, students are expected to remain for ten minutes after the class is scheduled to begin.

Emergency Messaging

Stay Informed of campus wide closings and/or emergencies. Blackboard Connect is an emergency notification text messaging/email system used to notify students and staff of campus related closings/emergencies. Contact information used by Blackboard Connect is the same as that available on file in E-Services. This is a FREE service to ALL RRCC students, faculty and staff.

Weather and Other Emergencies

Rainy River Community College follows Minnesota State policy in situations when it becomes necessary to close the College or cancel classes and/or nonacademic activities or delay the opening of the College due to inclement weather or other emergency conditions.

Students should check their campus email for notification. Notification will also be posted on the RRCC website at www.rainyriver.edu and on Twitter. Students will receive a text message, voice mail or email notification.

Closing, Delayed Opening, Cancellation

Closing means to close all operations other than those deemed essential to the protection of life and property. Closing the College results in the cancellation of classes, student, faculty and staff activities, and meetings.

Delayed opening refers to closing of all operations for a designated period of time other than those operations deemed essential to the protection of life and property.

Cancellation of classes and/or activities (off-campus or on-campus) means to cancel one, several, or all classes, in the absence of officially closing the entire College. Cancellation of nonacademic activities refers to cancellation of an event such as athletic events, theatrical productions, concerts, or workshops.

In the event of a closing or delayed opening of the College, students and staff will be notified through announcements on the following radio and television stations and via campus email.

<u>Radio</u>	<u>Television</u>	<u>Website</u>
KGHS/KSDM, International Falls	KBJR, Duluth	www.rainyriver.edu/
B93 FM, Fort Frances, Ontario	KDLH, Duluth	
KBHW/KXBR, International Falls	WDIO, Duluth	

The determination of closing or delayed opening is made as early as possible and students are encouraged to tune in to these stations for information regarding closing or delayed opening of campus.

The decision to cancel one, several or all classes (on and off campus), in the absence of closing the College, is made by the Provost or designee. The decision to cancel a nonacademic event, in the absence of closing the College, will be made by the director of the activity. Notification of event cancellation may be broadcast on the above-listed stations.

Inclement Weather When the College is Not Closed, Delayed or Classes Cancelled

Students are encouraged to use good judgment in traveling long distances to attend classes. Personal safety and welfare of the individual are always paramount concerns.

Fire/Tornado Alarm

When the fire alarm rings — short intermittent blasts, all individuals should evacuate the building and remain in the designated safe zone until reentry is authorized. Failure to leave the building when the fire alarm is sounded can result in legal action through the city and/or campus judicial processes. Unauthorized sounding of a fire alarm or

tampering with fire extinguishers is a violation of Minnesota law. Violators will be subject to disciplinary action by the college as well as civil authorities. (M.S. 299F.30, M.S. 609.686)

The tornado alarm — uninterrupted long blast, signals that all individuals in the buildings should move to an interior room without windows until the all clear signal is given.

Emergency Calls/Messages

Messages may be taken for students in case of medical and life-threatening situations.

Emergency telephone calls can be routed to 218-285-7722 or 1-800-456-3996. The following procedure is in place, in case of an emergency, staff will check classrooms in an attempt to locate the student and ask them to come to the administrative offices for message receipt. In case of a traumatic situation, the Provost or designee will work with the student upon receipt of message.

Student Travel

Definitions: An *advisor* is any Rainy River Community College employee including coaches, faculty, staff, or designee appointed by administration to accompany students.

This policy governs all travel that involves enrolled students and individuals who participate in travel sponsored by Rainy River Community College.

Authorized drivers and all passengers in College vehicles must be state employees on duty for the College or students who have been given permission by the College administration.

A College designee will accompany students traveling out-of-state.

For all off-campus activities, approval must be acquired by the advisor at least one week in advance for in-state travel, and two weeks in advance for out-of-state and international travel. Approval can be acquired by completing a "College Travel Request/Absent from Regular Duty" form, or as directed by the supervisor.

Only currently enrolled students who are participating in the activity can travel to or be present at the College-sponsored trip. All students traveling for any College related activity with or without an advisor must sign a "Transportation Waiver" form prior to any travel. Students acknowledge and agree that:

- The Student Code of Conduct applies at all times.
- Only RRCC students and employees are to ride in College vehicles.
- Only an advisor or student employee of the College can operate a College vehicle.
- All drivers must pass a driving record check before operating a state vehicle.
- Students who violate any part of this policy may be sent home at their own expense.

Policy violations will be addressed appropriately once the student arrives back on campus.

The College advisor may, in writing, set up other rules, pertaining to curfew, individual travel, etc.

The advisor will provide students with a breakdown of which expenses are paid for by the College and which are paid by the student. Whenever applicable, students are required to stay four to a room when overnight lodging is

provided by the College. Requisitions must be completed at least one week prior to the travel, and a purchase order will be issued directly to the hotel. No expenses will be paid for deviations from group travel policies.

Note: Students may be required to pay a 20% deposit to Student Life for travel, registration, assembly, and/or conference fees for in or out of state travel. Upon verification of attendance by the student's advisor/coach, the deposit will be refunded to the student. If the student does not attend the function, their 20% will be used to cover the expenses incurred by the College.

Meals: When meals are not provided, the rate is \$4.00 for breakfast, \$5.00 for lunch, and \$6.00 for dinner.

Additional requirements for national/international travel may include:

- Proof of Immunizations
- Passport or birth certificate
- Credit Card or proof of access to funds for expenses, return travel, etc.
- Health Insurance card

The advisor will provide a trip itinerary to the students, the College switchboard, administration, and the supervisor. The itinerary must include:

- Name, address, and phone number of hotel(s).
- Time and place of departure and return.
- Flight information when applicable.

The advisor will provide the administration with a list of students participating in an off-campus activity at least five (5) class days before the trip. If authorized absences will occur during the school day, the advisor will distribute the list of students excused to all faculty and staff at least two (2) class days before the absence.

A syllabus must be on file in the office of the Dean or Provost for any travel that is done for credit or as a part of the curriculum.

A college vehicle should be used for student travel. If a College vehicle is not available, the most economical means of travel should be used. If students are required to use their own vehicle, they may be reimbursed at a rate that is set by the state of Minnesota.

Bookstore The Voyageur Bookstore serves the students, faculty, and staff of Rainy River Community College. Our goal is to provide course materials to our students at reasonable prices. We stock new, used, and rental textbooks as well as Rainy River apparel and merchandise.

Hours: The Voyageur Bookstore is open Monday through Friday during the school year (see posted hours). The bookstore is open extended hours during the first week of each semester.

Bookstore Policies: We are unable to accept credit card payments over the telephone. Purchases made with a credit card require the card to be present.

PSEO students must return all of their books by the last day of finals for the current semester. Failure to do so will result in charges being assessed to the student to cover the cost of the books.

Book Buyback: Book buyback is held twice a year during final exams at the end of each semester. A

book wholesaler may purchase textbooks on a supply and demand basis at their rate.

Booklist: See the RRCC website under Bookstore for a current booklist.

Payments

Payments for tuition, fees, housing rent, and other College charges should be made with the Cashier, located at the main reception desk in the front information office. Cash, check, American Express, MasterCard, VISA, and Discover are accepted for payment. Financial aid and scholarships will be disbursed from this office. Be sure to check your EServices account for this information.

Library

The Rainy River Community College Library contains a variety of information resources that are available through hard copy books, academic journals, periodicals, maps, newspapers, on-line references and resources, along with the privilege of using the inter-library loan system. Our Librarian and Library Technician assist students with course work, research projects, recreational information, as well as educating our students on how to do an effective search for information. The staff is focused on providing assistive services that attend to the unique, yet personal needs of each student.

There are computers, a printer and a copy machine located in the library for student use according to school and copyright policy.

The library is open Monday through Friday (See posted hours). All student and community members are welcome to utilize Rainy River Community College's library.

Veterans Services

Students seeking assistance through the Veterans Administration for educational costs may pick up an application for education benefits from the Registration Office. Students are responsible for completing the application and sending to the Veterans Administration office. Once the veteran student has registered for their initial semester, the Registrar will complete the enrollment certification form and forward it to the Veterans Administration Regional Office. A Veterans Services Office is located in the Koochiching County Courthouse for information. Veterans may also contact Barry Martinson, North Higher Education Veterans Programs at 218-262-6739 or at barrymartinson@hibbing.edu. For further information, visit: <http://www.benefits.va.gov/gibill/>

Multicultural Services

The Multicultural Services program seeks to provide a setting that fosters the development and success of underrepresented and indigenous students by working to ensure a stable, strong, and supportive environment. The Multicultural Services office invites and encourages the entire RRCC campus community to develop an awareness and appreciation of diverse cultures. The services to underrepresented and indigenous students include academic advising, career planning and counseling, cultural awareness and support, scholarship/financial aid information, outreach/recruitment, and transfer information. For more information, contact either Brad Krasaway at 218-285-2208; brad.krasaway@rainyriver.edu or Steve Briggs at 218-285-2228; stephen.briggs@rainyriver.edu.

TRIO -- Student Support Services

Adjusting to college life can be a difficult task. It is possible, however, to make this transition easier through a supportive and caring environment. It is the goal of Student Support Services (SSS) to help students gain the confidence and skills necessary to succeed in college and transfer smoothly. Through a U.S. Department of Education grant, RRCC offers many specific services to students who qualify by meeting one of the following criteria:

- low income
- first generation college student
- documented physical or learning disability
- homeless youth or student in/aging out of foster care
- United States Citizen

Student Support Services is committed to helping you succeed in college. To learn more and/or enroll in the program, contact a RRCC SSS staff member or look on the RRCC website www.rainyriver.edu TRIO link.

Student Life

The Student Life program at Rainy River Community College is designed to contribute to and enhance the overall development of the individual student. Inherent in that philosophy is the proven research that there is a positive relationship between involvement and achievement, "the greater the degree of campus student involvement, the greater the amount of student learning."

Our program extends the learning environment from the classroom to the campus and the community, which promotes a positive feeling of campus community and pride that can be shared by students, faculty, staff, and the surrounding area. For additional information take a look at our website www.rainyriver.edu under Student Life.

If you would like to start a club on campus, contact Brad Krasaway at 218-285-2208 brad.krasaway@rainyriver.edu

Athletics

RRCC fields teams in volleyball, women's softball, men's and women's basketball and baseball. These teams compete in the Minnesota Community College Conference and are sanctioned by the National Junior College Athletic Association (NJCAA). Interested students must meet eligibility requirements. The College also has an ACHA sanctioned team in women's hockey and a men's club hockey team.

Student Clubs

The ***Anishinaabe Student Coalition*** is a student-organized club devoted to: 1) assisting Native American students in their growth and development so they can achieve their goals at RRCC; 2) developing cross-cultural awareness and respect for Native American traditions and education, and 3) encouraging Native American students to share their heritage with others.

The ***Black Association of Students*** is a student-organized club dedicated to maintaining a forum in which the African-American perspective is allowed expression, where culture thrives, and where diversity is not merely accepted, but celebrated. This club is a source of African-American pride and leadership open to all Rainy River students, staff, and faculty choosing to participate.

Phi Theta Kappa is an international honors society for two-year colleges. Rainy River's award winning chapter, Alpha Rho Alpha, was formed to recognize and encourage four hallmarks: scholarship, leadership, service, and fellowship. To be eligible for invitation, students must have completed 12 or more credits toward a degree, diploma, or certificate with a minimum 3.5 cumulative grade point average. Students must also maintain a cumulative 3.25 to remain a member.

Student Government

Student Senate is the representative voice of the student body in campus governance issues. The Senate is a member of the statewide Minnesota State College Student Association (MSCSA) and its membership is filled by elections in the fall and spring. The group meets weekly and all students that are interested are encouraged to join. The RRCC Student Senate was proudly crowned "2009-2010 MSCSA Student Senate of the Year". For more information contact Brad Krasaway at 218-285-2208; brad.krasaway@rainyriver.edu.

On-Campus Parking

Student parking areas on campus are not designated. Students may park in all lots except those reserved for visitors and must observe fire lanes, handicapped spaces, and other signs. Visitor parking at the main entrance has limited time parking and posted limits must be observed. Vehicles may be fined, immobilized, and towed at the owner's expense if parked in these areas. Fees are assessed each semester by credit.

Bulletin Boards/Posting Policy

Materials and notices to be posted on RRCC facilities or Visual Information System (VIS) must be for purposes that do not conflict with the general aims and purposes of College policy or local, state, and federal law.

The following rules and precautions apply to all information posted on College facilities and the Visual Information System:

- All informational notices and posters must be approved for posting by College personnel. Materials to be posted must be left at the College information/reception desk for approval. Approved printed materials will be stamped and will be available for pickup at the College switchboard within 24 hours. Approved VIS information will be posted on the monitors within 24 hours.
- Posters and/or informational notices *WILL NOT be taped* or placed on campus *WINDOWS*.
- Posters and/or informational notices *WILL NOT be taped* or placed on campus *WALLS*.
- Posters and/or informational notices *WILL NOT be taped* or placed on campus *WOODWORK OR DOORS*.
- Posters and/or notices *WILL be placed on bulletin boards or the display runners* located throughout the campus.
- Posted material must be removed from display immediately upon completion of the event and by the date indicated in the approval stamp.

All posted materials on campus must also abide by the following:

- Must be stamped by a College designee
- Must have a removal date
- Must list the sponsoring organization or individual

The following information may **not** be posted:

- Materials mentioning alcohol or implying its use
- Materials concerning establishments whose primary purpose is the sale of alcohol

- Obscene, profane, or vulgar materials
- Materials which may be offensive to other residents

Rights & Protections Provided by the Americans With Disabilities Act (ADA)

Rainy River Community College does not discriminate on the basis of disability in admission, access to treatment, or employment in its programs or activities. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, is available from the ADA/Section 504 Coordinator, Amy Amundsen, 1501 Highway 71, International Falls, Minnesota 56649, phone (218)285-2226 (voice) or by using Minnesota Relay. Minnesota Relay provides free and full telephone accessibility to anyone who is hard of hearing, deaf or speech disabled. To make a relay call dial: 711 or 800-627-3529. Individuals with a documented disability may request reasonable accommodations from the above coordinator. Students who have any disability, which might affect their performance in a class, are encouraged to seek help from the instructor or the ADA/Section 504 Coordinator at the beginning of the semester.

Information Technology

Computer and information technology resources are provided for use by currently enrolled RRCC students, administrators, faculty, other employees, and other authorized users. Information technology resources are the property of Rainy River Community College, and are provided for the direct and indirect support of RRCC's educational, research, service, student and campus life activities, and administrative and business purposes. The use of Rainy River Community College information technology resources is a privilege conditioned on compliance with Minnesota State Colleges and Universities' Policy 5.22, compliance with current RRCC procedure and any procedures or guidelines adopted pursuant to this procedure. RRCC encourages the use of information technology as an effective and efficient tool within the framework of applicable State and federal laws, policies, rules and other necessary restrictions.

Rainy River Community College provides all students with a campus network account. The account is used to provide access to campus computers, networks, printers, file storage, online course material, email, and the internet. To login, use your **Star ID** username and password. To obtain you Star ID and Star ID password, go to www.rainyriver.edu and click on "Get your Star ID" and follow the directions. You will need the following information: 1.) Your RRCC 8 digit student ID number. 2.) Your Social Security Number. 3.) Your personal email address.

RRCC Email

All students are provided an email account on the RRCC mail server. **This is the official means of communication of RRCC.** The campus will use your college-provided email account for all official communication with you. It is your responsibility to check your email on a regular basis.

Instructors **have the right not to** respond to/accept email from any other source (ie. Gmail, yahoo, hotmail etc.).

The email system is web-based, allowing you to log in to your RRCC email account from anywhere in the world, provided you have access to the internet. Access your RRCC email account at the My RRCC E-mail link on the www.rainyriver.edu homepage.

Online Learning

RRCC utilizes Brightspace by Desire2Learn (D2L) for online learning. Brightspace by D2L can be used by your instructors to provide course content, online discussions, links to electronic resources, grade books, and quizzes.

Check with instructors to find out which Brightspace by D2L tools they use to augment their classroom instruction. Access your Brightspace by D2L account via the internet from a link on the RRCC website. Login to the Brightspace by D2L system using the same Star ID and Star ID password as you use for your RRCC network account.

Student eServices

Eservices are provided to RRCC students through the Minnesota State System. You can use e-Services to register for courses, check grades at the end of a semester, print a student copy of your transcript, view your business office account, check your financial aid information and more.

Students use their Star ID to log into e-Services. You can find instructions and access to e-Services from the My RRCC section of the RRCC website using the e-Services link.

Information Technology Acceptable Use Policy

Rainy River Community College has adopted Minnesota State's Acceptable Use of Computers and Information Technology Resources policy and procedure. The complete text of the policy and procedures can be found at <http://www.mnscu.edu/board/policy/522.html> and <http://www.mnscu.edu/board/procedure/522pl.html>.

Academic Freedom

Nothing in this procedure shall be interpreted to expand, diminish, or alter academic freedom, articulated under Minnesota State Board policy and collective bargaining agreements.

Rainy River Community College is not responsible for any personal or unauthorized use of its resources, and security of data transmitted on its information technology resources cannot be guaranteed.

Responsibilities of All Users

1. Users must comply with laws and regulations, RRCC policies and procedures, contracts, and licenses applicable to their particular uses. This includes, but is not limited to, the laws of libel, data privacy, copyright, trademark, gambling, obscenity, and child pornography; the federal Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking" and similar activities; state computer crime statutes; student conduct codes; applicable software licenses; and Minnesota State Board policies 1.B.1, prohibiting discrimination and harassment; 1.C.2, prohibiting fraudulent or other dishonest acts; and 3.26, concerning intellectual property.
2. Users are responsible for their personal use of RRCC information technology, and may be subject to liability resulting from that use.
3. Users must use only information technology they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information technology resources does not, by itself, imply authorization to do so.
4. Users are responsible for use of RRCC information technology resources under their authorization.

Unauthorized Use

Users must abide by the security restrictions on all systems and information to which access is authorized by Rainy River Community College.

1. Users must not:
 - use any account or password assigned by the College to someone else;
 - share any account or password, assigned to the user by the College, with any other individual;
 - allow others to use RRCC information technology under the user's control;
 - use remote computer services for personal use unless specifically authorized by RRCC or State policy or procedure.
2. Users must not circumvent, attempt to circumvent, or assist another in circumventing Security controls in place to protect the privacy and integrity of data stored on RRCC Systems.
3. Users must not change, conceal, or forge their identification using RRCC information technology, including, but not limited to use of e-mail.
4. Users must not knowingly download or install software onto RRCC computers unless it has been approved by the Information Technology Director. Users who knowingly or negligently do not comply may be held responsible for damages, cost of system debugging, and payment of software fees, licenses, and infringement penalties.
5. Users must not engage in activities that interfere with or disrupt network users, equipment, or service; intentionally distribute viruses, worms, trojans, or other malicious code; or install software or hardware that permits unauthorized access to RRCC information technology.
6. Users must not engage in inappropriate uses, including:
activities that violate state or federal law or regulation;
 - wagering or betting;
 - harassment, threats to or defamation of others, stalking, and/or illegal discrimination;
 - fund-raising, private business, or commercial activity, unless it is related to the mission of the College. Mission related activities are determined by the College and include activities of authorized campus or RRCC-sponsored organizations;
 - storage, display, transmission, or intentional or solicited receipt of material that is or may be reasonably regarded as obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word, except as such access relates to the academic pursuits of an RRCC student or professional activities of an RRCC employee;
 - "spamming" through widespread dissemination of unsolicited and unauthorized e-mail messages.

Limitations on Use

Users must avoid excessive use of RRCC information technology, including but not limited to network capacity. Excessive use means use that is disproportionate to that of other users, or is unrelated to academic or employment-related needs, or that interferes with other authorized uses. RRCC may require users to limit or refrain from certain uses in accordance with this provision. The reasonableness of any specific use shall be determined by the College in the context of relevant circumstances.

RRCC Policies & Procedures

- Possible illegal activities observed must be reported to the College's Director of Information Technology or to the College Provost.

- RRCC will implement Minnesota State security policies, procedures, standards, and guidelines to protect the integrity of RRCC information technology and its users' accounts as applicable and necessary.
- Rainy River Community College users will ensure that government data in electronic format is handled in accordance with its classification under the Minnesota Government Data Practices Act, Family Education Rights and Privacy Act, and other applicable law or policies.
- Users may contact the College Information Technology Director with questions, concerns, or problems regarding the use of RRCC information technology, or concerning intended or unintended interruptions of service.
- Information regarding applicable RRCC information technology policies and procedures will be provided to users via the following means:
 - Links to relevant policies and procedures will be placed on the active desktop of student computers.
 - The College Director of Information Technology is designated to make decisions regarding approved hardware and software use, minimum computer hardware configurations and permitted software applications. The College administrative team and other stakeholders will be solicited for input related to hardware, software and other information technology standards.

Enforcement

Conduct which involves the use of information resources to violate an RRCC policy or procedure, or state or federal law, or to violate another's rights, is a serious abuse and is subject to limitation or termination of user privileges and appropriate disciplinary action, legal action, or both.

RRCC reserves the right to temporarily restrict or prohibit use of its information technology resources to any user without notice. Alleged violations shall be addressed through applicable RRCC and Minnesota State procedures, including but not limited to Minnesota State Procedure 1.B.1.1 to address allegations of illegal discrimination and harassment; student conduct code for other allegations against students; or the applicable collective bargaining agreement or personnel plan for other allegations involving employees. Continued use of RRCC information technology is a privilege subject to limitation, modification, or termination.

Willful or intentional violations of this policy are considered to be misconduct under applicable student and employee conduct standards. Users who violate this policy may be denied access to Rainy River Community College information technology and may be subject to other penalties and disciplinary action, both within and outside of Minnesota State. Discipline for violations of this policy may include any action up to and including termination or expulsion.

Under appropriate circumstances, Rainy River Community College may refer suspected violations of law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.

Student Rights and Responsibilities

A major function of the College is to guarantee student rights and to demand student responsibility in regard to appropriate behavior and involvement in our learning environment. As an institution dedicated to teaching and learning, Rainy River Community College has a vested interest in maintaining an environment where students and staff are free to pursue their academic and professional interests and goals. Conduct that unreasonably restricts such freedom and interferes with the College's mission of promoting student learning is subject to regulation and/or sanction by the College. The creation of such an environment is premised on the assumption that students have both rights and responsibilities. The rights of Rainy River Community College students derive both from their status

as students and from their status as citizens of the state and nation. These rights include, but are not limited to, the following:

Freedom to Learn

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

Freedom of Expression

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

Freedom of Association

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

Student-Sponsored Forums

Students have the right to assemble, to select speakers, and to discuss issues of their choice. The College shall establish reasonable time, place, and manner restrictions to assure that the assembly does not substantially disrupt the work of the system, college or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The Provost or designee may prohibit any forum when holding the event, in his or her judgment, would result in physical harm or threat of physical harm to persons or property. Prior to any such prohibition, the Provost or designee shall make his or her best effort to consult with a designated member of the student association.

Student Publications

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

Student Policies

The policies, procedures and regulations of the system, college or university regarding student expectations, rights and responsibilities shall be readily accessible to students.

Catalog and Course Information

To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog course descriptions and website postings shall be accurate and based on information existing at the time of publication. Course descriptions can be found on the RRCC website at www.rainyriver.edu under Academics. To the extent possible, class schedules will list the names of faculty teaching the courses.

Student Academic Standing Information

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

This information can be found in your eServices account under Grades and Transcripts: Degree Audit Report (DARS). Your Degree Audit Report is a self-directed electronic tool for tracking progress toward completing an academic program (degree, diploma, certificate).

Academic Evaluation

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

Property Rights

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

Student Review and Consultation

Students shall have the right to appropriate levels of participation in college and university decision-making pursuant to Policy 2.3 and Procedure 2.3.1, Student Involvement in Decision-Making.

Off-campus Conduct

Students who violate a local ordinance or state law risk the legal penalties prescribed by civil authorities. The College may take disciplinary action against students for off-campus behavior, following the procedures of the RRCC code of conduct.

Student Responsibilities

All students, as a member of the College community, have responsibility for the following:

- To attend all classes, except when excused, and to be on time to all classes and any other required college function.
- To make necessary arrangements for making up work when absent.
- To assist RRCC staff in running a safe college for all enrolled students.

- To be aware of all College policies, regulations and procedures and to conduct oneself in accordance with them.
- To be aware of and comply with local, state and federal laws.
- To respect and maintain College property.
- To express ideas in a manner that will not offend or slander others.
- To recognize and respect the rights of others.

College Jurisdiction

The College has the right to take necessary and appropriate action to support and protect the safety and well-being of the College community. All students are expected to be familiar with and to comply with the student **Code of Conduct**.

Students are expected to abide by local, state, and federal laws and the Minnesota State Board policies. Should a violation of civil or criminal law by a student involve College interests, the College has the right to proceed with disciplinary action without regard to civil or criminal proceedings.

- The Conduct Officer is the person designated by the Provost of the College to review conduct issues other than those pertaining to the residence hall. This person is responsible for administration of the Student Code of Conduct on campus. The Housing Director is designated by the Provost to be the “conduct officer” at the residence hall. This Director is responsible for the administration of the Student Code of Conduct at the residence hall.

Student Code of Conduct

The conduct code prohibits and covers judicial action for:

- Violation of published Minnesota State and/or Rainy River Community College policies or regulations.
- Violation of local, state, or federal law on College property.
- Disruption of operations of the College.
- Acts of dishonesty, including but not limited to the following: cheating, plagiarism or other forms of academic dishonesty; furnishing false information to any Rainy River Community College official, faculty member or office; forgery, alteration, or misuse of any Rainy River Community College document, record, or instrument of identification; tampering with the election of any Rainy River Community College recognized student organization.
- Failure to comply with the directions of College officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
- Unauthorized possession, duplication or use of keys to any Rainy River Community College property or unauthorized entry into or use of Rainy River Community College property.
- Use, possession or carrying of weapons including, but not limited to: firearms including “look-alikes,” incendiary devices, smoke devices, knives, explosives, combustible or chemical agents, bows and arrows or other dangerous weapons or devices while on College property or at College sponsored or supervised activity. A weapon is defined as a device or instrument that, in the manner in which it is used or intended to be used, is calculated or likely to produce death or bodily harm. “Firearm” means a gun, whether loaded or unloaded, that discharges shot or a projectile by means of explosive, electricity, a gas or compressed air.

- Use, possession, distribution or presence of alcoholic beverages on College property or while involved in a College activity, except as expressly permitted by the law.
- Use, possession or distribution of narcotic or other controlled substances or being under the influence of these drugs on College property or while involved in a College activity.
- Attempted or actual theft or unauthorized use of, or damage to, property of the College or of a member of the College community or other personal or public property.
- Abuse of the judicial system.
- Knowingly furnishing false oral or written information to the College.
- Conduct which results in injury or death to a member of the College community.
- Engaging in brawling or fighting; disturbing any class, meeting, assembly or other college activity; or engaging in any obscene, lewd, profane or abusive language, or in boisterous or noisy conduct reasonably intending to arouse alarm, resentment or anger on college property or at College sponsored or supervised activities.
- Participation in a demonstration which disrupts the normal operations of the College and/or infringes on the rights of other members of the College community.
- Continued willful and disruptive behavior, or open or persistent defiance of the authority of College personnel.
- Violations of College regulations regarding the use of tobacco products on College property.
- Gambling for money or other things of value, except as permitted by law.
- Hazing: An act which endangers the mental or physical health or safety of a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a student group, organization, or athletic team.
- Violation of Minnesota State and/or Rainy River Community College policies and guidelines for computer use.
- Engaging, individually or in concert with others, in sexual misconduct; i.e., non-consensual physical conduct of a sexual nature including, but not limited to sexual physical abuse, rape or any other form of sexual assault, or threat of sexual violence.
- Persistent Violations: repeated conduct or action in violation of the above code is relevant in determining a student's membership in the College community.
- Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by, the College or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
- Any violation of the College Computer Use Policy or Board Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources.
- Abuse of the student conduct system, including but not limited to:
 - a. Failure to obey the notice from a student conduct panel or College official to appear for a meeting or hearing as part of the student conduct system.
 - b. Falsification, distortion, or misrepresentation of information before a student conduct panel.
 - c. Disruption or interference with the orderly conduct of a student conduct panel proceeding.
 - d. Institution of a student conduct code proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participation in or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a student conduct panel prior to, and/or during the course of the student conduct panel proceeding.

- g. Harassment (verbal or physical) and/or intimidation of a member of the student conduct panel prior to, during, and/or after a student conduct code proceeding.
- h. Failure to comply with the sanction(s) imposed under the student code.
- i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

Sanctions

A Student Conduct Officer or adjudication panel may impose any of the following possible sanctions as warranted by the facts, evidence and type and severity of the offenses. Previous incidents of misconduct by the accused student may also be considered in arriving at the applicable sanction(s).

Warning — A notice in writing to the student that the student is violating or has violated institutional regulations.

Probation — A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

Loss of Privileges — Denial of specified privileges for a designated period of time.

Fine — A monetary sanction may be imposed

Restitution — Compensation for loss, damage or injury. Monetary payment, material replacement, or appropriate service is required to the College or other persons, groups, or organizations for damages incurred.

Discretionary Sanctions — Work assignments, service to the College, counseling or referral to community agencies or other related discretionary assignments (such assignments must have the prior approval of the conduct office). Failure to participate as directed may result in the imposition of additional sanctions.

Residence Hall Suspension — Separation of the student from the residence hall for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.

Residence Hall Expulsion — Permanent separation of the student from the residence hall.

College Suspension — Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

College Expulsion — Permanent separation of the student from the College

Confiscation — Confiscation of property or goods used or possessed in violation of College rules and may not be subject to return to the student.

More than one of the sanctions listed may be imposed for any single violation.

Other than college expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record of disciplinary actions other than residence hall suspension or expulsion may be sealed upon application to the Conduct Officer. Cases involving the imposition of sanctions other than residence hall suspension or expulsion, college suspension or expulsion shall be sealed three years after the final disposition of the case.

Revocation of Admission and/or Degree -- Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree or for other serious violations committed by a student prior to graduation.

Withholding Degree -- The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this student conduct code, including completion of all sanctions imposed, if any.

The following sanctions may be imposed upon groups or organizations: Those sanctions listed above, as well as:

Deactivation — Loss of all privileges, including college recognition, for a specified period of time. In each case in which a Conduct Officer or adjudication panel determines that a student has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the Conduct Officer or adjudication panel. Following the determination and imposition of sanctions, the Conduct Officer or adjudication panel shall advise the accused in writing of the determination and of the sanction(s) imposed, if any.

Student Rights and Due Process

Each person involved in the administration of the Student Code of Conduct at Rainy River Community College will be fair, take an objective and humane approach in all conduct cases. Consistent treatment in disciplinary action is another goal. Each case, however, must be recognized as a highly individual matter, and consistency for the sake of consistency should not be the dominant concern.

If a student is charged only with an off-campus violation of federal, state, or local law, but not with a violation of this Code, disciplinary action may be taken and sanctions imposed for misconduct which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges without actually admitting guilt (e.g. "no contest").

Following the filing of an accusation against a student, the Conduct Officer involved will conduct an investigation of the charges. If the accusation seems unwarranted, the conduct officer will discontinue proceedings. If there is sufficient evidence to support the accusation, the conduct officer will offer the accused student an opportunity to resolve the violation at an informal meeting. Prior to this meeting the student will be given oral or written notice of the specific charges against him/her and of the evidence available to support the charge. If the sanction is less than expulsion or a nine-day suspension, the student does not receive a formal hearing but instead may appeal through appeal procedures. A student may request a formal hearing before the student conduct panel only if the sanction is expulsion or suspension of more than nine days.

Summary Suspensions

In certain circumstances, the administration of Rainy River Community College may impose a summary suspension prior to the informal or formal proceedings. A summary suspension may be imposed when, in the judgment of the administration, the accused student's presence on the College campus would constitute a threat to the safety and well-being of members of the campus community. Prior to the implementation of the summary suspension, the accused student will be given oral or written notice of the intention to impose the summary suspension and will be given an opportunity to present oral or written arguments against the imposition of the suspension. After the student has been summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the administration.

Medical Amnesty

Student health and safety are of primary concern at Rainy River Community College. As such, in cases of extreme intoxication or other medical emergency as a result of the ingestion of alcohol or drugs, RRCC encourages individuals to seek medical assistance for themselves or others. If an individual seeks such medical attention, the College may not pursue student conduct sanctions against the student for violations of the Alcohol Beverage Policy or Drugs Policy of the Code of Conduct. Additionally, those students who assist in obtaining medical attention for others may not receive sanctions for violations of the Alcohol Beverage or Possession of Drugs policies of the code of conduct. This policy does not grant amnesty to possession with the intent to distribute drugs. In lieu of sanctions under the Student Code of Conduct, the student under the influence of drugs or alcohol, as well as referring student(s), may be required to meet with the RRCC Conduct Officer who may issue educational requirements that include, but are not limited to, alcohol and/or drug education, counseling, and/or a substance abuse assessment. Serious or repeated incidents will prompt a higher degree of concern/response. Failure to complete educational assignments or treatment recommendations issued under this policy may result in disciplinary action. The student will be responsible for any costs associated with drug or alcohol education interventions. The Medical Amnesty Policy does not preclude sanctions due to any criminal violations or violations of the Code of Conduct (not related to the Alcohol Beverage Policy or Drug Policy).

Formal Adjudication Process

The Judicial panel at Rainy River Community College includes:

- Student – appointed by the Student Senate
- Faculty member
- Housing Director
- Director of Student Services
- Academic Services Director

Students referred for a formal hearing shall be given adequate advance notice in writing of the time, place, and date of the hearing. A student's failure to appear the hearing shall not prevent the hearing from proceeding as scheduled.

Within a reasonable time prior to the hearing, the student will be informed of the charges; the evidence to be presented against him/her; and list of witnesses and the nature of their testimony.

The student will be given the opportunity to speak in his /her own defense and to question any witnesses and may have an advisor present. The advisor may provide advice to the student, but may not participate in any questioning.

When there is likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advisor.

A written notice of findings and conclusions will be provided to the student within a reasonable time after the hearing. The notice shall inform the student of any sanction to be imposed.

Note: Conduct appeal hearings may take place without the full representation of the Conduct Appeal Committee.

Appeals

A student who wishes to appeal a decision resulting from a meeting before a Conduct Officer or a proceeding before an adjudication panel must submit a written request for an appeal within five school days after receiving official written notification of the sanction(s). The written request shall be directed to the Provost. An appeal shall stay the imposition of sanction(s) until the judicial process is completed except in cases involving summary suspension or suspension from the residence hall.

The hearing procedures for conduct appeal decisions are as follows.

- Students requesting an appeal hearing before the Provost shall request such hearing in writing within five (5) school days of notification of sanction. Following the written request, the Provost shall set the date for the hearing and give written notice of the time set for the hearing. The hearing must be held not less than three (3) or more than fifteen (15) school days of receipt of student's request for hearing.
- A student's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.
- At the appeal hearing, the student shall be given the opportunity to speak in his /her own defense and may have an advocate present. The advocate may provide advice to the student but may not participate in any questioning or give an opening or closing statement. An appeal shall be limited to review of the record of the meeting or hearing and the written appeal for one or more of the following purposes:
 - To determine whether the original meeting or hearing was conducted fairly in light of the charge and evidence presented, and in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and present a rebuttal of the charge and evidence.
 - To determine whether the decision reached regarding the accused student was based on evidence that demonstrated it was more likely than not that the student violated the Student Code of Conduct.
 - To determine whether the sanction imposed was appropriate for the violation of the Student Code of Conduct which the student was found to have committed.
- Appeal hearings normally will be conducted in private.
- Admission of any person to the appeal hearing shall be at the discretion of the Provost.
- In appeal hearings involving more than one accused student, the Provost has the discretion to permit the hearing concerning each student to be conducted separately.
- After the appeal hearing, the Provost shall determine whether the conduct officer's determination of violation of code and/or imposition of sanctions stands. The Provost may uphold the determination and sanction(s), may declare that the determination was reached in error or inappropriately, or may declare that the sanction(s) are inappropriate. In the latter case, the Provost may issue lesser sanction(s). If the Provost believes that the sanction(s) were reached in error or inappropriately, the Provost may choose to exonerate the students or require that the student's case be heard again. The Provost shall notify the student in writing of the appeal decision and any new sanction(s) imposed. In cases involving sanctions of suspension for ten (10) days or longer, the College shall inform the student that he or she has the right to a contested case hearing under Minnesota Law (Chapter 14, MSA).

- There shall be a single record all appeal hearings before the Provost. The record shall be the property of the College.

Student Complaints and Grievances Procedures

A student has the right to seek a remedy for a dispute or disagreement with an employee through a designated complaint or grievance procedure. Rainy River Community College has established the following procedures in consultation with student representatives, faculty, and professionals for handling complaints and grievances. These procedures shall not substitute for other grievance procedures specific in college or board policies or procedures, regulations or negotiated agreements. **Complaint/Grievance forms are available from advisors.**

This policy does not apply to academic grade disputes. Grade appeals must be handled under a separate college academic policy.

I. POLICY

Instructions for Use: The above referenced form is **optional** for use in filing a “complaint” and **must** be used to file a “grievance” under [Board Policy 3.8 and System Procedure 3.8.1](#). “Complaints” or “grievances” are allegations of improper, unfair, or arbitrary treatment, including the application of a specific provision of a college rule/regulation or a board policy or system procedure. To file a **grievance**, *you must first attempt an informal resolution* of your complaint by discussion with the involved employee(s) and/or administrator(s).

This procedure is **not** to be used for grade appeals, student conduct matters, claims of discrimination or harassment based on classifications protected under Board Policy 1B.1., or other rules, regulations, policies or procedures that include an appeal or grievance process. For information on those other procedures, please contact College Administration, or the student guide.

DATA PRIVACY NOTICE

The information you provide will be available to college and system employees who need access to the information to process your complaint or grievance, and may include the individual(s) about whose actions you have complained. You are not required by law to provide information requested on this form, but the more information you provide, the better the College will be able to understand your concerns. Please contact College Administration if you have questions about this process.

II. PROCEDURE

Step A. Informal Procedure to Resolve Complaint: A student who alleges improper, unfair, or arbitrary treatment in a college matter that is not subject to an appeal process under another college rule or regulation or board policy or procedure shall discuss his/her complaint with the appropriate employee and/or administrator. Students who allege discrimination or harassment based on a protected class under Board Policy 1.B.1 shall be referred to the designated administrator under System Procedure 1B. 1.1.

If the complaint is not resolved through informal discussion and the violation of an appropriate college rule/regulation or board policy or procedure is alleged, the student shall be advised of the opportunity to submit a written grievance to obtain a written decision from the Provost.

Step B. Written Grievance: If the alleged improper, unfair, or arbitrary treatment cannot be resolved through informal discussion as outlined in Step A, above, the student may submit a written grievance to the College Provost. Students shall use the form developed for this purpose. The aggrieved student should present the grievance in

writing within ten (10) school days of the occurrence of the event on which the complaint is based unless the Provost extends the time for good cause. The grievance must include a description of the College rule/regulation and/or board policy/procedure at issue and the results of the previous attempt to resolve the issues by informal discussions. If the grievance alleges improper, unfair, or arbitrary conduct by the Provost the grievance may be referred to the NHED President, and/or the Office of the Chancellor for a decision.

The Provost or Office of the Chancellor shall provide a written decision within ten (10) school days of receiving the grievance unless there is good cause for delay. The decision shall include information about the applicable appeal process as outlined in Step C., below.

Step C. Appeal: An aggrieved student who is not satisfied with the grievance decision may appeal within ten (10) school days of receipt. If the grievance involves a *College rule or regulation*, a student may appeal to the NHED president. The appeal must be in writing and describe the reasons why the student disagrees with the decision. Unless good cause exists for delay, within five (5) school days after receiving the appeal, the president will issue a decision in writing. The district president's decision is final and binding.

If the grievance involves a *board policy or procedure, or the actions of the president*, a student may appeal an adverse decision to the chancellor. The appeal must be in writing and describe why the student disagrees with the decision. The decision of the chancellor is final and binding.

Retaliation Prohibited. No retaliation of any kind shall be taken against a student for participating, or refusing to participate in a grievance. Retaliation may be subject to action under appropriate student or employee policies. Complaints of retaliation under this policy should be reported to: Director of Instructional Services, Office A-108.

Grade Appeal Procedure

A student who disagrees with the final grade awarded for a class may appeal the grade to the Provost within 30 days after the date that grades are posted (formal process), only if the student has first appealed to the instructor (Informal Process) and one of the following conditions apply: arbitrariness, prejudice or error. An official grade appeal/procedures form is available from the admissions office.

Nondiscrimination in Employment and Education Opportunity

Minnesota State and Rainy River Community College are committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission is prohibited. Sexual violence has no place in a work or learning environment. Further, Minnesota State works to eliminate violence in all forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property. The system office, colleges, and universities have complaint processes to review complaints of discrimination/harassment or sexual violence. Complaints should be made to the College's sexual harassment officers, Scott Riley, 218-285-2205 and Tammy Wood, 218-285-2204. Complaint forms are available on the campus web site: www.rainyriver.edu under "About RRCC."

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. Discrimination and harassment are not within the protections of academic freedom.

In instances where an individual believes she/he personally has been subjected to behavior prohibited by the nondiscrimination policy, that individual may voluntarily choose to directly address the offensive behavior. In such a situation, she or he should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and that it stops.

Care will be taken to keep investigation discussions sufficiently broad to protect the complainant's identity when appropriate. Information gathered during the investigation will be handled in accordance with federal and state data privacy laws. No retaliation, reprisal, or intimidation in conjunction with a complaint of discrimination/harassment will be tolerated by the system office, colleges, or universities.

The complainant and respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the Provost or designee within ten class days after notification of a decision.

Policy 1B.1 Nondiscrimination in Employment and Education Opportunity

No person shall be discriminated against or harassed in the terms and conditions of employment, personnel practices, educational opportunity or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression or membership or activity in a local commission.

A copy of the policy is contained at: www.mnscu.edu/board/policy/1b01.html.

Rainy River Community College is committed to a policy of nondiscrimination in employment and education opportunity. To seek fair and equitable solutions to problems of discrimination/harassment, the 1B.1 policy is available to all students. Complaints will be processed in accordance with appropriate procedures.

How to Report/file a Claim:

Any student or other interested party has the right to report or file a complaint. Complaints may be filed with:

Scott Riley, Financial Aid/Housing Director
Office: SS122, 1501 Hwy 71, International Falls, MN
Telephone: 218-285-2205; email: scott.riley@rainyriver.edu

Tammy Wood, Administrative Secretary
Office: SS111, 1501 Hwy 71, International Falls, MN
Telephone: 218-285-2204; email: tammy.wood@rainyriver.edu

Smoking/Tobacco Use

Philosophy: Rainy River Community College is committed to promoting the benefits of a clean, safe, and healthy living, learning, and working environment to students, employees, and visitors. Rainy leads by example in promoting lifetime wellness.

Policy: Smoking or use of smokeless tobacco products is prohibited on college property including all grounds, the residence hall, and College vehicles. However, individuals may use tobacco while in their private motor vehicles.

Definitions:

"Smoking" is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or other product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette which creates a vapor, in any manner or any form, or the use of any oral device for the purpose of circumventing the prohibition of smoking in this Policy.

"E-cigarette" means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances for inhalation. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor, but does not include any product specifically approved by the U.S. Food and Drug Administration for use in medical treatment, such as an asthma inhaler.

Smokeless tobacco products: Smokeless tobacco consists of the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco.

Policy Enforcement: Enforcement of this policy depends upon the cooperation of all employees, students, and visitors. Individuals should encourage others to respect and comply with the policy in order to provide a clean, safe, and healthy environment in which all may work, study, and live.

Should violations to this policy occur, the student shall be informed of the College Smoking and Tobacco Use Policy. In addition, sanctions will be applied as follows:

- 1st Offense: Verbal reminder/reprimand
- 2nd Offense: Written reprimand and \$25 fine
- 3rd Offense: Fine and sanctions up to, and including suspension or dismissal for the student.

Visitors and outside contractors shall be informed of the College Smoking and Tobacco Use Policy and requested to respect this policy.

Policy Exceptions: This policy does not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 USC, sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the Provost or Provost of the College or her/his designee. Any other research, educational, and/or artistic purposes that involve the use of tobacco on campus must be approved in advance by the Provost or Provost or her/his designee. Such use must be preceded by reasonable advance notice to the public.

Drug and Alcohol-free Campus Policy

Rainy River Community College is committed to a standard of student and staff conduct that prohibits the unlawful possession, use, or distribution of alcohol and other drugs including synthetic marijuana and herbal incense, at any college-sponsored activity or event on or off the campus.

The College will take proactive measures to educate all members of the College community about the mental and physical health risks associated with alcohol and drug abuse.

The College will impose administrative and legal sanctions on those who violate this policy. Disciplinary action may include the required completion of a rehabilitation program, written reprimand, suspension or dismissal, and referral for prosecution under local state and federal law.

Disciplinary Sanctions

Students who violate this policy will be subject to disciplinary sanctions. The severity of the sanctions will be appropriate to the violation. Sanctions including, but not limited to: official reprimand, restitution, completion of a rehabilitation program, community service, suspension, expulsion and/or reporting to local law enforcement will be imposed on students who violate the preceding standards of conduct

According to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquors in Certain Buildings or Grounds, Rainy River Community College will implement a program to prevent the use of illicit drugs and the abuse of alcohol by its students.

Standards of Conduct as outlined below, apply to all students at Rainy River Community College:

- No student shall use, manufacture, sell, give away, barter, deliver, exchange or distribute; or possess with the intent to use, manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia as defined in Minnesota Statutes Chapter 152, while on campus or while involved in a college activity, service, project, program or work situation off-campus.
- No student shall possess a controlled substance, except when the possession is for that person's own use and is authorized by law while on campus or while involved in a college activity, service, project, program or work situation off campus.
- Except as allowed by Minnesota Statute 624.701, no student shall introduce upon, or have possession upon any college campus or while involved in a college activity, service, project, program or work situation any alcoholic beverage as defined in Minnesota Statute 340A.101

The College will work with local and state law enforcement agencies to enforce State underage drinking laws.

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

Administrative and legal sanctions up to and including termination of student employment or-expulsion for students, and referral for prosecution will be imposed on students who violate the above standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment

and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more. The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .10 or more) may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

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

Drug and Alcohol Programs

The College provides periodic information to students that foster a drug- and alcohol-free environment.

Policy Information on Alcoholic Beverages or Controlled Substances is available in the crisis manual.

Partnerships for Success Grant

Rainy River Community College, along with six other MN colleges, was awarded a grant through the MN Department of Human Services to focus on the prevention of alcohol use (for ages 18-20) and marijuana use (for ages 18-25). It is our hope through the work of the grant cycle (February 2015-September 2019) that we will develop strategies and programs to reduce student use. Student participation is encouraged as we work through the process. To get involve, contact the grant coordinator, Stephanie Turban, at 218-285-2330 or through email: stephanie.turban@rainyriver.edu

Community area substance abuse treatment center referrals include:

Northland Counseling Center Backus Community Center 900 5 th Street, Suite 305 Int'l Falls 24 hrs/7days week emergency 283-3406 or 1-800-626-0377	Pineview Recovery Center 912 Main Street, Littlefork, MN 56653 218-278-4607
Range Treatment Center 750 E 34 th Street, Hibbing, MN 55746 218-362-6663 or 1-800-450-7646	

Violence

The State of Minnesota has adopted a policy of zero tolerance of violence. It is State policy that every person in the state has a right to live free from violence. Violence is the abusive or unjust exercise of power, intimidation, harassment, and/or the threatened or actual use of force which results in or has a high likelihood of causing hurt, fear, injury, suffering, or death. The State further mandates that each agency of state government adopt a goal of zero tolerance in, and around, the workplace.

Sexual Violence Policy

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Rainy River Community College. Rainy River Community College is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Minnesota State Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State ensures reporting options, an investigative and disciplinary process, and prevention training or other related services as appropriate.

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

Reports of sexual violence committed on system property by individuals who are not students or employees are subject to appropriate actions by Minnesota State colleges and universities, including, but not limited to, pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Board Policy 1B.1.

Subpart B. College and university policies. Each Minnesota State college and university shall adopt a clear, understandable written policy on sexual violence that applies to its campus community, including, but not limited to, its students and employees. The policy content and implementation shall be consistent with the standards in this Policy and Procedure 1B.3.1.

Part 2. Definitions.

The following definitions apply to this Policy and Procedure 1B.3.1.

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

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

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).

4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Subpart C. Consent. Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

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

Subpart E. System property. "System property" means the facilities and land owned, leased, or under the primary control of Minnesota State colleges and universities, its Board of Trustees, system office, colleges and universities.

Subpart F. Employee. "Employee" means any individual employed by Minnesota State colleges and universities, its colleges and universities and system office, including student workers.

Subpart G. Student. 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; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not college or university employees and are not enrolled in the institution but live in a college or university residence hall.

Actions for Victims of Sexual Violence

- Get to a safe place
- Tell someone: family member, friend, counselor, advisor, someone at the college.
- Do not shower, douche, wash your clothing; do not comb your hair.
- Do not disturb any physical evidence at the scene.
- Call Friends Against Abuse 285.7220 or 866.778.6059 Ask to speak with a sexual assault advocate who can meet you at the hospital, police station or sheriff's office.
- Go to a local clinic, hospital or other medical facility to be checked for injuries, sexually transmitted diseases, HIV and pregnancy. This is important not only for personal health, but also for evidence if deciding to press criminal charges. Having an evidentiary exam does not obligate filing a criminal report.
- Victims of sexual assault are encouraged to report the crime to local law enforcement (911).

Reporting Sexual Violence (Refer to Minnesota State's Policy 1B.3 and its corresponding Procedure for further detail)

RRCC encourages the reporting of any and all incidents of sexual violence to a law enforcement agency. RRCC will provide advocacy and support for any person who chooses to report a crime of sexual violence.

Minnesota State colleges and universities campus security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies including law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards.

When appropriate, Minnesota State colleges and universities may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. A college or university may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders

Confidentiality of Reporting

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

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

Sexual Violence Reporting General Procedures

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

1. Be respectful of the needs and rights of individuals involved;
2. Proceed as promptly as possible;
3. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
4. Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;

5. Be conducted in accordance with applicable due process standards and privacy laws;
6. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
7. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy or code has been violated.

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

Personal Safety Recommendations

- Need someone to accompany you to your car or to Rainy Hall? The College's maintenance staff (285-2230, 218-324-1217/days, 218-324-1059/nights) will provide this service upon request. Hours are 5:00 p.m. to 9:30 p.m., M-Th.
- Lock your door – even if you are only going out for a short time or only going a short distance.
- Walk along well-lit routes.
- Report all thefts and property loss immediately to the Provost's Assistant: Tammy Wood

On-campus telephones are located in the Student Services and Student Center, Humanities and Science buildings for emergency calls. College emergency phones are also located outdoors by the commons (Door 5) and the science building (Door 9). These telephones automatically dial 911.

Campus Security Report

Rainy River Community College encourages all students and College community members to be fully aware of the safety issues on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community. Pursuant to the Student Right to Know and Campus Security Act, RRCC monitors criminal activity, publishes a report, and maintains a three-year statistical history on the main campus, the residence hall and at off-campus property or facilities owned or used by RRCC or recognized College organizations. The College distributes a copy of this report to each current student and employee. RRCC will notify prospective students and employees of its availability, and will provide a copy of the report upon written request.

All criminal activity occurring on campus should be reported immediately to the Director of Student Service's Office (285-2224), a campus designee and/or to the International Falls Police Department. The Provost or designee will assist the complainant in completing criminal reports. These reports will also be forwarded to the International Falls Police Department.

More information can be found in **The Students Right to Know Information** booklet which is available from College staff.

1501 Hwy 71, International Falls, MN 56649

For more information about this institution, visit <http://www.rainyriver.edu>

Campus: Main Campus

General

1501 HWY 71
INTERNATIONAL FALLS, MN 56649

Security Officer

Name: Carol Helland
Title: Provost
1501 Highway 71
INTERNATIONAL FALLS, MN 56649
Phone: 218-285-2202

Fire Safety Officer

Name: Carol Helland
Title: Provost
1501 Highway 71
INTERNATIONAL FALLS, MN 56649
Phone: 218-285-2202

On-campus Student Housing Facilities

This campus provides On-campus Student Housing Facilities. On-campus Student Housing Facilities statistics are a subset of On-Campus statistics.

Local Police Crime Statistics

Local statistics are included with the campus's statistics.

[Criminal Offenses](#) | [Hate Crimes](#) | [Arrests](#) | [Disciplinary Actions](#) | [Fire Statistics](#)

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

Criminal Offenses - On campus

	Total occurrences On campus		
Criminal offense	2010	2011	2012
a. Murder/Non-negligent manslaughter	0	0	0

b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Criminal Offenses - On-campus Student Housing Facilities

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2010	2011	2012
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Criminal Offenses - Public Property

	Total occurrences on Public Property		
Criminal offense	2010	2011	2012
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0