It is our intent to provide resources relevant to the academic, extracurricular, and social lives of students. Every effort has been made to ensure the accuracy of the material contained within this catalog as of the date of publication. However, all policies, procedures, academic schedules, program information, and fees are subject to change at any time by appropriate action of the faculty, the College administration, the Minnesota State Board of Trustees or the Minnesota Legislature without prior notification. The provisions of the catalog do not constitute a contract between the student and the College. The information in this catalog is for use as an academic planning tool and is subject to change at any time. Upon printing of this catalog, all previous issues are revoked.
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 catalog should be used in conjunction with the Student Guide and other official College documents to familiarize yourself with services, policies, and standards that apply to all students.
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**FALL 2020 – SPRING 2023**

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<th>SPRING</th>
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<td>January 11, 2021</td>
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<td>August 23, 2021</td>
<td>January 10, 2022</td>
</tr>
<tr>
<td>2022-23</td>
<td>August 22, 2022</td>
<td>January 9, 2023</td>
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</table>
# Academic Calendar 2020-2021

## FALL SEMESTER - 2020

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>August 19 &amp; 20</td>
<td>Administrative Duty Day</td>
</tr>
<tr>
<td>August 24</td>
<td>Fall Semester Begins - Orientation Day</td>
</tr>
<tr>
<td>August 28</td>
<td>Last day to Add/Drop Fall Classes</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day – COLLEGE CLOSED</td>
</tr>
<tr>
<td>September 9</td>
<td>Financial Aid Disbursement (First Disbursement)</td>
</tr>
<tr>
<td>September 24</td>
<td>Financial Aid Disbursement for First-Time Borrowers</td>
</tr>
<tr>
<td>September 25</td>
<td>Administrative Duty Day - NO CLASSES</td>
</tr>
<tr>
<td>October 5</td>
<td>Student Academic Conference Day - NO CLASSES</td>
</tr>
<tr>
<td>October 14</td>
<td>Mid-Term</td>
</tr>
<tr>
<td>October 15-16</td>
<td>Faculty Association (MSCF Day) - NO CLASSES</td>
</tr>
<tr>
<td>October 20</td>
<td>Mid-Semester Financial Aid Disbursement (2nd half of loans disbursed)</td>
</tr>
<tr>
<td>November 2</td>
<td>Spring and Summer Semester Registration Begins</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran's Day - COLLEGE CLOSED</td>
</tr>
<tr>
<td>November 24</td>
<td>Last day to Withdraw from Full-term Classes (80% class day), 4:30 PM</td>
</tr>
<tr>
<td>November 26-27</td>
<td>Thanksgiving Holiday - COLLEGE CLOSED</td>
</tr>
<tr>
<td>December 14-17</td>
<td>Final Exams</td>
</tr>
<tr>
<td>December 21</td>
<td>Final Grades Due from Instructors, Midnight</td>
</tr>
<tr>
<td>Dec 18-Jan 11</td>
<td>Winter Vacation - NO CLASSES</td>
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<tr>
<td>December 25</td>
<td>Christmas Day - COLLEGE CLOSED</td>
</tr>
</tbody>
</table>

## SPRING SEMESTER - 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Year's Day - COLLEGE CLOSED</td>
</tr>
<tr>
<td>January 8</td>
<td>Administrative Duty Day</td>
</tr>
<tr>
<td>January 11</td>
<td>Spring Semester Classes Begin</td>
</tr>
<tr>
<td>January 15</td>
<td>Last day to Add/Drop Spring Classes</td>
</tr>
<tr>
<td>January 18</td>
<td>Martin Luther King Jr. Day - COLLEGE CLOSED</td>
</tr>
<tr>
<td>January 27</td>
<td>Financial Aid Disbursement (First Disbursement)</td>
</tr>
<tr>
<td>February 11</td>
<td>Financial Aid Disbursement for First-Time Borrowers</td>
</tr>
<tr>
<td>February 15</td>
<td>President's Day - COLLEGE CLOSED</td>
</tr>
<tr>
<td>February 26</td>
<td>Administrative Duty Day – NO CLASSES</td>
</tr>
<tr>
<td>March 5</td>
<td>Mid-Term</td>
</tr>
<tr>
<td>March 8-12</td>
<td>Spring Break – NO CLASSES</td>
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<tr>
<td>March 11</td>
<td>Mid-Semester Financial Aid Disbursement (2nd half of loans disbursed)</td>
</tr>
<tr>
<td>March 15</td>
<td>Fall Semester Registration Begins</td>
</tr>
<tr>
<td>April 2, 5</td>
<td>NO CLASSES</td>
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<tr>
<td>April 19</td>
<td>Last day to Withdraw from Full-term Classes (80% class day), 4:30 PM</td>
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<tr>
<td>May 10-13</td>
<td>Final Exams</td>
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<td>May 14</td>
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<tr>
<td>May 14</td>
<td>Administrative Duty Day</td>
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<td>May 17</td>
<td>Final Grades Due from Instructors, Midnight</td>
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<tr>
<td>May 25</td>
<td>Memorial Day - COLLEGE CLOSED</td>
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## SUMMER SEMESTER - 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 7</td>
<td>Summer Semester Classes Begin</td>
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## DIRECTORY OF COLLEGE AND STUDENT SERVICES

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<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Academic Advising</td>
<td>Student Services Building</td>
<td>218.285.7722</td>
</tr>
<tr>
<td>Academic Success Center</td>
<td>Student Services Building</td>
<td>218.285.7722</td>
</tr>
<tr>
<td>Accessibility Services</td>
<td>Student Services Building</td>
<td>218.285.2226</td>
</tr>
<tr>
<td>Admissions</td>
<td>Student Services Building</td>
<td>218.285.2236</td>
</tr>
<tr>
<td>Adult Basic Education - AEOA</td>
<td>Library</td>
<td>218.285.6179</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Student Center Building</td>
<td>218.285.2240</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Library</td>
<td>218.285.2250</td>
</tr>
<tr>
<td>Bus Service</td>
<td>Arrowhead Transit</td>
<td>800.862.0175</td>
</tr>
<tr>
<td>Business Office</td>
<td>Student Services Building</td>
<td>218.285.7722</td>
</tr>
<tr>
<td>Campus Tours</td>
<td>Visits</td>
<td>Student Services Building</td>
</tr>
<tr>
<td>Cashier’s Office</td>
<td>Bookstore</td>
<td>Library</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>AdvancedMN</td>
<td>218.262.7270</td>
</tr>
<tr>
<td>Custom Training</td>
<td>AdvancedMN</td>
<td>218.262.7270</td>
</tr>
<tr>
<td>Diversity Officer</td>
<td>Student Services Building</td>
<td>218.285.2208</td>
</tr>
<tr>
<td>Facility Use and Rental</td>
<td>Student Services Building</td>
<td>218.285.2204</td>
</tr>
<tr>
<td>Financial Aid</td>
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<td>Voyageur Café</td>
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<td>Library</td>
<td>218.285.2231</td>
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<td>Library</td>
<td>Library</td>
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<td>Student Services Building</td>
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<td>218.285.7722</td>
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<td>Student Support Services</td>
<td>Student Services Building</td>
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<td>Veteran Services</td>
<td>Student Services Building</td>
<td>218.285.2242</td>
</tr>
<tr>
<td>Voyageur Food Pantry</td>
<td>Student Services Building</td>
<td>218.285.7722</td>
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INTRODUCTION

The purpose of the Curriculum Catalog is to provide you with the most recent policies related to academics and curriculum, course, and program information. The Student Guide contains college policies related to college costs, financial aid, college services, athletics, and student life.

The Student Guide is on the website at https://www.rainyriver.edu/college-services/student-guide
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:

- **L**earner-Centered: We recognize that the College exists to support learning, and we make decisions based on what is best for our learners.
- **E**valuate and Improve: We evaluate the quality of services, programs, and courses. We use evidence to make improvements.
- **A**cademic Excellence: We value teaching and learning in all forms, and we support and promote student success and achievement.
- **D**iversity: We recognize and appreciate diverse experiences, cultural and ethnic backgrounds, opinions, beliefs, and worldviews.
- **S**hared 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.

COLLEGE-WIDE LEARNING OUTCOMES
CLO 1. Communicate Effectively. Students will communicate ideas clearly.
CLO 2. Think Critically. Students will state and defend a conclusion.
CLO 4. Prepare for Success. Students will set academic, professional, and personal goals and develop plans to achieve these goals.

LEADERSHIP
Rainy River Community College is one of five colleges in the Northeast Higher Education District (NHED), with leadership provided by Interim President, Dr. Michael Raich. College leadership is provided by Director of Operations, Brad Krasaway and Jessalyn Sabin, Interim Dean of Academics. Rainy River Community
College is a member of Minnesota State, led by Chancellor Devinder Malhotra and governed by a 15-member 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 associate degrees, diplomas, and certificates in the following areas:

- AA Associate of Arts (Liberal Arts/Sciences)
- AA Communication Studies Transfer Pathway
- AA English Transfer Pathway
- AA History Transfer Pathway
- AS Exercise Science Transfer Pathway
- AS Health Science Broad Field
- Coaching Certificate
- Fitness Specialist Certificate
- Health Care Pre-Professional Certificate
- Nursing Assistant/Home Health Aid Certificate

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.

Title IX Coordinator:
Tammy Cook
Title IX Coordinator
Director of Academics and Institutional Effectiveness
tammy.cook@rainyriver.edu
218.285.2265
Administration, A-108

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:
Tammy Wood, Executive Assistant
tammy.wood@rainyriver.edu
218.285.2204
Student Services, SS111

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

Minnesota State Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education
NHED Affirmative Action Plans
NHED Affirmative Action Complaint Form
NHED Inclusion and Equity Plan

DIVERSITY, EQUITY, AND INCLUSION

Our commitment to diversity will:
• Lead our college to a learning and working environment that maximizes the potential of all students and employees while acknowledging their unique contributions and attributes.
• Ensure that our strongly held values of inclusion, respect, and acceptance are integrated into our campus culture, policies, procedures and every day interactions.
• Promote a sense of responsibility for global citizenship while striving for the greater common good and for optimal learning experience for all communities.

RIGHTS AND PROTECTIONS PROVIDED BY THE AMERICANS WITH DISABILITIES ACT (ADA)

Rainy River Community College provides services to people with disabilities, ensuring equal access to the College and our programs. We also assist faculty and staff in understanding and arranging for academic accommodations when needed.

The Accessibility Services Office is dedicated to providing access to our diverse student body. We recognize disability as a social identity that is a vital element of our campus community. Furthermore, we are committed to providing equal access and opportunity to all qualified students with disabilities.
The Accessibility Services Office supports students with documented disabilities by ensuring that they:

- Have equal access to educational programs and college courses
- Can obtain materials and publications in alternate formats
- Can utilize academic support and other services
- Can fully participate in college sponsored events and activities

Arrangements for classroom accommodations are coordinated with the Accessibility Services Coordinator each semester. To be successful in college and in life, you need to learn to discuss your disability needs and become your own best advocate.

APPLYING FOR ACCOMMODATIONS

Below are steps students must follow to apply for services:

1. Provide updated documentation of disability that has been completed by a medical professional (EX: medical doctor, licensed mental health counselor or licensed physiologist) within the last 3 years.

   Documentation of Disability Guidelines. The following factors should be included in a student’s documentation of disability form:
   - the credentials of the evaluator
   - a diagnostic statement identifying the disability
   - a description of the current functional limitations
   - a description of the expected progression or stability of the disability
   - suggestions for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services
   - signed and dated by a medical professional

   Rainy River Community College does not accept a high school IEP or 504 Plan as appropriate documentation of disability, but will accept the Evaluation Summary Report that is associated with the IEP, as long as it has been completed in the last three years and meet the documentation of disability guidelines.

2. Schedule an appointment with the Accessibility Services Coordinator to discuss needs and develop a reasonable accommodation plan if qualifying for services.

   - Academic accommodations for students with disabilities are not a special privilege; they are a right under the law. Since every student’s situation is unique, specific accommodations for their disability is discussed during a confidential intake meeting with the Accessibility Services Coordinator. We will obtain the student’s permission before entering into discussions with parents, advocates, transition coordinators, rehabilitation services counselors, or other professionals. Most accommodations can be coordinated and provided in a confidential manner.

   - Students often request these services:
     - Testing accommodations
     - Note-taking services / recording of a lecture
     - Materials in alternative formats
     - Assistive technology
     - Specific seating
Continuing to Receive Accommodations
Students who are registered with the Accessibility Services Office must follow the following steps in order to continue to receive accommodations:

• Check in with the Accessibility Services Office at the beginning of each semester to update their letter of accommodation.
• Students are responsible for providing a copy of their letter of accommodation to their instructors if they would like to utilize accommodations for that course.

Process for Transfer Students
If students are transferring from another college, it is important to note that accommodations do not automatically transfer from school to school. In order to receive services and accommodations with our Accessibility Services Office as soon as possible, please follow the steps listed in the applying for accommodations section.

Nondiscrimination Statement: Annual Notice

Section 504 of the Rehabilitation act of 1973
"No otherwise qualified handicapped individual shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Americans with Disabilities Act (ADA)
In July of 1990, the United States Congress passes ADA (P.L.101-136), which gives civil rights protections to people with disabilities and prohibits discrimination on the basis of disability.

HARASSMENT AND VIOLENCE
It is the policy of Rainy River Community College to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. It shall be a violation of this policy for any student, instructor, administrator, or other College personnel to harass a student, instructor, administrator, or other College personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. For purposes of this policy College personnel includes College employees, agents, volunteers, contractors, or persons subject to the supervision and control of the College.

Students receive information about campus policies regarding harassment and violence in the Rainy River Community College Student Guide. This publication is available upon request and at rainyriver.edu

CAMPUS SECURITY REPORT
Pursuant to the Student Right to Know and Campus Security Act, Rainy River Community College monitors criminal activity and publishes an annual report. The College maintains a three-year statistical history on the campus, the residence hall, and off-campus property or facilities owned or used by the College, or those recognized Rainy River Community College organizations. This report is available at rainyriver.edu

STATEMENT OF 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

Part 1. Policy Statement
Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is
prohibited at Minnesota State Colleges and Universities. Minnesota State 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
of other Board Policies that may require separate proceedings. To further its commitment against sexual
violence, Minnesota State provides reporting options, an investigative and disciplinary process, prevention
training, and other related services as appropriate.

Subpart A. Application of policy to students, employees, Board of Trustees and others
This policy applies to all Minnesota State students and employees, Board of Trustees 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, 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 must be consistent with the standards in this
policy and System Procedure 1B.3.1.

Part 2. Definitions
The following definitions apply to this policy and System Procedure 1B.3.1.

Affirmative consent
Consent is informed, freely given, and mutually understood willingness to participate in sexual
activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the
responsibility of the person who wants to engage in sexual activity to ensure that the other person
has consented to engage in the sexual activity. Consent must be present throughout the entire
sexual activity and can be revoked at any time. 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. A lack of protest, absence of resistance, or silence alone does not constitute
consent, and past consent to sexual activities does not imply ongoing future consent. The existence
of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

**Dating, intimate partner, and relationship violence**

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

**Employee**

Any individual employed by Minnesota State, its colleges and universities and system office, including student workers.

**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 B. Sexual assault**

An actual, attempted, or threatened sexual act with another person without that person's affirmative 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 codes of conduct and employee disciplinary standards. Sexual assault includes but is not limited to:

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

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

3. Intentional and unwelcome touching of a person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast); or coercing, forcing, or attempting to coerce or force another to touch a person’s intimate parts.

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

**Sexual violence**

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

**Stalking**

Conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause reasonable people to fear for their safety or the safety of others or to suffer substantial emotional distress.

**Student**

All persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university; or

2. Withdraw, transfer, or graduate after an alleged violation of the code of student conduct; or
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.

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

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

- The College's maintenance staff (285-2230, 218-324-1217/days, 218-324-1059/nights) will provide an escort to Rainy Hall 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 Int’l Falls Law Enforcement and the Campus Conduct Officer.
- On-campus telephones are located in the Student Services area 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 Director of Operations 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

*Student Right to Know: Campus Safety and Security*
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.

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. NOTE: In order to be eligible for Title IV funds, you must have either a GED or a high school diploma.

You do not have to take a standardized test to be admitted, and your high school grades and class rank are not considered.

General Student Admission Procedure
Canadian/International Student Admission Procedure
Post-Secondary Enrollment Options Student Admission Procedure

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 the requirements in the International admissions section.

DETERMINATION OF IN-STATE TUITION

Students shall be eligible to pay in-state tuition if they meet the criteria of Minnesota State Statute 135A.043, or Minnesota State Board Policy 2.2.

Students may establish eligibility for instate tuition by demonstrating domicile (a person's true, fixed and permanent living place; domicile is the place to which a person intends to return after temporary absences; a person may have only one domicile at a time) in Minnesota before the beginning of any semester. Students have the burden of proving domicile for purposes of instate tuition.

Students who seek to qualify for instate tuition must first meet the following threshold requirements:

a. Students must have resided in Minnesota for at least one calendar year immediately prior to applying for in-state tuition.

b. Residence in Minnesota must not be merely for the purpose of attending a college or university.
Each of the following additional facts and circumstances will be considered when responding to a petition for instate tuition. No one of these factors is either necessary or sufficient to support a claim for instate tuition.

a. Continuous presence in Minnesota during period when not enrolled as a student.
b. Sources for financial support are generated within Minnesota.
c. Domicile in Minnesota of family, guardian, or other relatives or persons legally responsible for student.
d. Ownership of a home in Minnesota.
e. Permanent residence in Minnesota.

The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to affect eligibility for instate tuition under these regulations but may be considered as part of the demonstration of the facts and circumstances listed above.

a. Voting or registration for voting.
b. The lease of living quarters.
c. A statement of intention to acquire a domicile in Minnesota.
d. Domicile of student's spouse in Minnesota.
e. Automobile registration.
f. Other public records, e.g., birth and marriage records.

Individuals in the following categories shall qualify for instate tuition rates:

1. Graduate students appointed to graduate assistant positions.
2. Students who qualify under a Board-approved agreement between a governmental subdivision and a college or university.
3. Colleges and universities may adopt a policy to exempt high ability students who are in the top 15 percent of their high school class or who score above the 85th percentile on a nationally normed standardized achievement test and who reside in states that do not have reciprocity agreements with Minnesota.
4. Students who qualify under a college or university affirmative action program consistent with law and approved by the Chancellor or designee.
5. Nonimmigrant Japanese students who have completed a program of study of at least one academic year at Akita campus and will be transferred to Rainy River Community College and who retain their legal visa status.
6. Students who are recognized as refugees by the Office of Refugee Resettlement of the U. S. Department of Health and Human Services.
7. Colleges and universities may adopt a policy to exempt nonimmigrant international students classified under 8., U.S.C. 1101 (a) (15) (B), (C), (D), (F), (H), (J), and (M).
8. U.S. military personnel serving on active duty assignment in Minnesota, and their spouses and dependent children.

**Required Exceptions under Minnesota State Board Policy 2.2, Part 4, Subpart A:**

Non-residents of Minnesota who meet one or more of the following conditions must be charged the resident tuition rate unless otherwise prohibited by applicable state or federal law or regulations.

1. **Current and former service members.** Current and former members of the U.S. military, their spouses, and dependent children, or any persons meeting the eligibility requirements under Chapter 33 - the Post-9/11 GI Bill, Forever GI Bill - Harry W. Colmery Veterans Educational Assistance Act, Montgomery GI Bill, Chapter 31 - Vocational Rehabilitation, Chapter 35 - Survivors' and Dependents' Educational Assistance Program, Marine Gunnery Sergeant John David Fry Scholarship, or similar federal and state laws.
2. **Migrant farmworkers.** Students who have been in Minnesota as migrant farmworkers, as defined in the Code of Federal Regulations, title 20, section 633.104, over a period of at least two years immediately before admission or readmission to a Minnesota public postsecondary college or university, or students who are dependents of such migrant farmworkers.

3. **Minnesota high school graduates.** A student who graduated from a Minnesota high school, if the student was a resident of Minnesota during the student's period of attendance at the Minnesota high school and the student physically attends a Minnesota State college or university.

4. **Employment-related relocation.** Persons who were employed and were relocated to the state by the person's current employer.

5. **Refugees and asylees.** Students who are recognized as refugees or asylees by the Office of Refugee Resettlement of the United States Department of Health and Human Services.

6. **Prosperity Act requirements.** Students, other than nonimmigrant aliens within the meaning of United States Code, title 8, section 1101, subsection (a), paragraph (15), who meet the following requirements established in Minnesota Statutes 135.043.
   a. High school attendance within the state for three or more years,
   b. graduation from a state high school or attainment within the state of the equivalent of high school graduation, and
   c. in the case of a student without lawful immigration status:
      (i) documentation that the student has complied with selective service registration requirements, and
      (ii) if a federal process exists for the student to obtain lawful immigration status the student must present the higher education institution with documentation from federal immigration authorities that the student has filed an application to obtain lawful immigration status.

**ACADEMIC READINESS**

Students can demonstrate their academic readiness based on their performance on a variety of assessments. Students may submit any of the following assessment scores to determine their course placement and enrollment into college-level courses.

**Subject area test scores from a nationally normed college entrance exam, including the ACT and the SAT.** Students who meet college-level benchmarks on the ACT or SAT are not required to take a developmental-level course in that subject area.

- Students who attended a Minnesota high school can submit subject-area test scores from the high school Minnesota Comprehensive Assessments (MCA) in reading and mathematics. Students whose grade 10 MCA Reading and/or grade 11 MCA Mathematics scores that meet the designated benchmark in the subject area, within the validation window, are not required to take a developmental-level course in that subject area. *This link provides more information on how MCAs are used.*
- Subject-area test scores from a course placement assessment, Accuplacer, may also be considered to demonstrate academic readiness to enroll in college-level courses. Each of the Minnesota State colleges and universities offer the Accuplacer assessments. *More information can be found here: Accuplacer.*

**Placement Testing during COVID-19**

Due to our ongoing efforts to ensure the health and safety of our students during the COVID-19 pandemic, significant modifications to our existing placement practices are required. Most notably, this includes suspending all in-person and online course placement testing and services until further notice.

As Minnesota State transitions to alternative delivery and support models, we continue to focus on ensuring
fair, equitable, and consistent approaches that build upon established national best practices without compromising access or opportunity. This guidance applies to all students who do not currently have a valid course placement on record.

1. Cumulative high school grade point average (HS GPA)
   A. Reading. A student who presents a HS GPA of 2.6 or higher must be given a placement of college-level that allows for enrollment in courses that designate college-level reading skills as a prerequisite.

   B. Writing. A student who presents a HS GPA of 2.6 or higher must be given a placement of college-level that allows for enrollment in a college-level writing course and in courses that designate college-level writing skills as a prerequisite.

   C. Mathematics. A student who presents a HS GPA of 2.8 or higher and successful completion of Algebra 1 and Algebra 2 must be given a placement of college-level that allows for enrollment in College Algebra. A college or university may establish lower minimum HS GPA score(s) for placement into introductory college-level mathematics courses other than College Algebra and for developmental mathematics courses. A college or university may establish higher minimum score(s) for placement into a higher-level mathematics course(s).

   Self-reported HS GPA must be accepted in the absence of an official, transcribed GPA. For purposes of course placement, HS GPA is valid for a period of up to 10 years from the date of high school graduation or, if the student has not yet graduated, from the date submitted.

   and/or

2. Eligible ACCUPLACER scores (i.e., Classic or Next Generation ACCUPLACER).
   A. Scores already on file may be used. All benchmarks and validity windows apply as outlined within System Procedure 3.3.1.
   B. Remote proctoring of the Next Generation ACCUPLACER is suspended at this time due to availability of resources. College Board will continue to investigate viable options. Minnesota State will monitor those opportunities and communicate solutions as they become available.

   and/or

3. Eligible ACT, SAT, and/or MCA scores

COURSE PLACEMENT AND DEVELOPMENTAL EDUCATION

When students meet the qualifying benchmarks in a subject area on any of the eligible assessments, they can enroll in college-level courses that have that indicating course prerequisite. If a student does not meet qualifying benchmarks on any of the eligible assessments, they may need to enroll in additional coursework to increase their foundational academic skills to improve their likelihood of success in college level courses. In these instances, a student may be recommended or required to enroll in a developmental-level course and must successfully complete the course prior to enrolling in college-level courses. Developmental education courses are designed to build academic readiness in reading, writing, or mathematics. Courses are also available at many institutions specifically designed to meet the needs of English Language Learners.

Developmental education courses are credit bearing but do not count toward the requirements of degrees, diplomas or certificates. This coursework is critical in addressing the readiness gaps that students arrive with when they enter postsecondary institutions. Colleges and universities offer developmental education to ensure access to higher education for all students that need support to be academically prepared for college-level coursework in their programs and majors.
Minnesota State Board Policy 3.3 and System Procedure 3.3.1 outline the system-wide requirements for assessing academic readiness to enroll in courses that require college-level reading, writing, and/or mathematics skills.

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 Academic Support 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, 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.

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 60-credit 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.

CLASSIFICATION OF STUDENTS

- First Year: A student who has completed less than 30 semester credits
- Second Year: A student who has completed 30 or more semester credits
- Full-Time: A student enrolled for 12 or more semester credits (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 enrolled for less than 12 semester credits

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; these dates can be found on the course schedule in eServices.)
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) and E-Services. New students, PSEO and technical program participants must register with an academic advisor.

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 timeframe. 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 and fees 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 and fees 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.

Full Classes. Students may check the status of full classes at https://eservices.minnstate.edu/registration/search/basic.html?campusid=155 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.

**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.

**REPEATING A COURSE**

A course may be repeated for an improved grade. Only the best-achieved grade 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.

After each semester, the Registration Office will process the “Repeat Grade” report. If there are any courses that are not processed correctly (example: BIOL 1085/NSCI 1085) it is the student’s responsibility to notify the Registration Office. Request to Repeat a Course forms are available online and in the Registration Office.

**INDEPENDENT STUDY**

Independent Study courses are defined as the instructor's supervision and teaching of a course which has been approved by the college's regular course approval process. Independent Study courses have no scheduled formal lectures or labs and are available by arrangement with the instructor.

- Independent Study may not be used to substitute for course offerings, unless agreed to in writing by the instructor and administration. If the number of students exceeds four per course, there must be a written agreement between the instructor and administration.

- Independent Study may not be used in instances where the course is offered on a regular basis, except under exceptional circumstances.

- Not all classes are available as Independent Study. The Registration Office has a list of courses available via Independent Study.

- Independent Study courses are charged at the regular tuition and fee rates, plus a per credit fee to cover instructional costs.

- Students must request and be registered for Independent Study courses 45 days prior to the end of each term.

**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 should see their advisor to enroll in an activity course. Credits earned in activity courses may be used only as elective credits in any program.
APPROVED ABSENCES FOR STUDENTS

Students enrolled at Rainy River Community College, who participate in college sponsored activities, and approved instructor-generated field trips shall be excused from missed classes without prejudice or penalty. This policy is intended to permit students to participate in events and activities without jeopardizing their academic standing or penalizing them in the classes they miss.

PROCEDURE
1. Notification. The activity advisor, coach or instructor will submit a list of students to be excused from classes along with the name of the event or activity, dates, and times of absence to the College Dean for approval and notification to the campus faculty.
2. Student Responsibility. It is the student’s responsibility to contact his/her instructors at least two days prior to the absence to arrange to make-up work missed. Instructors may require make-up work to be completed prior to the absence. The student is responsible for all work missed during the approved absence period.
3. Instructor Responsibility. Once the student has notified the instructor, the instructor will arrange for make-up work or alternative assignments so that the student is not penalized for an approved absence. It is understood that all missed classroom experiences cannot be replicated exactly.

GRADING POLICY

Grades are assigned by faculty following each semester of enrollment. Students can earn the following grades.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>MEANING</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior Achievement</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Inadequate Achievement (failing)</td>
<td>0</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (failing, for classes below 1000 level)</td>
<td>0</td>
</tr>
<tr>
<td>FN</td>
<td>Failure for Non-attendance (assigned between the 6th and 10th business day of the semester AND before financial aid is disbursed to an individual student who did not attend any class session.) ^^</td>
<td>0</td>
</tr>
<tr>
<td>P*</td>
<td>Pass Average (C or better. A grade of P counts as earned credit)</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit (auditing a course does not count as earned credit)</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (work is not complete; assigned only with a signed contract. Converts to F if work is not completed per contract)</td>
<td>0</td>
</tr>
<tr>
<td>*</td>
<td>Instructor did not assign grade</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw (counts as a registered credit)</td>
<td>0</td>
</tr>
</tbody>
</table>

^^ Retroactive drops shall be provided in instances when students did not attend any courses (all registered credits for the term) and should have received an FN from a faculty member and do not express the intent to attend courses at the College.
* During the Spring of 2020 due to COVID-19 pandemic RRCC adopted the temporary policy that a P would count as a “D” grade or higher. Subsequent semesters revert back to the published policy.

**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 calculated 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 eServices.

**GRADE APPEAL POLICY AND PROCEDURE**

A student who disagrees with the final grade awarded for a class may appeal the grade to the College Dean 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:** The course grade awarded presents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.
- **Prejudice:** The grade awarded was motivated by ill will and is not indicative of the student’s academic performance in the course.
- **Error:** The instructor made a mistake in fact (e.g. calculation error or omission) or failed to give students enrolled in the course adequate notice of grading policies.

Under this policy, the College will not change the grade assigned by an instructor unless presented with sufficient evidence that the instructor’s grading procedure did not reflect sound educational practices or was inconsistent with the common course outline and course syllabus.

**Scope and Relief Available:**

- This procedure applies to final course grades only.
- The college has separate procedures for other types of student complaints and complaints based on allegations of bias.
- A student who believes a grade was awarded because of bias in violation of MnSCU Board Policy 1B.1 should file a complaint with the College’s Affirmative Action officers. The complaint will be evaluated and processed under System Procedure 1B1.1.
- Resolution of complaints under this policy may include leaving the grade in place, or recording a different grade.

**Procedure**

**Informal Process.** The student has the responsibility to discuss disagreements over grades assigned with the instructor who assigned the grade.

**Formal Process.**

1. If the Informal Process does not resolve the matter, the student may file a formal, written appeal to College Dean, Office A100, within 30 days of the term posting date.
**Grade Appeal Form**

The formal appeal is a formal request to address the student’s specific concerns about the grade assigned. The student must complete the Grade Appeal Form, which requests the following:

A. Identification of the course, section, instructor name, and grade received.
B. A statement verifying that the student has sought an informal remedy by speaking with or otherwise contacting the instructor.
C. A justification for the request review; i.e. a statement of reasons as to why the student believes his/her grade was improperly assigned.
D. Relevant information and documentation that supports the appeal (e.g. course papers, syllabus, class notes, etc. that support the justification).
E. Any additional items that the student deems relevant to his/her appeal.
F. The remedy sought.

2. The Instructor, upon receipt of a copy of the Grade Appeal Form, must provide to the Academic Dean the following:
   A. A statement of the grading policy for the course.
   B. An explanation of how the student’s grade was assigned in the course according to this policy.
   C. A reply to the justification given by the student in his/her formal complaint.
   D. A reply to the student’s desired remedy, including a summary statement of the new grade to be assigned to the student, or an alternative proposed remedy.

3. Upon receipt of the Grade Appeal Form and all supporting documents in step 1) and 2) above, the College Dean will convene the Grade Appeal Committee to investigate and make a decision regarding the appeal. Written notification of the decision to all relevant parties will be provided within ten academic days of the receipt of the Grade Appeal Form and all supporting documents.

4. The student may appeal the Committee’s decision within ten days by writing to the Academic Dean, if there is additional relevant information that supports the appeal. The decision of the College Dean is final.

**GRADE CHANGE POLICY AND PROCEDURE**

Changing a student grade, after the grade has been recorded, should only be done in very rare circumstances.

The Grade Change Policy and Procedure provides the instructor with the opportunity to change a grade for a course on his or her own initiative. The Policy recognizes that errors can be made and that an instructor who decides that it would be unfair to allow a final grade to stand due to error, prejudice, or arbitrariness may request a change of grade per the Procedure listed below.

This Policy is not intended to allow students to complete or repeat work, exams, or extra credit that was due during the semester. In instances where the student cannot complete coursework during the semester, the student should request an Incomplete grade be assigned, as per the Incomplete Grade Policy and Procedure.
Procedure
1. Once final grades have been recorded, an instructor may change a grade via the Grade Change Form (available in the Registration Office).
2. The Grade Change Form must be completed and signed by the instructor, including the rationale for changing the grade.
3. The instructor will then submit the completed and signed Grade Change Form to the Registration Office.
4. The Registrar will record the grade change and distribute copies to the student file, instructor, Academic Dean or designee, and original class list grade sheet.

INCOMPLETE GRADE
An Incomplete grade is a temporary grade assigned when a student is unable to complete the work in a course due to illness or other circumstances beyond the students’ control. Instructors are allowed to award an Incomplete grade when all of the following conditions are met:
1. student requests an Incomplete grade after the 60th class day, but prior to the last day of the semester, and
2. student is passing the class at the time the Incomplete grade is requested, and
3. student has at least 75% of the course work completed at the time the Incomplete grade is requested.

The student and instructor must complete and sign the Contract for Incomplete, available in the Registration Office.

As per the Contract for Incomplete, all incomplete work must be completed by the Date Work Will be Completed as stated on the Contract, but no later than the end of the following semester. After the date stated, the Contract for Incomplete will expire and the student grade will default to the grade indicated on the Contract.

Procedure
1. A Contract for Incomplete request is initiated by the student who is unable to complete the work in a course during the semester registered, by communicating with the instructor.
2. If conditions a), b), and c) in the Incomplete Grade Policy above have all been met, the instructor and student complete and sign the Contract for Incomplete, attach a copy of the course syllabus, and submit the completed form(s) to the Registration Office prior to the date grades are due from instructors.
3. When the student has completed the work described in the Contract for Incomplete, the instructor submits the student grade sheet and the pink instructor copy of the Contract, to the Registration Office. This must be done before the Contract for Incomplete expires.

TRANSFER IN OF CREDIT
College level credits and courses completed at other colleges, universities or institutions are evaluated for transfer to Rainy River Community College based on official transcripts received from institutions you previously attended. Rainy River Community College determines which credits will transfer after careful review of course information. Rainy River Community College follows the Minnesota State Board Policy 3.21 Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum.

Transfer of credit will be considered for college level coursework completed at accredited institutions:
Regionally Accredited: Degree-granting public, private, nonprofit and for-profit, two- and four-year institutions in the United States conferred by the Higher Learning Commission (a Commission of North Central Association of Colleges and Schools) and/or parallel accrediting agencies in other regions of the United States.

Non-Regionally Accredited: Specialized institutions, including distance learning providers and freestanding professional schools recognized by the Council of Higher Education Accreditation (CHEA). Coursework will be considered on a course-by-course basis through a petition process and will be judged comparable or equivalent to courses offered at Rainy River Community College.

Courses will be considered for transfer after they have been evaluated by Rainy River Community College's transfer specialist.

- Coursework completed at Minnesota State colleges and universities that fulfill the Minnesota Transfer Curriculum (MnTC) will be accepted at Rainy River Community College based on the completion of the MnTC at the originating college or university.
- Coursework completed at accredited institutions outside the Minnesota State Colleges and Universities system will be evaluated against equivalent coursework at Rainy River Community College. Courses will be considered equivalent if at least 75% of the course content matches course content of a Rainy River course.
- Rainy River Community College will accept a maximum of 16-semester credits of college-level vocational or technical courses offered by technical colleges with regional accreditation. In addition, Rainy River Community College will consider the transfer of vocational technical credits from technical colleges for those courses, which are judged comparable, or equivalent to courses offered at the college.
- 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 originating 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;
  - the course is college level; developmental courses will not be accepted as transferable credits

Aspects affecting transfer evaluation may include the time lapse of the course work, the equivalency of the coursework, and the technical and general education content of the courses. Students are encouraged to contact the Registration Office at 218-285-2242 should they have any questions regarding the evaluation of transfer credits.

Resources: MN Transfer [http://www.mntransfer.org](http://www.mntransfer.org)  
Transferology [https://www.transferology.com/state/mn](https://www.transferology.com/state/mn)

**Appeal Process for Course Transfer Decisions**

If a student does not agree with the outcome of the course transfer evaluation, a Transfer Credit Evaluation Appeal form may be submitted to the Academic Dean. Students should supply supplemental information needed for review, including a course outline, a syllabus, and the course description. The Academic Dean will confer with the discipline faculty and/or program coordinator. Once a decision is reached, the student will receive the outcome of the appeal. If the student is not satisfied with Rainy River Community College's appeal decision, the student may submit a system level appeal.
Students planning to continue their studies through transfer to a two or four-year college or university are strongly encouraged to plan with their counselors or advisors when selecting classes.

**CREDIT FOR PRIOR LEARNING**

It is the policy of Rainy River Community College to provide students with the opportunity to earn credit through various methods of credit for prior learning. The College will inform and advise prospective and admitted students about the various ways in which credit can be obtained. Students will not be limited on the total number of credits earned through credit for prior learning. Credits earned through the College Level Exam Program (CLEP) and Advanced Placement (AP) and International Baccalaureate (IB) examinations are not resident credits and may not be used to satisfy resident credit requirements for graduation. Official documentation of exam scores and/or course equivalencies must be provided to the college to obtain credit.

**COLLEGE LEVEL PLACEMENT EXAM (CLEP)**

1. A student who earns a score of 50 or higher on a non-language CLEP examination will receive college credit. In order to receive college credit for Level 2 foreign-language examinations, a student must earn a minimum score of 60 for German language, 59 for French language, and 63 for Spanish language. College credit will be granted for the Spanish with Writing exam, Level 1: 6 credits for a score of 50; Level 2: 12 credits for a score of 65. These scores are consistent with recommendations made by the American Council of Education (ACE).
2. Equivalent course credits shall be granted when a CLEP examination covers material that is substantially similar to an existing college course.
3. Liberal Arts and/or general elective course credits shall be granted when a CLEP examination covers material that is deemed to be college-level but is not substantially similar to an existing course.

**ADVANCED PLACEMENT (AP) EXAMS**

1. College credit will be granted to students who earn a three or higher in an AP examination.
2. College credit shall be granted for a specific college course for each AP examination that covers substantially similar material.
3. General elective credits shall be granted when an AP examination covers material that is deemed to be college-level but is not substantially similar to an existing course.
4. AP credit that overlaps completed coursework for which college credit has already been earned will count as liberal art elective credit.

**INTERNATIONAL BACCALAUREATE (IB) CREDIT**

1. Students who attain an IB diploma with a score of 24 or higher shall be granted credit as follows:
   a. eight semester credits each for four higher level examinations plus 2 semester credits each for two standard level examinations, for a total of 36 semester credits; or
   b. eight semester credits each for three higher-level examinations plus 2 semester credits each for three standard level examinations, for a total of 30 semester credits.
2. A student may receive credits for individual higher-level IB examination scores of 4 or higher.
3. Course credits shall be granted when an IB examination covers material that is substantially similar to an existing college course.
4. General elective credits shall be granted when an IB examination covers material that is deemed to be college-level but is not substantially similar to an existing course.
5. IB credit that overlaps completed coursework for which college credit has already been earned will count as liberal art elective credit.

MILITARY EDUCATION AND EXPERIENCE

1. General education credits satisfying the Minnesota Transfer Curriculum (MnTC) will be accepted beyond the 16-semester credit maximum.
2. Students may petition for an evaluation of military credits believed to be equivalent to a specific program if equivalencies not already determined.

PRIOR LEARNING ASSESSMENTS

1. PLA credits earned are counted toward the residency and college graduation requirements.
2. Prior learning assessments are evaluated through various methods such as demonstration, written documentation, performance, and/or evaluator/student discussions. PLAs are based on individual course outcomes.
3. Students must register for the course for which they wish to test out.
4. Courses completed through PLAs are recorded on the student transcript the semester in which the student registers for them. An official grade of Pass or No Credit will be reflected on the transcript and the student will receive other documentation that denotes grade equivalencies.
5. The instructor of the PLA will provide documentation of the procedure used for the test out (e.g. oral exams, written exams, portfolio, etc.) and indicate student performance on the test (% score and/or letter grade).

INTERNATIONAL CREDIT TRANSFER EVALUATION

Rainy River Community College does award transfer credit for international credit earned at eligible colleges and universities outside of the United States. If you have attended a college or university outside of the United States, you will need to obtain an International Credential Evaluation by contacting one of these International Credential Evaluation Services.

World Education Services, Inc.
WES Website: www.wes.org
WES Main Office:
P.O. Box 745
Old Chelsea Station
New York, NY 10113-0745
Phone: (212) 966-6311 | Fax: (212) 966-6395 | Toll Free: 1-800-937-3895, ext. 2

WES Midwest Office:
P.O. Box 11623 Chicago IL 60611-0623
Phone: (312) 222-0882 | Fax: (312) 222-1217 | Toll Free: 1-800-937-3899

Educational Credential Evaluators, Inc.
ECE Website: www.ece.org
P.O. Box 92970 Milwaukee, WI 53202-0970
Phone: (414) 289-3400 | Fax: (414) 289-3411

Global Credential Evaluators, Inc.
These organizations will examine your transcript and prepare a report that will help us understand how your international coursework compares to courses at Rainy River Community College. Rainy River Community College will accept evaluations performed by any of these agencies; however, you may want to contact more than one of them to compare costs and processing time. It is important that we appropriately grant you credit for your previous studies and this type of evaluation will allow us to do that.

The following checklist will help you to complete this process:

1. Determine which service you would like to use from the list provided.
2. Complete their required application form.
3. Request a Subject Analysis. If the evaluating agency cannot produce a Subject Analysis, it is expected that the student furnish original course descriptions and/or syllabi for any courses they would like evaluated. If a student cannot obtain either of these, the course will be transferred in as elective credits
4. Request that your evaluation be sent to:
   Rainy River Community College
   Registration Office
   1501 Hwy 71
   Int’l Falls, MN 56649

TRANSFER-OUT OF CREDITS

The transfer institution 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.
DEAN’S LIST
Dean’s List will include all full-time students with 12 or more credits completed with a grade point of 3.25 or higher. The Dean’s List will be published after each semester and will include all full-time students that have taken 12 or more graded credits during the semester and have attained a semester grade point of 3.25 or higher.

GOOD STUDENT CERTIFICATE
Requests for certification of good student standing for auto insurance discounts or to other entities may be submitted to the Registration Office.

TRANSCRIPT REQUEST
Official transcripts can be requested using the information below. Transcript requests are not processed if the student has an outstanding financial obligation.

If you need an official Rainy River Community College (RRCC) transcript sent to a Minnesota State College or University (MinnState), that institution will be able to obtain your RRCC e-transcript free of charge. Please contact the receiving institution directly for further information and assistance.

For all other official transcript requests:
1. **Click Here** Order your transcript electronically through the National Student Clearinghouse using a credit card. Official transcripts are $5 plus a small charge for electronic processing.
Or
2. To order with check or cash, print the Transcript Request Form at this link and mail the completed form with the payment to our transcript processing center at Mesabi Range College. Official transcripts are $5 each.

ACADEMIC HOLDS / 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. Rainy River Community College allows eligible beneficiaries to attend class without penalties while awaiting payments for federal and state educational assistance in compliance with Minnesota Statute 197.775, which exceeds all criteria of Title 38 United States Code Section 3679(e).
COLLEGE COSTS
The cost of attending Rainy River Community College will vary according to the student's actual credit load, book and supply needs, housing needs, etc. Expenses such as additional meals, laundry, personal supplies, and travel are not included in this cost estimate. Current year tuition and fees can be found at https://www.rainyriver.edu/college-costs-financial-aid/college-costs

RECIROCITY
Minnesota has agreements with neighboring states to provide lower tuition for Minnesota residents to attend public colleges and universities in those states. This is called reciprocity. Reciprocity is available to students from North Dakota, South Dakota, Wisconsin, and the Province of Manitoba. Rainy River offers resident tuition to residents of the Province of Ontario.

Typically, non-resident admission fees and tuition are reduced (or eliminated) if you are a reciprocity student. Students wishing to apply for tuition reciprocity can find out more at the Minnesota Office of Higher Education.

FINANCIAL ASSISTANCE
There are many ways to get financial assistance at RRCC – from grants and loans to work-study employment and scholarships. RRCC provides a comprehensive array of aid options in addition to assistance as you navigate the process of obtaining financial assistance. More than 90% of RRCC students receive some form of financial aid and we award over $200,000 in scholarships annually.

Be sure to check your financial aid status on the Financial Aid section of your eServices account for the most up-to-date information. RRCC FAFSA Code: #006775

More information can be found at
- Scholarships: https://www.rainyriver.edu/college-costs-financial-aid/scholarships/
- RRCC Payment Plan: https://www.rainyriver.edu/college-costs-financial-aid/rrcc-payment-plan

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.)

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 timeframe. The maximum timeframe 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.

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 transcripted (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 timeframe (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 Rainy River Community College, 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, RAINY RIVER COMMUNITY COLLEGE will suspend the student upon completion of the evaluation.

Subpart B. Suspension of Students for Extraordinary Circumstances. Any student may be immediately suspended from Rainy River Community College 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.


• 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, student 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.

An Appeal Committee will undertake initial consideration of appeals. If appeal is denied, the Academic Dean or designee may resubmit it for consideration.

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:
  o 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.

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 timeframe 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 or university, the following will occur:

- **Active Suspension.** When a student is on an active suspension at another Minnesota State college or university and attempts to enroll at Rainy River Community College prior to serving the prior school’s required suspension period (if applicable), Rainy River Community College 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.** Rainy River Community College will admit and allow a new Rainy River Community College student to register for classes if that student had been suspended from another Minnesota State college or 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 Rainy River Community College Satisfactory Academic Progress calculations.

Transfer credits accepted by Rainy River Community College 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 Rainy River Community College 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.

**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 Return to Title IV
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 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.

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.

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:
Part 1. Freedom to Learn
In addition to the basic constitutional rights enjoyed by all citizens, students at 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.

Part 2. Freedom of Expression
Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not substantially disrupt the regular and essential operation of the 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.

Part 3. Freedom of Association
Students shall be free to organize and join organizations to promote their common and lawful interests, subject to college or university policies, procedures, or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate college or university policies, procedures, or regulations.

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

Part 5. Student Publications
Student-funded publications must 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 must not be used as a means of editorial control of student-funded publications. All student publications must explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, system, or student body.

Part 6. Student Policies
The policies, procedures, and regulations of the college or university regarding student expectations, rights, and responsibilities must be readily accessible to students.

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

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

Part 9. Academic Evaluation
Student academic performance must be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, student handbook, or on the college or university website. Students must have protection against prejudiced or capricious evaluation and not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students must have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

Part 10. 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 must be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

Part 11. Student Review and Consultation
Students must have the right to appropriate levels of participation in college and university decision-making pursuant to Board Policy 2.3 and System Procedure 2.3.1 Student Involvement in Decision-Making. 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.

MN State Board Policy 3.1 Student Rights and Responsibilities

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 Rainy River Community College 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.

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

If a student is found to have shown or participated in Academic Misconduct or Academic Dishonesty, they may be subject to the conduct process and possible sanctions.

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). Possible sanctions are:

**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. 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.

**Alternative Sanction** - These sanctions include but are not limited to research papers, community service, public presentations, Non-Contact Agreement, Trespass, facilitation of an educational event, etc.

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.

In addition to the sanctions listed above, the following sanction may also be imposed upon groups or organizations:

**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 and 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 admitting guilt (e.g. “no contest”).

Following the filing of an accusation against a student, the Conduct Officer will conduct an investigation of the charges. If the accusation is deemed 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 for a duration of nine days or more.

**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 those found in 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. Depending on the severity of the charges, the student may choose of have an attorney present at the hearing.

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 Director of Operations. 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 Director of Operations shall request such hearing in writing within five (5) school days of notification of sanction. Following the written request, the Director of Operations 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:
  o 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.
  o 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.
  o 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 Director of Operations.
• In appeal hearings involving more than one accused student, the Director of Operations has the discretion to permit the hearing concerning each student to be conducted separately.
• After the appeal hearing, the Director of Operations shall determine whether the conduct officer’s determination of violation of code and/or imposition of sanctions stands. The Director of Operations 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 Director of Operations may issue lesser sanction(s). If the Director of Operations believes that the sanction(s) were reached in error or inappropriately, the Director of Operations may choose to exonerate the students or require that the student’s case be heard again. The Director of Operations 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. The record shall be the property of the College.

STUDENT COMPLAINT AND GRIEVANCE POLICY AND PROCEDURE

The Statement of Grievance 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.

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 Director of Operations.

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 Director of Operations. 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 Director of Operations 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 Director of Operations, the grievance may be referred to the NHED President, and/or the Office of the Chancellor for a decision.

The Director of Operations, NHED President, 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 Operations, Administration Office A-100.

**DATA PRIVACY POLICY | DISCLOSURE OF STUDENT INFORMATION**

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

- name
- date of birth
- weight/height of athletes
- telephone number
- address
- e-mail address
- previous colleges attended
- Starred
- field of study
- dates of attendance
- full-time/part-time status
- 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 the student’s written consent. Student may submit written request to withhold this information from being released.

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

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

- transcript
- semester grade point average
- cumulative grade point average
- cumulative credits earned

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 Registrar’s Office. This form gives RRCC permission to release your educational records to a 3rd party.

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

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 Rainy River Community College 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.

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 eService 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.

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 Registration Office. Employees will complete the form and submit to the Human Resources office.

Human Resources or the Registration Office can approve or deny the request. Requester will be notified only if the Preferred Name is denied and will include the reason for the denial.

Appeals: Student appeals are filed with the Director of Operations. Employee appeals are 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
Minnesota State System Procedure 1B.1.2
Minnesota State System Policy 1B.1
ACADEMIC AND INSTRUCTIONAL INFORMATION

ASSIGNMENT OF CREDIT HOURS
Rainy River Community College defines a credit hour as the amount of work represented in intended learning outcomes and verified by evidence of student achievement consisting of not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for fifteen weeks, or the equivalent amount of work over a different amount of time; or
2. At least two hours of student participation per week in laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

GRADUATION REQUIREMENTS
Degrees, diplomas, and certificates awarded by Rainy River Community College 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 from 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 Rainy River Community College.

• 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 Rainy River Community College 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 one-third of the program requirements or nine (9) credits in the Rainy River Community College 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 six (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.
Students have up to five years to graduate under the degree plan in which they initially begin their college studies. Some programs may have requirements that are more stringent. 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 a Rainy River Community College cumulative grade point average of 3.75 or greater. Honors go to those students graduating with a Rainy River Community College cumulative grade point average of between 3.25-3.74.

**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.

**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](http://www.copyright.gov).
DEGREES, DIPLOMAS, AND CERTIFICATES

ASSOCIATE DEGREES

• **Associate of Arts (AA) Degree.** The AA degree provides a liberal arts and science education, including the Minnesota Transfer Curriculum (MNTC), which satisfies general education requirements at every public university in Minnesota.

• **Communication Studies Transfer Pathway AA Degree.** The Communication Studies Transfer Pathway AA offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Communication Studies bachelor’s degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven *Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor’s degree programs in a related field.

Program Learning Outcomes. The Communication Studies Transfer Pathway Degree is designed to provide students a broad background in theory and skills development in the study of communication. This program will:

  o Demonstrate the ability to set and accomplish communicative goals
  o Create clear messages appropriate to the audience, purpose, and context
  o Recognize the meaning and influence of messages and engage in active listening and mindful response to create more effective communication
  o Recognize and articulate the influence culture has on human perspective and communication
  o Develop knowledge, skills, and understanding of human communication that facilitate their ability to work collaboratively with others

• **English Transfer Pathway AA Degree.** The English Transfer Pathway AA offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated English bachelor’s degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven *Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor’s degree programs in a related field.

Program Learning Outcomes
  o Employ major critical literary theories to analyze literature
  o Differentiate among diverse cultural identities, genres, styles, and periods in literary works
  o Consider audience and rhetorical context when writing for a specific purpose

• **Exercise Science Transfer Pathway AS Degree.** The Exercise Science Transfer Pathway AS offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Exercise Science bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven *Minnesota State universities
enter the university with junior-year status. All courses in the Transfer Pathway associate degree will
directly transfer and apply to the designated bachelor’s degree programs in a related field.

Program Learning Outcomes. It is expected upon completion of an Exercise Science Transfer
Pathway, students will be able to:
  o Demonstrate foundational knowledge in the basic sciences (biology, physiology, and
chemistry) pertinent to the field of exercise science.
  o Apply basic scientific principles from exercise physiology and biomechanics to human
movement and exercise.
  o Discuss ethical standards, expectations, and educational requirements in the exercise science
professions.
  o Explain how physical activity and nutrition contribute to wellness.
  o Discuss psychological factors that influence behavior change.

• **Health Science Broad Field AS Degree.** The Associate of Science Health Science Degree is a general
introductory program in health sciences that prepares students for transfer to a variety of
baccalaureate degree programs. The program includes instruction in the basic sciences and aspects
of the subject matter related to various health occupations. The AS Health Degree is designed to
transfer to various health science related baccalaureate programs at all seven *Minnesota State
universities.

Program Learning Outcomes
  o Identify anatomical structures of the human body and describe the physiological processes
that occur in health and disease states, including metabolism, nutrition, pathogens and
immunity.
  o Explain processes that occur within cells that affect body function, including biochemical
reactions, membrane transport, and cell communication
  o Demonstrate mathematical computational and reasoning skills, and ability to analyze data
appropriately
  o Explain the roles of society, culture, and psychology to an individual’s mental and physical
health throughout life
  o Develop and demonstrate skills needed in today’s work environment, including written and
verbal communication, understanding diversity, and applying ethics to decision making

• **History Transfer Pathway AA Degree.** The History Transfer Pathway AA offers students a powerful
option: the opportunity to complete an Associate of Arts degree with course credits that directly
transfer to designated History bachelor’s degree programs at Minnesota State universities. The
curriculum has been specifically designed so that students completing this pathway degree and
transferring to one of the seven *Minnesota State universities enter the university with junior-year
status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the
designated bachelor’s degree programs in a related field.

Program Learning Outcomes
  o Demonstrate a broad understanding of history in core areas of U.S. and world history
  o Apply historical thinking to problems of the past and today
  o Analyze historical sources, distinguishing primary from secondary sources
  o Communicate effectively using historical evidence and methods
  o Analyze and understand the diversity of peoples within their distinctive historical contexts
* Universities within the Minnesota State system include Bemidji State University; Metropolitan State University; Minnesota State University, Mankato; Minnesota State University Moorhead; Southwest Minnesota State University; St. Cloud State University; and Winona State University.

CERTIFICATES

- **Coaching.** The Coaching Certificate program prepares students to be a head varsity coach in the Minnesota public school system and meets Minnesota State High School League and Minnesota Statute 122A.33 requirements. This program is a great addition to the Associate of Arts degree.

  **Program Learning Outcomes**
  - Demonstrate fundamental skills in CPR and First Aid
  - Demonstrate basic techniques for aerobic and anaerobic sports
  - Develop an individual philosophy of coaching
  - Demonstrate methods for prevention and care for athletic injuries
  - Develop knowledge of a specific sport or sports from a coaching perspective
  - Identify and describe fundamental psychological theories that could be applied to sports

- **Fitness Specialist.** The Fitness Specialist Certificate will equip students with the knowledge, skills, and understanding to enhance employment prospects in the health and fitness business, sports and leisure industry, coaching, and associated fields. The Certificate is a great addition to the Associate Degree.

  **Program Learning Outcomes**
  - Identify and describe human anatomy and body structure relating to sports
  - Describe and explain physiological processes relating to sports
  - Describe methods of prevention of, and demonstrate and explain appropriate care for, athletic injuries
  - Increase fitness level by participating in class
  - Describe various coaching styles and develop their own philosophy
  - Demonstrate techniques for aerobic and anaerobic sports

- **Health Care Pre-Professional.** The Health Care Pre-Professional Certificate program prepares students to enter the health care field as a nursing assistant, home health aide, or trained medication aide and provides foundational coursework for transfer into many different health programs.

  **Program Learning Outcomes**
  - Understand and interpret medical terms
  - Communicate using medical terms
  - Safely administer medications
  - Understand medication administration principles
  - Possess basic skills to effectively administer first aid and CPR in an emergency
  - Demonstrate an understanding of the physical, psychological, social and spiritual needs of patients
  - Demonstrate competency of elder care through the performance of nursing care specific to the long-term/home care setting
  - Understand various healthcare professions
Determine potential preferred health care career field and follow the steps to achieve this career
Prepare students for advancement into additional healthcare education tracts

- **Nursing Assistant-Home Health Aide.** Nursing Assistant-Home Health Aide is a four-credit certificate that will give you the basic nursing skills and theory needed for employment in a variety of health care settings such as a Minnesota Nursing Assistant Registered (NAR) and Home Health Aide (HHA). If you are considering nursing as a career, you may use this course to explore the nursing field.

**Program Learning Outcomes**
- Students will demonstrate an understanding of the qualities unique to the care of an aging population.
- Students will demonstrate an understanding of ethical behavior in health care.
- Students will demonstrate skills in nursing care for the elderly in long-term and home care settings.
COURSE DESCRIPTIONS

ACCOUNTING

ACCT 1000 Introduction to Accounting / 3 cr.
This course is designed to give a general overview of the accounting field. The concepts of assets, liabilities, equity, revenue, and expenses will be discussed. Financial statements will be examined and interpreted. Practical applications like budgeting and reconciling bank statements will be performed. Journals, ledgers, and basic bookkeeping functions will be performed.

ACCT 1020 Payroll Accounting / 2 cr.
This course is designed for technical proficiency in federal payroll and employment regulation and reporting. Various federal and state forms are discussed, demonstrated, and prepared. General ledger concepts and the timing and accuracy of payroll reporting are stressed.

ACCT 1045 Introduction to Business and Professional Income Tax / 2 cr.
The class is recommended to anyone who wants to explore a computerized application in bookkeeping. The student learns to use an educational version of a commercial general ledger system. The accounting cycle is performed. The steps to establish accounting records for a computerized system are also performed.

ACCT 1050 Computerized Accounting / 1 cr.
This course is recommended to anyone who is considering utilizing computer software programs for business or personal applications. Students are encouraged to complete projects that have practical significance to them.

ACCT 2100 Financial Accounting I / 4 cr.
This course focuses on basic accounting concepts with emphasis on how financial information is used in decision-making, primarily by creditors and investors. It focuses on what the financial statements reveal about the credit worthiness and financial performance of companies organized as corporations. Topics covered include preparation, analysis and interpretation of financial statements including income statements, balance sheet, statement of owner’s equity, and cash flow statement. Additional topics include processing accounting information, end of period adjustments, closing entries, cash versus accrual accounting, receivables, inventory, income measurement, current and fixed assets and liabilities, stockholders’ equity, ratio analysis, cash flow, merchandising operations, and internal control. Meets lower-division transfer requirements for accounting and business administration majors at most 4-year institutions.

ACCT 2200 Managerial Accounting / 4 cr.
This course consists of analyzing information and preparing reports for internal use in the company’s management decision-making process. Emphasizes planning and control for profit-seeking enterprises. This course will cover cost terminology and behavior, fixed, mixed, and variable costs, standard costs and variances, activity-based costing, quality costs, job order costing, relevant costs, break-even and cost-volume-profit analysis, profit planning (budgeting), capital budgeting, flexible budgeting, segment reporting, transfer pricing, constrained resources, and business ethics. Meets requirements for accounting and lower-division transfer business administration majors at most 4-year institutions. Prerequisite or equivalent: ACCT 2100.

ANISHINAABE LANGUAGE

ANSH 1010 Anishinaabe Language I / 4 cr.
This is the first course in an introductory Ojibwe language sequence emphasizing listening, understanding, vocabulary, speaking, reading, and writing. Topics include work using the double vowel writing system, grammar and the Ojibwe culture. MNTC: 2/8

ANSH 1020 Anishinaabe Language II / 4 cr.
The second course in an introductory Ojibwe language sequence emphasizes listening, understanding, vocabulary, speaking, reading, and writing. Topics include work using the double vowel writing system, grammar and the Ojibwe culture. Prerequisite or equivalent: ANSH 1010. MNTC: 2/8

ANTHROPOLOGY

ANTH 1102 Cultural Anthropology / 3 cr.
Cultural Anthropology is the study of human cultures and the relationship of culture to human behavior. Emphasis is placed on interrelationships of the
elements of culture, the similarities and differences among cultures, and the basic theory and terminology of cultural anthropology. MnTC: 2/5/8

ANTH 1105 Sports and Culture / 3 cr.
Sports and Culture examines various aspects of sports from ancient times to the present-day as they relate to human cultures and the relationship of culture to human behavior. Because sports shape cultures, drive economies, influence politics, and underscore various identities, students will explore developments pertaining to race, ethnicity, gender, education, community, and entertainment. Sports-specific topics will include ancient Roman gladiator games, the Olympics, tennis, basketball, baseball, hockey, American football, and soccer. Anthropology-specific topics will include interrelationships of the elements of sports in cultures, the similarities, and differences among cultures in sports, and the basic theories of sports and cultures. MnTC: 2/5/7

ART

ART 1010 Community Ceramics, Glass Slumping, and Metal Clay / 1 cr.
This course is intended as a survey course to provide new or experienced artists with the skills necessary to intelligently design and privately use ceramic wall tiles, slumped stained glass, and precious metal clay. Students will gain skills in the formation and art of heat formed stained glass, jewelry from precious metal clay, and ceramic tiles for personal residential use. MnTC: 2/6A

ART 1030 Art Appreciation / 3 cr.
This is a general overview art course that explores theoretical, cultural, and historical aspects of the visual arts, including the elements and principles of design. Students will develop visual and aesthetic awareness, relating art to themselves as individuals. MnTC: 2/6B

ART 1040 Introduction to Art / 3 cr.
This course is an exploration of the visual form of historical and modern era of art and prominent artists of that time. Students have an opportunity to understand the fundamental nature of visual art and the language of elements and principles of design. Students will explore concepts, techniques, purpose, and function of art. Basic projects are used to develop an understanding of materials, tools, and artistic processes. A discussion of contemporary issues and personal application of art is included. MnTC: 2/6B

ART 1420 Drawing / 3 cr.
Students are introduced to and explore the basic skills needed for creative, self-satisfying drawing. Emphasis is placed on increasing individual perception and fostering a sense of visual awareness. Students experiment with materials and techniques of fundamental drawing. Students will develop an aesthetic language and learn to describe historical and contemporary drawing using the elements and principles of art and design. MnTC: 2, 6A

ART 1520 Introduction to Sculpture / 3 cr.
This studio course is an introduction to basic sculptural concepts accomplished through a variety of materials and processes, and is designed to help students develop a basic vocabulary related to sculpture. The assignments and demonstrations help students expand their ability to think "visually" and "three dimensionally" by providing hands-on experiences in the classroom. MnTC: 2/6A

ART 2520 Ceramics / 3 cr.
Students are introduced to using clay as a medium for creating functional and expressive works of art. Students will work through both handbuilding and wheel thrown methods. Handbuilding techniques including pinching, coiling, slab building, and using molds. Students will also learn surface decoration and glazing techniques. Classroom discussion will include the transformation of raw clay to a glazed ceramic object using basic terminology. Students will develop an aesthetic language and learn to describe historical and contemporary ceramic works using the elements and principles of art and design. MnTC: 2/6A

ART 2720 Painting / 3 cr.
This studio course introduces students to painting with acrylics. Students explore basic visual characteristics through a series of exercises and subject matter. Class discussions focus on resource materials and compositional organization. Students will develop an aesthetic language and learn to describe historical and contemporary painting using the elements and principles of art and design. MnTC: 2/6A

BIOLOGY

BIOL 1030 Student Research in Biology I / 1 cr.
Student Research in Biology I is an independent study course in which students are given the opportunity to complete a small-scale research project of their own design or participate in an ongoing research project in the lab or in the field under the supervision of an
instructor. Upon completion of the project, the student will document the project by writing a professional report in the format of a scientific journal article. Prerequisite: Permission of instructor.

**BIOL 1050 Conservation Biology Experience / 1 cr.**
This course provides students with an opportunity to learn about conservation issues in an outdoor setting such as Voyageurs National Park and/or other locations. Students select a field or service learning experience with approval of the instructor, and participate in conservation activities at the location(s) and work with park employees and other wilderness and conservation experts on projects. Students will also read, discuss, and reflect on conservation-related readings and learn about the natural history of and environmental and conservation issues faced by national parks and other federal and state natural areas.

**BIOL 1085 Introduction to Biology / 3 cr.**
This is an introductory level course in which students will explore basic theories and concepts important to biological science. Students will apply these concepts to current issues related to biology, including genetics, cloning and stem cells, evolution, cancer, emerging diseases, endangered species, and conservation biology. This course does not have a scheduled lab, but activities and simulations similar to labs will be completed during the semester. No credit can be earned if student has earned a grade of C or better in BIOL 1500 Biology of Cells. MNTC: 2/3/10

**BIOL 1110 Human Biology / 4 cr.**
Human Biology is an introduction to concepts in biology with a focus on human anatomy and physiology. Topics include cell structure and function, gene expression and inheritance, cell metabolism and nutrition, and structure and function of the major organ systems with a focus on maintaining homeostasis and changes that occur throughout the stages of life and in the case of disease. In lab, students will utilize the scientific method to design and carry out experiments relating to physiology, and use models to identify anatomical structures. MNTC: 2/3

**BIOL 1200 Environmental Science / 4 cr.**
In Environmental Science, students will be introduced to the fundamentals of environmental science by exploring basic ecological principles, human population, energy and natural resources, major environmental concerns, and environmental sustainability. The laboratory component of the course will engage students in the scientific method and introduce them to a variety of techniques to measure and assess their own use of natural resources, monitor and assess environmental impact, and investigate local environmental issues. Field trips and laboratory sessions are required. MNTC: 2/3/10

**BIOL 1500 Biology of Cells / 4 cr.**
Biology of Cells is one course of a two-course sequence in general biology. It introduces the structure and function of cells, metabolic processes, cell division, gene expression, applications of biotechnology, genetics and heredity, and evolution. This course is intended for any student interested in further life science, health science, or liberal arts students. MNTC: 2/3

**BIOL 1550 Biology of Organisms / 4 cr.**
Biology of Organisms is one course of a two-course sequence in general biology. The main topics of this course are biodiversity (evolution, classification, morphology, and natural history of bacteria, protists, fungi, animals, and plants), an introduction to anatomy, physiology, and behavior of animals, structure and function in plants, and ecology including environmental impacts of humans and sustainable solutions. MNTC: 2/3/10

**BIOL 2000 Human Anatomy and Physiology I / 4 cr.**
BIOL 2000 is a general survey of the structure and function of human organ systems, with emphasis on the concept of homeostasis. Cell structures and functions, including signaling and metabolism, tissues, and the structures (microscopic and gross anatomy), functions, and physiological mechanisms of the integumentary, skeletal, muscular, and nervous systems will be studied. This is the first course in a two-semester sequence. The course is designed for students interested in health-related professions, biological sciences, science education, and physical education programs, as well as liberal arts students. MNTC: 2/3

**BIOL 2010 Human Anatomy and Physiology II / 4 cr.**
BIOL 2010 is a continuation of the survey of the structure and function of human organ systems, with emphasis on the concept of homeostasis. Structures (microscopic and gross anatomy) and functions and physiological mechanisms of the endocrine, cardiovascular, lymphatic, respiratory, urinary, digestive, and reproductive systems will be studied. Multi-system processes of fluid and electrolyte balance, acid-base balance, embryological development and
pregnancy will also be included. This is the second course in a two-semester sequence. The course is designed for students interested in health-related professions, biological sciences, science education, and physical education programs, as well as liberal arts students. Prerequisite or equivalent: BIOL 2000. MNTC: 2/3

BIOL 2030 Student Research in Biology II / 1 cr.
Student Research in Biology II is an independent study course in which students are given the opportunity to complete a larger-scale research project of their own design or participate in an ongoing research project in the lab or in the field under the supervision of an instructor. Upon completion of the project, the student will document the project by writing a professional report in the format of a scientific journal article. Prerequisite: Permission of instructor.

BIOL 2040 Ecology / 4 cr.
Ecology is the study of the relationships between organisms and the environment. In this course, students will be introduced to the major themes of ecology, which include energy and nutrient cycling, distribution of organisms in the environment, population dynamics, interactions within and among species, evolution and adaptation, communities, and ecosystems. Special focus will be on the aquatic and terrestrial plant and animal communities and geological features of the Rainy River Basin and Voyageurs National Park. MNTC: 2/3/10

BIOL 2300 Microbiology / 4 cr.
Microbiology focuses on the classification, structure and function of microorganisms. Emphasis will be on bacteria, but the course also includes the fungi, protozoa, viruses, and parasitic helminth worms. Pathogenic organisms, the diseases they cause, the human immune response, and methods for controlling microbes are discussed, as well as environmental and applied (industrial) microbiology. Lab work includes aseptic procedures for working with living cultures, preparing microscope slides with staining techniques, and identification of microorganisms using various growth media and diagnostic tests. Prerequisite or equivalent: BIOL 1500 or BIOL 1550 or BIOL 1110 or BIOL 2000. MNTC: 2/3

BUSINESS

BUS 1030 Word Processing Applications / 2 cr.
A business application course designed to give the student competence in using Microsoft Word, a word processing software. Students will create, edit, format print, and save files. Other functions covered include macros and styles, merging documents, footnotes, columns and tables, and integrating text and graphics.

BUS 1160 Excel Spreadsheet Applications / 2 cr.
Excel is a business application course designed to give students competence in using Microsoft Excel spreadsheet software.

BUS 1200 Access Database Management / 2 cr.
Access is a business application course designed to give students competence in using Microsoft Access database software. Students will organize, set up, maintain, edit, query, and index a database and create reports using Microsoft Access.

BUS 1220 PowerPoint Presentations / 2 cr.
This course introduces students to designing, developing, and delivering business presentations using Microsoft PowerPoint application software. Students will work with complex animation and sound effects, as well as Web presentations.

BUS 1460 Introduction to Business / 3 cr.
Introduction to Business is designed to introduce the student to the concepts and practices of the modern business community. It is recommended for all students interested in a business major or for those individuals desiring to know more about business.

BUS 2070 Legal Environment of Business / 3 cr.
Legal Environment of Business is designed to help the student gain a greater understanding of the legal and regulatory environment in which businesses function. The student should develop an awareness of the legal issues that commonly confront businesses and an ability to apply concepts and practices discussed in this course to resolve those issues.

CAREER DEVELOPMENT

CDEV 1010 Career Planning and Exploration / 1 cr.
This course includes a variety of exercises designed to assist students in researching personal and career traits, leading to the development of an educational and career plan for the student.

CDEV 1020 Science and Math Experience Seminar / 2 cr.
The Science and Math Experience Seminar course is designed to provide students who are interested in science and math to explore potential careers and academic program options early in their academic
career. The seminar will include reading, evaluating, and discussing current and future opportunities in science and math fields, including teaching (elementary and/or secondary), health-related careers (including pharmacy, nursing, physical therapy, dentistry, chiropractic, etc.), research careers, and others of interest to the students. Professional skills, including communication, organization, teamwork, and project management, will also be introduced and practiced. Students will put these skills to use through interviewing and job shadowing people who work in various science and math related careers in the community. Students will also gather information about academic programs of interest and improve scholarship application skills.

CHEMISTRY

CHEM 1050 Introduction to Chemistry / 4 cr.
This class will serve as a survey course for non-majors as well as a preparatory course for those wanting to go on to CHEM 1090. The preparatory part of the course covers the basic principles of inorganic and organic chemistry with an emphasis on the structure of the atom, elements and compounds, solution chemistry, stoichiometry, and the mathematical relationships found in chemical problem solving. The survey part of the course deals with everyday topics such as air and water pollution, food additives, drugs, plastics, the environment, and some biochemical topics. The importance of chemical nomenclature for inorganic compounds will be covered. A chemistry background is not required in order to take this course. No credit can be earned if student has earned a grade of C or better in CHEM 1090 Principles of Chemistry I. MNTC: 2/3/10

CHEM 1090 Principles of Chemistry I / 5 cr.
This is the first course in a two-semester sequence that examines the basic theories and principles of chemistry that are central to our understanding of the natural world. The emphasis of this class is on intermolecular forces, kinetics, equilibria, acid-base chemistry, thermodynamics, nuclear, and organic. Laboratory emphasizes experimental design, qualitative analysis, and solution chemistry. This course is for liberal arts and sciences students, and students interested in life sciences, health sciences, and physical sciences. Prerequisite or equivalent: CHEM 1090. MNTC: 2/3

CHEM 1500 Health Science Chemistry / 5 cr.
This course is primarily designed for students in the allied health sciences field. This course is also an excellent prerequisite for a course in physiological chemistry or biochemistry. It is a one-semester survey course, covering a broad range of topics. Lectures and laboratory experiences cover the fundamental aspects of inorganic chemistry followed by the essentials of organic and biological chemistry. Topics include metric conversions, atomic structure, periodicity and chemical bonding, chemical reactions and energy changes, solutions and colloids, inorganic nomenclature, organic functional groups and their reactions, carbohydrates, lipids, proteins, enzymes, basic metabolism, and nucleic acids. Prerequisite or co-requisite: MATH 0955.

CHEM 1700 Intro to Organic and Biochemistry / 4 cr.
This course is an excellent preparation for a course in physiology, organic, or biochemistry. It is a one-semester survey course, covering the effects and identification of medicinal and biological compounds. Coursework and laboratory experiences cover the fundamental aspects of organic chemistry and biological chemistry. Prerequisite or equivalent: MATH 0955, or concurrent enrollment. MnTC: 2/3/10

CHEM 2610 Organic Chemistry I / 5 cr.
This course is an introduction to the study of chemical compounds that contain carbon. The emphasis of this course is on naming, drawing structures, the properties and reactions of organic chemicals, how they are prepared and purified in the laboratory, and why they are so important in our lives. Laboratory exercises will focus on the development of techniques used in chemical purification, synthesis, and identification. Organic chemistry is required for chemistry, pharmacy, and pre-medical majors and recommended for all science majors. Prerequisite or equivalent: CHEM 1090 and CHEM 1100.
CHEM 2620 Organic Chemistry II / 5 cr.
Organic Chemistry II is a continuation of the study of carbon compounds. The emphasis of this course is on the properties, reactions, and syntheses of a variety of organic compounds. Laboratory exercises will focus on more advanced synthesis and purification techniques and on the identification of unknown chemicals. This course is required for chemistry, pharmacy, and pre-medical majors and recommended for all science majors. Prerequisite or equivalent: CHEM 2610.

COMMUNICATIONS

COMM 1000 Introduction to Communication / 3 cr.
This is a broad-based communication course that introduces the student to three areas of communication: interpersonal, small group, and public speaking. This course is designed to help students become more effective communicators in a variety of contexts. It introduces students to basic communication theory and skills that can be used to more effectively communicate with individuals, groups, and audiences. Through the use of class activities, individual and group projects, and the construction and delivery of presentations, students will gain valuable skills for use in their personal and public lives. MNTC: 1/2

COMM 1010 Interpersonal Communications / 3 cr.
Communication is the study of messages, and how they influence our relationships with others. This course will cover a study of person-to-person (interpersonal) communication and a bit of intrapersonal (in our minds) communication theory. Through readings, class discussion, activities, and lecture we will cover the theories behind, and the development of, our communication patterns and how these affect our family, friend, romantic, and work-related relationships. This class is designed to increase students’ understanding of the effects of their own communication styles. MNTC: 1/2

COMM 1020 Public Speaking / 3 cr.
This communication course focuses upon the research, development, content, and delivery of oral presentations. Through group workshops, hands-on speech construction, and self-evaluation, students will learn methods and techniques for preparing and delivering a variety of effective speeches in mediums such as informative podcasts, boardroom and stage presentations. Oral communication theory will be studied in order to provide students with insights into the speaker/audience/message relationship. Students will come out of this class knowledgeable and prepared to construct and deliver presentations in personal, academic, and work-centered contexts. MnTC: 1/2

COMM 1040 Intercultural Communication / 3 cr.
This course examines the interconnection of culture and its effects and influences on communication and social interactions in our everyday lives. Students will explore theories and concepts related to how culture influences how humans across cultures think, speak, behave, and experience life. Through readings, class discussions, case studies and forums students will examine their own and others’ worldviews seeking answers the question: what must we take into account about ourselves and others if we want to learn how to communicate appropriately and effectively with people of diverse cultural backgrounds. MnTC: 1/2/7

COMM 1060 Small Group Communication / 3 cr.
This course offers students a look of what goes on inside group communication. What makes one group successful and another dysfunctional? What can be done to help a group succeed? Through readings, lecture, journaling, and in-class group exercises, this course will give students insights into the dynamics that influence group communication and will help students develop skills guaranteed to influence future groups in powerful and positive ways. MNTC: 1/2

COMPUTER SCIENCE

CSCI 1050 Computer Applications / 2 cr.
Computer Applications is a hands-on course covering basic information about the use of computer software as a productivity tool. Students are given hands-on training in Windows, word processing, databases, and spreadsheet software applications, using the most up-to-date software.

CSCI 1100 Introduction to Computer Technology / 3 cr.
Introduction to Computer Technology is an introductory course to provide the student with a basic understanding of a computer system and how it works. The course also introduces the student to the most commonly used application software for word processing, spreadsheet, and presentations.

COUNSELING

COUN 1000 Intro to Community Counseling / 3cr.
This course is a general introduction of community counseling. Students will engage in understanding a wide variety of community counseling services,
including multiple forms of individual counseling, group counseling, family counseling, and mental health supplemental counseling (supporting other professionals in the maintenance of individuals with intractable psychiatric issues). There will be much emphasis on interviewing skills, observation, joining, and deciphering the reports of psychiatrists, psychologists, police, and other observers. Counseling history will be discussed as well as “fringe” therapeutic techniques. This subject will consider professional ethics, psychodynamics, cultural competence, spiritual inclusion, disabilities, and dual diagnosis.

ECONOMICS

ECON 1101 Introduction to Economics / 3 cr.
Fundamental economic concepts: determinants of supply and demand, elasticity, marginal reasoning, markets and market failure. Aggregate performance, economic policy, money and banking will be introduced. MNTC: 2/5/8

ECON 2101 Macroeconomics / 3 cr.
This course will provide an overview of macroeconomic issues: the determination of output, employment, unemployment, interest rates, and inflation. Monetary and fiscal policies are discussed, as are the public debt and international economic issues. We introduce basic models of macroeconomics. MNTC: 2/5/8

ECON 2102 Microeconomics / 3 cr.
This course will provide an overview of microeconomic issues: price determination, supply, and demand. Of primary importance are the behavior of individuals/households and firms, and their impact on prices, and the supply and demand for goods and services. We introduce basic models of microeconomics. MNTC: 2/5/9

ENGLISH

ENGL 0980 Prep for College Reading, 3 cr.
This course introduces students to reading and the components of critical thinking and analysis. Students build vocabulary, recognize content development, learn to glean significant information from texts, and identify main concepts and supporting ideas. Instruction methods include: in-class discussions, lecture, written assignments, and comprehensive assessment. This course does not meet degree requirements. A grade of C or better must be earned in this course to take courses with a college-level reading prerequisite.

ENGL 0990 Prep for College Writing, 3 cr.
This writing course is designed to improve college-level writing skills. Students develop sentences demonstrating a mastery of grammatical concepts, create structured paragraphs, and compose organized essays. Students learn to use the writing process: planning, drafting, revising, editing, and publishing. Emphasis is on the relationship between critical thinking and effective communication of ideas. This course does not meet degree requirements. A grade of C or better must be earned in this course to take courses with a college-level writing prerequisite.

ENGL 1001 Practical Reading & Writing I / 1 cr.
This course is an introduction to technical and professional writing and is appropriate for ELL speakers or any student seeking to improve his/her practical writing skills useful in both academia and the workplace. Students will study grammar, syntax, and language, and the development of a professional writing style. Reading instruction aims to improve reading efficiency and comprehension and will include 200 – 400 pages of college-level texts and professional documents.

ENGL 1002 Practical Reading & Writing II / 1 cr.
This course is an advanced approach to technical and professional writing and is appropriate for ELL speakers or any student seeking to develop his/her writing skills in college and workplace settings. Students will build upon basic skills of ENGL 1001, learn more advanced writing techniques, read and analyze challenging text, and practice the analysis of rhetoric. Focus will be specific to college coursework and the student’s career field. Reading includes 200 – 400 pages of advanced college-level texts and professional documents.

ENGL 1010 English Composition I / 4 cr.
This course teaches techniques of academic writing and construction of formal essays, using the writing process. Upon completion of this course, students will be cognizant of various approaches and organizational methods related to effective communication. A grade of C or better must be earned in any prerequisite courses, if required, to take this course. MNTC: 1/2

ENGL 1020 English Composition II / 3 cr.
A research-intensive course that guides students through the research process and its value to writing. Students gather research from a variety of media sources, assess its credibility, and use appropriate materials to write a well-constructed, argumentative-
research essay. Prerequisite or equivalent: ENGL 1010. MNTC: 1/2

**ENGL 1150 Creative Writing / 3 cr.**
Creative writing introduces students to creative non-fiction, fiction, poetry, and memoir. This course focuses on the craft of writing and revising, while exploring and analyzing works from authors of diverse backgrounds and experiences. Discussions, workshops, and peer reviews comprise activities and grades. MNTC: 2/6A

**ENGL 1160 Creative Writing Genres / 3 cr.**
This course focuses on one or two genres of creative writing: poetry, short fiction, nonfiction, drama, children's fiction, or science/fantasy fiction. Students will use the elements of style (character, plot, theme, language, etc.) to develop the focused genre(s) of writing. Course focus will be predetermined by the instructor and student interest prior to scheduling. MNTC: 2/6B

**ENGL 1170 Film as Narrative / 3 cr.**
Film as Narrative is an introductory course in which students explore the nature of film as a story-telling medium. Students will investigate compositional relationships between narrative in film and literature, studying social, historical, cultural, and philosophical contexts. Emphasis is on improving critical analysis and evaluation skills, so students may better understand the significance of film as art. MNTC 2/6B

**ENGL 1300 Environmental Literature / 3 cr.**
This course appeals to students interested in science and/or literature with the goal of showing students how literature can reinforce humanity's understanding of, place in, and effect on nature and the environment. Materials introduce writing that approaches the changing relationship between humans and the natural world. Students will analyze major current issues of human in the environment, discuss the philosophy of man in nature, and explore place and nature writing. MNTC: 2/6B/10

**ENGL 1400 World Literature / 3 cr.**
In this course, students examine literature of cultural, national, and canonical significance from around the world. Students will expand their understanding of tradition, culture, identity, and language by analyzing works of writers who represent experiences different from their own. MNTC: 2/6B/8

**ENGL 1600 Multicultural American Literature / 3 cr.**
Multicultural American Literature explores culture, society, and values as expressed, developed, and critiqued in a multicultural arena. This course analyzes and evaluates literature, addressing issues of identity, race, culture, politics, and art, representative of various ethnic authors. MNTC: 2/6B/7

**ENGL 2130 Basic Technical Writing / 3 cr.**
Students learn the objectives of technical writing, clarity, accuracy, and simplicity, through a series of structured writing assignments. Some of these assignments include descriptions of mechanism, processes, abstracts, business letters, informative summaries, and formal reports. Students learn to interpret and construct basic visual aids, such as graphs, tables, and diagrams often used in technical reports.

**ENGL 2200 Introduction to Literary Studies / 3 cr.**
Introduction to Literary Studies is designed for students who wish to develop a foundational understanding of literary study, inquiry, and analysis. This course employs related terms and devices to analyze literary forms, themes, styles, and perspectives. Students explore diverse literary genres, such as fiction, non-fiction, poetry, and drama. MNTC: 2/6B

**ENGL 2300 African American Literature / 3 cr.**
Starting with the Harlem Renaissance and ending with contemporary authors, students are exposed to the drama, poetry, essays, and autobiographies that have shaped not only black American culture, but popular American literature and culture. Students will gain an appreciation of the modern history of black Americans and will come to recognize the distinctive flavors of black American expressionism with regard to historical context. MNTC: 2/6B/7

**ENGL 2310 American Literature of 19th Century / 3 cr.**
This course introduces major 19th century American writers in the genres of fiction, nonfiction, poetry, and drama. Content emphasizes developing an understanding of national identity through the exploration of historical periods and literary developments. MNTC: 2/6B

**ENGL 2330 Science Fiction / 3 cr.**
This is a survey course in science fiction and fantasy literature, focusing on readings related to issues of historical and contemporary importance, such as environmentalism, politics, religion, ethics, technology,
economics, and sociology. By examining these issues, students will gain an appreciation for alternative perspectives within these disciplines and for their influences on culture. MNTC: 2/6B/9

**ENGL 2380 Popular Literature / 3 cr.**
Popular Literature is a study of the magazines and "best seller" literature of today. The course will include study of the rise in popularity of this literature (both fiction and nonfiction), why it appeals to readers, and what effects it has on readers.

**ENGL 2390 Survey of American Indian Literature / 3 cr.**
Students read, study, discuss, and write about literature written about American Indians, by Indians and non-Indians. Students gain a better understanding of Indian roles, issues, and themes in the development of Indian literature and culture. Students will broaden their understanding and appreciation of the contributions made by American Indians in American life. Throughout, basic literary principles and themes will be discussed. Students will gain insight regarding the American Indian response to acculturation. MNTC: 2/6B/7

**GEOGRAPHY**

**GEOG 2100 Introduction to Physical Geography / 3 cr.**
This course is a dynamic survey of the Earth's natural landscapes, atmosphere, climate, environment, and biosphere. Students will demonstrate a basic understanding of physical geographical investigation and analysis. MNTC: 2/5/10

**HEALTH**

**HLTH 1000 Introduction to Health Professions / 3 cr.**
This course explores allied health professions and prepares students to make informed decisions in choosing a health-field program of study. Students will learn about the roles and responsibilities of various occupations, explore the ethical, legal, and financial factors influencing the healthcare system and settings, and further their knowledge in a particular career through participation in job-shadow or interview of a health professional.

**HLTH 1025 Trained Medication Aide / 3 cr.**
This course will focus on introducing students to drug therapy and safe administration of prescribed medications. The students will learn how to read medication records, prepare and administer medications, assist patients with self-administration, document administration and report to nurses and authorized persons. Students will also receive information on drug action and side effects. An overview of metric, apothecary, and household measurement abbreviations will be included. Prerequisite: NSG 1010 or CNA Certification.

**HLTH 1030 Phlebotomy Skills/Health Professionals/1 cr.**
This course is designed to teach health care providers about the equipment, supplies and skills needed to collect blood from patients. Both dermal (capillary) puncture and venipuncture techniques are addressed in detail. Prerequisite: MATH 0955 or equivalent.

**HLTH 1100 Medical Terminology / 1 cr.**
Based on Greek and Latin roots, medical terminology is a consistent and uniform vocabulary used throughout the health care profession for effective and accurate communication to interpret and understand medical and pharmaceutical terminology.

**HLTH 1200 First Aid and CPR / 1 cr.**
This course will introduce the student to basic first aid concepts to care for him or herself and others in case of injury or sudden illness. Students will identify various first aid problems and be able to apply proper first aid procedure. Students will possess the basic skills to effectively administer CPR in an emergency situation. This course is not intended for students in health care careers.

**HLTH 1810 Lifetime Wellness / 2 cr.**
This course provides information about health and wellness issues. Students learn about stress management, physical fitness, nutrition, sexuality, disease prevention, and overcoming obstacles. The theme of taking responsibility for one's own health is reinforced throughout the semester.

**HLTH 1850 Introduction to Nutrition / 2 cr.**
This course investigates the science of food and the study of nutrients and their role in growth, development and promotion of health, and the nutritional needs of various individuals of different cultures. This course also includes a discussion of nutritional issues as related to common disease conditions.

**HLTH 2010 Chemical Abuse Education / 3 cr.**
This course provides information about the use and abuse of chemicals. Students learn about drug identification, physical and psychological effects on the individual and society, and chemical abuse prevention.
Throughout the semester, students learn strategies for being responsible for their own health.

HLTH 2100 Nutrition / 3 cr.
This course investigates the science of food and the study of the digestion, absorption, and metabolism of nutrients, and the nutritional needs of individuals throughout all stages of life. The relationship between nutrition and health will be explored, along with food choices, nutritional needs, and diet planning given economic, health, cultural, and other concerns.

HISTORY

HIST 1000 Video History of the Vietnam War / 1 cr.
This video survey course of the Vietnam War covers the period of 1946 through the United States' "pullout" and the defeat of South Vietnam. The Time-Life series on the Vietnam War and the video series entitled "Vietnam: The Ten Thousand Day War" will be used. Students will explore long- and short-term causes of the war, trends and developments that occurred during the war, and its impact on contemporary world developments. MNTC: 2/5

HIST 1050 Video History of Sports / 1 cr.
This video survey course of sports examines various aspects of sports during the ancient to present-day period. Students will explore trends and developments pertaining to culture, race, gender, and entertainment. Topics include ancient Roman gladiatorial games, Native American athletics, tennis, golf, basketball, football, baseball, and automobile racing. MNTC: 2/5

HIST 1100 Video History American Frontier West / 1 cr.
This video survey course of the American Frontier West examines the pre-Columbian to 1900 C.E. period. Topics include pre-Columbian indigenous culture and history, the various experiences between indigenous peoples and Europeans, and the hypotheses about the influence of the frontier experience on American culture. Students may choose pass/fail grading in this class. MNTC: 2/5

HIST 1121 World History I / 3 cr.
This course surveys the history of world civilizations from prehistoric societies up to 1500. Principal topics include the development of the political, social, and economic structures of individual world civilizations and the cultural exchanges between different societies in the pre-modern world. MntC: 2/5/8

HIST 1122 World History II / 3 cr.
World History II surveys civilizations from approximately 1500 to the present. Included topics: the acceleration of global contact, the Islamic world powers (1300-1800), the expansion of European power (1500-1750), the global role of Africa (1400-1800), developments in East Asian cultures (1400-1800), government revolutions (mid-1700s-early 1800s), the Industrial Revolution, developments in nineteenth-century European philosophy, the spread of imperialism (1800-1914), World War I, the Great Depression, World War II, the Cold War, liberalization (1960s-2000s), and the contemporary world. MNTC: 2/5/8

HIST 1245 Modern European History to 1815 / 3 cr.
This course surveys the European historical period from the Renaissance to 1815. The emphasis is on political, economic, social, and cultural trends and developments. Students will learn about the late Middle Ages, Renaissance, Reformation and Counter-Reformation, French Revolution, and Napoleonic era, as well as the struggle for wealth and empire. Students will also become familiar with the Age of Discovery, the Age of Enlightenment, the age of religious wars, and scientific developments. MNTC: 2/5/8

HIST 1255 Modern European History 1815-Present / 3 cr.
This course presents an overview of European history from 1815 to the present, with an emphasis on political, social, and cultural developments. Topics include the Industrial Revolution, national revolutions, emergence of nation states, late nineteenth century imperialism, World War I, the Great Depression, World War II and its aftermath, the Cold War, and post-Cold War Europe. MNTC: 2/5/8

HIST 1345 American History to 1865 / 3 cr.
Students will study the development of American political, social, and economic institutions and practices. This course surveys the period of American development from pre-Columbian America through the Civil War. Topics include colonization, the American Revolution, the early national period, the War of 1812, nationalism, and early American presidents and their respective policies. MNTC: 2/5/7

HIST 1355 American History from 1865-Present / 3 cr.
American History from 1865 to the Present examines the development of American political, social, and economic institutions and practices. Survey topics include reconstruction, industrialization, late nineteenth century politics, urbanization, America as a
world power, World War I, the "Roaring Twenties," the Great Depression, World War II, the baby boom, Vietnam War, and late twentieth century socio-economic developments. MNTC: 2/5/7

**HIST 1400 History of World War II / 3 cr.**
This course surveys World War II, focusing on its origins, background, major military confrontations and events, conclusion of the conflict, and the advent of the Cold War. Included in the course is the study of the rise of the dictators; diplomacy in the 1930's and 1940's; the major land, air, and sea battles; the great leaders; the "Home Front" and the East-West divergence after 1945. MNTC: 2/5/8

**HIST 1500 Native American History / 3 cr.**
Native American History surveys the pre-Columbian period to the present, with an emphasis on Native Americans in the present-day United States. Topics include theories of Native American origin; Native American social and political systems; the positive and negative experiences between Native Americans and Europeans in present-day Mexico, United States, and Canada; reservation systems; and Native Americans in the twentieth century. MNTC: 2/5/8

**HIST 1600 Vietnam War, 1950-1975 / 3 cr.**
This course surveys the United States' involvement in Vietnam, including the French colonial era, the Diem regime, the United States' combat commitment, the "Home Front," the United States' withdrawal, the fall of South Vietnam and the reactions. MNTC: 2/5/8

**HIST 2000 Minnesota History / 3 cr.**
This course surveys the political, economic, and social growth of Minnesota from the period of pre-European-Native American contact to the present. Students will learn about physical features of Minnesota, Native Americans in Minnesota, the influx of Europeans into Minnesota, Minnesota's political boundaries, ethnic groups in Minnesota, and Minnesota economics and politics. MNTC: 2/5/9

**HUMANITIES**

**HUM 1100 Multicultural Studies / 3 cr.**
This course provides in-depth studies of foreign countries. The countries studied vary each time the course is offered, so students may opt to take this course more than once. Course curriculum focuses not only on the historical and architectural background of world-famous sites, but also covers the social, political, and cultural life of the people who live in the country being studied. This course includes an optional national/international tour that focuses on the history, architecture, language, fine arts, and social life of the countries being toured. MNTC Goals: 5/8

**HUM 1500 Passport to Travel I / 1 cr.**
This course prepares students for international academic travel. Students will participate in an orientation to international travel, which includes how to prepare for an international trip, provides information about safe and healthy travel while abroad, and prepares the overseas traveler for re-entry after an international trip.

**HUM 1700 Educational Travel / 1 cr.**
This course consists of an educational travel experience of 8-21 days. Participants will immerse themselves in the culture of the area through sightseeing activities, cultural excursions and events, sporting and/or social events, as well as interacting with people native to the area while engaging in various hands-on learning opportunities. Participants will share in many aspects of everyday life in the area visited. The rigors of educational travel require participants to be in good health. Prerequisite or equivalent: HUM 1500 and must be 18 years or older.

**HUM 2010 Individual Service Project / 2 cr.**
Students select individual service projects such as volunteering with people off campus in the community as teacher-aids, tutors, or volunteers for other non-profit agencies. Students attend an orientation conference, followed by individual conferences by appointment. Students keep journals of events related to their project. At the end of the course, students share their experiences at an oral seminar. Students also write a personal experience essay to be kept on file in the RAINY RIVER COMMUNITY COLLEGE library. Prerequisite or equivalent: Cumulative GPA of 3.0 or greater.

**INDIGENOUS STUDIES**

**INDG 1010 Introduction to Indigenous Studies / 3 cr.**
This course is designed to introduce the student to the diversity of North America's Indigenous people. Emphasis will be on comparing and contrasting the values, beliefs, histories, and cultures of Indigenous people to that of mainstream society. The course will give attention to the following three components: pre-contact, colonialism, and contemporary issues encountered by Native Americans. This course is recommended for any liberal arts and science student,
as well as students going into education or social science fields. MNTC: 2/5/7

INDG 1020 Native American Arts & Practices / 3 cr.
This is a lecture-studio course in Native American art and practices from multiple North American tribes, focusing on the Ojibwe. Students will identify and compare Indigenous art and explore its history while creating multiple art projects. The course will also develop an understanding of traditional games and activities with the opportunity to participate. Completion of projects, involvement in the activities and a research paper are required to complete the course. MNTC: 2/6A

INDG 2500 Contemp. Issues Indigenous People / 3 cr.
This course offers the student an in-depth study of contemporary issues affecting Indigenous people. Explored topics include loss of language, racism, education, identity, urbanization, and other related issues. An investigation of current legislation and government programs affecting tribal governments will also be a significant element of this course. MNTC: 2/6A

MANAGEMENT

MNGT 2010 Principles of Management I / 3 cr.
This course is designed as an introduction to management principles and practices as they apply to public and private organizations. Topics include methods and dynamics used by managers, leadership styles, management effectiveness, and the basics of decision-making. Other areas of study include ethics and social responsibility, goal setting, innovation, motivation and communication. There are four themes woven throughout the course: managing diversity, managing change and innovation, global perspectives, and valuing quality.

MARKETING

MKTG 1100 Principles of Marketing / 3 cr.
This course is designed as an introduction to marketing principles and practices as they apply to public and private organizations. Topics include marketing perspectives and strategies, communication, consumer behavior, pricing concepts, ethics, and global concerns.

MASS COMMUNICATIONS

MCOM 1000 Intro to Mass Communications / 3 cr.
This course covers the impact of the mass media on world societies and cultures as well as in the United States. Perspectives of the media include history, development of media systems, mediums of mass communications, media theories and models, and the process of communications.

MCOM 1100 Introduction to Photography / 3 cr.
This course is a general introduction to basic techniques of photography including camera operation, image manipulation using computer software, and critiquing photographs. The goal is to learn how to better communicate with still images using four different styles: journalism, public relations, advertising, and art. A smartphone with camera or a digital camera required. MNTC: 2/6A

MATHEMATICS

MATH 0955 Elementary Algebra / 5 cr.
Topics in Elementary Algebra include real numbers, linear equations and inequalities in one variable, linear equations and inequalities in two variables, graphing, exponents and polynomials, factoring, and applied problem solving. Prerequisite or equivalent: CPT placement.

MATH 1005 Beginning College Algebra / 4 cr.
Students will review algebra concepts to prepare them for College algebra. Topics in Beginning College Algebra include basic concepts, equations and inequalities, the rectangular coordinate system and graphs of equations, functions, roots and radicals, quadratic equations, and inequalities. Prerequisite or equivalent: MATH 0955 or CPT placement.

MATH 1145 College Algebra / 4 cr.
In this course, students receive a basic understanding of algebraic manipulations. Students gain an understanding of the real number system, exponents and radicals, algebraic expressions, the Binomial Theorem, equations and inequalities, functions and graphs, polynomial functions, rational functions, conic sections, and exponential and logarithmic functions. Systems of equations and inequalities are also discussed. Prerequisite or equivalent: MATH 1005 or CPT placement. MNTC: 2/4

MATH 1170 Pre-Calculus / 5 cr.
Pre-calculus is the study of algebraic, logarithmic, and exponential and trigonometric functions. Topics
covered in this course include linear, quadratic and higher degree equations and inequalities; systems of equations; trigonometric equations; and the study of graphs in each area. Students will also concentrate on the use of algebra and trigonometry in problem solving. Prerequisite or equivalent: MATH 1145 or CPT placement. MNTC: 2/4

**MATH 1200 Liberal Arts Math / 4 cr.**
Liberal Arts Math is a comprehensive mathematics course for non-science majors. The course consists of a variety of topics including problem solving strategies, logic, number theory and mathematical systems, algebra, functions and graphs, geometry, and probability and statistics. Prerequisite or equivalent: MATH 0955 or CPT placement. MNTC: 2/4

**MATH 2200 Probability and Statistics / 4 cr.**
This course is an introduction to sampling distributions and the laws of probability. Students will study topics such as frequency distributions, measures of central tendency, mathematical expectations and random variables. Students also learn how to use these theories to predict future occurrences. Prerequisite or equivalent: MATH 1005 or CPT placement. MNTC: 2/4

**MATH 2220 Calculus I / 5 cr.**
This is the first course in a three-semester calculus sequence. Students will review functions and their graphs, and will learn about limits, differentiation, and integration of algebraic and trigonometric functions. Students will also learn applications of differentiation and integration. Prerequisite or equivalent: MATH 1170 or CPT placement. MNTC: 2/4

**MATH 2230 Calculus II / 5 cr.**
In this course, students will learn about differentiation and integration of transcendental functions, more techniques and applications of integration, infinite sequences and series, parametric, polar coordinates, and vectors. Prerequisite or equivalent: MATH 2220. MNTC: 2/4

**MATH 2240 Calculus III / 4 cr.**
In the final course of the calculus sequence, students will learn about vector-valued functions, multivariable functions and partial derivatives, multiple integration, and vector analysis including Green's and Stokes' theorems. Prerequisite or equivalent: MATH 2230. MNTC: 2/4

**NSG 1000 Nursing Assistant / 3 cr.**
This course is the study of basic nursing skills, including health and basic human needs, the health care system, common patient care equipment, healthful environments, medical asepsis, body mechanics, personal care, nutrition/feeding, elimination, communication and principles related to long-term care. This course is intended to prepare students for practice at the Nursing Assistant level and to serve as an introduction to the nursing sequence. The curriculum meets state and federal requirements and is approved by the Minnesota Department of Health. Successful completion of this course prepares the participant to take the state-approved competency evaluation and seek employment in a variety of health care settings.

**NSG 1010 Nursing Assistant / Home Health Aide / 4 cr.**
This course is the study of basic nursing skills, including health and basic human needs, the health care system, common patient care equipment, healthful environments, medical asepsis, body mechanics, personal care, nutrition/feeding, elimination, communication, and principles related to home care/long term care. This course is intended to prepare students for practice at the Nursing Assistant and Home Health Aide level and serve as an introduction to the nursing sequence. The curriculum meets State and Federal requirements and is approved by the Minnesota Department of Health. Successful completion of this course prepares the participant to take the state approved competency evaluation and seek employment in a variety of health care settings.

**NSG 1011 Home Health Aide / 1 cr.**
This course is the study of basic nursing skills, including health and basic human needs, the health care system, common patient care equipment, healthful environments, medical asepsis, body mechanics, personal care, nutrition, elimination, communication, and principles related to home care. This course is intended to prepare the student to work as a Home Health Aide. The fifteen-hour curriculum meets state and federal requirements, and is approved by the Minnesota Department of Health. Successful completion of this course prepares the participant to take the state approved competency exam for the Home Health Aide. Prerequisite: NSG 1000.

**PHILOSOPHY**

**PHIL 1010 Death, Dying, and Grief / 2 cr.**
From a philosophical, historical, and cultural setting, this course is designed to help a person come to terms
with the reality of death. Topics covered include the stages of dying, grief, social and religious dynamics of death, significance of funerals, and death and the law. MNTC: 2/6B

**PHIL 1020 Foundations of Philosophy / 3 cr.**
This survey course in classical and modern philosophical thinking from Western civilization, studies some ways in which human questions about reality, religious traditions, and knowledge have been considered. The course offers topical backgrounds of philosophy while providing the tools to make reasonable, rational, and logical assessments of issues. MNTC: 2/6B/9

**PHIL 1040 Environmental Philosophy / 3 cr.**
This course applies a variety of ethical and philosophical theories, including utilitarianism, animal rights, biocentrism, the land ethic, deep ecology, ecofeminism, indigenous perspectives, and others, to contemporary issues regarding the environment and how humans interact with the environment. Issues regarding species extinction, climate change, food production, resource extraction, habitat degradation, waste and pollution, urbanization, environmental justice, and human population growth will be discussed, and human responsibility and potential solutions will be analyzed. The influence of ethical and philosophical theories on economic, legal, and political aspects of these problems and their solutions will also be examined at local, national, and global scales. MNTC: 2/6B/10

**PHIL 1050 Introduction to Ethics / 3 cr.**
Focusing on the general area of social ethics, the course is a survey of historical and contemporary materials, concepts, ideas and methods that inform and shape the way people make choices concerning problems and issues of society and act upon them. MNTC: 2/6B/9

**PHIL 1060 Exploring the World's Religions / 3 cr.**
This course is an intellectual and comparative journey through the world's living religions, including Buddhism, Confucianism, Judaism, Christianity, Islam, and more. The future of religion will also be considered and discussed. MNTC: 2/6B/8

**PHIL 1070 Exploring Spirituality / 3 cr.**
Students will examine spiritual traditions, including eastern, western, and Native American practices. Through reading, journaling, and experimenting with spiritual practices, students will seek to discover more about themselves, a deeper understanding of reality and life, the oneness of all things, and a spiritual path that takes concrete expression in one's daily life. MNTC: 2/6B/8

**PHYSICAL EDUCATION**

**PHED 1010 Beginning Yoga / 1 cr.**
**PHED 1020 Beginning Yoga / 1 cr.**
This course is an introduction to yoga and will focus on basic yoga postures, proper alignment and breathing techniques and will include an overview of yogic philosophy and the mind-body connection. The course will progress from introductory poses to flow classes and cover basic standing, seated and floor postures, breathing techniques, twists, relaxation and meditation. This class offers effective relaxation techniques while building balance, flexibility and strength. The class will help students develop a home practice and/or proceed safely and intelligently toward more advanced levels of study.

**PHED 1030 Bowling / 1 cr.**
This course will introduce students to the basic skills and fundamental techniques of bowling. Selection and care of equipment, etiquette, safety, instruction, and practice at the bowling alley will be included.

**PHED 1070 Cardio Kickboxing / 1 cr.**
Cardio Kickboxing is a high-intensity activity class that introduces students to the benefits, safety, basics, and principles of kickboxing and exercise. This course also teaches proper form and basic anatomy. Students learn the aspects of kickboxing such as kicks, jabs, and hooks. This course will include a warm-up, full-body aerobic and strength training, and stretching; all to increase cardiovascular health, physical strength, and range of motion.

**PHED 1080 Fitness Walking / 1 cr.**
This course is designed to introduce students to various aspects of walking for fitness. Topics include stretching, form, technique, fitness principles, general safety, and proper equipment needed for fitness walking. The course helps students develop lifelong fitness programs by developing and understanding aerobic principles, cardiovascular conditioning, and performance enhancement.

**PHED 1090 Shotgun Sports / 1 cr.**
**PHED 1095 Shotgun Sports / 1 cr.**
This course is designed to explore fundamentals of shotgun sports as a life skill. Topics include safety, equipment, shooting fundamentals, shotgun games,
etiquette, rules, and scoring. This course will present topics including personal, civic, and ethical values. Required course activities include: proper demonstration of safety and etiquette, as well as a live experience with both trap and skeet. Students are required to provide their own 12-gauge shotgun and have current firearm safety certification.

PHED 1190 Weight Training / 1 cr.
This course is an introduction to the principles of weight training. Students gain a basic understanding of procedures, safety, and equipment used in developing an individualized structured weight program for strength and development.

PHED 1200 Fitness and Conditioning / 1 cr.
This course will introduce students to the basics of fitness and conditioning. Major components include agility, speed training, flexibility, plyometrics, aerobic training, and core strength development.

PHED 1210 Exercise Testing / 2 cr.
This course is an introduction to basic physical fitness assessment. Exercise prescriptions for both healthy and special populations will be discussed.

PHED 1290 Sports Physiology / 2 cr.
Sports Physiology will introduce students to issues that relate to training, conditioning, and participation in sports. Many aspects of fitness and its relationship to health and performance will be discussed.

PHED 1310 Anatomy for Sports / 2 cr.
Anatomy for Sports is an introduction to human anatomy. An emphasis will be placed on the musculoskeletal system and an understanding of its relationship to human movement.

PHED 1500 Varsity Basketball / 1 cr.
PHED 2500 Varsity Basketball / 1 cr.
Co-curricular credit is earned in this course for participation in varsity basketball. This activity course prepares a group of students for team competition by shaping individual skills into a cohesive unit. Permission of the coach is required prior to registration.

PHED 1530 Varsity Volleyball / 1 cr.
PHED 2530 Varsity Volleyball / 1 cr.
Co-curricular credit is earned in this course for participation in varsity volleyball. This activity course prepares a group of students for team competition by shaping individual skills into a cohesive unit. Permission of the coach is required prior to registration.

PHED 1550 Varsity Softball / 1 cr.
PHED 2550 Varsity Softball / 1 cr.
Co-curricular credit is earned in this course for participation in varsity softball. This activity course prepares a group of students for team competition by shaping individual skills into a cohesive unit. Permission of the coach is required prior to registration.

PHED 1570 Varsity Baseball / 1 cr.
PHED 2570 Varsity Baseball / 1 cr.
Varsity baseball prepares a group of students for team competition by shaping individual skills into a cohesive unit. Permission of the coach is required prior to registration.

PHED 1600 Aerobic Circuit Training / 1 cr.
PHED 1610 Aerobic Circuit Training / 1 cr.
This course introduces students to the principles and benefits of exercise programs designed to develop endurance, strength, and flexibility. Students rotate from one exercise station to another, alternating between aerobic and strength-training equipment.

PHED 1750 Introduction to Exercise Science / 2 cr.
This course is designed to take a broad-based look at the field of Exercise Science. Students will explore not only the historical and philosophical foundations of the field of exercise science, but also look into career exploration that surrounds this field of study. The course will introduce students to all aspects of Exercise Science and what students can do within this broad area of study.

PHED 1900 Introduction to Physical Education / 2 cr.
This course will introduce students to the field of physical education. Program development, objectives, values, issues, qualifications, and opportunities will be discussed.

PHED 1920 Introduction to Coaching / 2 cr.
Introduction to Coaching is a general overview of coaching with an emphasis on teaching appropriate techniques and skills, as well as practice and game organization.

PHED 2010 Intermediate Yoga / 1 cr.
PHED 2020 Intermediate Yoga / 1 cr.
This course offers a continuation of yoga study to those with experience with yoga. The classes will include basic yoga postures and will progress to level II
techniques. Classes will feature advanced pranayama (breath) practices, sitting, standing, balancing, twisting, and strengthening postures as well as back bends, inversions, and bhandas (locks). Each class will include meditation, relaxation, and an integration of yogic philosophy. The class will support the intermediate student as he or she explores more advanced levels of yoga study.

PHED 2030 Coaching Practicum / 1 cr.
PHED 2035 Coaching Practicum / 1 cr.
This course is designed to provide students the opportunity to gain knowledge and experience through coaching in a practical environment.

PHED 2100 Prevention / Care of Athletic Injuries / 2 cr.
This introductory course covers the study of preventative techniques of injuries that occur during recreational activities and athletic contests. Students will acquire practical experience in the care of athletic injuries, including athletic taping. Additional topics include supplies and equipment used in the care of athletic injuries and new techniques involved in athletic training. This course is a preparatory course and does not include any athletic training or coaching certification.

PHED 2600 Basketball Officiating / 1 cr.
This course is an introduction to the rules and mechanics of basketball officiating. This course will help prepare class members for officiating intramural, junior varsity, or varsity basketball competition. Lecture, lab, and AV materials combined with actual on-the-court training will assist aspiring officials in acquiring the necessary skills to become qualified officials. This course will also prepare students to take a certification test sanctioned by the Minnesota State High School League (MSHSL) should they choose to become certified.

PHED 2610 Baseball/Softball Officiating / 1 cr.
Baseball/Softball officiating is an introduction to the rules and mechanics of baseball/softball officiating to help prepare class members for officiating intramural, junior varsity, or varsity baseball/softball competition. Lecture, lab, and AV materials combined with actual on-the-field training will assist students in acquiring the skills to become qualified officials. This course will also prepare students to take a certification test sanctioned by the Minnesota State High School League (MSHSL) should they choose to become certified.

POLITICAL SCIENCE

PSCI 1310 American Government and Politics / 3 cr.
The course is a study of politics and government in America, including democratic theories, civil liberties, political participation, and the structure and function of national government. MNTC: 2/5/9

PSCI 1350 State and Local Government / 3 cr.
This course is a study of the basic functions, structure, procedures and problems of American state and local government, with emphasis on intergovernmental relations. Topics include state constitutions, governors, financing state governments, and state legislatures. Special emphasis will be given to Minnesota government and politics. MNTC: 2/5/9

PSCI 2000 International Relations / 3 cr.
This course is designed to supply the student with an overview of politics and governments globally. Overall, International Relations is a survey of the various theories explaining the behaviors of political systems and governments. We will explore economic, political, cultural and technological interdependencies, including topics such as power, diplomacy, intelligence, and war. MNTC: 2/5/8

PSYCHOLOGY

PSYC 1020 General Psychology / 3 cr.
This course introduces students to the study of human behavior of living organisms, with emphasis on human beings. Students develop an understanding of general psychology and the terminology associated with the discipline. Topics include the biological roots of behaviors, operant and classical conditioning, memory, motivation, emotions, stress and health, personality, psychological disorders, therapy, social psychology and social diversity. MNTC: 2/5/7

PSYC 2020 Social Psychology / 3 cr.
This cross-disciplinary course examines how situational variables influence people’s thoughts, feelings, and behavior. It will introduce students to the major social psychological theories, methods, concepts, and research findings. Topics to be covered include the self, group dynamics, social perception, leadership, conformity, aggression, altruism, and prejudice. Cross-listed with SOC 2020. MNTC: 2/5/9

PSYC 2300 Abnormal Psychology / 3 cr.
This course is a study of abnormal behavior including classification of various disorders, description of causal factors, methods of assessment, and prevention and
treatment from the various psychological perspectives. Prerequisite or equivalent: PSYC 1020 recommended, but not required. MNTC: 2/5

**PSYC 2400 Lifespan Development / 3 cr.**
This course covers a survey of the cognitive, social, physical, and intellectual development of the person from conception through adolescence and adulthood to old age. Major theories of learning, cognitive, contextual, and sociobiological development will be emphasized for each development stage from infancy to the last days of adulthood. Topics include personality development in the growing child, learning and memory, intelligence, psychological changes, sexuality, vocation and retirement, marriage and family, patterns of personality change, and death, as well as the related developmental challenges and psychopathologies. Research methods and ethics will be addressed, along with reading and evaluating information from multiple sources. MNTC: 2/5/7

**PULP AND PAPER**

**PAPR 1100 Intro to Pulp and Paper Technology / 3 cr.**
This course provides an introduction to the technology of pulp and paper manufacturing and is intended to provide a basic foundation in this field. Terminology and key parameters are introduced, as well as stepwise descriptions of processes from harvesting of trees to the final product.

**SCIENCE, GENERAL**

**SCI 1020 Scientific Inquiry / 4 cr.**
Scientific Inquiry is a hands-on course designed to introduce students to the process of science, including experimentation, observation, research methods, and critical thinking. Key scientific discoveries in all scientific disciplines, including physics, chemistry, and biology, will be introduced as examples of how scientific advances are made. Mathematical applications will also be introduced and applied in each scientific discipline. Through the investigation of major scientific principles, students will learn how to distinguish authentic scientific reports from pseudoscientific claims, and evaluate the limitations and applications of science in regard to public policy. MNTC 2/3

**SCI 1100 Student Internship in Science I / 1 cr.**
Student Internship in Science I is an independent study course in which students are given the opportunity to earn college credit for a paid or unpaid laboratory or fieldwork internship with a science-based organization or company under the supervision of an instructor. During the internship, the student will document the work completed by writing reports or weekly journal entries. A final narrative report will be submitted at the conclusion of the internship. Prerequisite: Permission of instructor.

**SCI 1140 Forensic Science / 4 cr.**
Forensic Science is the application of basic principles and laboratory methods in chemistry, biology, and physics, to solving problems related to criminal justice and civil issues. This course emphasizes the scientific basis behind forensic applications such as identification of unknown substances, blood type and DNA comparisons, analysis of trace evidence (hair and fiber samples, biological tissues and fluids), environmental forensics (entomology, microbes, soil, tracing pollutants to a source), as well as crime scene analysis and proper collection of evidence. MNTC: 2/3/10

**SCI 1200 Science & Society / 3 cr.**
Science and Society is an interdisciplinary course that allows students to investigate current and historical issues in a variety of scientific fields through the lenses of ethics and impacts on society. Students will learn how to research topics using a variety of sources, analyze and validate information, distinguish between scientific evidence and pseudoscientific claims, and use evidence to support arguments. The process of scientific investigation, potential sources of bias and error, and the meaning of scientific consensus will be discussed, along with the roles and responsibilities of the media and government in both oversight and direction of research and of communicating scientific information to the public.

**SCI 1300 Earth Science / 4 cr.**
This course is a survey of the components of Earth Science including aspects of physical geology, historical geology, astronomy, and meteorology. Topics include volcanoes and earthquakes, plate tectonics, planetary science, phases of the moon, stories told by minerals and rocks of the Earth, how weather features form and move, and Earth’s climate. Prerequisite: College level reading and writing. MNTC: 2/3

**SCI 2100 Student Internship in Science II / 1 cr.**
Student Internship in Science II is an independent study course in which students are given the opportunity to earn college credit for a paid or unpaid laboratory or
fieldwork internship with a science-based organization or company under the supervision of an instructor, and is for students who have already completed NSCI 1100 Student Internship in Science I. During the internship, the student will document the work completed by writing reports or weekly journal entries. A final narrative report will be submitted at the conclusion of the internship. Prerequisite: Permission of instructor.

SOCIOLOGY

SOC 1100 Introduction to Sociology / 3 cr.
This course is a scientific study of major theories, methods, concepts, and research findings related to human social interaction and social organization. This course includes the study of culture and social structure; class, gender, race; and social institutions such as the family, the educational system, and the economic and political order. MNTC: 2/5/7

SOC 1200 Introduction to Criminal Justice / 3 cr.
This course is designed to introduce students to the study of criminal justice. The administration of justice, law enforcement, law generation, post-arrest and pre-trial process, adjudication, post-conviction process, appellate court systems, societal reactions, and juvenile systems will be covered. MNTC: 2/5/9

SOC 2100 Mass Media Studies / 3 cr.
This course is designed to introduce students to the study of mass media from a sociological perspective. It will critically examine the social bases of message construction and dissemination; the role of media in promoting social stability and social change; the process and outcomes of media concentration; social class, racial, gender, and other forms of inequality as they relate to media content; and the consequences of mediated communication for self- and group-identity. MNTC: 2/5/7

SOC 2200 Social Problems / 3 cr.
This course is an introduction, using a critical thinking approach, to causes and effects of the major social problems of American society. The course includes such social issues as global inequality, population and the environment, poverty, group prejudice, family problems, and health care. Prerequisite or equivalent: SOC 1100. MNTC: 2/5/7

SOC 2500 Sociocultural Diversity / 3 cr.
This course covers an analysis of the intersection of race, class, gender, and other diverse groupings with each other and the social system. Attention is given to personal and institutional aspects of the connections, tensions, and issues arising from barriers to the equality of diverse groups. Students will understand the meaning of diversity, identify and explain societal and personal barriers that prevent full participation of social groups, and examine ways to eliminate these barriers. MNTC: 2/5/7

SOC 2700 Criminology / 3 cr.
Criminology is the scientific study of crime and public legal law enforcement reactions to it. This course surveys the social side of crime and criminal justice, and suggests how we can think about crime from a sociological perspective. MNTC: 2/5/9

SOC 2800 Social Psychology / 3 cr.
This cross-disciplinary course examines how situational variables influence people’s thoughts, feelings, and behavior. It will introduce students to the major social psychological theories, methods, concepts, and research findings. Topics to be covered include the self, group dynamics, social perception, leadership, conformity, aggression, altruism, and prejudice. Cross-listed with SOC 2020. MNTC: 2/5/9

SPANISH

SPAN 1000 Conversational Spanish I / 2 cr.
This course is an introduction to conversational Spanish. The objective of the course is to teach students basic vocabulary and grammar, with an emphasis on using Spanish to communicate at a basic level with those from Hispanic cultures. Upon completion of the course, students will be able to communicate effectively in Spanish in business and travel situations, using basic words and phrases.

SPAN 1015 Beginning Spanish I / 5 cr.
This course is an introduction to basic language skills including the development of listening, reading, speaking and writing skills. The learner will communicate at a very basic level in spoken Spanish and will learn about the customs and language usage of different Hispanic cultures. MNTC: 2/8

SPAN 1025 Beginning Spanish II / 5 cr.
This course is a continuation of the listening, reading, speaking, and writing competencies developed in Beginning Spanish I. Students further explore cultural differences helping them develop a deeper understanding of the world and a greater cultural perspective. Prerequisite or equivalent: SPAN 1015 or consent of instructor. MNTC: 2/8
SPAN 2020 Intermediate Spanish I / 4 cr.
Intermediate Spanish I will provide students a review and strengthening of fundamental Spanish language concepts. Increased writing and speaking skills will be developed with vocabulary building and improved pronunciation. An awareness and knowledge of Hispanic cultures, literature and civilizations will be fostered and explored. Prerequisite or equivalent: SPAN 1025, or consent of instructor. MNTC: 2/8

SPAN 2030 Intermediate Spanish II / 4 cr.
Intermediate Spanish II extends and deepens awareness and use of linguistic functions in Spanish. Topics include the history, culture, and literature of Hispanic countries. This course is appropriate for students with significant prior experience in Spanish and for students who are highly motivated. Prerequisite or equivalent: SPAN 2020 or consent of instructor. MNTC: 2/8

STUDY SKILLS

STSK 1030 Transition to College / 1 cr.
This course introduces students to the structure and function of higher education. Topics addressed include learning styles, personal development, study skills, and other issues as they relate to college success. Peer support and sense of community are built into the course.