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 a tool and is subject to change at any time. Upon publication of this catalog, all previous issues are obsolete.
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Rainy River Community College is a member of the Northeast Higher Education District and Minnesota State.

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

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

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

Complaints should be directed to:
Name: Carmen Bradach
Office Location: NHED – Virginia, MN
Phone and E-mail: 218.749.7743; c.bradach@mesabirange.edu

If you require an accommodation for a disability, please contact:
Name: Amy Amundsen
Office Location: SS136
Phone and E-mail: 218.285.2226; amy.amundsen@rainyriver.edu

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

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

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

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

Student Guide information is also available on the College’s web site [www.rainyriver.edu](http://www.rainyriver.edu), click on Current Students or College Services, and then click on Student Guide.
# Academic Calendar 2020-2021

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<td>Administrative Duty Day</td>
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<td>August 24</td>
<td>Fall Semester Begins - Orientation Day</td>
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<td>August 28</td>
<td>Last day to Add/Drop Fall Classes</td>
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<td>September 7</td>
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<td>September 9</td>
<td>Financial Aid Disbursement (First Disbursement)</td>
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<td>September 24</td>
<td>Financial Aid Disbursement for First-Time Borrowers</td>
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<td>September 25</td>
<td>Administrative Duty Day - NO CLASSES</td>
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<tr>
<td>October 5</td>
<td>Student Academic Conference Day - NO CLASSES</td>
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<tr>
<td>October 14</td>
<td>Mid-Term</td>
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<tr>
<td>October 15-16</td>
<td>Faculty Association (MSCF Day) - NO CLASSES</td>
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<td>October 20</td>
<td>Mid-Semester Financial Aid Disbursement (2nd half of loans disbursed)</td>
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<td>November 2</td>
<td>Spring and Summer Semester Registration Begins</td>
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<td>November 11</td>
<td>Veteran's Day - COLLEGE CLOSED</td>
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<td>November 24</td>
<td>Last day to Withdraw from Full-term Classes (80% class day), 4:30 PM</td>
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<td>November 26-27</td>
<td>Thanksgiving Holiday - COLLEGE CLOSED</td>
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<td>December 14-17</td>
<td>Final Exams</td>
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<td>December 21</td>
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<td>Dec 18-Jan 11</td>
<td>Winter Vacation - NO CLASSES</td>
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<td>January 18</td>
<td>Martin Luther King Jr. Day - COLLEGE CLOSED</td>
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<td>January 27</td>
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<td>February 26</td>
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<td>June 7</td>
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INTRODUCTION

The purpose of the Student Guide is to provide you with the most recent policies related to students. The Curriculum Catalog contains college policies related to academics.

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

MAILING ADDRESSES
Rainy River Community College  Rainy Hall
1501 Highway 71  1515 Highway 71, Apt. #___
International Falls, MN 56649  International Falls, MN 56649

WEB ADDRESS
www.rainyriver.edu

PHONE NUMBERS
Main Campus Numbers  Emergency Numbers
218.285.7722  from campus phones: 911
800.456.3996 toll free  from residence hall: 911
218.285.2239 Fax

Extensions on campus (all area code 218):
Admissions  285-2236
Advising  285-7722
Athletic Director  285-2240
Bookstore  285-2250
Business Office  285-7722
Computer Services  285-2231
Maintenance  285-2230
Disabilities  285-2226
Faculty Secretary  285-2250
Financial Aid  285-7722
Library  285-2250
Multicultural Services  285-2208
Director of Operations  285-2204
Records/Registration  285-2242
Residence Hall  285-2330
Student Life  285-2208
DIRECTORY
Administration & Professionals:
Emily Ahrens   Business Office Manager
Amy Amundsen        TRIO Advisor, Accessibility Services, Placement Coordinator
Tammy Cook      Director of Academics and Institutional Effectiveness
Jacob Forsythe   Information Technology Specialist
Mark Geerken     General Maintenance Worker
Desiree Goulet    Building Maintenance Lead Worker
Anne Homkes    Financial Aid Assistant & Executive Director of the RRCC Foundation
Brad Krasaway   Director of Operations
Molly Nelson     Director of Marketing and Recruitment
Jodi Pontinen   Director of Financial Aid
Dr. Michael Raich President, Northeast Higher Education District
Diane Raboin    Library Technician / Bookstore Manager / Faculty Secretary
Jessalyn Sabin  Dean of Academics
Stephanie Turban Residential Life Director / Student Records
Tammy Wood     Executive Secretary

Faculty/Instructors:
Andrew Berry   Philosophy
Rachel Berry   Communications
Keith Boelk    Business / Computers and Shotgun Sports
Brooke Boulton English/ Developmental Education
Joe Chlebecak  History / Anthropology
Bill Engel     Head Men’s Basketball Coach/ Physical Education
Donita Ettestad Director of Health Care Programming
Andrea Gohl    Art /PTK Advisor
Alysa Hackenmueller Career Planning
Ashley Hall    Fitness / Yoga
Dieter Humbert Head Women’s Basketball and Softball Coach
Josh Koenig    Head Baseball Coach
Audrey L’Amie  English
Mel Millerbernd Athletic Director / Health / Head Volleyball Coach
Sue Nordquist  Spanish and Humanities
Dr. Kendra Puig Chemistry
Kelly Sjerven   Biology / Math
Jeff Wickstrom  Mathematics
Georgann Wills Psychology (online)
Zika Laura     Nursing Assistant / Home Health Aide

FACULTY OFFICE HOURS
Office hours are posted outside faculty offices. Students are encouraged to seek assistance from their instructors.
GENERAL INFORMATION

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

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

GUIDING PRINCIPLES
Rainy River Community College LEADS the way in education:

- Learner-Centered: We recognize that the College exists to support learning, and we make decisions based on what is best for our learners.
- Evaluate and Improve: We evaluate the quality of services, programs, and courses. We use evidence to make improvements.
- Academic Excellence: We value teaching and learning in all forms, and we support and promote student success and achievement.
- Diversity: We recognize and appreciate diverse experiences, cultural and ethnic backgrounds, opinions, beliefs, and worldviews.
- Shared Leadership and Stewardship: We share responsibility with students and the community to lead and manage the College and its resources.

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

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

COLLEGE-WIDE LEARNING OUTCOMES (CLO)
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 President Michael Raich, Director of Operations Brad Krasaway, and Dean of Academics Jessalyn Sabin. Rainy River Community College is a member of Minnesota State, led by Chancellor Devinder Malhotra and is 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 the Associate of Arts (AA) degree in Liberal Arts and Sciences as well as certificate, diploma and associate degree programs 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 everyday 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 insuring 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

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 the 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.
ACADEMIC AND STUDENT POLICIES AND PROCEDURES

ADMISSIONS

Rainy River Community College has an open admissions policy. Students are not 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 each student identified as LEP, regardless of assessment scores, to ensure students are aware of community and College resources and services available (English as a Second Language [ESL] classes through the Adult Basic Education, literacy centers in the area, RRCC learning center, developmental courses, peer and professional tutors, course pre-requisites, etc.).

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

CREDIT LOAD
Students are not required to take a minimum number of credits but a limit of 22 credits per semester is enforced. At least 15 college-level credits are needed each semester to complete an AA degree 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 earned less than 30 semester credits
- Second Year: A student who has earned 30 or more semester credits
- Full-Time: A student carrying 12 or more credits per semester (recipients of a MN Grant must take 15 credits or more to be considered full-time); 6 or more credits in the summer term
- Part-Time: A student carrying 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](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 must go to the Registration window to enroll in an activity credit. Credits earned in activity courses may be used only as elective credits in any program.

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.
**GRADING POLICY**

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

<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)
Transferology (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.
Website: www.gcevaluators.com
GCE Mid-Atlantic
P.O. Box 36
28 Westhampton Way
Richmond, VA 23173
Phone: (804) 639-3660

GCE Southwest
P.O. Box 9203
College Station, TX 77842
Phone: (409) 690-8912 | Fax: (409) 690-6342

Foundation for International Services, Inc.
Website: https://www.fis-web.com/
Box 19015
North Creek Parkway, Suite 103 Bothell, WA 98011-8029
Phone: (425) 487-2245 | Fax: (425) 487-1989

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.

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. Documentation is required for a name change. Any communication from the college using the name and address on file is considered to be properly delivered.

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

- Part 1. Purpose
Minnesota State recognizes and supports the members of its community who wish to use preferred names where legally permissible. This procedure outlines a process by which an employee in the system may designate a preferred name to be used in the course of system business and education.

- Part 2. Definition
Preferred Name: A preferred name is a name that a person has chosen to identify themselves within the College that different, in whole or in part, from their legal name.
Part 3. Procedure

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

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

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

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

Part 4. References

MnSCU System Procedure 1B.1.2
MnSCU System Policy 1B.1

DATA PRIVACY POLICY/DISCLOSURE OF STUDENT INFORMATION

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

* name
* date of birth
* weight/height of athletes
* telephone number
* address
* e-mail address
* previous colleges attended
* StarID
* 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 student’s written consent. Student may submit written request to withhold this information from being released.

* disciplinary action taken against student (only to another institution student plans on attending)
The following directory information Rainy River Community College WILL NOT RELEASE WITHOUT student’s written consent.

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

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

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

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

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

Rainy River Community College does not publish a student directory.

GRADE APPEALS
Grade appeal policy and forms are available at the Registrar’s office and must be submitted to the Director of Assessment and Institutional Effectiveness within 30 days of final grade posting.

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

RECIPROCITY

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:
- 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 timeframe 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 are not clear. Any accomplishments are a function of the enthusiasm and effort given to these endeavors.

**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.
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 which 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 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.

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

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

- social security number
- academic skills assessment results
- student identification number
- grades
- immunization records
- 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

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

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

HONORS AT GRADUATION
Highest honors are awarded to those students graduating with an RRCC cumulative grade point average of 3.75 or greater. Honors are awarded to those students graduating with an RRCC 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).

**STUDENT ATTENDANCE AND ABSENCE**

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

**CANCELLED CLASSES/INSTRUCTOR ABSENCE**

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

**EMERGENCY MESSAGING**

It is essential that students stay informed of campus wide closings and/or emergencies. Blackboard Connect is an emergency notification text messaging/email system used to notify students and staff of campus related closings/emergencies. Contact information used by Blackboard Connect is the same as that available on file in E-Services. This is a FREE service to ALL RRCC students, faculty and staff. Please ensure the information provided in e-services is current, including a text number that can be used for emergency notifications.

**WEATHER AND OTHER EMERGENCIES**

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

Students should check campus email for notification. Notification will also be posted on the RRCC website at [www.rainyriver.edu](http://www.rainyriver.edu) and on Twitter. Students will also receive a text message, voice mail or email notification.

**CLOSING, DELAYED CANCELLATION**

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

Delay refers to closing of all operations for a designated period of time other than those operations deemed essential to the protection of life and property.
Cancellation of classes and/or activities (off-campus or on-campus) means to cancel one, several, or all classes, in the absence of officially closing the entire College. Cancellation of nonacademic activities refers to cancellation of an event such as athletic events, theatrical productions, concerts, or workshops.

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

<table>
<thead>
<tr>
<th>Radio</th>
<th>Television</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>KGHS/KSDM, International Falls</td>
<td>KBJR, Duluth</td>
<td><a href="http://www.rainyriver.edu/">www.rainyriver.edu/</a></td>
</tr>
<tr>
<td>B93 FM, Fort Frances, Ontario</td>
<td>KDLH, Duluth</td>
<td></td>
</tr>
<tr>
<td>KBHW/KXBR, International Falls</td>
<td>WDIO, Duluth</td>
<td></td>
</tr>
</tbody>
</table>

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

INCLEMENT WEATHER WHEN THE COLLEGE IS NOT CLOSED, DELAYED OR CLASSES CANCELLED

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

FIRE/TORNADO ALARM

When the fire alarm rings — short intermittent blasts, all individuals should evacuate the building and remain in the designated safe zone until reentry is authorized. Failure to leave the building when the fire alarm is sounded can result in legal action through the city and/or campus judicial processes. Unauthorized sounding of a fire alarm or tampering with fire extinguishers is a violation of Minnesota law. Violators will be subject to disciplinary action by the college as well as civil authorities. (M.S. 299F.30, M.S. 609.686)

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

EMERGENCY CALLS/MESSAGES

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

STUDENT TRAVEL

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

This policy governs all travel that involves enrolled students and individuals who participate in travel sponsored by Rainy River Community College.
Authorized drivers and all passengers in College vehicles must be state employees on duty for the College, Student Senate members who have an approved driver form, or other students who have been given permission by the College administration.

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

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

All students traveling for any College related activity with or without an advisor must sign a “Transportation Waiver” form prior to any travel and must be currently enrolled at RRCC. Students acknowledge and agree that:

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

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

A College Administrator may, in writing, set up additional rules, pertaining to curfew, individual travel, etc.

The college official will provide students with a breakdown of which expenses are paid for by the College and which are paid by the student. Whenever applicable, students are required to stay four to a room when overnight lodging is provided by the College. Requisitions must be completed at least one week prior to the travel, and a purchase order will be issued directly to the hotel. No expenses will be paid for deviations from group travel policies.

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

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

Additional requirements for national/international travel may include:

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

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

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

The coach/advisor will provide the administration with a list of students participating in an off-campus activity at least five (5) class days before the trip. If authorized absences will occur during the school day, the advisor will distribute the list of students excused to all faculty and staff at least two (2) class days before the absence. A syllabus must be on file in the office of the Dean of Academics for any travel that is for credit or as a part of the curriculum.

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

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

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

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

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

**Book Buyback:** Book buyback is held twice a year during final exams at the end of each semester. A book wholesaler may purchase textbooks on a supply and demand basis at their rate.

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

**PAYMENTS**

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

**LIBRARY**

The Rainy River Community College Library contains a variety of information resources that are available through hard copy books, academic journals, periodicals, maps, newspapers, on-line references and resources, along with the privilege of using the inter-library loan system. Our Library Technician may assist students with course work and research projects.

There are computers, a printer and a copy machine located in the library for student use according to school and copyright policy. The library is open Monday through Friday (See posted hours). All student and community members are welcome to utilize Rainy River Community College’s library.
VETERANS SERVICES
Students seeking assistance through the Veterans Administration for educational costs may obtain an application for education benefits from the Registration Office. Students are responsible for completing the application and submitting to the Veterans Administration office. Once the veteran student has registered for their initial semester, the college will complete the enrollment certification form and forward it to the Veterans Administration Regional Office. A Veterans Services Office is located in the Koochiching County Courthouse for information. Veterans may also contact Barry Martinson, North Higher Education Veterans Programs at 218-262-6739 or at barrymartinson@hibbing.edu. For further information, visit: http://www.benefits.va.gov/gibill/ Students can also contact Stephanie Turban for more information stephanie.turban@rainyriver.edu

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

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

- Low income
- First generation college student
- Documented physical or learning disability
- Homeless youth or student in/aging out of foster care
- United States Citizen

Student Support Services is committed to helping you succeed in college. To learn more and/or enroll in the program, contact a RRCC SSS staff member or visit www.rainyriver.edu and click on the TRIO link under “College Services”. Students can also contact Amy Amundsen at amy.amundsen@rainyriver.edu

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

The student life program extends the learning environment from the classroom to the campus and the community, which promotes a positive feeling of community and pride that can be shared by students, faculty, staff, and the surrounding area. For additional information visit the website www.rainyriver.edu under Student Life.
For information on how to start a club on campus, contact Brad Krasaway at 218-285-2208; brad.krasaway@rainyriver.edu

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

STUDENT CLUBS
The **Anishinaabe Student Coalition** is a student-organized club devoted to 1) assisting Native American students in their growth and development so they can achieve their goals at RRCC, 2) developing cross-cultural awareness and respect for Native American traditions and education, and 3) encouraging Native American students to share their heritage with others. For more information contact Brad Krasaway at 218-285-2208; brad.krasaway@rainyriver.edu

The **Black Association of Students** is a student-organized club dedicated to maintaining a forum in which the African American perspective is allowed expression, where culture thrives, and where diversity is not merely accepted, but celebrated. This club is a source of African American pride and leadership open to all Rainy River students, staff, and faculty choosing to participate. For more information contact Brad Krasaway at 218-285-2208; brad.krasaway@rainyriver.edu

**Phi Theta Kappa** is an international honors society for two-year colleges. Rainy River’s award-winning chapter, Alpha Rho Alpha, was formed to recognize and encourage four hallmarks: scholarship, leadership, service, and fellowship. To be eligible for invitation, students must have completed 12 or more credits toward a degree, diploma, or certificate with a minimum 3.5 cumulative grade point average. Students must also maintain a cumulative 3.25 to remain a member. For more information contact Andrea Gohl at 218-285-2255; andrea.gohl@rainyriver.edu

**Disc Golf Club** The campus hosts a permanent 18-hole course with a design specifically made for beginner and intermediate players. The club holds league play as well as host a number of tournaments are hosted throughout the year. Disc Golf is a fun and inclusive sport that is easy to get into. Come throw some plastic with us! For more information contact Brad Krasaway at 218-285-2208; brad.krasaway@rainyriver.edu

**Trap Club.** Shotgun Sports of all kinds are becoming one of the most popular sports on high school and college campuses. This club is open and available to anyone who owns and operates a 12-gauge shotgun safely. For more information contact Brad Krasaway at 218-285-2208; brad.krasaway@rainyriver.edu

STUDENT GOVERNMENT
**Student Senate** is the representative voice of the student body in campus governance issues. The Senate is a member of the statewide LEADMN (formerly Minnesota State College Student Association {MSCSA}) and its membership is filled by elections in the fall and spring. The group meets weekly and all students that are interested are encouraged to join. The RRCC Student Senate was proudly named “2009-2010 MSCSA Student Senate of the Year.” For more information, contact Brad Krasaway at 218-285-2208; brad.krasaway@rainyriver.edu.
ON-CAMPUS PARKING
Students may park in all lots except those reserved for visitors, fire lanes, handicapped spaces, and other restricting parking. Visitor parking at the main entrance has limited-time parking and posted limits must be observed. Vehicles may be fined, immobilized, and/or towed at the owner’s expense if parked in these areas outside of posted limits. Fees are assessed each semester.

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

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

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

All posted materials on campus must:
• Stamped by a College designee
• Have a removal date
• List the sponsoring organization or individual

The following information may not be posted:
• Materials mentioning alcohol or implying its use
• Materials concerning establishments whose primary purpose is the sale of alcohol
• Obscene, profane, or vulgar materials
• Materials which may be offensive to others

INFORMATION TECHNOLOGY
Computer and information technology resources are provided for use by currently enrolled RRCC students, administrators, faculty, other employees, and other authorized users. Information technology resources are the property of Rainy River Community College, and are provided for the direct and indirect support of RRCC’s educational, research, service, student and campus life activities, and administrative and business purposes. The use of Rainy River Community College information technology resources is a privilege conditioned on compliance with Minnesota State Colleges and Universities’ Policy 5.22, compliance with current RRCC procedure and any procedures or guidelines adopted pursuant to this procedure. RRCC encourages the use of information technology as an effective and efficient tool within the framework of applicable State and federal laws, policies, rules and other necessary restrictions.
Rainy River Community College provides all students with a campus network account. The account is used to provide access to campus computers, networks, printers, file storage, online course material, email, and the internet. To login, use your **Star ID** username and password. **To obtain your Star ID and Star ID password, go to www.rainyriver.edu** and click on “Get your Star ID” and follow the directions. You will need the following information: 1. Your RRCC 8-digit student ID number 2. Your Social Security Number 3. Your personal email address.

**RRCC EMAIL**
All students are provided an email account on the RRCC mail server. This is the official means of communication of RRCC. The campus will use your college-provided email account for all official communication with you.

Instructors have the right not to respond to/accept email from any other source (e.g. Gmail, yahoo, Hotmail, etc.).

The email system is web-based, allowing you to log in to your RRCC email account from anywhere in the world, provided you have access to the internet. Access your RRCC email account at the “Email / Office 365” link on the [www.rainyriver.edu](http://www.rainyriver.edu) homepage.

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

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

**STUDENT E-SERVICES**
E-Services are provided to RRCC students through the Minnesota State System. You can use e-Services to register for courses, check grades at the end of a semester, print a student copy of your transcript, view your business office account, check your financial aid information and more. Students use their Star ID to log into e-Services. You can find instructions and access to e-Services from the RRCC e-Services under “Quick Links” on the RRCC website.

**INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY**
Rainy River Community College has adopted Minnesota State’s Acceptable Use of Computers and Information Technology Resources policy and procedure. The complete text of the policy and procedures can be found at [http://www.mnscu.edu/board/policy/522.html](http://www.mnscu.edu/board/policy/522.html) and [http://www.mnscu.edu/board/procedure/522pl.html](http://www.mnscu.edu/board/procedure/522pl.html).

**Academic Freedom**
Nothing in this procedure shall be interpreted to expand, diminish, or alter academic freedom, articulated under Minnesota State Board policy and collective bargaining agreements.
Rainy River Community College is not responsible for any personal or unauthorized use of its resources, and security of data transmitted on its information technology resources cannot be guaranteed.

**Responsibilities of All Users**

1. Users must comply with laws and regulations, RRCC policies and procedures, contracts, and licenses applicable to their particular uses. This includes, but is not limited to, the laws of libel, data privacy, copyright, trademark, gambling, obscenity, and child pornography; the federal Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking” and similar activities; state computer crime statutes; student conduct codes; applicable software licenses; and Minnesota State Board policies 1.B.1, prohibiting discrimination and harassment; 1.C.2, prohibiting fraudulent or other dishonest acts; and 3.26, concerning intellectual property.

2. Users are responsible for their personal use of RRCC information technology and may be subject to liability resulting from that use.

3. Users must use only information technology they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information technology resources does not, by itself, imply authorization to do so.

4. Users are responsible for use of RRCC information technology resources under their authorization.

**Unauthorized Use**

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

1. Users must not:
   - Use any account or password assigned by the College to someone else;
   - Share any account or password assigned to the user by the College, with any other individual;
   - Allow others to use RRCC information technology under the user’s control;
   - Use remote computer services for personal use unless specifically authorized by RRCC or State policy or procedure.

2. Users must not circumvent, attempt to circumvent, or assist another in circumventing Security controls in place to protect the privacy and integrity of data stored on RRCC Systems.

3. Users must not change, conceal, or forge their identification using RRCC information technology, including, but not limited to use of e-mail.

4. Users must not knowingly download or install software onto RRCC computers unless it has been approved by the Director of Information Technology. Users who knowingly or negligently do not comply may be held responsible for damages, cost of system debugging, and payment of software fees, licenses, and infringement penalties.

5. Users must not engage in activities that interfere with or disrupt network users, equipment, or service; intentionally distribute viruses, worms, trojans, or other malicious code; or install software or hardware that permits unauthorized access to RRCC information technology.

6. Users **must not engage** in inappropriate uses, including:
   - activities that violate state or federal law or regulation;
   - Wagering or betting;
   - Harassment, threats to or defamation of others, stalking, and/or illegal discrimination;
   - Fund-raising, private business, or commercial activity, unless it is related to the mission of the College. Mission related activities are determined by the College and include activities of authorized campus or RRCC-sponsored organizations;
• Storage, display, transmission, or intentional or solicited receipt of material that is or may be reasonably regarded as obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word, except as such access relates to the academic pursuits of an RRCC student or professional activities of an RRCC employee;
• “Spamming” through widespread dissemination of unsolicited and unauthorized e-mail messages.

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

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

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

RRCC reserves the right to temporarily restrict or prohibit use of its information technology resources to any user without notice. Alleged violations shall be addressed through applicable RRCC and Minnesota State procedures, including but not limited to Minnesota State Procedure 1.B.1.1 to address allegations of illegal discrimination and harassment; student conduct code for other allegations against students; or the applicable collective bargaining agreement or personnel plan for other allegations involving employees. Continued use of RRCC information technology is a privilege subject to limitation, modification, or termination.
Willful or intentional violations of this policy are considered to be misconduct under applicable student and employee conduct standards. Users who violate this policy may be denied access to Rainy River Community College information technology and may be subject to other penalties and disciplinary action, both within and outside of Minnesota State. Discipline for violations of this policy may include any action up to and including termination or expulsion.

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

**OFF-CAMPUS CONDUCT**

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

**STUDENT RESPONSIBILITIES**

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

- To attend all classes, except when excused, and to be on time to all classes and any other required college function.
- To make necessary arrangements for making up work when absent.
- To assist RRCC staff in running a safe college for all enrolled students.
- To be aware of all College policies, regulations and procedures and to conduct oneself in accordance with them.
- To be aware of and comply with local, state and federal laws.
- To respect and maintain College property.
- To express ideas in a manner that will not offend or slander others.
- To recognize and respect the rights of others.

**COLLEGE JURISDICTION**

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

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

- The Conduct Officer is designated by the Director of Operations of the College to review conduct issues other than those pertaining to the residence hall. This person is responsible for administration of the Student Code of Conduct on campus. The Housing Director is designated by the Director of Operations to be the “conduct officer” at the residence hall. This Director is responsible for the administration of the Student Code of Conduct at the residence hall.
- Conduct by athletes is determined based on the RRCC Code of Conduct in conjunction with the Minnesota Community College Athletic Conference Handbook.
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:

- To determine whether the original meeting or hearing was conducted fairly in light of the charge and evidence presented, and in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and present a rebuttal of the charge and evidence.
- To determine whether the decision reached regarding the accused student was based on evidence that demonstrated it was more likely than not that the student violated the Student Code of Conduct.
- To determine whether the sanction imposed was appropriate for the violation of the Student Code of Conduct which the student was found to have committed.

Appeal hearings normally will be conducted in private.

Admission of any person to the appeal hearing shall be at the discretion of the 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.

SMOKING/TOBACCO USE

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

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

Definitions:

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

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

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

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

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

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

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

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

**DRUG AND ALCOHOL-FREE CAMPUS POLICY**

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

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

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

**Disciplinary Sanctions**

Students who violate this policy will be subject to disciplinary sanctions. The severity of the sanctions will be appropriate to the violation. Sanctions including, but not limited to: official reprimand, restitution, completion of a rehabilitation program, community service, suspension, expulsion and/or reporting to local law enforcement will be imposed on students who violate the preceding standards of conduct.
According to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquors in Certain Buildings or Grounds, Rainy River Community College will implement a program to prevent the use of illicit drugs and the abuse of alcohol by its students.

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

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

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

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

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

Federal and state sanctions for illegal possession of controlled substances range from up to one-year imprisonment and up to $100,000 in fines for a first offense, to three years imprisonment and $250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach $8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to $4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to $500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to $8 million for an offense involving 1,000 kg or more. The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .10 or more) may result in a $700 fine, 90 days in jail, and/or revocation of driver’s license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in a $100 fine. Furnishing alcohol to persons under 21 is punishable by up to a $3,000 fine and/or one-year imprisonment.

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

**DRUG AND ALCOHOL PROGRAMS**
The College provides periodic information to students that foster a drug- and alcohol-free environment.

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

**Community area substance abuse treatment center referrals include:**

<table>
<thead>
<tr>
<th>Northland Counseling Center</th>
<th>Pineview Recovery Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backus Community Center</td>
<td>2000 Spruce Street</td>
</tr>
<tr>
<td>900 5th Street, Suite 305 Int’l Falls</td>
<td>International Falls, MN 56649</td>
</tr>
<tr>
<td>24 hrs/7days week emergency 283-3406 or 1-800-626-0377</td>
<td>218-540-0142</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Range Treatment Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>750 E 34th Street, Hibbing, MN 55746</td>
</tr>
<tr>
<td>218-362-6663 or 1-800-450-7646</td>
</tr>
</tbody>
</table>

**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
1501 Hwy 71, International Falls, MN 56649
For more information about this institution, visit http://www.rainyriver.edu
Campus: Main Campus

General
1501 HWY 71
INTERNATIONAL FALLS, MN 56649

Security Officer
Name: Brad Krasaway
Title: Director of Operations
1501 Highway 71
INTERNATIONAL FALLS, MN 56649
Phone: 218-285-2208

Fire Safety Officer
Name: Brad Krasaway
Title: Director of Operations
1501 Highway 71
INTERNATIONAL FALLS, MN 56649
Phone: 218-285-2208

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

Local Police Crime Statistics
Local statistics are included with the campus's statistics.

On-campus Student Housing Facilities

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

<table>
<thead>
<tr>
<th>Criminal Offenses</th>
<th>Hate Crimes</th>
<th>Arrests</th>
<th>Disciplinary Actions</th>
<th>Fire Statistics</th>
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<tr>
<td>a. Murder/Non-negligent manslaughter</td>
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<td>b. Negligent manslaughter</td>
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<td>0</td>
<td></td>
</tr>
<tr>
<td>c. Sex offenses - Forcible</td>
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<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>d. Sex offenses - Non-forcible</td>
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<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>e. Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>f. Aggravated assault</td>
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<td>0</td>
<td>0</td>
<td></td>
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<tr>
<td>g. Burglary</td>
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<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>h. Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>i. Arson</td>
<td>0</td>
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</table>

Criminal Offenses - On campus

Criminal Offenses - On-campus Student Housing Facilities
<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>Total occurrences in On-Campus Student Housing Facilities</th>
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<tr>
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<td>2017</td>
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<td>a. Murder/Non-negligent manslaughter</td>
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<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
</tr>
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<td>h. Motor vehicle theft</td>
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</tr>
<tr>
<td>i. Arson</td>
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<table>
<thead>
<tr>
<th>Criminal Offenses - Public Property</th>
<th>Total occurrences on Public Property</th>
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</tr>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>c. Sex offenses - Forcible</td>
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