

CHAPTER 8450
STATE BOARD FOR COMMUNITY COLLEGES
POLICIES AND REGULATIONS

ORGANIZATION AND ADMINISTRATION		8450.1800	ATHLETICS.
8450.0100	LEGAL BASIS FOR BOARD.	8450.1900	CONVOCATIONS.
8450.0200	OPERATING RULES.	8450.2000	ORGANIZATIONS.
8450.0300	SYSTEM MISSION.	8450.2100	RELIGIOUS ACTIVITIES.
8450.0400	COLLEGE ADVISORY COMMITTEES.	8450.2200	CHILD CARE SERVICES.
8450.0500	CALENDAR.	8450.2300	HEALTH AND ACCIDENT INSURANCE.
INSTRUCTIONAL AFFAIRS		8450.2400	STUDENT INVOLVEMENT IN DECISION MAKING.
8450.0600	AWARDING OF COLLEGE CREDIT.	8450.2500	COMPLAINTS AND GRIEVANCES.
8450.0700	ADDING OR DROPPING ACADEMIC DISCIPLINES.	8450.2600	STUDENT BEHAVIOR.
8450.0800	ADDING OR DROPPING SEMI-PROFESSIONAL OR TECHNICAL PROGRAMS.	8450.2700	IMPROPER STUDENT BEHAVIOR; SUSPENSION OR EXPULSION.
8450.0900	GRADES AND OTHER TRANSCRIPT SYMBOLS.	8450.2800	BUSINESS AFFAIRS RESOURCES.
8450.1000	ACADEMIC PROBATION AND SUSPENSION.	8450.2900	EXCEPTION TO TUITION RATE FOR DESIGNATED STUDENTS.
8450.1100	COURSE PLAN FOR CREDIT COURSES.	8450.3000	REFUND OF TUITION AND FEES FOR TOTAL WITHDRAWAL FROM COLLEGE.
8450.1200	DEGREES AND CERTIFICATES.	8450.3100	REFUND OF TUITION FOR PARTIAL WITHDRAWAL FROM COLLEGE.
8450.1300	STUDENT AFFAIRS	8450.3200	SMOKING, ALCOHOL, AND DRUGS.
8450.1400	RESIDENT STATUS.	8450.3300	PERSONNEL AFFAIRS
8450.1500	ADMISSION AND RETENTION.		AFFIRMATIVE ACTION.
8450.1600	COMPLETION OF ENROLLMENT.		
8450.1700	STUDENT DATA PRACTICES		
8450.1700	APPROVAL TO ADD OR DROP ACTIVITIES.		

ORGANIZATION AND ADMINISTRATION

8450.0100 LEGAL BASIS FOR BOARD.

The Minnesota State Board for Community Colleges is the governing board for the Minnesota Community College System, as established in Minnesota Statutes, sections 136.60 to 136.70.

Statutory Authority: *MS s 136.62 subd 1*

8450.0200 OPERATING RULES.

Subpart 1. Scope. The Minnesota State Board for Community Colleges shall function in accord with the rules listed in this part.

Subp. 2. Meetings. The board will adopt a schedule of meetings that will provide adequate time for conducting business, for reviewing the colleges' organization, programs, and facilities, and for meeting the appropriate employee groups. It shall be the duty of the chancellor to provide timely notice of the schedule of all meetings to board members and all other appropriate individuals and groups. The president may direct that any regular meetings be postponed, advanced, or canceled, and require the chancellor to give notice to all members of the board at least three days prior to the regular meeting date if postponed or canceled.

The president may call a special meeting of the board when such a meeting is desirable or necessary. The president is required to call a special board meeting upon the receipt of a written request from three members of the board. A special meeting may also be set on a specific date at any regular or special meeting of the board by a majority vote of the board. The president shall direct the chancellor to give written notice to all board members at least three days prior to any special meeting, which notice shall state the time and place of the meeting.

A majority of the whole board shall constitute a quorum for the transaction of business.

The passage of any motion requires an affirmative vote by the majority of

those members present and voting except as provided in subpart 6. Whenever a vote is not unanimous, the minutes shall indicate how each member voted.

All meetings of the board shall be open to the public. Questions, comments, and discussion from the general public shall be permitted only at the discretion of the board president.

Subp. 3. Board officers. The officers of the board shall consist of president, vice-president, and secretary. Officers shall be elected at the annual meeting of the board, which shall be the first meeting of the fiscal year, for a term of one year and until their successors qualify.

If for any reason a vacancy should occur during an unexpired term of any officer, the board shall elect a new officer to serve for the period of the unexpired term at the first meeting of the board following notification of all members of the vacancy.

Responsibilities for board officers are as follows:

A. It shall be the duty of the president to call meetings of the board and to preside at all board meetings.

B. It shall be the duty of the vice-president to discharge all duties of the president during the absence or disability of the president.

C. The secretary shall be responsible for keeping a fair and full record of the proceedings of the board.

Subp. 4. Special committees. All special committees shall be appointed by the president unless designated by the board and shall be deemed discharged when their reports are accepted by the board unless continued for further duty by vote of the board.

Subp. 5. Parliamentary procedure. The generally accepted rules of parliamentary procedure for small legislative bodies shall govern in the deliberation of the board, and unless specifically altered in these rules, the latest edition of Robert's Rules of Order shall be the controlling guide in such practice.

Subp. 6. Rules changes. Any rule governing the operation of the board may be adopted, amended, altered, repealed, or suspended by a majority vote of the full membership at a meeting where at least five of the members are present.

Statutory Authority: *MS s 136.62 subd 1*

8450.0300 SYSTEM MISSION.

The Minnesota community college system is dedicated to carrying out the state's commitment to lifelong learning. As equal opportunity institutions, community colleges serve people with varying interests, aspirations, and abilities, reaching many who otherwise would not have the option to pursue higher education. The colleges thus contribute to the development of informed citizens so essential to a strong democracy and a vital economy.

Community colleges provide quality programs and services on an affordable, convenient basis. Programs and services are designed to meet the needs of individuals, local communities, and the state as a whole. The colleges demonstrate that access, diversity, and quality are the principles which underlie Minnesota's comprehensive network of postsecondary educational institutions. Helping people realize their potential, further their ambitions, and improve their lives is the purpose of a community college.

In carrying out its mission, the Minnesota community college system provides:

A. General education:

(1) expanding the individual's social, cultural, ethical, and intellectual horizons through the investigation of broad areas of human knowledge and achievement;

(2) aiding the individual in exploring possible career and life choices; and

MINNESOTA RULES 1991

8745

POLICIES AND REGULATIONS 8450.0300

(3) imparting critical reasoning skills necessary to succeed in an increasingly complex society.

B. Transfer education in the liberal arts and sciences:

(1) offering instruction at the freshman and sophomore levels of undergraduate education enabling the individual to earn a baccalaureate degree; and

(2) addressing the latest advances in knowledge relevant to the individual's chosen course of study.

C. Career education of a technical or semiprofessional nature which, when feasible, is offered cooperatively with other postsecondary institutions:

(1) offering certificates and/or associate degrees that, upon completion, permit the individual to secure employment in the occupational field for which preparation is sought;

(2) providing instruction at the lower division level of undergraduate education enabling the individual to earn a baccalaureate degree in the occupational field for which preparation is sought; and

(3) addressing the latest technological innovations in the occupational field for which preparation is offered.

D. Continuing education:

(1) enabling the individual to advance as well as maintain certification in an occupational field; and

(2) providing personal growth and cultural enrichment.

E. Developmental education:

(1) recognizing the need for some individuals to improve their basic learning skills in order to make satisfactory progress toward their educational objectives; and

(2) supporting those individuals who, though lacking college preparatory backgrounds, have the potential to succeed with college-level academic work.

F. Cooperative programs and services with school systems, business, industry, community agencies, and other institutions of postsecondary education:

(1) maintaining or improving the accessibility, quality, and diversity of postsecondary opportunities throughout the state;

(2) enhancing programs and services available to students; and

(3) producing a more efficient utilization of resources.

G. Articulation with secondary schools:

(1) ensuring curricula are sufficiently correlated to prepare secondary students adequately for college-level studies; and

(2) enhancing learning opportunities available to secondary students.

H. Student support services enabling individuals to formulate and achieve their educational objectives.

I. Student activities encouraging individuals to participate in experience geared to their vocational, social, cultural, and recreational interests.

J. Community services:

(1) offering cultural and recreational activities which encourage community as well as student involvement;

(2) providing access to college facilities for community activities; and

(3) assisting in the promotion of the social and economic well-being of those communities served by the colleges of the system.

K. Open access providing educational and employment opportunities through action-oriented programs affirmatively recruiting students, faculty, and staff from different racial, sexual, ethnic, and social groups from all areas of society.

Statutory Authority: *MS s 136.62 subd 1*

8450.0400 COLLEGE ADVISORY COMMITTEES.

Subpart 1. **Legal basis.** The legal basis for college advisory committees is established in Minnesota Statutes, sections 136.60 to 136.70.

Subp. 2. **Operating rules.** Operating rules are as follows:

A. Each college shall have an advisory committee comprised of 14 members, representing the region served by the college. There shall be a balance between the number of females and the number of males on the committee. Membership shall be representative of the communities and classifications of people in the service area of the college. One of the members must have been a full-time student at a Minnesota community college within one year of the date of appointment.

In addition to these 14 members, the president of the college shall serve as an ex officio member. The committee may invite faculty members or citizens to attend meetings at which their special competence is needed.

B. Candidates for appointment shall be selected by the college president and forwarded to the board office for acknowledgment and recording.

C. Members shall be appointed or reappointed to three-year terms. Membership shall be limited to two full, consecutive terms. Members shall be automatically dropped if they miss three consecutive meetings or miss half of the meetings in the preceding years.

D. Each committee shall elect from its membership a chairperson, vice-chairperson, and secretary. Terms of office shall be for the fiscal year from July 1 to June 30.

(1) The chairperson shall have the responsibility of preparing the agenda for each meeting in consultation with the president of the college, of convening each meeting, and of presiding over each meeting.

(2) The vice-chairperson shall assume the functions of the chairperson at the chairperson's direction or in the event of the chairperson's absence or inability to perform the duties of the office.

(3) The secretary shall be responsible for minutes of all meetings. The college president shall provide a recorder who shall prepare minutes for approval of the secretary and distribute them as directed.

E. Each committee may meet as frequently as it deems necessary, but not less than four times each calendar year. All meetings shall be open meetings, complying with the Minnesota Open Meeting Law, Minnesota Statutes, section 471.705.

F. Each committee shall assume responsibility for promoting and securing support for the college programs and services in the college area, and for advising the college as to ways in which its programs and services can be responsive to the needs of the area.

Formal recommendation of the committee shall be incorporated in the annual report of the college.

Statutory Authority: *MS s 136.62 subd 1*

8450.0500 CALENDAR.

Academic calendars in the Minnesota community college system are subject to modification or interruption due to occurrences such as fire, flood, labor disputes, interruption of utility services, acts of God, civil disorder, and war. In the

MINNESOTA RULES 1991

8747

POLICIES AND REGULATIONS 8450.0900

event of any such occurrences, the colleges will attempt to accommodate their students. They will not, however, guarantee that courses of instruction, extracurricular activities, or other college programs or events will be completed or rescheduled. Refunds will be made to eligible students only according to the policies adopted by the Minnesota State Board for Community Colleges.

Statutory Authority: *MS s 136.62 subd 1*

INSTRUCTIONAL AFFAIRS

8450.0600 AWARDING OF COLLEGE CREDIT.

Courses for college credit shall be designed and conducted with the expectation that the typical student will need to spend time in scheduled class or laboratory-type instruction, in combination with out-of-class assignments, so that the total approximates three hours per week per quarter for each quarter credit.

The minimum scheduled time shall be one hour per credit per week which would provide for two hours out-of-class expected for each class hour for the typical student. When the maximum of three hours of laboratory, clinic, or shop is scheduled, there may be no expectation of out-of-class study.

In courses which meet for less than or more than a full quarter, the three-hour standard shall also be used in determining the number of credits to be awarded.

Credit by examination may be given for selected courses which are regularly taught for credit and described in the college catalog, provided that the instructor who administers the examination has determined that the student meets the standards which would have been expected if the student had done the work described above.

Credit may be awarded for learning experience in noninstructional settings which have been evaluated by qualified faculty members as the equivalent of what would have been achieved through college coursework at the freshman and sophomore levels. To operate in this manner, a college shall design a program which involves such coursework and which will result in such credit, and shall request board approval of this program.

Statutory Authority: *MS s 136.62 subd 1*

8450.0700 ADDING OR DROPPING ACADEMIC DISCIPLINES.

Requests to add or drop academic disciplines shall be acted upon at the July meeting of the board, and the proposed list for the year shall be included with the spending plan which is submitted to the board for approval.

The board will consider action at other meetings if conditions are such that they warrant an exception.

Statutory Authority: *MS s 136.62 subd 1*

8450.0800 ADDING OR DROPPING SEMIPROFESSIONAL OR TECHNICAL PROGRAMS.

Requests for permission to add programs may be received and acted upon at any meeting of the board.

Requests for permission to drop programs will be received and acted upon at the September or November meetings of the board, and the programs will then be dropped at the end of the following year, unless it can be shown that there will be no adverse effect upon students if the program is dropped earlier.

The board will consider action at other meetings if conditions are such that they warrant an exception.

Statutory Authority: *MS s 136.62 subd 1*

8450.0900 GRADES AND OTHER TRANSCRIPT SYMBOLS.

Subpart 1. Grades for credit courses. Students who complete credit courses shall be assigned grades according to one of the three plans listed below:

A. Plan A.

- (1) A, superior achievement, 4 grade points.
- (2) B, above-average achievement, 3 grade points.
- (3) C, average achievement, 2 grade points.
- (4) D, below-average achievement, 1 grade point.
- (5) F, inadequate achievement, 0 grade points.

B. Plan B.

- (1) A, superior achievement, 4 grade points.
- (2) B, above-average achievement, 3 grade points.
- (3) C, average achievement, 2 grade points.
- (4) D, below-average achievement, 1 grade point.
- (5) NC, no credit, not figured in grade point average.

C. Plan C.

- (1) P, passing, not figured in grade point average.
- (2) NC, no credit, not figured in grade point average.

Colleges may use one of the following combinations: Plan A; Plan A plus Plan C; Plan B; or Plan B plus Plan C.

Subp. 2. Incomplete grades. Students who have not completed the required work at the end of the course may be assigned one of the "incomplete" grades listed below:

A. I/B, incomplete, level of achievement without remaining assignments completed will result in a grade of "B" at the end of a specified time period.

B. I/C, incomplete, level of achievement without remaining assignments completed will result in a grade of "C" at the end of a specified time period.

C. I/D, incomplete, level of achievement without remaining assignments completed will result in a grade of "D" at the end of a specified time period.

D. I/F, incomplete, level of achievement without remaining assignments completed will result in a grade of "F" at the end of a specified time period.

E. I/NC, incomplete, level of achievement without remaining assignments completed will result in a grade of "NC" at the end of a specified time period.

Subp. 3. Other symbols. In addition to grades, the following symbols may be used:

A. V, visitor, or auditor, to be declared only at time of registration.

B. W, withdrawn from course, not later than ten class days prior to the first day of the final examination period.

C. X, no grade or symbol submitted by instructor as of date of printing grade reports.

Statutory Authority: *MS s 136.62 subd 1*

8450.1000 ACADEMIC PROBATION AND SUSPENSION.

In order for a student to be suspended or expelled for academic reasons, such suspension or expulsion must be in accord with regulations of the system or the college. These regulations shall state the reasons for academic suspension or expulsion and shall state the procedures to be followed.

If a student wishes to appeal a decision involving suspension or expulsion for academic reasons, such student is to use the systemwide policy concerning student complaints and grievances. If that student's college has a substitute regulation approved by the board, then that regulation shall be used.

Statutory Authority: *MS s 136.62 subd 1*

8450.1100 COURSE PLAN FOR CREDIT COURSES.

Each course offered for college credit by a community college shall have a current course plan which is made accessible to prospective students prior to the first scheduled day of class. All sections of a given course may follow the same plan, but if a section is taught with significant differences, a separate plan shall be prepared by the instructor of that section.

The chancellor or designee shall issue recommendations on minimum content of course plans, following consultation with college representatives.

Statutory Authority: *MS s 136.62 subd 1*

8450.1200 DEGREES AND CERTIFICATES.

Degrees and certificates awarded by Minnesota community colleges shall meet the following definitions:

A. The Associate in Arts degree may be awarded for successful completion of programs primarily intended to constitute the first two years of four year degree programs. Such programs shall include 96 quarter credits, at least 90 of which shall be defined as college level. Sixty credits of the total shall be in distributed liberal arts and sciences which are defined as intended for transfer. Included in the 60 credits shall be a minimum of eight in English composition, and a minimum of 12 each in humanities, social science, and math and/or natural sciences. Thirty of the total credits for the degree shall have been taught by the faculty of the college which awards the degree.

B. The Associate in Science degree may be awarded for successful completion of technical programs which require a college setting. Such programs shall include 90 to 96 quarter credits, of which at least 45 in technical courses which are unique to the program, and at least 45 in liberal arts and science courses which are defined as intended for transfer. A majority of the liberal arts and science courses must be prerequisites to, or specifically supportive of, certain technical courses. Thirty of the credits shall have been taught by the faculty of the college which awards the degree.

C. The Associate in Applied Science degree may be awarded for successful completion of occupational programs which include 90 to 96 quarter credits, at least 30 of which are in college level liberal arts and sciences, and at least 45 of which are in specifically named occupational courses which are unique to the program, or to a closely related cluster of programs. Thirty of the credits shall have been taught by the faculty of the college which awards the degree. This degree may be awarded jointly with a technical college if the program has been approved as a joint program.

D. The vocational certificate may be awarded for successful completion of those occupational programs which have been individually approved by the board as vocational certificate programs, and are at least one full-time academic quarter in length but do not exceed six full-time quarters. Such programs shall have as their primary objective the placement of graduates into entry level employment. All courses included shall be specialized occupational courses which are unique to the program or to a cluster of closely related programs.

E. Colleges may issue certificates which are limited to documenting that a student has satisfactorily completed certain courses, where the total of these courses do not qualify to be approved by the board for an associate level degree nor for a vocational certificate. Such certificates shall not imply any level of competence for entry level employment nor any qualification for transfer. In cases of credit courses, the certificate shall state the course titles and quarter credits received. In cases of noncredit courses, the certificate shall state the course titles and the clock hours attended.

Statutory Authority: *MS s 136.62 subd 1*

History: *L 1987 c 258 s 12; L 1989 c 246 s 2*

STUDENT AFFAIRS

8450.1300 RESIDENT STATUS.

Subpart 1. **Determination.** Resident status shall be determined at the time of each registration according to the permanent residence of the student's parents, or guardian if approved by the chancellor or designee, for students under 21 years old, according to the permanent residence of the student if 21 years old or older.

Subp. 2. **Exceptions.** The following exceptions are added:

A. Any student who has graduated from a Minnesota high school within two calendar years of application for admission to a Minnesota community college shall be granted resident status.

B. Any student who has graduated from a Minnesota high school and has resided in Minnesota substantially continuously since graduation shall be granted resident status. Service in the armed forces of the United States shall not be considered a disruption of continuous residence.

C. Any student who has been employed full time in Minnesota for one year immediately prior to the date of entrance to college shall be granted resident status, provided all income derived from such employment was subject to taxation by the state of Minnesota.

D. The spouse of a Minnesota resident, as that phrase is defined herein, shall be granted resident status provided that this person is living with the spouse, and that the couple's place of residence is in Minnesota. This rule shall apply regardless of the age of either spouse.

E. A student serving in the armed services in Minnesota, and the spouse and children of that student, shall be granted resident status.

F. Any alien who is employed in Minnesota on a special visa for employment purposes and whose wages are subject to taxation by the state of Minnesota shall be granted resident status. The employment period must be at least 12 months, immediate past or immediate future, and be documented by a contract or a copy of previous year's tax return, and the employment visa. This status shall also be granted to the spouse and children of the employee.

G. Native Americans of 50 percent Indian blood born in Canada are to be considered residents for the purpose of registration in a Minnesota community college.

H. Students from Fort Frances, Ontario School District, attending Rainy River Community College, Arrowhead Region, are to be charged the resident general fee.

Statutory Authority: *MS s 136.62 subd 1*

8450.1400 ADMISSION AND RETENTION.

Subpart 1. **Admissions.** The admission policy for the Minnesota community college system shall be as indicated in this part.

A. The basic requirement is a high school diploma or a GED certificate.

B. A person who has neither a diploma nor a GED certificate may be admitted to take courses provided that his or her class has graduated if, at the discretion of the college, that person shows promise of being a successful college student.

C. Regarding items A and B, in order to enroll for college level courses, some students may need to first complete certain preparatory courses.

D. Any college may develop a standard or standards for admission to specific courses, based on required academic skills to be determined by high school background or by college placement testing.

E. Any college may develop a standard or standards for admission into any academic or career programs. Any college may develop a standard for enrollment for non-English speaking applicants.

MINNESOTA RULES 1991

8751

POLICIES AND REGULATIONS 8450.1500

F. Colleges may accept persons who are presently high school students for concurrent enrollment on the basis of:

(1) a recommendation for concurrent enrollment by the student's high school principal; and

(2) the fact that those courses will be accepted by the college as meeting part of the student's college program requirements.

G. Colleges may enter into formal agreements with school districts to allow secondary students to enroll in courses which are not available at the high school.

Subp. 2. Retention. In general, the Minnesota community college system shall operate under a policy of selective retention.

Every college shall develop one or both of the following:

A. A regulation concerning a standard or standards for admission to and retention in all academic and career programs, which includes the following elements:

(1) No one shall be accepted into any program until the requirements for that program are met.

(2) Catalog statements indicating that students encountering problems should seek help regarding program decisions, and indicating where and how that help may be obtained.

(3) After a certain period of time with no eligibility for acceptance into any program, a student will not be allowed to register for any more credits.

B. A regulation concerning probation and suspension, which includes the following elements:

(1) a determination of unsatisfactory progress based both on grade point average and the percent of attempted courses completed;

(2) informing students of early unsatisfactory progress, in the form of a warning, trial status, or probationary status;

(3) catalog statements indicating that students having unsatisfactory progress should seek help regarding program decisions, and indicating where and how that help may be obtained; and

(4) suspending students having continued unsatisfactory progress.

Each college shall have its probation-suspension regulation adopted prior to the end of the 1984-1985 academic year.

The regulation of each college shall be put into operation at the same time the following college catalog becomes effective, fall quarter 1986.

Statutory Authority: *MS s 136.62 subd 1*

8450.1500 COMPLETION OF ENROLLMENT.

Enrollment is completed only after students have, in addition to meeting other college requirements, paid the general fee in full.

Exceptions to the fee payment requirements are as follows:

A. If the college president has made a decision to allow deferred payments for veterans, veterans who are attending college under the G.I. Bill may defer the payment of the general fee until receipt of their second check from the Veterans' Administration, and be officially enrolled, without incurring late registration fees or other penalties. This deferment of payment shall be allowed each quarter for which a veteran enrolls.

However, individuals who have received an initial advance payment of their Veterans' Educational Allowance are ineligible to defer payment of the general fee that quarter. Also, individuals receiving regular advance payments in subsequent quarters are ineligible for deferment for those quarters.

B. Any person whose general fee will be paid in full by a governmental

agency, with payment to be made to the college, may defer the payment of the general fee until the receipt of such payment. Such persons may be officially enrolled and will not incur late registration fees or other penalties.

C. Any person whose general fee will be paid in full by an established organization, with payment certain, and with payment to be made to the college, may defer the payment of the general fee until the receipt of such payment. Such person may be officially enrolled and will not incur late registration fees or other penalties.

D. Any person whose general fee will be covered in full by a federal or state grant, or a federal or state loan, with payment to be made to the college, may defer the payment of the general fee until the receipt of such payment. Such person may be officially enrolled and will not incur late registration fees or other penalties.

Statutory Authority: *MS s 136.62 subd 1*

8450.1600 STUDENT DATA PRACTICES

Subpart 1. System responsibilities. The chancellor shall be responsible for establishing system regulations regarding student data privacy that are consistent with state and federal laws.

Subp. 2. College responsibilities. It shall be the responsibility of each college president to do the following:

A. Establish procedures to assure that all data on students are accurate, complete, and current for the purposes for which they were collected.

B. Establish appropriate security safeguards for all records containing data on students.

C. Prepare a public document that indicates each category of record relating to private or confidential data on students. Forms used to collect private and confidential data shall be included in the document. This document shall be updated on an annual basis.

D. Prepare a public document which states the rights of students on whom there are data, and the specific procedures in effect at the college.

E. Prepare a public notice of the categories of information that have been designated as directory information and allow a reasonable length of time for a student to inform the college that any or all of the information should not be released without that student's prior consent.

F. Be familiar with the Minnesota Government Data Practices Act, and the related rules of the Department of Administration; and sections 438 to 440 of the federal General Education Provisions Act, and the related HEW regulation.

G. Formulate a plan that will provide for the review and analysis of its data administration practices to periodically determine that the collected data are necessary. See State Register, August 21, 1981, page 276.

H. Maintain a record, kept with the educational records of each student, which indicates the parties who have requested or obtained access to a student's education record, and the legitimate interests these parties had in obtaining this information. This requirement does not apply to requests by or disclosures to college personnel who have been determined to have legitimate educational interests.

Subp. 3. Definitions and policies. The information which follows shall be used as a guide in carrying out the responsibility assigned in subparts 1 and 2.

A. "Student" means a person currently or formerly enrolled and applicants for admission.

B. "Data on students" means, in general, all data in which any individual is or can be identified. By statute, data on students is termed "educational data."

MINNESOTA RULES 1991

8753

POLICIES AND REGULATIONS 8450.1600

C. Records of instructional personnel which are in the sole possession of the maker, and are not accessible or revealed to any other individual except a substitute teacher, and are destroyed at the end of the school year, shall not be subject to the restrictions of this policy.

D. Records relating to a student as an employee shall be subject to personnel policies rather than student data privacy policies.

E. The three classifications for data on students are as follows:

(1) Public data are accessible to any member of the public for any reason. This includes statistical studies on students where individuals cannot be identified, including follow-up, profiles, enrollments, and financial aid; student performance records, for which the performance is public, such as athletic statistics; directory information, voluntarily given, involving name, address, telephone, birthdate, birthplace, major, participation in authorized college activities, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous school attended; and student employment records, such as salary, fringe benefits, and job description.

(2) Private data are not accessible to the public. They are accessible to the subjects of the data, to individuals or agencies authorized by law to gain access, and to any person or agency having the approval of the subject. Unless there is a specific law stating otherwise, or as stated elsewhere in this rule, educational data are presumed to be private. Private data include academic information, including transcripts, grades, and test results; recommendation information (it is not required that recommendations placed in the records prior to January 1, 1975, be shown to a student); evaluations; profile information which identifies individuals; student financial aid records and other financial information; background information, including behavior, performance, and traits; and counselor records, except if they contain information otherwise classified as confidential, or as public.

(3) Confidential data are not accessible to the public or to the subjects of the data. They are accessible only to individuals or agencies authorized by law to gain access. Confidential data include investigation information collected for purposes of active or pending legal action, prior to such action; investigation information collected for purposes of anticipated suspension or expulsion of students for disciplinary reasons, prior to the formal action; legal counsel; and financial records and statements of a student's parents. However, these are accessible to the parents.

Subp. 4. Access to private data on students. Private student data shall be disclosed only as follows:

A. To the student who is the subject of the data.

B. To officials or other schools, upon request of the student.

C. To any person or agency if the student has given informed consent. Informed consent requires the signing of a statement that:

(1) is in plain language;

(2) is dated;

(3) indicates who shall release and who shall receive the information;

(4) specifies the nature of the data;

(5) specifies the purposes for which information may be used; and

(6) indicates the expiration date, usually not to exceed one year.

D. To other college personnel and system office personnel who have legitimate educational interests.

E. In connection with a student's application for, or receipt of, financial aid.

F. To federal or state authorities in connection with the audit and evaluation of federally supported education programs.

G. To state and local officials, as may be required by state statutes existing prior to November 19, 1974.

H. To accrediting organizations in order to carry out their accrediting functions.

I. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of:

- (1) developing, validating, or administering predictive tests;
- (2) administering student aid programs; or
- (3) improving instruction.

These studies must be conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations, with the information to be destroyed when no longer needed for its purpose.

J. To appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

K. On the basis of a valid court order, or a lawfully issued subpoena, but only after calling the court's attention through the proper channels to statutory provisions, rules, or regulations which restrict the disclosure of such information.

L. To appropriate health authorities, but only to the extent necessary to administer immunization programs.

Subp. 5. Rights of students who are subjects of data. Students asked to supply private or confidential data concerning themselves shall be informed of the following:

A. The purpose and intended use of the data.

B. Whether one may refuse or is legally required to supply the requested data.

C. Any known consequences arising from supplying or refusing to supply private or confidential data.

D. The identity of other persons or entities authorized by state or federal law to receive the data.

E. Upon request, a student must be told whether the college maintains any data on him or her and what the classification of those data are. This includes confidential data.

F. A student has the right to review all private or public data, on his or her self, without any charge.

G. A student has the right to receive copies of private or public data, on his or her self. The agency may charge a fee, which covers the actual costs involved, for providing copies.

H. A student has the right to be informed as to what is classified as directory information, and on request have any or all of it treated as private data.

I. A student may, in writing, contest the accuracy or completeness of public or private data. The college shall, within 30 days, either correct the data found to be in error, or notify the student that the college believes the data to be correct. If data are found to be incorrect, the college shall attempt to notify past recipients. The student may appeal an adverse determination of the college through the provisions of the Administrative Procedure Act relating to contested cases.

J. The permission or consent required of, and rights accorded to, parents by statute or law, shall only be required of and accorded to the student.

Statutory Authority: *MS s 136.62 subd 1*

8450.1700 APPROVAL TO ADD OR DROP ACTIVITIES.

The college president shall determine the student activities to be provided by the college each year.

MINNESOTA RULES 1991

8755

POLICIES AND REGULATIONS 8450.1900

If an intercollegiate activity is to be dropped, the president shall notify the chancellor and other presidents by March of the year prior to the one at the end of which the activity is to be dropped, unless the chancellor has approved the dropping of the activity with shorter notice.

A list of the activities to be provided shall be included with the spending plan which is presented to the board for approval.

Statutory Authority: *MS s 136.62 subd 1*

8450.1800 ATHLETICS.

Subpart 1. Athletic conference. A program of intercollegiate activities is encouraged in Minnesota community colleges. Colleges may join conferences and operate according to the rules of the conferences, as long as such rules are not in conflict with system policies, regulations, or procedures.

Subp. 2. Technical college participation in athletics. A full-time student from a technical college which has been approved by the Minnesota State Board for Community Colleges for pairing with a community college, may try out for an athletic squad upon presenting evidence of a satisfactory physical examination and of satisfactory insurance coverage.

If the student makes the squad and is placed on an eligibility list, the technical college will be asked to certify that the student is in good standing and pay \$25 to the community college for each quarter in which the student will participate. The technical college may collect the \$25 fee from the student or may pay it from the institution's funds.

Approved pairings are listed below. Individual colleges have the option of participating or not participating in the cooperative program.

A. Anoka-Ramsey Community College and Anoka-Hennepin Technical College;

B. Austin Community College and Austin Technical College and Albert Lea Technical College;

C. Brainerd Community College and Brainerd Technical College and Staples Technical College;

D. Hibbing Community College and Hibbing Technical College;

E. Inver Hills Community College and Dakota Technical College and Saint Paul Technical College;

F. Lakewood Community College and District 916 Technical College and Saint Paul Technical College;

G. Mesabi Community College and Eveleth Technical College;

H. Minneapolis Community College and Minneapolis Technical College;

I. Normandale Community College and South Campus, Hennepin Technical College;

J. North Hennepin Community College and North Campus, Hennepin Technical College;

K. Northland Community College and Thief River Falls Technical College;

L. Rochester Community College and Rochester Technical College;

M. Willmar Community College and Willmar Technical College; and

N. Worthington Community College and Jackson Technical College.

Statutory Authority: *MS s 136.62 subd 1*

History: *L 1987 c 258 s 12; L 1989 c 246 s 2*

8450.1900 CONVOCATIONS.

Speakers and programs for the college, other than those arranged by instruc-

8450.1900 POLICIES AND REGULATIONS

8756

tors or organizations are the sole responsibility of the committee officially established for this purpose, and require no further approval.

Any financial obligations shall be approved through the normal budget procedure, and shall be within an approved budget.

The use of facilities shall be arranged through the established procedure of the college.

No individual or group shall be allowed to appear on campus for the purpose of the promotion or sales of any commercial product under this policy.

The sponsorship of a speaker does not imply approval or endorsement of the views expressed, either by the sponsor or by the college.

It is understood that this policy refers to invited speakers and is not intended to limit the right of free speech for members of the college community.

Statutory Authority: *MS s 136.62 subd 1*

8450.2000 ORGANIZATIONS.

Speakers and programs arranged by a club or organization for appearances for that club or organization are the sole responsibility of that group, and require no further approval.

Any financial obligations shall be approved through the normal budget procedure, and shall be within an approved budget.

The use of facilities shall be arranged through the established procedure of the college.

No individual or group shall be allowed to appear on campus for the purpose of the promotion or sales of any commercial product under this policy.

The sponsorship of a speaker does not imply approval or endorsement of the views expressed, either by the sponsor or by the college.

It is understood that this policy refers to invited speakers and is not intended to limit the right of free speech for members of the college community.

Statutory Authority: *MS s 136.62 subd 1*

8450.2100 RELIGIOUS ACTIVITIES.

Recognized college student groups and other interested college students may use college facilities for religious meetings or services involving their own groups. Such usage must be allowed under the same conditions that apply to other recognized and unrecognized student groups.

Representatives of religious organizations shall be permitted on campus in so-called commons areas to informally meet and talk with students interested in conversing, under the same conditions that apply to nonsectarian organizations. The college may have reasonable rules limiting access to times, places, and manner, to make certain that there is no interference with the opportunity of other students to obtain an education, and that the rights of others are not invaded.

Representatives of religious organizations shall be permitted to distribute literature on campus at the same locations assigned to other noncollege organizations. The setting for the distribution should be such that neither the place nor the occasion captivates students who are not interested in receiving the literature, and that there is no interference with the flow of traffic and with normal student activities. The college should not aid in any such distribution.

Notices and information regarding outside religious meetings, services, or activities may be posted under the same rules regulating the posting of other outside information.

Official college activity groups may not participate under the auspices of the college in religious services.

A college may sponsor the study about religions, but may not, through sponsored classes or activities, promote specific religious viewpoints nor attempt to

MINNESOTA RULES 1991

8757

POLICIES AND REGULATIONS 8450.2400

indoctrinate students. While emphasis may be placed on what people believe, it may not be placed on what students should believe.

An invocation/benediction shall not be included as part of a college-sponsored ceremony or event.

The occasional, temporary use of space by any outside religious group, of persons representing such group shall be governed by the same usage and financial regulations as apply to nonsectarian outside groups or persons.

The continuous, long-term assignment of space to any outside religious group, or persons representing such group, shall be allowed only if the space is not needed for college programs or activities, appropriate charges are made, all religious groups have the same opportunity, the assignment results in no interference with college programs or activities, and college regulations also allow such assignment to nonsectarian outside groups under the same conditions.

Music, art, literature, and drama having religious themes or bases are permitted for college-sponsored activities and programs, if presented in a prudent and objective manner as a traditional part of the cultural and religious heritage, and if not motivated by an attempt to advance or inhibit religion. Students who object to participating in such an activity or program shall be excused from the specific participation if they so wish.

Statutory Authority: *MS s 136.62 subd 1*

8450.2200 CHILD CARE SERVICES.

A college may provide a child care service which utilizes college facilities and college funds under the following conditions:

A. Employees and facilities meet state requirements.

B. Priority is given to users in the following order:

(1) the child of a person enrolled as a student at the college, during the time that the parent is on campus or is involved in a college-related activity;

(2) the child of a staff member at the college, during the time that the staff member is on campus or is involved in a college-related activity;

(3) the child of a student or staff member when the parent is not on campus or involved in a college-related activity; and

(4) others.

C. The college established a fee which covers personnel and supply costs, and charges that fee to persons in item B, subitems (2), (3), and (4).

Statutory Authority: *MS s 136.62 subd 1*

8450.2300 HEALTH AND ACCIDENT INSURANCE.

The board will consider proposals for group health and accident insurance for students which contain provisions allowing individual colleges to determine whether or not they wish to participate, which contain provisions allowing individual students to determine whether or not they wish to participate, and in which all costs are covered by payments made by participating students.

If a proposal is accepted by the board, colleges which choose to participate will be expected to provide locations for distribution of information and application materials, but students who choose to participate will be expected to deal directly with the company which holds the contract in matters of applications, claims, and other matters relating to the insurance.

Statutory Authority: *MS s 136.62 subd 1*

8450.2400 STUDENT INVOLVEMENT IN DECISION MAKING.

The Minnesota State Board for Community Colleges is committed to student involvement in the governance of Minnesota community colleges. In order that such involvement may be accomplished on an orderly basis, students in each col-

lege shall establish a form of student government with a constitution which spells out how representatives of the students are to be selected and how the form of student government is to be ratified by the student body.

The college president shall recognize the student government as the official representative of the students, upon receipt of evidence that the student body has approved the constitution of the student government.

Students shall have the right to present their views to the college president and/or his/her designee(s) on all matters related to the following areas: general matters, personnel, student affairs, curriculum, facilities, fiscal matters.

Meetings for an exchange of views may be initiated by either the students or the college president/designee. Meetings shall be at times mutually agreeable. Agenda items shall be in the hands of the college president/designee at least two weeks before the meeting. The college president/designee shall distribute a printed agenda at least one week prior to the meeting. All time requirements may be waived by mutual consent.

Each college student government, or a committee agreed to by the student government, shall have the right to make written recommendations concerning student activity programs and budgets and college center programs and budgets to the college president or designee(s).

If the college president does not concur with the written recommendation, the president or designee(s) will, when possible, confer with the committee before any final decisions are made.

The college student government shall have the sole right to charter nonactivity clubs and organizations on campus.

The Minnesota State Board for Community Colleges shall recognize the president of the Minnesota Community College Student Association, or designee, as the official representative of students at meetings of the board.

This policy will be in effect at each Minnesota community college, unless the college submits a substitute policy approved by the student government and the administration, and has it approved by the state board.

Statutory Authority: *MS s 136.62 subd 1*

8450.2500 COMPLAINTS AND GRIEVANCES.

Subpart 1. Generally. This policy will be in effect at each Minnesota community college, unless the college submits a substitute policy and has it approved by the board.

Any substitute college policy presented for board action shall have been mutually agreed to by the college student government and the college president.

Subp. 2. Complaints. A complaint is an informal claim by a student, group of students, or the student government regarding alleged improper, unfair, arbitrary, or discriminatory treatment. A complaint may constitute a grievance, if not mutually resolved, and if the complaint falls with the definition of a grievance.

Any student or group of students may present or discuss a complaint with the employee(s) whose actions give rise to the complaint, and/or with the administrator to whom the employee(s) report(s). The student may have a representative in attendance for any such discussion.

Subp. 3. Grievances. A grievance is a dispute or disagreement raised by a student, group of students, or the student government, involving the application of the specific provision of a rule or regulation, the application of a rule or regulation in other than a uniform manner, or the application of a rule or regulation other than in accordance with the provisions of the rule or regulation.

In all instances that follow, the term "days" does not include Saturdays, Sundays, holidays, or breaks in the academic year.

Subp. 4. Step I. If a complaint that falls within the definition of a grievance

MINNESOTA RULES 1991

8759

POLICIES AND REGULATIONS 8450.2500

is not satisfactorily resolved in the informal discussion and if five days have elapsed since the complaint was presented, the student(s) may then file a grievance on the official grievance form supplied by the administration. Such grievance shall be submitted to the employee whose action gives rise to the grievance.

No grievance shall be considered or processed unless it is submitted within 20 days after the first occurrence of the event giving rise to the grievance, or within 20 days after the student, through the use of reasonable diligence, should have obtained knowledge of the first occurrence of the event giving rise to the grievance.

The written grievance shall set forth the nature of the grievance, the facts on which it is based, with the alleged violation, and the relief requested. The employee shall discuss the grievance within five days with the student(s) at a time mutually agreeable to both parties.

If at this meeting a settlement is reached, it shall be reduced to writing and signed by the employee and the student(s).

If no agreement is reached, the employee shall give written answer to the student(s) within five days. In either case, a copy shall be given to the college president.

Subp. 5. Step II. If no agreement is reached in Step I, the student(s) may, within five days from the receipt of written answer, present the grievance, in writing, to the dean to whom the employee in Step I reports. The dean shall discuss the grievance within five days with the student(s), at a time mutually agreeable to both parties.

If at this meeting a settlement is reached, it shall be reduced to writing and signed by the dean and the students(s).

If no agreement is reached, the dean shall give written answer to the student(s) within five days. In either case, a copy shall be given to the college president.

Subp. 6. Step III. If no agreement is reached in Step II, the student(s) may, within five days from receipt of written answer, present the grievance, in writing, to the college president. The president or designee shall discuss the grievance within five days with the student(s) at a time mutually agreeable to both parties.

If at this meeting a settlement is reached, it shall be reduced to writing and signed by the president or designee and the student(s).

If no agreement is reached, the president or designee shall give written answer to the student(s) within five days. In either case, the president shall send a copy to the chancellor.

Subp. 7. Step IV. If no agreement is reached in Step III, the student(s) may, within five days from receipt of written answer, present the grievance, in writing, to the chancellor.

The decision of the chancellor or designee shall be final and binding.

Subp. 8. Time limits. If a grievance is not presented within the established time limits, it shall be considered as waived.

If a grievance is not appealed to the next step within the established time limits, it shall be considered as settled on the basis of the last answer.

If, after presentation at any step, a college staff member does not discuss the grievance with the student(s) within the established time limits, the student(s) may treat the grievance as denied at that step, and may appeal the grievance to the next step.

If, after discussion, a college staff member does not answer a grievance within the established time limits, the student(s) may treat the grievance as denied at that step, and may appeal the grievance to the next step.

The time limits for any step may be extended by mutual agreement of the student(s) and the appropriate college or system personnel.

Statutory Authority: *MS s 136.62 subd 1*

8450.2600 STUDENT BEHAVIOR.

Responsibility for setting rules and regulations for student conduct and for enforcing such rules and regulations shall be vested in the president and faculty of each community college.

Statutory Authority: *MS s 136.62 subd 1*

8450.2700 IMPROPER STUDENT BEHAVIOR; SUSPENSION OR EXPULSION.

Subpart 1. Grounds. The provisions of this policy do not affect the rights of persons in authority to take any immediate and temporary actions necessary to retain the classroom or program atmosphere, or to uphold established policies, regulations, and laws.

The only grounds for suspension or expulsion shall be:

A. The violation of board policies, system regulations, or college regulations that are published and distributed to students; or the violation of local ordinances, state laws, or federal laws which have special relevance to the college.

B. Actions or threats of actions deemed harmful to other persons or property.

Suspension or expulsion shall result only from college-related situations.

Subp. 2. Procedures. When a student is involved in a situation where a decision has been made to suspend or expel, the procedures indicated below shall be used. Implementation of the procedures shall be carried out by the designee of the college president.

A. The student shall receive written notice which describes the situation; explains the grounds for suspension or expulsion; includes a copy of the regulation, if the grounds for action involve the violation of a regulation; and has attached a copy of this regulation.

B. The student may request a hearing. If the student desires a hearing, such student shall give written notification within five class days of receipt of written notice. If the student does not file an appeal within the five days, any further right to appeal shall be waived.

C. The hearing shall be conducted with the contested case procedures, which have been adopted by the Office of Administrative Hearings. The contested case procedures include the stipulation that the hearing shall be conducted by an administrative law judge, appointed by the chief administrative law judge pursuant to Minnesota Statutes, section 14.50.

The attorney assigned to the system by the attorney general shall represent the college at this hearing.

D. The administrative law judge shall make a report which contains a recommendation to the college president.

E. Within a period of not less than 12 nor more than 20 days following receipt of the administrative law judge's report, a decision shall be made by the college president. The decision of the college president shall be final.

Subp. 3. Appeals. During any appeal process, the student shall have the right to attend classes and continue in other aspects of the college program until a final decision has been made, unless the process is the result of actions deemed harmful or potentially harmful to other persons or property.

Where a closed hearing is held, as determined by the administrative law judge, all matters related to the situation in which a student is involved shall remain confidential with no release of any information to persons other than those involved in the hearing.

Statutory Authority: *MS s 136.62 subd 1*

BUSINESS AFFAIRS

8450.2800 RESOURCES.

Subpart 1. Fees. It is the policy of the board that charges to students should be kept as low as possible in order that access to programs, services, and activities will not be unnecessarily limited because of inability to pay.

Subp. 2. General fee. The general fee, which consists of tuition and fees charged to all students who enroll in credit courses, except for senior citizens as provided below, shall be \$24.50 per credit for residents and \$49 per credit for nonresidents during the academic year, and \$24.50 for residents and \$49 for nonresidents during the summer session, 1984-1985. Students in occupational programs which extend into the summer will continue at the spring quarter rates for the required summer courses.

Subp. 3. Senior citizens. Senior citizens who are 62 years of age or older as provided in Laws of Minnesota 1981, chapter 194 may, upon payment of an administration fee of \$6 per quarter credit, be enrolled in credit courses on a space available basis after all students who pay regular tuition and fees have been accommodated. Any special fees which have been set as provided for in this policy shall be charged to such senior citizens.

Subp. 4. Application fee. An application fee of \$15, which shall be nonrefundable, shall be charged to each new student who registers for eight or more credits on or after April 1, 1982.

Subp. 5. Late payment fee. A late payment fee shall be charged to any student who registers prior to the start of a quarter or summer session and does not pay the regular fees prior to the first day of classes of that session, and to any student who registers on or after the first day of classes and does not pay the regular fees on the day of registration. A student who registers before the start of a quarter or summer session shall be charged a late payment fee of \$5 if regular fees are paid on the first day of classes, plus \$2 for each succeeding day of the quarter or summer session until the fees are paid. A student who registers on the first day of classes of a quarter or summer session or any day thereafter shall be charged a late fee of \$5 if regular fees are paid on the first day of the quarter or summer session following registration plus \$2 for each succeeding day of the quarter or summer session until the fees are paid. This policy shall not apply to students who qualify for deferred payment of tuition and fees.

Subp. 6. Student association fee. A student association fee of 50 cents shall be charged fall quarter of each student who enrolls for eight or more credits. In addition, a student association fee of three cents per credit shall be charged winter and spring quarters of all students. Each college shall transmit to the Minnesota Community College Student Association by the 20th day of fall quarter, 50 cents for each student who was enrolled for eight or more credits on the tenth day of fall quarter; and by the 20th day of winter and spring quarters, three cents per credit for the total number of credits registered for on the tenth day of those respective quarters. Payment shall be sent to the treasurer of the Minnesota Community College Student Association, in care of the accounting officer at the college attended by the treasurer. Payment is authorized without the need for an invoice from the student association.

Subp. 7. Special fees. Special fees for credit courses, in addition to the general fee for a given course, may be charged according to the following provisions:

A. The board shall act on a request to charge a special fee for a course that is a required component of an occupational program where the authority of the college to offer the program has been granted by the board, and where the fee is therefore a modification of the financial obligation that the student in the program has anticipated.

B. The chancellor or designee shall act on a request to charge a special fee for a regularly offered course where the course is not specifically required for completion of a given program of study.

C. The president may set a special fee for a course which is a first-time offering.

D. The president may set a special fee for each off-campus course in such a manner that enough money can be placed in the state collection account to pay for extra expenses incurred because the course is given off campus.

E. The president may set a special fee for certain courses with closed enrollments which benefit a particular group, with the amount of the fee sufficient to pay all costs, including instructor's salary, travel, if necessary, and supplies.

F. The chancellor or designee shall issue a procedure for the proper recording of each of the above categories of special fees for credit courses, which shall include an end-of-year audit provision for the regularly offered categories, and an end-of-quarter report required for each first-time offering. Each type of report shall include a statement to the effect that the special fees were intended to be spent for the special needs, which may for items A to D include the costs of food, lodging, transportation, special instruction, or other services by nonstate employees, special facilities, or supplies which are beyond the normal range for other courses.

Subp. 8. **Competency-based and credit-by-exam fees.** A fee for evaluating "competency-based" credit and "credit-by-exam" may be charged, to be equal to the payment to faculty members who are assigned to make the evaluations, as provided for in the professional staff contract and in board policy, in the pay plan for faculty outside the bargaining unit.

Subp. 9. **Noncredit and community services fees.** Fees for noncredit and for community service may be set by the college president. These fees must be such that the total amount collected for the various courses and activities will pay for all costs except those administrative costs provided for in the allocation of funds to the college. The college must show a balance at the end of the fiscal year.

Subp. 10. **Special fees.** Colleges shall charge no special fees except as authorized in this part. A statement showing all special fees charged, income from the collection of special fees, and expenditures made from special fee income, shall be filed by each college at the end of the fiscal year, and reported to the board at its July meeting.

Statutory Authority: *MS s 136.62 subd 1*

8450.2900 EXCEPTION TO TUITION RATE FOR DESIGNATED STUDENTS.

Community college students, who are identified as accepted enrollees in a cooperative program or joint program with a technical college, where some courses are taught by the technical college and some by the community college, will be allowed to pay the tuition for both portions at the rate of the technical college, if that rate is lower. The college which loses revenue in this process will be reimbursed at the end of the fiscal year. Maximum amounts that may be reimbursed per program will be established and approved separately for each college by the chancellor.

Statutory Authority: *MS s 136.62 subd 1*

History: *L 1987 c 258 s 12; L 1989 c 246 s 2*

8450.3000 REFUND OF TUITION AND FEES FOR TOTAL WITHDRAWAL FROM COLLEGE.

Subpart 1. **Amount.** Except for the provisions contained in subpart 5, refunds of tuition and fees will be made only to students who drop out of college. Students who drop from college shall receive refunds according to the following schedule:

MINNESOTA RULES 1991

8763

POLICIES AND REGULATIONS 8450.3100

Date of Withdrawal	Academic Year	Refund Allowed
Prior to the first instructional day		100 percent
First through fifth instructional day		80 percent
Sixth through 10th instructional day		60 percent
11th through 15th instructional day		40 percent
16th through 20th instructional day		20 percent
21st instructional day and thereafter		None
Summer Session		
Prior to the first instructional day		100 percent
First through fifth instructional day		60 percent
Sixth through tenth instructional day		20 percent
11th instructional day and thereafter		None

Subp. 2. **Less than one dollar.** No refund shall be made when the amount due is \$1 or less, for application fees, or for late registration fees.

Subp. 3. **Penalties.** If a student's course schedule is reduced for the convenience of the college, or if the collection was made in error, the tuition and fees shall be adjusted without penalty. Injury and illness requiring extensive hospital or convalescence care which prohibit return to classes within the calendar quarter, or, in the case of death, a full refund of tuition and fees shall be made. A doctor's statement may be required by college officials before making the refund.

Subp. 4. **Armed forces members.** Refunds to students who leave college to join the armed forces of the United States shall be made as follows:

A. If a student leaves prior to the time when three-fourths of the quarter has elapsed, and enters the service prior to the last day of the quarter, he or she shall receive refund of tuition and fees but shall be granted no credit.

B. If a student leaves during the last one-fourth of the quarter and enters service prior to the last day of the quarter, he or she shall receive full credit for the courses in which he or she has enrolled and in which he or she is doing satisfactory work. If he or she is granted full credit in all courses, he or she shall receive no refund of tuition or fees.

C. If a student leaves during the last one-fourth of the quarter and if he or she is granted credit in some courses and not in others, the refund of tuition and fees shall be proportional to the amount of credit not granted.

Subp. 5. **Exceptions.** In exceptional circumstances, the college president may authorize a refund of the general fee for nonmedical reasons, if the college and not the student created the problem. The corresponding enrollment must be deducted from the total enrollment to which allocation formulas are applied. Annually, not later than August 15, a report for the prior fiscal year shall be submitted to the chancellor covering the number, dollar amount of, and the exceptional circumstances leading to the refund.

Statutory Authority: *MS s 136.62 subd 1*

8450.3100 REFUND OF TUITION FOR PARTIAL WITHDRAWAL FROM COLLEGE.

Subpart 1. **Full refunds.** A refund of tuition and fees for partial withdrawal from college is given only in exceptional situations.

A 100 percent refund will be given in the following situations:

A. a student's course schedule is reduced for the convenience of the college;

B. college error; and

C. student injury or illness requiring extensive hospital or convalescent care. A doctor's statement may be required.

MINNESOTA RULES 1991

8450.3100 POLICIES AND REGULATIONS

8764

Subp. 2. **Partial refunds.** A partial refund may be considered, at the discretion of the college, in the following situations:

- A. employment-related situations; and
- B. significant personal circumstances.

Documentation may be required before a partial refund is authorized.

Subp. 3. **Amounts.** Students who partially withdraw from college, with authorized refunds, shall receive such refunds in accordance with the following schedule:

Academic Year

Date of Withdrawal	
Prior to the first day of that class	100 percent, with a fee of \$3 per credit, to a maximum of \$15
During the first calendar week of that class	80 percent
During the second calendar week of that class	60 percent
During the third calendar week of that class	40 percent
During the fourth calendar week of that class	20 percent
During the fifth calendar week of that class and thereafter	None

Summer Session

Prior to the first day of that class	100 percent, with a fee of \$3 per credit, to a maximum of \$15
During the first calendar week of that class	60 percent
During the second calendar week of that class	20 percent
During the third calendar week of that class and thereafter	None

Subp. 4. **Application.** This policy is optional. Regarding partial refunds, colleges may use this policy, propose their own regulation to the chancellor, or have no such policy or regulation.

Statutory Authority: *MS s 136.62 subd 1*

8450.3200 SMOKING, ALCOHOL, AND DRUGS.

No person shall possess any intoxicating liquor, or any nonintoxicating malt liquor as defined in Minnesota Statutes on any campus of the Minnesota community college system, except for the purpose of experiments in laboratories.

Statutory Authority: *MS s 136.62 subd 1*

PERSONNEL AFFAIRS

8450.3300 AFFIRMATIVE ACTION.

It is the intent of the Minnesota State Board for Community Colleges that the community college system shall provide equal educational and employment opportunities without regard to race, creed, color, sex, national origin, age, marital status, disability or handicap, reliance on public assistance, religion, or political opinions or affiliations.

The Minnesota State Board for Community Colleges realizes that discrimi-

MINNESOTA RULES 1991

8765

POLICIES AND REGULATIONS 8450.3300

nation, and the prejudice from which it results, is deeply ingrained within our culture. Concentration on the mere prevention of discrimination can result in the implementation of practices which provide only superficial equality. Such practices, while possibly within the letter of the law, do not enact the full intent of the federal and state legislation, presidential and gubernatorial executive orders, or the courts' interpretation of these mandates. It is, therefore, the intent of the Minnesota State Board for Community Colleges to organize and implement policies, procedures, practices, and programs which aid in overcoming the effects of past discrimination in regard to all of the protected groups.

The Minnesota State Board for Community Colleges believes that affirmative action must occur not only in the employment phase of its operation, but also in its educational programs, since it is in this area that the system impacts the make up of the labor force of the future. The system acknowledges that employment and educational outcomes are delicately entwined, and that the presence of both male and female role models of varying racial and ethnic backgrounds develops in students the multicultural attitudes and awareness which our laws intended to promote.

It is, therefore, the intent of the Minnesota State Board for Community Colleges that the system shall operate aggressively and affirmatively in implementing and maintaining programs which will promote genuinely equal educational and employment attitudes and opportunities.

Statutory Authority: *MS s 136.62 subd 1*