

# 2019-2020 Student Planner



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**Greetings from Lake Superior College!**

# Important Contact Information

Area code 218 unless noted.

|  |               |
|--|---------------|
| General Information/Main Campus.....           | 733-7600      |
| Student Services.....                          | 733-7601      |
| .....  | FAX: 733-5945 |
| Child Care (Creation Station).....             | 733-7647      |
| Customized Training & Community Education..... | 723-5924      |
| Disability Services.....                       | 733-7650      |
| Information Desk.....                          | 733-7611      |
| Intercultural Center.....                      | 733-6960      |
| Tutoring and Learning Center.....              | 733-5927      |
| Library.....                                   | 733-5912      |
| LSC Foundation.....                            | 733-7707      |
| LSC Store.....                                 | 733-7706      |
| Security.....                                  | 733-6911      |
| Student Life (Lost and Found).....             | 733-7799      |
| Student Payment Office.....                    | 733-7610      |
| Student Employment.....                        | 733-6976      |
| Student Senate.....                            | 733-7659      |
| TRIO Student Support Services.....             | 733-7727      |
| Technology Support Center.....                 | 733-1016      |
| Veterans Center.....                           | 733-7604      |
| Wellness Center.....                           | 733-7605      |

## Career Training Centers

### Center for Advanced Aviation (CAA)

Aviation programs..... 733-7735

### Downtown Duluth Center (Manufacturing Programs)

Machine Tool/Welding/CAD..... 733-7676



| August 2019 |               |     |              |              |              |     |
|-------------|---------------|-----|--------------|--------------|--------------|-----|
| Sun         | Mon           | Tue | Wed          | Thu          | Fri          | Sat |
|             |               |     |              | 1            | 2            | 3   |
| 4           | 5             | 6   | 7            | 8            | 9            | 10  |
| 11          | 12            | 13  | 14           | 15           | 16           | 17  |
| 18          | 19            | 20  | 21<br>DF (1) | 22<br>DA (1) | 23<br>DA (2) | 24  |
| 25          | 26            | 27  | 28           | 29           | 30           | 31  |
|             | Fall<br>Start |     |              |              |              |     |


| October 2019 |     |     |                    |                     |     |     |
|--------------|-----|-----|--------------------|---------------------|-----|-----|
| Sun          | Mon | Tue | Wed                | Thu                 | Fri | Sat |
|              |     | 1   | 2                  | 3                   | 4   | 5   |
|              |     |     | Student<br>Success |                     |     |     |
| 6            | 7   | 8   | 9                  | 10                  | 11  | 12  |
| 13           | 14  | 15  | 16                 | 17                  | 18  | 19  |
|              |     |     |                    | Education Minnesota |     |     |
| 20           | 21  | 22  | 23                 | 24                  | 25  | 26  |
| 27           | 28  | 29  | 30                 | 31                  |     |     |





| February 2020 |                     |                 |     |     |     |     |
|---------------|---------------------|-----------------|-----|-----|-----|-----|
| Sun           | Mon                 | Tue             | Wed | Thu | Fri | Sat |
|               |                     |                 |     |     |     | 1   |
| 2             | 3                   | 4               | 5   | 6   | 7   | 8   |
|               |                     | Caucus Day      |     |     |     |     |
| 9             | 10                  | 11              | 12  | 13  | 14  | 15  |
|               |                     | Student Success |     |     |     |     |
| 16            | 17                  | 18              | 19  | 20  | 21  | 22  |
|               | President's Holiday |                 |     |     |     |     |
| 23            | 24                  | 25              | 26  | 27  | 28  | 29  |

| Sun | Mon | Tue | Wed | Thu | Fri    | Sat |
|-----|-----|-----|-----|-----|--------|-----|
|     |     |     | 1   | 2   | 3      | 4   |
|     |     |     |     |     |        |     |
| 5   | 6   | 7   | 8   | 9   | 10     | 11  |
|     |     |     |     |     | DA (4) |     |
| 12  | 13  | 14  | 15  | 16  | 17     | 18  |
|     |     |     |     |     |        |     |
| 19  | 20  | 21  | 22  | 23  | 24     | 25  |
|     |     |     |     |     |        |     |
| 26  | 27  | 28  | 29  | 30  |        |     |




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# September 2019

| SUNDAY | MONDAY  | TUESDAY | WEDNESDAY |
|--------|---|---------|-----------|
| 1      | 2<br>Labor Day<br>No classes<br>Offices Closed        | 3       | 4         |
| 8      | 9<br>End of 75%<br>refund<br>for total<br>withdrawal  | 10      | 11        |
| 15     | 16<br>End of 50%<br>refund for<br>total<br>withdrawal | 17      | 18        |
| 22     | 23<br>End of 25%<br>refund<br>for total<br>withdrawal | 24      | 25        |
| 29     | 30  | 31      |           |





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# November 2019

| SUNDAY | MONDAY  | TUESDAY   | WEDNESDAY |
|--------|---|---|-----------|
|        |   |   |           |
| 3      | 4<br>Registration<br>opens for new<br>students      | 5   | 6         |
| 10     | 11<br>Veteran's Day<br>No Classes<br>Offices Closed | 12<br>Registration<br>opens new<br>non-degree<br>students | 13        |
| 17     | 18  | 19  | 20        |
| 24     | 25  | 26  | 27        |




# November 2019

---

# December 2019

| SUNDAY | MONDAY | TUESDAY      | WEDNESDAY                   |
|--------|--------|--------------|-----------------------------|
| 1      |        |              |                             |
| 8      |        |              |                             |
|        |        |              |                             |
| 22     | 23     | Winter Break | Christmas<br>Offices closed |
| 29     | 30     |              |                             |

# December 2019

| THURSDAY | FRIDAY  | SATURDAY | NOTES |
|----------|---|----------|-------|
| 5        | 6   | 7        |       |
|          |   |          |       |
|          |   |          |       |
|          |   |          |       |
| 12       | 13  |          |       |
|          |   |          |       |
|          |   |          |       |
|          |   |          |       |
| 19       | 20  |          |       |
|          |   |          |       |
|          |   |          |       |
|          |   |          |       |
| 26       |  |          |       |
|          |   |          |       |
|          |   |          |       |
|          |   |          |       |

# January 2020



# February 2020

| SUNDAY | MONDAY  | TUESDAY         | WEDNESDAY |
|--------|---|-----------------|-----------|
|        |   |                 |           |
| 4      | 5<br>End of 50% refund<br>for total<br>withdrawal | 6<br>Caucus Day | 7         |
| 11     | 12  | 13              | 14        |
| 18     | 19  | 20              | 21        |
| 25     | 26  | 27              | 28        |

# February 2020

# March 2020

| SUNDAY | MONDAY  | TUESDAY                                  | WEDNESDAY  |
|--------|---|--|--|
| 1      | 2   | 3  | 4  |
| 8      | 9<br>Spring Break<br>No classes<br>Offices open   | 10                                       | 11   |
| 15     | 16  | 17                                       | 18   |
| 22     | 23  | 24                                       | 25<br>Fall<br>registration<br>opens SSS/<br>Disabilities |
| 29     | 30<br>Registration<br>opens 30+<br>credits earned | 31<br>Spring/Summer<br>grad requests due |  |





# April 2020

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|--------|---------|-----------|
|        |        |         |           |
|        |        |         |           |
|        |        |         |           |
|        |        |         |           |
|        |        |         |           |
|        |        |         |           |

# April 2020

| THURSDAY | FRIDAY                               | SATURDAY   | NOTES                      |
|----------|--------------------------------------|--|----------------------------|
| 2        | 3                                    | 4  | Fall registration opens    |
|          | Registration opens 1+ credits earned |  | Check withdrawal deadlines |
|          |                                      |  |                            |
| 9        | 10                                   | 11   |                            |
|          | Administratively Assigned Duty Day   |  |                            |
|          |                                      |  |                            |
| 16       | 17                                   | 18   |                            |
|          |                                      | *Most classes have a withdrawal deadline in mid-April. Check the schedule if you are considering a withdrawal. |                            |
|          |                                      |  |                            |
| 23       | 24                                   | 25   |                            |
|          |                                      |  |                            |
|          |                                      |  |                            |
| 30       |                                      |  |                            |
|          |                                      |  |                            |
|          |                                      |  |                            |
|          |                                      |  |                            |

# May 2020


| SUNDAY | MONDAY   | TUESDAY                            | WEDNESDAY    |
|--------|--|------------------------------------|--------------|
|        |  |                                    |              |
| 3      | 4  | 5                                  | 6            |
| 10     | 11   | 12                                 | 13<br>Finals |
| 17     | 18<br>Commencement<br>Faculty Assigned<br>Duty Day | 19<br>Faculty Assigned<br>Duty Day | 20           |
| 24     | 25<br>Holiday<br>Memorial Day<br>Offices closed    | 26                                 | 27           |







# July 2020



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# July 2020



strength and resistance training equipment and recreational fitness classes. Free to all current LSC students! To use the Wellness Center, present your LSC Student ID, sign-in, have proper fitness attire, and clean gym shoes. Shower and gym lockers available in restrooms across from WC. Key lockers available for use inside center.

## **"L" BUILDING**

educational concerns, advocacy and referral to college and community resources as well as access to a free private phone and campus food shelf.

### **LSC Store: Second Floor M260**

Phone : 218-733-7706

The LSC Store has everything students need for success, including new and used textbooks, backpacks, school and art supplies, and required specialty tools and equipment for certain occupational classes.

### **LSC Café: Second Floor M270**

Yummy food is served up every day that classes are in session at the LSC Café.

### **Tutoring and Learning Center: Second Floor M202, M210, M213, and M226**

Phone : 218-733-7671

Lake Superior College's Tutoring and Learning Center is a place to find free tutoring in many subjects as well as access to a variety of academic resources. Tutoring is available on-campus as well as online. Tutoring is provided by professional and student peer tutors.

### **Technology Help Desk: M125**

Phone : 218- 733-1016

The Technology Help Desk can assist you with your LSC Accounts StarID, LSC Email, D2L Brightspace/e-Campus, e-Services, software, printing accounts, and scanning. You have access to 15 computers/laptops and laptop workspaces. LSC has campus-wide wireless access as well!

### **Student Life: M130**

Phone : 218-733-7799

Student Life - It's about leadership, friendship, fitness and fun!

Join a campus club or start your own! Be prepared to engage in the campus community, learn leadership skills and build your resume! Share your ideas and organize entertaining activities with the Event Planners Board or represent students on campus and at the state capitol by serving on the Student Senate. Stay fit for free by playing co-ed volleyball, soccer or rock climbing. Try kayaking and dogsledding or check out the disc Golf Course or Miller Creek Hiking Trail.

New students will visit Student Life to receive an LSC Student ID Card, which also serves as a Wellness Center ID and Library card. Students will also get their bus pass in Student Life. There is a \$10 fee for replacement cards.

Need a place to store your stuff? Rent a locker from Student Life for \$10 a semester, \$20 per year (including summer session) and \$5 for summer session only.

## **"T" BUILDING**

### **Creation Station Child Care Center: T150**

Phone : 218-733-7647

The Creation Station Daycare is an on-campus childcare facility. The daycare is licensed by the Minnesota Department of Human Services to care for children ages 33 months to seven years. Childcare is available for faculty, staff and students of Lake Superior College, as well as the general public. Registration and fee information can also be obtained via email to [creation@lsc.edu](mailto:creation@lsc.edu).

# Achieve Academic Success

## Meeting Degree Requirements

### **Program Guide:**

Your program guide offers a list of the classes/credits required for your degree, certificate or diploma. You are given a program guide at your Orientation session. If you need another copy of the guide, you can get one online at this web address: <https://degrees.lsc.edu/program-guides>.

Program guides can change from year to year, but you will be working on the requirements of your program at the time of entry into the school (in other words, the program guide that was current the semester you started). This is called your planner year. When you are looking at degree requirements, you want to be sure you are using the guide for your planner year (Spring 2017, for example).

### **Degree Audit Report (DARS):**

Your Degree Audit Report is a customized electronic report of your degree progress. It keeps track of completed courses (including transfer courses), current (in progress) classes, as well as requirements still needed for graduation. It is the student's responsibility to use the program guides and their own personal Degree Audit Report to complete the correct degree requirements. It is an academic advisor's role to assist a student who comes in with questions about their degree requirements, classes, DARS, and/or program guide.

### **Register carefully:**

Students should not assume that the system will stop them from registering for the wrong classes, the system for registration is not able to do that. Additionally, students should not assume they will be contacted by their advisor if they are registered incorrectly. It is your responsibility to understand your program's requirements and register accordingly. It is an advisor's responsibility to help you.

Students are also responsible for checking their courses for pre-requisites to be sure they are met. Pre-requisite courses are listed in the course description online on the schhe i95.

## YOU are in charge of your success!

At Lake Superior College students have instant and convenient online access to all the information they need to succeed!

### Your StarID

Your StarID is your username and password for all of your LSC accounts and your login for the campus computers. You receive your StarID account when you apply to the college. To retrieve your StarID username or update your password, go to the StarID Self-Service website at [starid.minnstate.edu](http://starid.minnstate.edu).

### e-Services:

*In - r*  *h* :

- Account Management: change your address and update your contact info
- Course Registration: register for courses, drop and add courses, access your current course schedule
- Grades and Transcripts: Check grades, access your unofficial transcript and access your Degree Audit Report (DARS) to be sure you are on track with degree requirements
- Financial Aid: Get real-time updates on the status of your aid, view your award notification, apply for your student loans
- Bills and Payment: Access your tuition and fee information

### D2L Brightspace/e-Campus:

The D2L Brightspace/e-Campus is where you access your online courses.

Many on-campus courses will also use this online tool to enrich your classroom experience. Online classes appear in your D2L account the first week of the

sr or in your D2Ls1 d9d, but you can 0.g2L afor Many 0 -2.444 TDW)92 (ou (Email 1 Tf0 -1.222

## Lake Superior College Policy Information:

## Total Withdrawals

A total withdrawal means that a student withdraws from all of their courses (at the same time). If this withdrawal happens early in the semester, students may be eligible for a refund of a portion of the related tuition and fees.

**Total Withdrawal Refund Schedule:**

- 6th - 10th business day of the term: 75%
- 11th - 15th business day of the term: 50%
- 16th - 20th business day of the term: 25%
- After 20th business day of the term: 0%

**Partial Withdrawal Refund Schedule:**

- 6th through 10th business day of the term: 50%
- After the 10th business day of the term: 0%

Partial or Total Withdrawal from courses can affect Financial Aid. When you are considering a withdrawal we highly recommend you speak to an advisor to see how it will affect your overall standing at LSC.

## FAILURE FOR NON-ATTENDANCE

(Procedure 3.17.4)

If you miss too much class, you can earn an "FN," or "Failure for Non-Attendance," grade and permanently damage your academic record.

This will happen when the student fails to engage in any academically-related activity for 14 consecutive calendar days. For courses lasting eight or fewer weeks, non-attendance also occurs when the instructor determines that the student's failure to engage in academically-related activity is such that the student can no longer be successful in the course, even though the non-attendance has continued for fewer than 14 consecutive calendar days. This policy is also enforced for online classes.

## TUITION/FEES & PAYMENT

(Policy 5.12 Procedure 5.12.0)

A college education is an investment in your future. Understanding the costs involved in your education and making good financial decisions now is critical to your long term success, through college and beyond.

Students have access to their bill in their e-Services account once they have registered for classes. It is a student's responsibility to check their bill and be sure they understand the costs associated with their education as well as have a plan to cover those costs.





## PAYMENT DEADLINES/POLICIES

(Policy 5.12 Procedure 5.12.0-5.12.5)

Lake Superior College has established payment deadlines for each term. The college will drop all classes for students who have not met payment criteria.

1. Student has paid in full
2. Student has financial aid on file
3. Student has a payment plan on file
4. Student has Veteran Benefits in place
5. Student has third-party funding in place
6. Student has a scholarship in place

The college shall grant an extension of the payment due date for students who have applied and are awaiting properly approved financial aid from federal, state, or other third-party sources.

**\*\*\*A**  Financial aid  on file  Payment plan  on file  Veteran benefits  in place  Third-party funding  in place  Scholarship  in place !  
If  Financial aid  on file  Payment plan  on file  Veteran benefits  in place  Third-party funding  in place  Scholarship  in place  
-  Financial aid  on file  Payment plan  on file  Veteran benefits  in place  Third-party funding  in place  Scholarship  in place .

### Payment Plan Information

Students have the option to set up a payment plan to pay for tuition and fees. Payment plans are set up online. To find out more information about the payment plans and to learn about payment plan deadlines visit: [www.lsc.edu](http://www.lsc.edu) and click on "Paying for College," and then click on the "e-Cashier - Payment Plan," link. Book costs can also be added to your payment plan.

Payment plans can also be used in cases when a student doesn't get enough Financial Aid to cover their entire balance. They can get into a payment plan to take care of the remainder.

### Late Fees

Lake Superior College charges a fee for late payment of tuition and/or fees. Late fees are assessed on the 25th business day and at the end of each semester. Students with partial financial aid funding must make payment arrangements. A

## FAILURE TO MEET STANDARDS

### Financial Aid Warning

If a student goes below a 2.0 cumulative GPA or 67% cumulative completion rate at the end of a semester, they will be placed on Academic and Financial Aid Warning for their next semester. If, at the end of the warning semester a student has brought both their cumulative GPA and cumulative completion rate back to standards, they will no longer be on warning and will once again be considered in "good academic standing."

### Financial Aid Suspension

If, at the end of the warning semester, a student has not met both the institution's cumulative grade point average and completion percentage standards, the student will be suspended both academically and from Federal Financial Aid immediately. That student will be required to sit out for a semester and must meet with a counselor to form an Academic Success Plan prior to being allowed to register.

In most cases the student will not have access to Financial Aid again until they have completed 6 credits and paid out of pocket for those credits or successfully appealed their suspension(s).

### Academic Probation

Upon completion of the required sit out period and an academic success plan, a suspended student will be placed on Academic Probation. The student can remain enrolled as long as they maintain a 2.5 semester GPA and 100% completion of all classes they attempt while on probation. Students will be taken off of academic probation once they have raised their cumulative GPA to 2.0 and their cumulative completion rate to 67%. Your academic standing is critical to your continued enrollment at Lake Superior College. Please take this policy seriously and be sure you access campus resources if you are running into difficulties.

### Maximum Attempted Credits

All students are expected to complete their program within an acceptable period of time. The maximum timeframe for financial aid recipients is 150% of the published credit length of their program. For example, the maximum timeframe for a 60 credit program is 90 attempted credits. Up to 30 attempted credits of developmental and ESL courses earned with a "C" or better are exempt from a student's 150% completion timeframe.

## FINANCIAL AID BASICS

### LSC CH LSC DE: 005757

The primary purpose of Federal Financial Aid is to provide financial help for students who may not be able to afford college.

To be considered for Federal Financial Aid students must complete the "Free Application for Federal Student Aid" or FAFSA. An easy way to access everything you need is through LSC's Financial Aid website: <http://www.lsc.edu/financial-aid>

### Financial Aid

- Completing your FAFSA is NOT the same as completing the Financial Aid process. It is the FIRST step. It is a 5-step process. LSC's Financial Aid website provides information on the FAFSA process.
- We may require additional information after we receive your FAFSA. It is important to provide all the information requested by LSC's Financial Aid website.

- Processing timelines can be significantly delayed if we do not receive the information we need from you in a timely manner.
- Be sure to regularly monitor your LSC email and e-Services account for any correspondence directed from Financial Aid staff.
- It is very important to thoroughly read any information the Financial Aid Office sends. Any action required from you will be stated in anything we send. It is your responsibility to be checking your e-Services and student e-mail for updates.
- Both you and your parent (if dependent) will need an FSA ID and password to electronically sign the FAFSA, student loan MPN, and Plus Loan. Go to [FSAID.ed.gov](https://fsaid.ed.gov) to request an FSA ID and password or to look up your FSA ID if you have forgotten it.

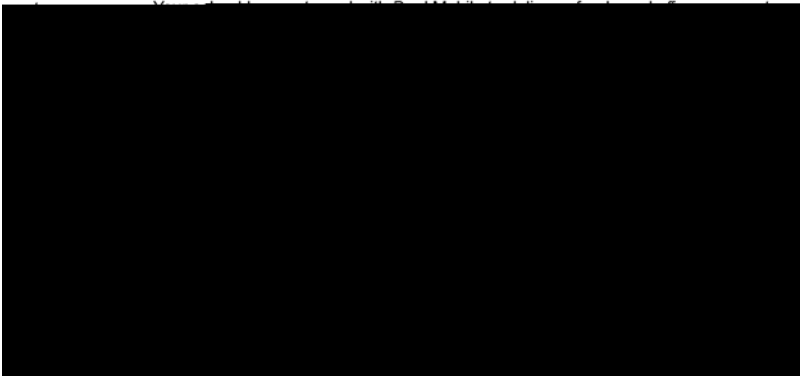
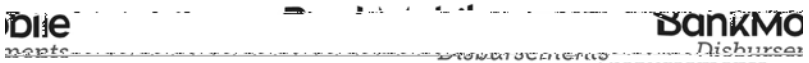
**Award Notification:** Once your Federal Financial Aid is fully processed, you will receive an award notification from LSC in your e-Services. This will explain what grants and/or loans you may be eligible for through Federal and State Financial Aid.

**Financial Aid Disbursement:** Financial Aid is disbursed to student accounts at the end of the add/drop period and is automatically used to pay their tuition and fees. Sometimes students have more funding coming in than their tuition and fees bill. This extra funding is called an overage or a refund and students will receive those funds to support their education.

Financial Aid refunds are sent to our refund partner, BankMobile, within a week after it has been placed on the student's account. *Partially obscured text*

All financial aid refunds are sent electronically to BankMobile beginning the tenth day of the term. Make sure that you have received your BankMobile refund selection kit and selected your refund preference prior to the financial aid disbursement.

Financial Aid pays the school directly after the add/drop period. Students will not see their bill paid until that time. The refunds will take some time once aid pays the school.



## LSC STORE (Bookstore)

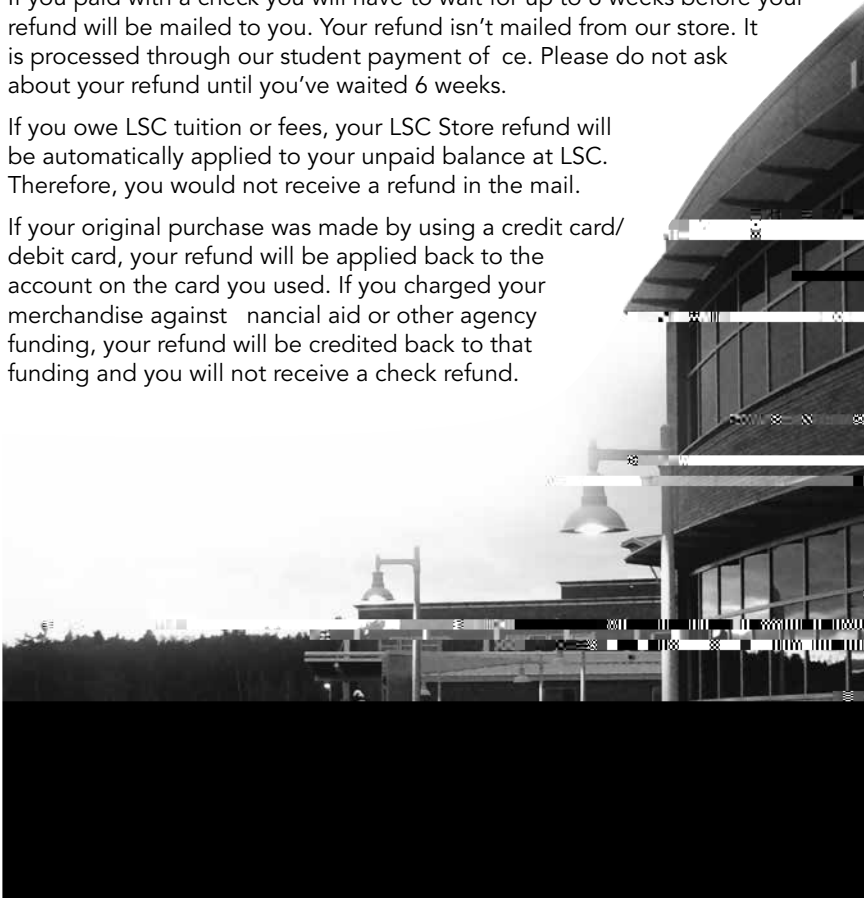
How do I return my books?

To get your books in-person or online, you'll need to print your class schedule (from e-Services under Courses & Registration).

Once you have your schedule you can bring it to the bookstore and locate your books and supplies or go to the website (<http://store.lsc.edu>) and click on "Textbooks," for viewing and online ordering. Don't forget to shop for your LSC merchandise while you are there!

Notes:

- Computer discs/CDs, drafting, electronics, computers, software, and engineering kits cannot be returned. NO EXCEPTIONS - Sorry!
- Returns made to the LSC Store MUST be made within 5 business days from date of purchase.
- You MUST have your original receipt in order to return any book or item. Your book(s) MUST be in perfect condition. If you purchased your book with a shrink-wrap cover, it must still be shrink-wrapped when you return it.
- If you paid with a check you will have to wait for up to 6 weeks before your refund will be mailed to you. Your refund isn't mailed from our store. It is processed through our student payment office. Please do not ask about your refund until you've waited 6 weeks.
- If you owe LSC tuition or fees, your LSC Store refund will be automatically applied to your unpaid balance at LSC. Therefore, you would not receive a refund in the mail.
- If your original purchase was made by using a credit card/debit card, your refund will be applied back to the account on the card you used. If you charged your merchandise against financial aid or other agency funding, your refund will be credited back to that funding and you will not receive a check refund.



## Financial Aid

- If you have completed a FAFSA and it has been received by LSC you may charge your textbook purchases to your student account.
- You must sign an agreement stating that you are responsible for charges if for some reason your financial aid does not cover the items charged.

## How to Sell Textbooks?

- Sell them back using the Online Buyback option which can be found on the LSC Store web page.
- Sell them to other students by utilizing the Campus Marketplace which can be found on the LSC Store web page or the direct link: <http://store.lsc.edu/classifieds/postList.aspx>
- Sell them using the Textbook BuyBack and Selling bulletin board located in the hallway outside of the LSC Store.
- Sell them during the Used Book Buyback. Your LSC Store arranges a "Used Book Buyback" three times each year. The first buy is done during final exam week of the fall semester, which is normally December. The second buy is done during the final exam week of the spring semester, which is normally in May. The summer buy back is normally in July. The student book buy is ALWAYS scheduled during the week of final exams. Be sure to check out the LSC Store web page for any updates at <http://store.lsc.edu>.

## STUDENT RIGHTS AND RESPONSIBILITIES:

(Policy 3.1)

**Part 1: Freedom to Learn.** In addition to the basic constitutional rights enjoyed by all citizens, Lake Superior College students 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 upon appropriate opportunities and conditions in the classroom, 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 disrupt the regular and essential operation of the institution. In the classroom, students shall be free to take reasoned exception to the data 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 to organizations serve judgment on actual Texas spin in W Dsett 18 (omps TJWJ0 -1.s

the rights of others. Such regulations shall not be used as a means of censorship. The President or designee may prohibit any forum when holding the event, in his or her judgment, would result in physical harm or threat of physical harm to persons or property. Prior to any such prohibition, the President shall make his or her best effort to consult with a designated member of the student association.

**Part 5: Student Publications.** Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College, system, or student body.

**Part 6: Student Policies.** The policies of the college regarding student expectations, rights and responsibilities shall be readily accessible to students.

**Part 7: Catalog and Course Information.** To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions will be accurate and based on information existing at the time of publication. To the extent possible, class schedules will list the names of faculty teaching 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 shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or Student Handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

**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 Minnesota State policy 3.26 shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

**Part 11: Student Review and Consultation.** Students shall have the right to appropriate levels of participation in college decision- making pursuant to Policy 2.3 and Procedure 2.3.1, Student Involvement in Decision- Making.

**Date Implemented:** November 4, 2004

**Date Updated:** September 2006

## Career Training Centers



**Downtown Campus**  
120 N. 2nd Avenue West  
Duluth MN 55802



**Emergency Response Training Center**  
Truck Driving Center  
11501 Highway 23 Duluth, MN 55808



**Center for Advanced Aviation**  
4960 Airport Road, Hanger #103  
Duluth, MN 55811

