Rochester
Community and Technical
College

STUDENT HANDBOOK
2002-2003

Rochester Community and Technical College
University Center Rochester
851 30th Avenue Southeast
Rochester, MN  55904-4999
website: www.roch.edu

This planner belongs to:

Name ________________________________

Address ________________________________

City ________________________________

State ___________   Zip ___________

Phone ________________________________
Welcome!

*Rochester Community and Technical College* is the first stop for people going places! The staff welcomes you and thanks you for selecting RCTC for your education and training. We make it our responsibility to help you GET THERE!

*Rochester Community and Technical College* has a great faculty and staff; state-of-the-art classrooms, labs, and shops; and an advanced information technology infrastructure supporting more than 70 programs in technical and transfer education. Our new Technology, Sports and Horticulture Centers enhance our instructional and student life opportunities. Honors programming is available to qualifying students. Students have an opportunity to participate in a variety of student life programs...student government, varsity and intramural sports, music, theatre, and student clubs. Each student has access to electronic mail and Internet services. These educational and recreational opportunities complement your collegiate experience and allow you to develop skills and friendships that will last a lifetime.

*Rochester Community and Technical College* and our higher education partners, Winona State University-Rochester Center and the University of Minnesota Rochester, are all located on the University Center Rochester campus. Articulated programs of study enable you to stay in Rochester and complete baccalaureate, masters, and doctorate programs of study.

*Rochester Community and Technical College* is “Education for Life and Work.” Join the thousands of students who have graduated from RCTC. We encourage you to take advantage of the programs, services, and technologies available to make your experience at RCTC a successful one. Please use the information in this Student Handbook to help you GET THERE!

Have a great year!

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The Student Handbook is a general bulletin of information regarding fees, procedures, and policies. Every effort has been made to make the handbook accurate as of the date of publication; however, all policies, procedures, and fees are subject to change at any time by appropriate action of the faculty, the college administration, the Minnesota State Colleges and Universities Board, or the Minnesota Legislature. Please consult appropriate departments and offices for final policies, procedures and deadlines.
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This document will be made available in alternative formats, such as large print, Braille or audiotape, by calling Travis Kromminga at (507) 280-2968.
**Vision**

*Rochester Community and Technical College will be a world class provider of technical, liberal arts and lifelong learning.*

**Mission**

*Rochester Community and Technical College provides accessible, affordable quality educational opportunities to a diverse community.*

**Statement of Purpose**

Rochester Community and Technical College is a comprehensive two-year regional college serving southeastern Minnesota. The College provides curricula that are designed to meet a variety of academic and career educational opportunities that prepare students for work, life, and additional education now and into the future. Programs lead to the award of certificates, diplomas, and degrees such as Associate in Applied Science, Associate in Science, and Associate in Arts.

To meet our mission, staff members of Rochester Community and Technical College are committed to provide a variety of educational options on a non-discriminatory, open-door basis, as follows:

- Technical and general education leading to the Associate in Applied Science degrees, diplomas and certificates in career fields requiring less than a baccalaureate degree;
- Relevant technical and general education leading to the Associate in Science degree, focusing on preparation for employment or transfer to a baccalaureate degree;
- Liberal arts and sciences education leading to the Associate in Arts degree and transfer to a four-year college or university;
- Developmental courses in basic educational areas to provide students with the background they need to succeed in a college environment;
- Continuing Education, customized training services, and professional development to provide skills and knowledge for career improvement, service to business and industry, and licensure;
- Support services and student life opportunities that aid in leadership development in the educational, career and personal goals of students in a learning environment that accommodates individual learning needs;
- Partnerships with business and industry, agencies, government and other higher education providers to develop and maintain a skilled workforce in an ever-changing environment;
- Regional economic development through job creation, retention, and retooling of the workforce.
Statement of Philosophy

WE BELIEVE:

• Learning is a lifelong process reflected in an academic continuum of developmental, general, technical, transfer and continuing education.

• Quality educational opportunities must be affordable, convenient, and geographically accessible for all students.

• Open educational access requires the use of a variety of instructional strategies and technologies to accommodate individual learner needs and varied learning styles.

• Quality and excellence occur in a continuous improvement climate that recognizes emerging technologies, values applied experiences, advances community and business partnerships; and promotes student and staff development.

• Students deserve a respectful, safe, and caring environment that supports personal growth and embraces diversity.

• Student life enriches educational, career, cultural, recreational, and social development in preparation for citizenship in a global society.

• Student services enhance educational experiences, promote personal well-being, and support student success.

• Public investment in higher education assumes a promise of fiscal responsibility.

• Higher education in a multicultural setting values academic freedom, develops critical thinking, and accepts philosophical differences.
**Directory of Services**

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<th>Department</th>
<th>UCR</th>
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<td>Audio Visual</td>
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<td>Business Office</td>
<td>285-7474</td>
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<td>Cashiers Office</td>
<td>285-7311</td>
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<td>CHOICES (Heintz Ctr)</td>
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<td>Computer Lab Help Desk</td>
<td>280-3540</td>
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<tr>
<td>Cont. Ed./Workforce Dev</td>
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<td>Counseling</td>
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<td>Day Care Center</td>
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<td>Disabilities</td>
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<td>Echo Office</td>
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<td>Emergency</td>
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<td>Enrollment Services</td>
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<td>Escort Services</td>
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<td>Financial Aid</td>
<td>285-7271</td>
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<td>Food Service</td>
<td>285-7209</td>
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<tr>
<td>Foundation/Development</td>
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<td>Health Services</td>
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<td>Housing Information</td>
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<td>Instructional Offices</td>
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<td>Job Placement</td>
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<td>Library</td>
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<td>Maintenance</td>
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<td>Heintz Ctr</td>
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<td>Media Services</td>
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<tr>
<td>Heintz Ctr</td>
<td>280-3154</td>
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<tr>
<td>President’s Office</td>
<td>285-7216</td>
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<tr>
<td>Security</td>
<td>285-7262</td>
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<tr>
<td>Heintz Ctr</td>
<td>280-3179</td>
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<tr>
<td>Small Bus. Development Ctr</td>
<td>285-7536</td>
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<tr>
<td>Student Life</td>
<td>285-7204</td>
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<td>Student Senate</td>
<td>285-7207</td>
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<tr>
<td>Heintz Ctr</td>
<td>280-3187</td>
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<td>Student Support Center</td>
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<td>Heintz Ctr</td>
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<td>Tech Prep Office</td>
<td>285-7239</td>
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<tr>
<td>Theatre Box Office</td>
<td>285-7200</td>
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<tr>
<td>Tours</td>
<td>285-7219</td>
</tr>
<tr>
<td>Tutoring Center</td>
<td>280-5534</td>
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<tr>
<td>Upward Bound</td>
<td>280-5002</td>
</tr>
<tr>
<td>Vice President Academic Affairs</td>
<td>285-7234</td>
</tr>
<tr>
<td>Vice President Student Affairs</td>
<td>285-7127</td>
</tr>
</tbody>
</table>

MN Relay TTY.................. 1-800-627-3529
ACADEMIC INFORMATION

Academic Skills Assessment Program (ASAP)
Rochester Community and Technical College can help students have a successful college experience by providing information about current academic skills. Students will complete the ASAP, which will determine which courses are appropriate for their level of reading, writing, and mathematics skills.

As students plan an academic schedule, they will be able to use these assessment results as guideposts for successful achievement of their goals at RCTC. Students should retain their assessment scores and bring the scores with them when meeting with advisors or counselors. A student may be required to enroll in a developmental class that will provide basic skills needed for success in subsequent classes. Students who have successfully completed college-level English and math coursework may be exempt from taking the assessment.

Admissions and Records
The Admissions and Records Office processes applications for admission to the college and to special admittance programs (such as allied health and technology programs). The office maintains a permanent, confidential record of each student’s academic history at the college.

Cashier Office
The final stop of the registration process is payment of tuition and fees in the Cashier Office. Fee payments and distribution of financial aid (loans and grants) and certain scholarship awards are also made through this office. Full and complete payments are due Fall and Spring semesters the 21st day of classes.

Class Attendance
Students are expected to attend all classes. Class attendance is vital to successful achievement in individual courses and in the entire college program. In case of absence, it is the responsibility of the student to arrange for completion of work missed. Individual faculty determine, communicate, and implement attendance policies for their classes and programs. For excused absences, please refer to our policy on page 45.
Complaints
Differences between students and faculty are usually resolved on an informal basis. At RCTC the suggested sequence to lodge a complaint about a faculty member:
1) Discuss the complaint with the instructor.
2) Discuss the complaint with the Division Coordinator or Program Leader.
3) Discuss the complaint with the Dean or Associate Dean.

The Office of the Vice President of Academic Affairs (285-7234) can help a student identify and locate the appropriate leader, coordinator or dean. The College does provide a formal avenue for appeal. Every attempt should be made to explore the informal avenues before escalation to more formalized procedures. Refer to the complete procedure on the web at www.roch.edu.

Course Syllabus
Students will receive a written class syllabus from each teacher during the first week of the course. The syllabus includes course requirements, attendance policy, grading procedures (standards for evaluation of student learning), office number for faculty, office hours for faculty, materials and text required or recommended for the course (elements of the corresponding common course outline, and other information pertinent to the course.

Dean’s List
Excellence in scholastic achievement is recognized each semester by the compilation of a Dean’s List. A student successfully completing at least 12 credits with grade points, with a minimum term grade point average of 3.000 or better qualify for the Dean’s List. These lists are posted in the Admissions and Records area, as well as distributed to local media. Students obtaining a 4.0 on the Dean’s List also receive a letter from the College honoring their achievement.

Drop/Add/Withdrawal Period
See Policy on page 34.

Fresh Start
A student with a two-year lapse of attendance at Rochester Community and Technical College may apply to the Office of Admissions and Records for a transcript re-evaluation “fresh start” their first year (one year) of re-admission to RCTC. A student will be allowed to submit a second Fresh Start application after a four-year lapse of attendance at Rochester Community and Technical College. A transcript re-evaluation allows a student to exclude grades, which are detrimental to the student’s grade point average (GPA). If approved for Fresh Start, a student’s record will reflect all original courses attempted by the student, however, the grades will not be
included in the computation of the GPA. The entire transcript will be reviewed upon application to a program with selective admission criteria; hence Fresh Start may not benefit students applying with special admission requirements. Additionally, the credits for Fresh Start approved courses will not count for registration privileges or graduation requirements. Grades of “NC”, “I”, “P”, and “W” do not impact the GPA and therefore are not considered for re-evaluation. Courses that were counted toward any previously conferred Diploma, Certificate, or Associate’s Degree cannot be considered for re-evaluation. Student’s planning to transfer may wish to consult their transfer institution to determine what impact Fresh Start may have on the transition.

**Full-time/Part-time Status**

Students must be enrolled in at least twelve credits each semester to be considered full-time. Nine to eleven credits are considered three-quarter time, six to eight credits are half-time status, and one to five credits are considered less-than-half-time status. Credit requirements for full-time status may vary for financial aid eligibility.

**Grade Point Average/Transcript Symbols**

The following grades and transcript symbols are used to indicate student performance in credit courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior Achievement</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average Achievement</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average Achievement</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average Achievement</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Inadequate Achievement</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass, C-level Achievement or better</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Fail, Inadequate Achievement</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit, indicates a course that the student has attended without any obligations to prepare assignments, take examinations, or completes other assessment.</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit, circumstances result in inadequate achievement. Not used to compute GPA. (Courses numbered below 1000 or courses approved by Administration upon the recommendation of departments)</td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td>Test out</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete- Indicates that a student was doing satisfactory work but was unable to complete all requirements by the end of the course; and the student</td>
<td></td>
</tr>
</tbody>
</table>

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and teacher enter into a formal agreement for the completion of the remaining requirements.

W: Withdrawal- Indicates a course from which the student has withdrawn, no later than sixtieth class days after the first day of the semester.

Z: No grade reported.

The Grade Point Average (GPA) for a student will be computed using only grades A through F.

Combinations: In courses so approved through Curriculum Council, students may choose the A-F, P/F, or P/NC option. The P/NC option may include both courses numbered below 1000 and other courses upon the recommendation of departments and approved by Curriculum Council. The P/NC option must be declared by the student within the first ten days of the academic term.

Incompletes: Must be initiated by the student and will be approved at the discretion of the instructor. The instructor may specify the time frame in which the work must be completed, but in no case later than the end of the next academic term, at which time an Incomplete grade will automatically change to an F if the work has not been completed by the student and/or the grade has not been submitted by the instructor. Incompletes must be accompanied by the appropriate form. The Vice President of Academic Affairs may approve extensions of this time for extenuating circumstances.

Auditor status: Must be declared by the student within the first 10 days of the academic term.

The “W” (withdrawal): Will normally be student initiated. However, under special circumstances approved by the Vice President of Academic Affairs, the college may give a student a “W”. This action (with the exception of suspension or expulsion) should take place not later than the deadline for student-initiated withdrawal and the student should be notified of the action.

Grade Reports (Report Cards)
Students may look up their grades on the web or stop by the Admissions and Records Office with a photo ID to get a copy.

Graduation Requirements
To graduate from RCTC the student must meet the graduation requirements in effect at the time of the first enrollment. If the graduation requirements for the program of study have changed subsequent to the time of the first enrollment the student may elect to graduate under the new criteria.
However, the student must meet the graduation requirements as prescribed in a catalog within the last eight years. This policy is effective for students enrolling in RCTC for the first time on or after fall of 1987.

Application for graduation must be completed and submitted by the 20th day of the semester in which they plan to graduate. Applications are available in the Admissions and Records Office.

**Immunization Verification Requirement**

Minnesota law (M.S. 135.14) requires that any student born after 1956 who did not graduate from a Minnesota High School in 1997 or later and is registering for more than one class at a public or private post-secondary school in Minnesota be immunized against Tetanus, Diphtheria, Measles, Mumps, and Rubella. Exemptions are only allowed under specific circumstances.

Required students must submit a statement indicating the month and year of each immunization. A form to submit this information will be provided to each student as part of the admission process. This form may also be printed off of the Student Health Services web page: [http://www.roch.edu/rctc/services/html/student_health_services.html](http://www.roch.edu/rctc/services/html/student_health_services.html)

Immunization records are kept on file for one year from the date they are received. Students are encouraged to keep a copy of their immunization information for their own records. If students have questions about the form or the requirements, they may contact Student Health Services at (507) 285-7261 or by e-mail at RCTC.healthservices@roch.edu.

**Midwest Student Exchange Program (MSEP)**

RCTC participates in MSEP. This interstate initiative established by the Midwestern Higher Education commission is available to residents in Kansas, Michigan, Minnesota, Missouri and Nebraska. More information is available from the registrar’s office.

**Refund of Tuition and Fees**

See Policy on pages 34-36.

**Registration**

Registration dates and times for classes at RCTC will be posted on the website [www.roch.edu](http://www.roch.edu). New entering students receive registration information by mail once they have applied.
Repeating Courses
In general, students are allowed to repeat courses for the purpose of passing or improving their grade. Some programs may have specific guidelines regulating when courses may be repeated and any potential impact on continuation in that program. Credits may be counted toward graduation only once. Students must complete a “Course Repeat” form and submit it to the Admissions and Records Office in order to have only the higher grade counted in the computation of their overall grade point average.

Transfer of Credit
Students who present credits from other higher education institutions will have those credits evaluated once all official transcripts have been received in the Admissions and Records Office. The institution that the student attended must be accredited at the higher education level. The course work to be transferred must be comparable in nature, content and level to courses offered at Rochester Community and Technical College. An official transcript must be sent directly to the Admissions and Records Office from the other higher education institution. For further information regarding transfer please contact the Counseling Center or the Admissions and Records Office.

Tuition and Fees
See Policy on pages 28-30. The College is not responsible for delays in the US Mail system. If you register for class after the published payment deadline, payment is due at the time of registration. Tuition and fees information is available on our web site as well as posted by the Cashier’s Office and Admissions and Records area. Reciprocity: Residents of North Dakota, South Dakota, and Wisconsin may apply for reciprocity by filling out forms available in the Admissions/Records Office. Payment for class/classes added after the payment due date is due at the time of registration.

Withdrawal from Class
Withdrawal deadlines are published in the semester schedule and school calendar. Please refer to the Withdrawal Policy on pages 34-36.
GENERAL INFORMATION

Book Buy-Back
A used book buy-back service is provided at the end of each semester during finals, so watch for signs advertising hours and dates. Rates will vary from 0 to 60%.

Bookstore
Hours: 8:00 A.M.- 8:00 P.M. Mon-Thurs, 8:00 A.M.- 4:30 P.M. Friday
Hours are subject to change during school holidays, summers, and weather emergencies. The RCTC Bookstore sells textbooks, school supplies, snacks, and gift items. A booklist is posted each semester showing the books required for each class.

Refund Policy: SAVE YOUR RECEIPT! It is required for all returns and exchanges.

Textbooks: Refunds are given the first ten days of each semester, and the first five days of a summer session. Refunds are only given if you bought the book in error or are dropping the class. New books must be in mint condition for a full refund. Original package seal must be unbroken. Bookstore reserves the right to rate the condition of the book being returned. Defective books are returnable at any time.

General Merchandise: Full refund with original receipt within 10 days of purchase. Original package seal must be unbroken. Defective merchandise will be replaced with same product. Unpackaged disks, tapes, cd’s are not returnable.

Computer software: Original package seal must be unbroken. Full refund with original receipt within 10 days of purchase.

Bulletin Boards
The College Student Life Office must approve all items before being posted on campus bulletin boards.

Bus Information
Using the bus system in Rochester is easy and convenient. Students can access any part of the city using Rochester City Lines as their mode of transportation. The buses are clean, safe, and enjoyable to ride. The City Lines services RCTC every 30 minutes from 7:30 a.m to 6:00 p.m.

Bus Information (Between Campus Buildings)
The BEELINE Express is available to all students and staff, providing transportation between UCR and Heintz Center. The bus runs a 20-minute loop, with the drop-off and pick-up located at the Atrium and North Parking Lot of UCR, and the Main Entrance off the Staff Lot at Heintz Center, and
the Parking Lot at Evanston Heights. This service runs 7:30 am-3:25 p.m. M-F (fall and spring semesters) and is handicapped accessible.

**Campus Security**

It is the philosophy of Rochester Community and Technical College that we would much rather prevent crimes from occurring than react to them after the fact. A primary vehicle for accomplishing this is a crime prevention program. Rochester Community and Technical College’s crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunity, whenever possible, and encouraging students and employees to be responsible for their own security and the security of others.

RCTC maintains a very strong commitment to campus safety and security. Parking lots, pedestrian walkways and building exteriors are lighted. A routine check of exterior lighting on campus is conducted by supervisors of maintenance staff on a weekly basis. Also, a routine check is made of the interior lighting (hallways, stairs and rooms.) In compliance with the Crime Awareness and Campus Security Act of 1990, crime statistics can be obtained by contacting the Campus Security Officer at 285-7214.

**Students and staff are strongly encouraged to report crimes immediately.** To report a crime or emergency, members of the campus community should call 285-7262. If you are reporting a medical emergency, call the College Health Service at 285-7261 or call 911, in case of serious injury or loss of consciousness.

**Cancellations & Delays at RCTC**

During periods of inclement weather or other emergencies, students are encouraged to listen for announcements regarding the delay or cancellation of classes or activities or the closing of the University Center and then to stay tuned for further updates. Whenever possible, the decision to close the Center, have a delayed opening or cancel day classes will be made prior to 6:00 a.m. Special attention will be given to night classes, many of these students travel considerable distances. Whenever possible the decision to cancel evening class will be made by 3:00 p.m.

The following radio and television stations will be notified:

- KFSI - KOLM/KWWK/KLCX - KROC, KNXR - KSTP (Twin Cities TV)

**Definitions:**

**CLOSING THE UNIVERSITY CENTER:** Closing the University Center means to cease all operations for all three (3) institutions (RCTC, WSU-RC, UMR), other than those operations deemed essential to the protection of life
and property. Closing the University Center results in the cancellation of classes, student and staff activities and meetings. All general offices are closed. Only essential employees must report to work during their regularly scheduled shifts.

**DELAYED OPENING**: Delayed opening refers to opening of all operations for all three (3) institutions at a later time, other than those operations essential to the protection of life and property. Only essential employees must report to work during their regularly scheduled shifts.

**CANCELLATION OF CLASSES**: Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes, of either a single institution, several of the institutions or all the institutions, in the absence of officially closing the entire University Center.

**CANCELLATION OF NON-ACADEMIC ACTIVITIES**: Cancellation of non-academic activities refers to the cancellation of an event such as athletic events, theatrical productions, concerts, or workshops.

**Car Starting**
If a student is having trouble starting his/her car, RCTC has a “Gene” Car Starting Unit that students may use to start their car. The Car Starting Unit is located in the UCR Library and may be checked out by students between 8:00 am and 10:00 p.m. Monday through Thursday; 8:00 am-4:30 p.m. Friday; 9:00 am-5:00 p.m. Saturday; 1:00 p.m. – 5:00 p.m. Sunday.

**Child Care Center - Campus Pre-School/Day Care**
Child care is available to RCTC students at a site located at the University Center Rochester. Operated by Civic League Day Nursery, the center is open from 6:30 a.m. to 5:30 p.m. Civic League Day Nursery’s goal is to provide a warm, stimulating environment where each child can learn and grow and where each child can build a positive self-image through his/her intellectual, social, emotional and physical development. Civic League Day Nursery is licensed by the State of Minnesota and accredited by the National Association of the Education of Young Children. Four hours per day, 4 days per week minimum is required. Please call 285-7232 for enrollment and fee information.

**Computer Lab Services**
Instructional computer labs are available to RCTC students using PC and Macintosh computers. In addition, computers are available for student use in the Library Technology Center (LTC) at UCR and Media Center at Heintz Center. All students pay a per credit technology fee which entitles access to work in any of the RCTC Computer Labs or the LTC. Without a valid student ID, a fee per day will be assessed to use RCTC computer facilities. You may be asked to display your student ID when using computers.
**Continuing Education/Workforce Development**
The Continuing Education and Workforce Development Center, located at the Heintz Center, supports the continuing education needs of the community and the area’s work force. In a unique lifelong learning concept, the Center provides individuals and businesses with education and training that promotes personal and professional growth throughout a person’s lifetime. From our youth to our elders, from individuals to corporations, the Center is focused on providing a variety of credit and noncredit classes to fit your needs. Open enrollment, customized and distance-learning classes are available in these areas: Computer Training, Healthcare and Continuing Education, Business and Economic Development, Youth and Emerging Workforce, and Senior Programming.

**Counseling and Career Center**
The RCTC Counseling Center is staffed by licensed and nationally certified career counselors who are experienced in assisting students with many personal concerns including but not limited to: personal counseling, career and educational planning, goal setting, decision making, transitioning, and adjusting to college. Students can be assured that all counselors respect the confidentiality of each visit. When possible, it is helpful to plan your visit to the counseling center by making an appointment (507-280-7260). Walk-ins are welcome and available at various times throughout the week.

**Disabilities (Services for Students)**
Disability Support Services offers support for disabled students. Services include pre-admission interviews, assistance with application and registration procedures; career and academic advising; auxiliary aids and adaptive equipment; special testing accommodations, advocacy; accessibility information; and referrals to community agencies. It is the responsibility of the individual disabled student to let his/her needs be known to the Disabilities Office. The college will provide reasonable accommodation within the provisions set down in section 504 of the Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990 (ADA). DSS is located at the UCR in SS159 and Heintz Center A101. Contact Travis Kromminga at 280-2968. Alex Kromminga at 285-7119 is the ADA Grievance Coordinator.

**Escort Service**
Rochester Community and Technical College has made every effort to illuminate its parking lots at night. However, caution should be used when leaving an evening class or event. Those wishing an escort to their cars should call Campus Security at 285-7262.

**Faculty Office Hours**
In order to access faculty members outside the classroom, students should check their class syllabus or their instructor’s office area. Each full-time
faculty member has scheduled office hours devoted to assisting students. Part-time and adjunct faculty members also have scheduled office hours. Students are encouraged to seek assistance from their instructors.

Financial Aid
The Department of Financial Aid provides assistance to students seeking alternative funding for their educational expenses. All students that wish to be considered for grant, workstudy, and/or student loan assistance must complete the Free Application for Federal Student Aid (FAFSA). Federal school code #002373. This application and assistance in completing it is available from the Department of Financial Aid at RCTC. Office hours are 8:00 am-4:30 pm Monday through Friday and the phone number is (507) 285-7271.

All students receiving any type of financial aid are required to meet minimum academic standards to maintain eligibility. Please refer to the Satisfactory Academic Progress information (on pages 40-42) that pertains to Financial Aid eligibility. For detailed information about financial aid programs, eligibility and processing, visit our office at SS108 or web site www.roch.edu.

Food Service
Taher, Inc., manages the food service for the main and Heintz Center campus, with cafeterias at both locations. The main cafeteria is open Monday through Friday from 7:30 a.m. -1:30 p.m. and at Heintz 7:30 a.m – 1:00 p.m. Breakfast and lunch are offered in addition to grilled foods, homemade soups and ready to eat salads. Tasty desserts and health snacks are also available. Meal plans are available at the main cafeteria.

Goddard Library
Goddard Library has more than 70,000 volumes arranged by the Dewey Decimal System. The PALS and LUMINA on-line catalogs provide an index to the book and periodical collections at RCTC and over 50 other college and government agency libraries. Materials from other libraries may be borrowed using the MINITEX network. Other services available for student use include computers, typewriters, photocopiers, VCRs, microfilm readers, etc.

Overdue Fees:
$1.00 per day for reserve materials.
General collection materials 28 days overdue will be billed at $50 per item. ($40 will be forgiven upon return of item.)
At time of billing, a hold (Block) will be placed on registration and transcripts until all materials are returned and fees are cleared.
Health Services
RCTC’s Student Health Services offers treatment for minor illnesses, emergency first-aid, non-prescription medications, referrals, health counseling and diagnostic tests. The Health Services portion of the registration fees covers the cost of most of these services. A small fee may be charged for certain services or supplies. A registered nurse is available daily to assist with assessment, first aid, and short-term care for accidents and illnesses. A physician is also available at scheduled times for further diagnosis, treatment and referral for illnesses and injuries. Appointments are required for physician services. Phone: (507) 285-7261. The Health Service is located on first floor Rockenbach Gym.

Rochester Community and Technical College implements blood borne infectious disease policies and procedures to provide a safe environment for students, faculty, staff, and patients of the College health care services.

Rochester Community and Technical College does not discriminate on the basis of infectious disease status for admission to the College or for employment by the College.

Housing Information
Students interested in housing information can contact the Enrollment Services Office at (507) 285-7219. Although Rochester Community and Technical College does not have its own student housing, we can provide you with a listing of privately owned and operated housing available in the Rochester area.

Lost and Found
A Lost and Found Department is located at the Welcome Desk first floor of the Atrium (280-3597) and the Information Desk at Heintz Center (285-7210).

Non-Discrimination/Harassment
Rochester Community and Technical College endorses and is committed to Minnesota State Colleges and Universities’ Policy of nondiscrimination in employment and education opportunities. It is RCTC’s policy that no person shall be discriminated against in the terms and conditions of employment, personnel practices, and access to or participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or member or activity in a local commission as defined by law.

Rochester Community and Technical College believes that harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, material status, status with regard to public assistance, sexual orientation, or membership or activity in a local
commission has no place in a learning or working environment and is prohibited. It is the policy of Rochester Community and Technical College not to discriminate on the above basis, as required by Title IX of the 1972 Educational Amendment or Section 504 of the Rehabilitation Act of 1973 as amended in admissions policies, educational programs, activities and employment practices.

Rochester Community and Technical College believes that violence has no place in learning or working environment, and will work to eliminate violence in all its forms. This policy is directed at conduct, which constitutes discrimination under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Rochester Community and Technical College will give due consideration to an individual’s constitutionally-protected right to free speech and academic freedom. When these issues arise, it shall be the policy of RCTC to consult with MnSCU personnel and/or legal counsel.

For purposes of compliance, Rochester Community and Technical College adopts the Definitions of Racial Discrimination/Harassment, Sex Discrimination/Harassment and Violence, Sexual Orientation Discrimination/Harassment and Disability Discrimination/Harassment as defined in MnSCU Board Policy 1B.1.

For allegations of discrimination, harassment or violence, contact the College’s designated harassment officer: Susanne Sheehan, Room CF116 (507) 285-7183.

The designated coordinator for compliance with Americans with Disabilities (Act 1990) is Alex Kromminga (507) 285-7119, who is also the designated coordinator for compliance with Title IX of the Educational Amendment of 1972. MN Relay TTY 1-800-627-3929.

**Parking**

A per credit access fee is charged to each student at the rate of $2.50/credit to a maximum of $37.50/semester. Funds collected will be used for repair, maintenance, construction, operation improvement of parking and access to the facility.

**Placement Services**

Rochester Community and Technical College provides placement services where students and alumni can conduct a self-guided job search for full time, part time, permanent, temporary, or seasonal work. The resources include job board with current postings, job search library materials, nursing placement files, and annual placement reports. For more information, call (507) 285-7260.
Scholarships
The Rochester Community and Technical College Foundation have over 150 scholarships available for incoming, returning, and graduating students. Scholarship criteria varies among field of study, financial need, student activity involvement and academic standing. The application process for most scholarships opens in December with the deadline for applying in mid-March. Most payments are made for the following fall semester. There are several scholarships available at alternative times throughout the year. Watch for notices in the Stinger student publication or check in the counseling or Foundation office. For more information, call 281-7771.

The Stinger
This student newsletter is distributed each Monday and is produced by the Office of Student Life. The Stinger contains information about student services, registration, student life events, etc. The Stinger can be found all around campus in special boxes marked “Student Bulletin”.

Student I.D.’s
Student ID/s at RCTC are photo ID’s and will have your Stinger ID number (RCTC’s student number). This Stinger ID will also be your Library card and pass for RCTC sporting events and activities. There is a charge for a replacement ID. Student IDs are requested when picking up financial aid and/or workstudy checks.

The Student Support Center
Provides academic and advising services from professionally trained staff that assist students in achieving their educational, career, and personal goals. The welcoming environment accommodates individual learning needs through a variety of services and programs, which include: Student Support Services Program, Disability Support Services, Minority Services, Supplemental, International Student Services and Tutoring Services.

• **Student Support Services Program (SSSP)** provides academic assistance, academic advising, transfer planning, career information, test accommodations, workshops, cultural activities, and one-on-one peer tutoring to eligible students through funding by a federal grant from the U. S. Dept. of Education. To be eligible for services, students must meet one of the following criteria: first-generation college student, low-income status or documented disability. SSSP is located in SS150 at UCR. Contact Deb Schloegel at 285-7230.

• **Disability Support Services (DSS)** offers support for disabled students. Services include pre-admission interviews, assistance with application and registration procedures; career and academic advising; auxiliary aids and adaptive equipment; special testing arrangements; advocacy; accessibility information; and referrals to community agencies. It is the responsibility of the individual disabled student to let his/her needs be
known to the Disabilities Office. The college will provide reasonable accommodation within the provisions set down in section 504 of the Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990 (ADA). DSS is located at SS159 and A101. Contact Travis Kromminga at 280-2968. Alex Kromminga at 285-7119 is the ADA Grievance Coordinator.

- **Minority Services** include career information, academic support, and academic advising to assist minority students in achieving their educational goals. Contact Deb Rogne at 280-3120.

- **Supplemental Services** include academic advising; referrals to educational tutors; assistance in program advising; time management; balancing the responsibilities of home, school and employment; referrals to community services; career and occupational information. Contact Alex Kromminga at 285-7119 in Heintz Center A101.

- **International Student Services** include information on visa and immigration regulations, assistance in the enrollment process, orientation to RCTC and the Rochester community, and academic advising. A resident tuition scholarship is available for those students willing to share their home culture with RCTC and the Rochester Community. To be eligible you must be on an F, M, J, or H visa. Tourists (B, WB or WT) visas are not eligible. To receive the award, you must complete the application, a one-credit class on teaching your culture, maintain a minimum 2.5 Grade Point Average and meet each semester’s cross-cultural and service requirements. If requirements are met, the scholarship can be renewed each semester. Contact Glen Saponari at 280-5511.

- **Tutoring Services**: Drop-in peer tutoring is available to all students in a variety of subject areas. Drop-in tutoring is available on the UCR campus and Heintz Center. Contact the tutor coordinator at 280-5116.
## Student Life

### Clubs and Activities

<table>
<thead>
<tr>
<th>Department</th>
<th>Coordinator</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>Jean Musjerd</td>
<td>285-7561</td>
</tr>
<tr>
<td></td>
<td>Brian LaPlante</td>
<td>285-7106</td>
</tr>
<tr>
<td>Band/Choir</td>
<td>Chuck Blattner</td>
<td>285-7576</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Michelle Stahlman</td>
<td>280-3178</td>
</tr>
<tr>
<td>ECHO (Student Newspaper)</td>
<td>Mark Schnaedter</td>
<td>285-7247</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>Jim Williams</td>
<td>285-7577</td>
</tr>
<tr>
<td>Honors Program</td>
<td>Lynette Reini-Grandell</td>
<td>285-7244</td>
</tr>
<tr>
<td></td>
<td>Lori Halverson-Wente</td>
<td>285-7553</td>
</tr>
<tr>
<td>Horticulture Club</td>
<td>Vern Bushlack</td>
<td>280-3150</td>
</tr>
<tr>
<td></td>
<td>Robin Fruth-Dugstad</td>
<td>280-3150</td>
</tr>
<tr>
<td>International Club</td>
<td>Glen Saponari</td>
<td>280-5511</td>
</tr>
<tr>
<td>Intervarsity Christian Fellowship</td>
<td></td>
<td>285-7204</td>
</tr>
<tr>
<td>Law Enforcement Club</td>
<td>Brian Watters</td>
<td>280-3117</td>
</tr>
<tr>
<td>Muslim Students’ Association</td>
<td>Muslim Students</td>
<td>285-7204</td>
</tr>
<tr>
<td>Nursing Student Forum</td>
<td>Carol Haug</td>
<td>285-7597</td>
</tr>
<tr>
<td>OASIS</td>
<td>Gregory Wright</td>
<td>280-3515</td>
</tr>
<tr>
<td>Phi Theta Kappa</td>
<td>Barb Mollberg</td>
<td>289-7111</td>
</tr>
<tr>
<td>Retail Merchandising</td>
<td>Suzanne Dinnuson</td>
<td>285-7238</td>
</tr>
<tr>
<td>SE Asian Youth Club</td>
<td>Kim Sin</td>
<td>285-7228</td>
</tr>
<tr>
<td>Student Chapter of Golf Course</td>
<td>Vern Bushlack</td>
<td>280-3150</td>
</tr>
<tr>
<td>Superintendents’ Assoc. of America</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theater</td>
<td>Jerry Casper</td>
<td>275-7569</td>
</tr>
<tr>
<td>Varsity Club</td>
<td>Chuck Siefert</td>
<td>285-7565</td>
</tr>
<tr>
<td>Volunteer Club</td>
<td>Earlene Hackenmiller</td>
<td>285-7219</td>
</tr>
</tbody>
</table>

### Student Senate - RCTC’s Student Senate is a governing body that deals with many student issues, and is the official voice of the student body. The Student Senate is a strong and respected organization that works closely with the administration to represent the student’s point of view on many campus issues. The Student Senate has the major say in the allocation of the student life activity budget and recommends student life policy language. Call (507) 285-7205.

### CAB (Campus Activity Board) - The CAB consists of five student committees that plan, organize and implement campus-wide activities available to our students. These committees include Activities, Games and Recreation, Music and Entertainment, SPICE (Speakers, Platforms, Issues
and Current Events), and the Social Committee. CAB sponsors our ever-famous RCTC Mixers throughout the year along with our Sno Week Activities and Fall Fest. All CAB events are free with your student ID card. Membership on any of these committees is open to all RCTC students. Get Involved!

**Echo** - The Echo is RCTC’s student newspaper. As one of Minnesota’s finest student publications, it has won numerous awards. The Echo can be found all around campus in special boxes marked “ECHO.” Participation is open to any interested RCTC student.

**Athletics at RCTC**
Athletic activities are designed to meet the needs of both female and male students. RCTC competes in the Minnesota Community College Conference (MCCC) and is affiliated with the National Junior College Athletic Association (NJCAA). RCTC competes with other community colleges and with several other colleges and universities in the surrounding area and states. For a complete list of eligibility and events, please contact the Athletic Department at (507) 285-7273.

**Sports**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Coach</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball (Men’s)</td>
<td>Steve Hucke</td>
<td>285-7106</td>
</tr>
<tr>
<td>Basketball (Men’s)</td>
<td>Brian LaPlante</td>
<td>285-7106</td>
</tr>
<tr>
<td>Basketball (Women’s)</td>
<td>Steve Hucke</td>
<td>285-7106</td>
</tr>
<tr>
<td>Football (Men’s)</td>
<td>Tom Hosier</td>
<td>285-7565</td>
</tr>
<tr>
<td>Golf (Men’s and Women’s)</td>
<td>Anne Green</td>
<td>285-7562</td>
</tr>
<tr>
<td>Soccer (Women’s)</td>
<td>Deb Hare</td>
<td>280-2952</td>
</tr>
<tr>
<td>Softball (Women’s)</td>
<td>Jean Musjerd</td>
<td>285-7561</td>
</tr>
<tr>
<td>Volleyball (Women’s)</td>
<td>Jean Musjerd</td>
<td>285-7561</td>
</tr>
<tr>
<td>Wrestling (Men’s)</td>
<td>Chuck Siefert</td>
<td>285-7565</td>
</tr>
</tbody>
</table>

Intramural Sports/Fitness Center: One of the best and most enjoyable ways to meet new friends and have some fun is through RCTC’s intramural sports program and fitness center. The Fitness Center, located in UCR Regional Sports complex, is equipped with many cardiovascular health stations and free weights.
RCTC’s Administrative Cabinet

President (Don Supalla) - Room: SS204-285-7216 - As chief executive of the College, the President executes all MnSCU and RCTC policies and procedures. The President has a broad responsibility for the day-to-day operation of the College, for promotion of its development and effectiveness, and for external relations activities.

Vice President of Academic Affairs (Judy Harris) - Room: SS208-285-7256 - The Vice President of Academic Affairs reports to the President and is responsible for the development and coordination of RCTC’s instructional programs. Students’ academic concerns should be discussed with the instructor, program leaders, or Dean but, if unresolved, may be brought to the Vice President of Academic Affairs.

Vice President of Student Affairs and Institutional Advancement (Dan Thompson) - Room: SS203-280-3133 - The Vice President of Student Affairs reports to the President and is responsible for coordination of RCTC’s student support services programs, the RCTC Foundation and Alumni activities. Non-academic concerns should be addressed at the department level but, if unresolved, may be brought to the Vice President of Student Affairs.

Director of Human Resources (Susanne Sheehan) - Room: CF115-285-7183 - The Director of Human Resources reports to the President and is responsible for all processes relating to the hiring of employees and other personnel issues related to current and prospective RCTC employees.

Director of Finance and Facilities (Marilyn Hansmann) – EA133-285-7214 - The Director of Institutional Services reports to the President and is responsible for RCTC business affairs, auxiliary enterprises, facilities, safety, and security.

Director of Communications and Institutional Effectiveness (Dave Weber) – CF209-285-7217 - The Director of Communications reports to the President and is responsible for managing RCTC’s internal and external communications, public relations programs, and continuous improvement process.

Director of Information Technology (Tim Gilsrud) - SH208–281-7787 - The Director of Information Technology reports to the President and is responsible for managing RCTC’s information technology infrastructure, including instructional and institutional computing, electronic mail, and Internet operations.
Student Affairs Policies

The following are a condensed version of the Rochester Community and Technical College Policies. For a more complete description of the policies, please refer to the RCTC Web Page http://www.roch.edu/rctc/ or contact one of the Administrative Offices.

The information in this handbook was prepared as of June 2002, and is subject to change. Some RCTC policies will be revisited upon final approval of Minnesota State Colleges and Universities (MnSCU) Policies by the MnSCU Board.

ADMISSIONS

Rochester Community and Technical College is a comprehensive consolidated college offering occupational certificates, diplomas, and associate degrees; liberal arts/transfer associate degrees; and continuing education/customized training offerings. Students who can demonstrate ability to benefit from Rochester Community and Technical College offerings will be admitted to the College. (Please refer to www.roch.edu/rctc for complete details).

DRUG AND ALCOHOL FREE ENVIRONMENT

Rochester Community and Technical College seeks to create a campus environment that promotes healthy, responsible living; affirms civility: supports the well-being of each of its members and is respectful of state and federal laws and institutional regulations governing behavior. Respect for campus and community standards and regulations is expected. Alcohol abuse and illicit drug use will minimize an individual’s abilities to develop their academic or social relationships and is contrary to the educational process and goals of higher education.

Rochester Community and Technical College recognizes that students, faculty, and staff are responsible for their own conduct, and for the consequences of their behavior as well. The purpose of this policy statement and subsequent information is to provide the campus community with the information needed to make responsible, healthy choices.

Part 1. Policy: The unlawful use, possession, distribution, manufacture or sale of any alcoholic beverage, controlled substances or illegal drugs, including but not limited to; hallucinogens, amphetamines, barbiturates, narcotics and marijuana, is prohibited on the campus of Rochester Community and Technical College. This campus prohibition includes
athletic facilities or athletic events, and applies to any person on campus grounds, whether he or she is a member of the College community or not. Individuals should note that even though they may be of legal age to consume or possess alcohol, RCTC policies prohibit the use or possession of alcohol on the campus. ("Exceptions" to this policy are listed under MnSCU Policy 1A.9.1)

Part 2. Definitions.
Alcohol and other Drug Abuse is defined as the use of mood-altering drugs, including all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana or the use of prescription drugs when resulting behavior or appearance adversely affects work or academic performance.

Adversely Affects Work or Academic Performance and Under the Influence shall be determined to be present if the student or employee is perceptibly impaired; has impaired alterness, coordination, reactions, responses or effort; if the student or employee’s conditions threatens the safety of him/herself or others; or if the student or employee’s condition or behavior presents the appearance of unprofessional or irresponsible conduct detrimental to the public’s perception of the College as an employer as determined by the supervisor or manager or other observing the employee.

Controlled Substances means those substances whose distribution is controlled by regulations or statute, including, but not limited to narcotics, depressants, stimulants, hallucinogens and cannabis.

Mood Altering and Alter means changed behavior, which may limit a student or employee’s ability to safely and efficiently perform his/her job duties, or poses a threat to the safety of the student, employee or others.

Part 3. Scope of Coverage: This policy is applicable to any person on campus grounds, whether he or she is a member of the College community or not. RCTC is responsible for monitoring this policy, and determining when an infraction has occurred. RCTC is further responsible to determine the appropriate sanctions and impose those sanctions against all offenders in a fair and consistent manner. Questions regarding this policy can be directed to either the Director of Human Resources or the Director of Student Life.

Part 4. Prohibited Activities: According to the federal Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 (prohibited Drugs), 340A (Liquor Act) and 624.701 (Liquor in certain buildings and grounds), RCTC has implemented a program to prevent the use of alcohol and unlawful use of drugs on campus or at college-related activities by students and employees.
Students, by their association with RCTC, will abide by college conduct policies. However, this code of student conduct does not replace nor does it reduce any requirements of civil or criminal law imposed upon citizens as members of the larger community. Therefore, students who violate civil or criminal law may be subject to both legal and college sanctions for the same conduct when the conduct occurs off campus, but is related to the college community.

While it is not possible to define each instance of misconduct, the following examples are intended to convey offenses:

- No student or employee shall unlawfully manufacture, sell, give away, barter, deliver, exchange or distribute or possess with the intent to manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia as defined in Minnesota Statutes, Chapter 152 while on campus or involved in a college activity, service, project program or work situation off campus. Also, no employee shall participate in these activities during rest breaks or during overtime work.

- Students and employees are prohibited from reporting to work or the campus and/or from operating or using any state owned equipment, machinery, or vehicles while under the influence of alcohol, marijuana, controlled substances, or other mood-altering drugs.

- No student or employee shall transport or use any recreational drugs in a state or rental vehicle while traveling to a college sponsored or approved activity (meetings, competitions, entertainment, etc.)

- Except as allowed by Minnesota Statute 24.701, no student or employee shall introduce upon or have possession upon any college campus, or while involved in a college activity, service project, program or work situation, any alcohol beverage as defined in Minnesota Statute 340A.101.

- Employees, including student employees, conducting the College’s business after the intake of alcohol shall be subject to sanctions if the resulting behavior negatively affects his/her performance or interaction with others.

- When an employee or student employee is taking medically authorized drugs or other substances, which may alter job performance, he/she has a duty to notify the appropriate supervisor of that information.

- The appropriate law enforcement agency will be notified when there is reasonable suspicion to believe that an individual may have illegal drugs in his/her possession on College premises. Where appropriate, the College shall also notify licensing boards.

- The purchase of alcoholic beverages using state or university dollars is prohibited (Foundation funds are neither State nor University funds and are exempt from this prohibition)
Employees are discouraged from drinking alcohol beverages during meal breaks when returning immediately thereafter to perform work on behalf of the state. Any employee whose condition or behavior—following alcohol consumption—adversely affects their work performance shall be subject to possible discipline.

Part 5. **Health Risks**: Students and staff are notified of the health risks associated with the use of alcohol and other drugs. Additional information can easily be obtained by contacting the National Institute on Drug Abuse (NIDA), which is part of the National Institutes of Health (NIH), the principal biomedical and behavioral research agency of the United States Government. NIH is a component of the US Department of Health and Human Services.

Part 6. **Disciplinary Sanctions**: Students who violate this policy are subject to disciplinary action initiated by the College as outlined in RCTC Policy 3.6: STUDENT CONDUCT and in the student handbook, and may be referred for assistance to the RCTC Counseling Office. Employees who violate this policy are subject to disciplinary action, up to and including discharge. Employees with alcohol or other drug use problems may be referred to the Employee Assistance Program or elsewhere for assessment and/or counseling. Information about Minnesota controlled substance crimes and penalties can be found in Minnesota Statutes 152 and 223. Information about Minnesota alcohol related crimes and penalties can be found in Minnesota Statutes 169, 340, 360, 364, and 370. Information about federal drug trafficking penalties for most drugs can be obtained by contacting the United States Department of Justice, Drug Enforcement Administration.

Part 7. **Biennial Review**: As required by the Drug-Free Schools and Campuses Regulations, a biennial review of the alcohol and other drug programs and policies will be reviewed every two years. This review will determine the effectiveness of, and to implement any needed changes to, the AOD program. The Vice President of Student Affairs will ensure that the disciplinary sanctions for violating standards of conduct are enforced consistently.

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**FEES**

**Part 1. Definitions**
Rochester Community and Technical College will implement a general and course fee schedule, which will be reviewed annually by the college.

The Rochester Community and Technical College Continuing Education, Custom Training Services, and Economic Development Unit will build any
fees into the pricing structure of credit and non-credit course work and will implement a fee policy as outlined below.

**Subpart A.** Rochester Community and Technical College shall assess a one-time $20 application fee to all credit seeking applicants. The fee is payable at the time of application. The application fee will be non-refundable except when the college denies enrollment due to college-determined program/course size limitations or program closure. Rochester Community and Technical College shall not assess the application fee to those students only attending non-credit workshops, seminars, non-credit continuing education classes, or hourly customized training courses.

**Subpart B.** Fees for credit bearing Continuing Education/Customized Training classes will be assessed the same student, technology, and other general fees as those classes initialized and matriculated through the academic unit of the campus. Exception can be made in cases where the course is delivered on-site at a contracting agency and/or when the students served do not participate in or have allowable access to campus resources (e.g. students from the Federal Medical Center). Textbooks or student instructional guides are billable items and not included in the registration fee for any class.

**Subpart C.** Any student or campus fees for non-credit classes (technology, parking, or other) will be included in the price of registration. Exceptions to this policy may be textbook and/or other significant course materials utilized in the course delivery process.

**Subpart D.** Fees for parking, technology support, audio-visual support, duplicating, desktop publishing and/or staff support costs which are directly associated with Rochester Community and Technical College sponsored or co-sponsored events are accumulated by the supporting division and payable to that division in the form of an internal transfer. Frequency of fund transfers are made annually unless otherwise agreed upon by division directors.

**Part 2. Payment of Tuition and Fees**

After completing registration in the Admissions and Records Office all students must present their schedule to the Cashier’s Office for payment of fees. Tuition and fees for the Fall and Spring semesters are due in the Cashier’s Office on the 21st day of the academic term. Payment of tuition and fees for the Summer Session are due in the Cashier’s Office on the 11th day of the academic term. All tuition and fees are due by the day indicated above unless a later date has been set by the college or the student qualifies for deferment exemptions.
Part 3. Late Payment Fee
Tuition and fees paid after the deadline will be assessed a late fee as follows: first (1st) day of school $5.00 and an additional $2.00 for each additional day up to a maximum of $23.00.

INTERCOLLEGIATE ATHLETICS

Mission Statement
The Rochester Community and Technical College Intercollegiate Athletic program serves students who desire athletic competition as a way to reach a better awareness of themselves and others by developing skills, teamwork and sportsmanship through competition. We believe that:
1. Participants are students first and that athletics are but one of many of the diversified offerings in the college’s student life program.
2. Equal opportunities to participate be made available to men and women.
3. Athletics instill a respect of self and others on and off the field of competition.
4. That we must provide facilities, personnel support, equipment, and adequate funding in order to provide a competitive experience.
5. That 80% of our student athletes come from Minnesota or reciprocity areas.
6. The opportunity to qualify for athletic team membership be afforded to all college students.
7. That we make a commitment to assist athletes in continuing their sport participation and education when requested.

Physicals
Students are required to have a physical examination PRIOR to being issued any equipment or participation in any college athletic program, including PRACTICE! The College shall offer at a cost of $15.00 physicals on one date prior to the start of each new athletic season. A pre-participation form must be filled out PRIOR to the exam. Dates of physicals shall be posted ONE MONTH in advance on the door to the Fitness Center in Rockenbach Hall and on the Athletic Department bulletin board. Students that are unable to attend the college physical exam session must acquire their own physical exam. The college MUST have a copy of the physical on file in the athletic training room office before any student will be allowed to participate.

Insurance
All students who wish to participate in the college intercollegiate athletic program, must carry medical insurance. A copy of the College’s Athletic Departments Insurance Questionnaire must be on file with our Athletic Trainer prior to any student being allowed to participate. The college does not provide athletic insurance.
Injuries
The college Athletic Trainer has the authority to determine who may or may not participate and to what extent when they have been injured. Injured athletes will be required to follow the rehabilitation program set up by our athletic trainer and to attend all scheduled treatment sessions. All injuries must be immediately reported to the athletic trainer. The college cannot be held responsible for any medical treatment a student-athlete may obtain if he/she fails to report them.

Equipment
Students participating in intercollegiate athletics will be responsible for all equipment issued to them. Holds will be placed on all records and athletic awards until all equipment has been accounted for.

Travel
Coaches and student athletes MUST travel with the team to all competitions. Personal cars may only be driven with the approval of the Head Coach and the Athletic Coordinator. If such permission has been granted, then the private vehicle must follow the team vehicle(s) to the site of competition. Student athletes MUST travel back to the college with the team unless they have had prior approval to leave with their parents or spouse from the opponent’s site. All requests for students returning with parents or spouse must be submitted a minimum of one (1) day prior to departure on the appropriate Travel Release Form, and must be approved by the Head Coach and the Athletic Coordinator.

The college prohibits the unlawful possession, use or distribution of drugs and alcohol by students and employees on the college premises, or in conjunction with any college sponsored activity or event, whether on or off campus. There shall be no transporting or use of recreational drugs while traveling with any college athletic team by anybody in the official traveling party. The college will impose sanctions on students and employees who violate this policy. Coaches and athletes represent the college, the athletic department and the college community. The college expects appropriate conduct by everyone in the official traveling party.

When lodging is involved, the college will take care of room charges only. Telephone, pay TV or other costs are the responsibility of the occupants of the room. Any damages to room shall be the responsibility of the occupant. Violators will not be allowed to participate in any further practices or contests and a hold shall be placed on the students’ records until restitution.

Tobacco
All college buildings are tobacco free. The use of smokeless tobacco products are prohibited by athletes in any part of Rockenbach Hall, on any of
our athletic fields or during any athletic event as per NJCAA and Minnesota Community College Conference rules and regulations.

**Release Of Information**
In an effort to assist students in their academic endeavors and to make sure they are receiving proper medical care, students are asked to sign an Academic Release and Medical Release form.

**POST-SEASON TRAVEL**

**Part 1. Procedure:** A request for post-season travel funding will be submitted by the coach and athletic coordinator only when a team has met the qualifying criteria outlined below. Requests must be submitted to the Director of Student Life for approval or disapproval. Funding for approved post-season travel shall be from the Student Life Budget.

**Part 2. Qualifying Criteria:**

**Subpart A.** The following team/individual sports must qualify by meeting MCCC and/or NJCAA regional qualifying criteria at each level of competition:
1. Football - state, or bowl invitational
2. Volleyball - state, regional, national
3. Basketball, Men - state, regional, national
4. Basketball, Women - state, regional, national
5. Baseball - state, regional, national
6. Softball - state, regional, national
7. Golf, Men and Women – national
8. Wrestling – national
9. Soccer – regional, sectional, national

**Subpart B.** Approval to compete in non-qualifying post-season competitions must be obtained from the Director of Student Life prior to acceptance.

**Part 3. General:**
1. Travel shall be by the most reasonable means considering expense, safety issues, student schedules, and availability of adult drivers.
2. Expenses for post-season travel shall be provided by the same standards as during the regular season.
3. Coaches, players, and team support staff that travel to ALL meets and games during the regular season, will be included in the official party for all post-season travel.
4. The coach and athletic coordinator may choose not to participate in regional and national competition or accept a football bowl invitation.
5. Expenses for hosting post-season competition events shall be paid for out of the student life post-season travel account excluding nationals.

6. Any funds raised from hosting post-season competition events shall be deposited in the student life post-season travel account excluding nationals.

7. Any reimbursement made to the college for post-season competition shall be deposited in the student life post-season travel account.

8. If funds in the student life post-season travel account are not adequate to finance a team or individual who has qualified for competition, the director of student life shall make an appeal to the Student Senate for additional funding. The Student Senate’s decision is final.

PUBLICATIONS
The official student newspaper publication for Rochester Community and Technical College is the Echo. The purpose of the newspaper is:
- To provide a news, editorial and entertainment media for students, faculty, staff and administration.
- To open a channel for free and responsible discussion to college students, faculty, staff and administration.
- To constructively criticize and make suggestions in editorial matters.
- To serve as an activity for students interested in publication work.
- To provide a stimulating activity environment, challenging students to the task of organization, responsibility and working with others in a common effort.

The newspaper has a basic responsibility to its readers to present material that is well written, timely, factual, meaningful, constructive and in good taste. Meaningless gossip shall not be printed because it is undignified and journalistically valueless. Copy that is defamatory, abusive or libelous will not be used. The newspaper shall not be used as a means of self-gloryification. Editorial comments and opinion will be placed on the editorial page and clearly marked outside the editorial page by typographical means. Rumor or hearsay is never to be misrepresented as news. The misquotation of statements shall be avoided, and in case of error, a correction shall be printed in the next issue. The newspaper must always endeavor to present impartially both sides of an issue in its news columns, but it may favor one or the other side in its editorial columns. Equal opportunity for coverage will be given to all clubs, departments, activities, sports, etc., but the extent and frequency of the coverage will be dependent upon the journalistic value of the material, the availability of information and the availability of the newspaper staff.
Student Participation
All students of Rochester Community and Technical College shall be free to work on the newspaper regardless of race, creed or opinion he/she may hold. Previous experience on newspapers is not essential. Students most qualified by journalistic background and experience shall receive the editorial positions. Staff workers may be dismissed for deliberately failing to do an assignment twice in a row or who have deliberately maligned another person in his/her copy. The editor has the power to bring a person to trial for these offenses. The person will be tried by the Editorial Board as outlined in Part 6, Subpart B. of this policy.

REFUNDS, WITHDRAWALS AND WAIVERS

Part 1. Assessment of Tuition and Fees - Dropping Credits
Dropping a course is the equivalent of un-registering. The course will not appear on a student transcript and no tuition or fees shall be charged for dropped courses. Students are responsible for payment of related tuition and fees for registered credits at the end of the drop period.

Drop period for full-term courses
The drop period for full-term courses shall be seven (7) class days* from the start of fall and spring terms. For summer session (two 5-week terms) the drop period shall be limited to five (5) class days*.

Drop period for partial-term courses (more than 3 weeks in length)
The drop period for partial-term courses shall be three (3) class days*, including the first meeting date of the course. Partial-term courses are those that last longer than three weeks but do not last the entire length of the term.

Drop period for short courses (less than 3 weeks in length)
Students must drop prior to the second scheduled meeting time of the course. If the course lasts only one weekend, students must drop prior to the start of the course.

Part 2. Assessment of Tuition and Fees – Withdrawal and Total Withdrawal
The withdrawal deadline date will be set each term by the Admissions Office. Withdrawing from a course means that the student is assigning a grade of “W” to the course. These courses will appear on the student transcript and students are responsible for all related tuition and fees. All withdrawal requests must be made in writing to the Admissions and Records Office by the posted deadline.
*A class day shall be defined as any weekday in which the college is in full-operation and classes are in session (thus excluding holidays, breaks, Saturdays, Sundays, and in-service days) and is limited to the normal hours of operation as determined by the college.

Withdrawing from a portion of registered credits does not entitle the student to any refund or reduction of related tuition and fees. Students who withdraw from all courses for a particular term (total withdrawal) are obligated for a portion of the related tuition and fees in accordance with the schedule below:

**Fall and Spring Semester Schedule – Total Withdrawal**
Students may withdraw up to the 60th class day* of the term.
8th through 15th class day* of term……….25% Tuition and fees owed
16th through 20th class day* of term………..75% Tuition and fees owed
after 20th class day* of term……………..100% Tuition and fees owed

**Summer Semester Schedule – Total Withdrawal**
Withdrawal deadlines for each course will be determined by the Registrar.
6th through 10th class day* of term……………. 50% Tuition and fees owed
After 10th class day* of term……………..100% Tuition and fees owed

**Partial-term and short courses (any term) – Total Withdrawal**
Withdrawal deadlines for each course will be determined by the Registrar.
After drop period………………………...100% Tuition and fees owed

*A class day shall be defined as any weekday in which the college is in full-operation and classes are in session (thus excluding holidays, breaks, Saturdays, Sundays, and in-service days) and is limited to the normal hours of operation as determined by the college.

**Part 3. Deferments and Conditions**
Students are responsible for payment of related tuition and fees for registered credits at the end of the drop period (as defined in Part 1 above). Students may qualify to defer payment of tuition and fees. The college recognizes the following as deferment opportunities:

- Veterans who are attending Rochester Community and Technical College under the G.I. Bill may defer payment of fees and tuition until receipt of their benefits from the Veteran’s Administration.
- Students whose fees and/or tuition will be paid in full by a governmental agency, with payments to be made directly to the college, may defer payment of fees and/or tuition until receipt of such payment.
- Students whose fees and/or tuition will be paid in full by an established organization, with payment made directly to the college,
may defer payment of fees and/or tuition until receipt of such payment.

- Students whose fees and/or tuition will be covered in full by an approved federal or state grant, or a federal or state loan, with payment made directly to the college, may defer payment of fees and/or tuition until receipt of such payment.

- Students enrolled in a program that provides for full reimbursement of instructional costs, with payment made directly to the college, may defer payment of fees and/or tuition.

- Students who have a deferred payment plan, developed with and approved by the Rochester Community and Technical College Business Office Supervisor or Designee, may defer payment of fees and/or tuition as stipulated in the Deferred Payment Plan.

### Deferment Conditions

- Students with approved deferred payment plans will be considered officially enrolled.

- Deferment plans are only made on a semester basis.

- All fees and tuition due must be paid in full by the last day of the semester.

- Students with an outstanding fee and/or tuition obligation will have a “HOLD” placed on their files and they will not be allowed to register for classes until the obligation is fully satisfied.

- Students with outstanding fee and/or tuition obligations after the payment “due date” may be turned over to public and/or private collection agencies.

- Denial of a deferred payment plan is not grievable through the Rochester Community and Technical College Student Grievance Policy.

### Part 4. Tuition Waiver for Senior Citizens

A resident of Minnesota who is 62 years of age or older is entitled to attend courses offered for credit or audit without payment of tuition or activity fees when space is available after all tuition-paying students have been accommodated. When a course is taken for credit, the statute authorizes the collection of an administrative fee of $9.00 per credit.

### Part 5. Appeals

Students wishing to appeal Assessment of Tuition and Fees policy should be prepared to fully document the circumstances on which the appeal is based. Appeals must be written or typed, signed by the student, contain appropriate supporting documentation and should be delivered to the RCTC Admissions and Records office. Each appeal will be reviewed and a judgment will be mailed to the student.
RESIDENCY REQUIREMENTS FOR IN-STATE TUITION

According to Minnesota Statute 135A.031 subd. 2, the following categories of students shall be classified as Minnesota residents for the purpose of assessing tuition.

1. Students who resided in the state for at least one calendar year prior to applying for admission, or dependent students whose parent or legal guardian resides in Minnesota at the time the student applies.
2. Minnesota residents who can demonstrate that they were temporarily absent from the state without establishing residency elsewhere.
3. Residents of other states or provinces who are attending a Minnesota institution under a tuition reciprocity agreement; and
4. Students who have been in Minnesota as migrant farm workers, as defined in the Code of Federal Regulations, Title 20, section 633.104, over a period of at least two years immediately before admission or readmission to a Minnesota public post-secondary institution, or students who are dependents of such migrant farm workers.

EXCEPTIONS:
According to MnSCU Board Policy 2.2, individuals in the following categories shall also qualify for in-state tuition rates:

1. Nonimmigrant Japanese students who have completed a program of study of at least one academic year at Akita campus and have been recommended by the provost for transfer to a Minnesota state college or university and who retain their legal visa status.
2. Students who are recognized as refugees by the Office of Refugee Resettlement of the U.S. Department of Health and Human Services.
3. High ability students who are in the top 15% of their high school class or who score above the 85th percentile on a nationally-normed, standardized achievement test and who reside in states that do not have a reciprocity agreement with Minnesota.
4. Non-immigrant international students approved for the Resident Tuition Cultural Scholarship.
5. U.S military personnel serving on active duty assignment in Minnesota, and their spouses and dependent children.

ESTABLISHING DOMICILE:
Students who do not qualify as Minnesota residents according to the statute, or by exception as identified in MnSCU Policy, may establish eligibility for in-state tuition rates by demonstrating domicile in Minnesota before the beginning of any academic term. Domicile is defined as “a person’s true, fixed and permanent living place. Domicile is the place to which a person intends to return after temporary absences. A person may have only one
domicile at a time.” Students have the burden of proving domicile and **must first meet the following threshold requirements:**

- **a.** Must have resided in Minnesota for at least one calendar year immediately prior to applying for in-state tuition.
- **b.** Residence in Minnesota must not be merely for the purpose of attending a college or university.

Students who meet both “a” and “b” above must develop a reponderance of evidence to support their appeal for residency status. A form is available in the Admissions and Records Office to assist students in establishing domicile. All appeals and supporting documentation should be directed to the Registrar, and must be received PRIOR to the first day of the term in which reclassification is sought.

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**SATISFACTORY ACADEMIC PROGRESS (ACADEMIC SUSPENSIONS)**

<table>
<thead>
<tr>
<th>Earned Credits: Successfully completed credits; includes only A, B, C, D and P (used by Financial Aid. to calculate percent of completion).</th>
</tr>
</thead>
</table>

**Grade Points:** Calculated using courses for which a student receives a letter grade of A, B, C, D or F - does not include P or NC. (A=4, B=3, C=2, D=1, F=0.) Grade point total is the sum of grade points earned as determined by multiplying the grade point value of the grade by the number of course credits. Rochester Community and Technical College students bear primary responsibility for their academic progress and for seeking support services when experiencing academic difficulty. Students are encouraged to keep a file of their grades and transcripts.

A student is not making satisfactory academic progress whenever his/her cumulative grade point average is below 2.00. Anytime the cumulative GPA is below 2.00, the student will be on an academic probation.

**Satisfactory Academic Progress.**

1. **Qualitative Measure.** All students are required to maintain a minimum GPA level as charted below:

<table>
<thead>
<tr>
<th>Cumulative Registered Credits</th>
<th>Minimum Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-15</td>
<td>1.40</td>
</tr>
<tr>
<td>16-31</td>
<td>1.60</td>
</tr>
<tr>
<td>32-45</td>
<td>1.80</td>
</tr>
<tr>
<td>46+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Any student enrolled in a program requiring fewer than 46 credits for graduation will be required to achieve at least a 2.00 GPA prior to graduation.
In addition to the GPA standards listed above, a student who exceeds a total of eight (8) courses with Ws and/or NCs shall be suspended from academic coursework.

2. Evaluation Period. Following each Spring Semester, a student will be suspended whose GPA falls below the qualitative measures listed above. Suspensions shall be one (1) year in duration - a suspended student may not register from the fall semester following notice of suspension through the summer session of the next academic year.

3. Additional information.
   A. GPA is calculated using a grade point value for grades of A, B, C, D, and F. Although a grade of P will count as credit earned, it carries no grade point value.
   C. An I (incomplete) is assigned only in exceptional circumstances and is a temporary grade. An I grade will automatically become an F at the end of the next semester if requirements to complete course work have not been satisfactorily met. (If the course is offered P/NC, the I will automatically become an NC at the end of the next semester.)
   D. Repeat credits will be allowed in order to improve a grade. The best grade will be used to compute GPA. A successful repeat of a course does not remove the original attempted work in evaluating the completion ratio.
   E. Remedial course work to a maximum of 30 semester credits will be allowed.
   F. Transfer credits earned at another college will not be included when calculating satisfactory academic progress. However, these credits are calculated into the credit limitation (see Part 1, #3).
   G. Programs may have more restrictive academic standards requirements.

Appeals.
A student who is unable to achieve satisfactory academic progress and is academically suspended from enrollment has the right to appeal based on extenuating circumstances. Appeals for academic suspension must be directed to the Registrar or his/her designee.

ALL appeals must be submitted in writing (including an explanation of the circumstances that affected academic progress,) with supporting documentation attached (if appropriate or requested,) and an academic action plan (prepared with a counselor/advisor.) If the appeal is approved, the
student is considered on probation until satisfactory academic progress standards are met. Failure to meet conditions set for probation shall authorize the College to place the student back on suspension.

If the appeal is denied, the student has the right to have the appeal forwarded to the Vice President of Student Affairs and Institutional Advancement for consideration.

**Reinstatement**
A student who has been suspended from enrollment may return to the College after an appeal has been approved or the period of suspension has passed. The student will return as a student on probation.

**SATISFACTORY ACADEMIC PROGRESS (FINANCIAL AID SUSPENSIONS)**
Rochester Community and Technical College (RCTC) is a publicly supported college. A student’s tuition covers less than half of the cost of education. The Minnesota legislature provides taxpayers’ money to support the additional cost. RCTC provides a variety of programs and services to help students be successful; however, RCTC must also be accountable to the taxpayers/legislature by reporting students’ successful (or unsuccessful) academic progress. In the event a student does not use the various academic support programs available or is unable to achieve satisfactory academic progress, RCTC can not let the student continue to enroll and/or receive financial aid.

Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to keep a file of their grades and transcripts.

**Part 1. Requirements:** A 2.00 Grade Point Average (GPA) is the standard for satisfactory academic progress. To earn a degree, a student must have a cumulative GPA of 2.00 or above. Therefore, a student is not making satisfactory academic progress whenever the student’s cumulative grade point average is below 2.00.

Following each semester, a student’s satisfactory academic progress will be reviewed. Students not meeting the requirements will be placed on probation after the first occurrence. A second occurrence will result in the student being placed on suspension from all Financial Aid programs. The following chart lists the required GPA to maintain Satisfactory Academic Progress.
Cumulative Registered Credits	Minimum Required GPA
6-15	1.40
16-31	1.60
32-45	1.80
46+	2.00

In addition to the GPA requirement above:
- A student who exceeds a total of eight (8) courses with Ws and/or NC’s shall be suspended from financial aid. Financial aid recipients must successfully earn 66.66% of cumulative registered credits.
- Students may continue to receive financial aid through the number of credits required for the completion of the degree/diploma/certificate multiplied by 150%, (in most cases this will be 96 cumulative registered credits) provided they meet required GPA and completion rate. Credits transferred from other institutions toward a certificate or degree may be counted in this manner.

Part 2. Definitions/Conditions:

Credit: The unit by which academic work is measured.

Registered Credits: The total number of credits for which a student is officially enrolled at the end of the drop/add period each semester. Registered credits include repeat coursework, developmental coursework and consortium credits. Registered credits do not include transfer credits or audits.

Earned Credits: Successfully completed credits; includes only A, B, C, D and P (used by F.A. to calculate percent of completion).

Grade Points: Calculated using courses for which a student receives a letter grade of A, B, C, D or F - does not include P or NC. (A=4, B=3, C=2, D=1, F=0.) Grade point total is the sum of grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.

Grade Point Average (GPA): The quotient of the student’s grade point total divided by the grade point credits. Each grade report shows the student’s GPA for the term, and cumulative GPA since admission. “P” does not carry a grade point value, and as such, is not calculated in the GPA. A “P” will not improve the student’s GPA; however, “P” credits count toward total registered credits.
**Incompletes**: An “I” is assigned only in exceptional circumstances and is a temporary grade. An “I” grade will automatically become an “F” (or if course is offered P the “I” will automatically become a N/C at the end of the next semester (not including summer sessions) if requirements to complete coursework have not been satisfactorily met.

**Part 3. Application of Requirements:**
1. Student’s satisfactory academic progress will be monitored after each semester.
2. All terms of attendance are counted.
3. Suspensions shall be one year in duration. The suspension becomes effective immediately following the second occurrence of unsatisfactory progress.
4. Once a student has been suspended for unsatisfactory academic progress, RCTC may invoke an immediate one-year suspension for a student whose academic progress falls below the required criteria in any subsequent semester.
5. Developmental coursework (below 1000 level) will be included under this policy with a limit of 30 credits normally being allowed.
6. A student who has been suspended from financial aid, and subsequently returns to the college, may not receive financial aid until he/she meets or exceeds the cumulative credit/GPA levels listed above, and successfully completes 66.66% of the cumulative credits attempted, or until he/she has an approved appeal. Unless the student has an approved appeal, he/she will have to finance his/her own education during the semester(s) attended to re-establish satisfactory progress.
7. Minnesota State Colleges and Universities (MnSCU) reserves the right to withhold aid from any student, at any time, who demonstrates an attendance pattern that abuses the receipt of financial assistance; for example, a student who withdraws from all classes two consecutive semesters, a student who has previously attended two or more institutions and has not progressed satisfactorily, a student who does not appear to be pursuing a degree/certificate, etc.

**Part 4. Appeals**: A student may appeal suspension by completing a Financial Aid Appeal Form and documenting extenuating circumstances to the Director of Financial Aid.

Rochester Community and Technical College students bear primary responsibility for their academic progress and for seeking support services when experiencing academic difficulty. Students are encouraged to keep a file of their grades and transcripts.
STATEWIDE STUDENT ASSOCIATIONS
Rochester Community and Technical College shall affiliate with the Minnesota State College Student Association.

STUDENT ASSOCIATIONS (CAMPUS)
The Rochester Community and Technical College Student Senate shall be the officially recognized student government of the College.

STUDENT CONDUCT
Rochester Community and Technical College offers each student the freedom to learn and the freedom to enjoy college life in an orderly and lawful manner. In return, Rochester Community and Technical College expects every student to assume the obligation and responsibilities that accompany those freedoms. By enrollment at Rochester Community and Technical College, students assume the obligation and responsibility of conducting themselves in accordance with reasonable and lawful requirements. Violations of these responsibilities may result in sanctions that can include, but are not limited to, warning, probation, suspension, or expulsion from the College. For the complete Conduct Policy please refer to www.roch.edu.

STUDENT DATA PRACTICES
Rochester Community and Technical College complies with provisions of the Family Educational Rights and Privacy Act. Pursuant to this Act, students are entitled to review those records, files, documents, and other materials which contain information directly related to them and maintained by the college. Students have the right to challenge information considered inaccurate or misleading. If the custodian of the record refuses a request for modification or removal of the information, the student may file an appeal through the Student Grievance Policy or place a written explanation of your challenge in the file. A list of college records and the responsible custodian is available from the RCTC Registrar.

Part 2. Directory Information.
Director Information is student data that is accessible to any member of the public for any reason. It includes the following:
- student name
- program of study
- enrollment status (enrolled full-time or part-time, graduated, withdrawn)
- dates of enrollment
- degrees, honors, and awards received
- student activities participation
Part 3. Disclosure of Education Records
The college will disclose information from a student’s education records only upon the express written consent of the student, with the exception of the following:

Records may be disclosed without consent to:
1) School officials who have a legitimate educational interest in the records. School officials are those individuals employed by the college who act in the student’s educational interest within the limitations of their need to know. This may include faculty, administrators, clerical and professional employees, and other persons who need student record information for the effective functioning of their office or position, including members of institutions having formal joint-program agreements with the college. Students serving on college committees or employed on campus may also be included where legitimate ‘need to know’ exists. A person employed by or under contract to the college to perform a special task, such as an attorney or auditor, may be considered a school official as appropriate to the proper performance of the specified task. Individuals identified as school officials do not have an inherent right to any and all education record information, but must demonstrate legitimate educational interest as opposed to a personal or private interest. Legitimate educational interest must be supported by the institutional responsibilities assigned to an individual. The information or student data requested must be relevant and necessary to the accomplishment of some task or determination, which is an employment responsibility for the inquirer. The information sought must be utilized within the context of official college business and not for purposes extraneous to the official’s area of responsibility.
2) Certain officials of the US Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs or for enforcement of or compliance with Federal legal requirements which relate to those programs.
3) State and local officials to whom disclosure is specifically required by State Statute adopted prior to November 19, 1974.
4) Veterans Administration officials, as specified under Title 38, Section 1790(c), United States Code.
5) Authorized persons in connection with a student’s request for or receipt of financial aid (to determine the eligibility, amount, or conditions of the
financial aid, or to enforce the terms and conditions of the aid).
6) Organizations conducting certain studies for or on behalf of the college.
7) Accrediting organizations carrying out their accrediting functions.
8) Persons in compliance with a judicial order or a lawfully issued subpoena.
9) Officials of other institutions in which a student seeks or intends to enroll.
10) Authorized high school officials and/or counselors, limited to students participating in the Post Secondary Enrollment Options Program.
11) Appropriate parties in a health or safety emergency.
12) An alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16); limited to the results of any institutional disciplinary proceeding against the alleged perpetrator with respect to that crime.

Records will NOT be disclosed without written consent of the student to any other persons or parties, including parents of dependent students.

Please refer to our web site at www.roch.edu for the complete RCTC Policy, including the Procedure for Inspection and Challenging the Contents of Education Records.

**STUDENT EMPLOYEES**

Rochester Community and Technical College employ students, as needed and as financial resources permit, as work-study students, student help, and/or classified student workers. Work-study students and student help will be employed pursuant to “Rochester Community and Technical College Work Study Guidelines.” Classified student workers will be employed pursuant to Minnesota Department of Employee Relations (DOER) procedures.

**STUDENT EXCUSED ABSENCES**

Rochester Community and Technical College students shall be excused from classes for approved college sponsored activities and course field trips. This policy is intended to permit students to participate in broadening learning experiences without jeopardizing their academic standing in courses. Students will not be penalized for participation in a college-approved activity or field trip.

**Part 1. Notification:** The activity advisor or instructor will submit a list of students to be excused along with the dates and times of absence to the Office of the Vice President of Academic Affairs. If approved by the Vice President, the list will be published in the weekly staff communiqué.
Part 2. Student’s Responsibility: It is the student’s responsibility to contact his/her instructor(s) at least two academic calendar days prior to the absence to arrange to make up work to be missed. If official postponement of an event occurs and the rescheduling renders the two academic calendar day requirement impossible to meet, instructors will not apply the two academic calendar day rule to the student. In such cases, the student is required to contact his or her instructor prior to the class(es) to be missed. If the student fails to fulfill this responsibility, he/she may lose the opportunity to make-up the work. Instructors may require make up work to be completed prior to the absence.

Instructor’s Responsibility: After the student contacts his/her instructor(s), the instructor’s responsibility will be to arrange for make-up work or alternative assignments with students so that they are not penalized by their approved absence. It is understood that all learning experiences missed through absence may not be able to be replicated exactly.

STUDENT GRIEVANCE
A Rochester Community and Technical College student has the right to seek a remedy for a dispute or disagreement through the Rochester Community and Technical College student complaint/grievance process. Students are encouraged to use available informal means to have decisions reconsidered before filing a complaint or grievance. A student is defined as an individual, group of students, or the student government. Please refer to the website for the complete policy at www.roch.edu

STUDENT INVOLVEMENT/DECISION-MAKING
Rochester Community and Technical College students will have the opportunity for representation on all-college committees involving or affecting student interests. Students will be encouraged to participate in college ad hoc committees, task forces, and work teams involving or affecting student interests. Student representatives will be given the opportunity to participate in MnSCU and RCTC conferences and forums that are a part of policy development and/or decision-making process. The RCTC Student Senate shall select student representatives to the All-College Committees.

STUDENT RIGHTS AND RESPONSIBILITIES
In addition to the basic constitutional rights enjoyed by all citizens, Rochester Community and Technical College students have specific rights related to academic freedom and their status as students. Rochester
Community and Technical College student rights and responsibilities include:

**Freedom to Learn**
Rochester Community and Technical 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 on campus and in the larger community. Students are expected to exercise their freedom with responsibility.

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

On the campus, 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. Students are responsible for learning the content of any course of study for which they are enrolled.

**Freedom of Association**
Students shall be free to organize and join organizations to promote their common and lawful interests.

**Student-Sponsored Forums**
Students shall have the right to assemble, select speakers, and discuss issues of their choice. Student-sponsored activities will be conducted at a time and place, and manner to assure that the assembly does not disrupt the work of the institution or interfere with the opportunity of other students to obtain an education or infringe on the rights of others.

The Rochester Community and Technical College President or designee may prohibit any forum when, in the President’s judgment, holding the event could result in physical harm to persons or property. Prior to prohibiting the event, the President shall make a concerted effort to consult with a designated member of the student association.

**Student Publications**
Student-funded publications shall be free of censorship and advance approval of copy, 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 dismissal because of student, staff, or public disapproval of editorial policy or content. Student publications shall explicitly state on the editorial page that the opinions expressed there are not necessarily those of Rochester Community and Technical College or the student body.

Catalog and Course Information
Rochester Community and Technical College shall publish a college catalog that will provide, to the extent possible, relevant and accurate information. Catalog descriptions will be accurate and based on information existing at the time of publication. The College shall publish a course offering schedule that, to the extent possible, lists the names of instructors.

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

Academic Evaluation
Student academic performance shall be evaluated on the basis of academic standards, including any requirements noted in the catalog, student handbook, or course syllabus. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used in evaluating their academic performance.

Property Rights
Term papers, essays, projects, art work, and other similar property shall be returned to the 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.

Off-Campus Conduct
Students who violate a local ordinance or federal/state law risk the legal penalties prescribed by civil authorities. Rochester Community and Technical College may take disciplinary action against students for off-campus behavior, if the behavior impacts the operation or opinion of the College. Disciplinary action will follow Rochester Community and Technical College code of conduct procedures.
STUDENT SENATE EMERGENCY LOAN
The Rochester Community and Technical College Student Senate has established an emergency loan for students currently enrolled at the college. Funds are limited and may or may not be available based on annual available resources. See full details at www.roch.edu or contact the Director of Student Life for more information.

TRANSFER POLICY
RCTC will evaluate college transcripts provided by incoming transfer students and post transfer credit to the student’s RCTC transcript in accordance with current MnSCU policy.

Guidelines.

1. RCTC will accept in transfer, for full credit, college-parallel general education courses offered by colleges with regional accreditation.

2. RCTC will accept in transfer, for full credit, parallel college-level vocational or technical courses offered by colleges with regional accreditation.

3. Coursework being transferred into RCTC must have a minimum cumulative grade point average (GPA) of 2.000 from each transferring institution. (I.E. One course of four credits earning a B and three courses of two credits each earning a D will result in the acceptance of only two “D” courses in transfer.)

4. Grade qualifiers, minus (-) and plus (+) will not affect how a grade is transferred into RCTC. Grades with the qualifier will be accepted as the letter grade earned (I.E. C- = C and C+ = C.)

5. The entire transcript will be reviewed upon application to a program with selective admission criteria.

6. Regional accreditation for this policy is defined as the accreditation conferred by the North Central Association of Schools and Colleges, or by parallel accrediting agencies in other regions of the U.S.

Procedure.
It is the responsibility of the student to provide an official transcript of the academic record to Rochester Community and Technical College for transfer evaluation. It is also the student’s responsibility to provide course syllabi, outlines, textbook lists, etc., in the event that these are needed for evaluation of a course taken at another post-secondary institution. In the matter of determining the equivalency of a course taken at another post secondary institution to a course offered by RCTC, the recommendation of the department concerned will be solicited. Final decisions may be appealed to the Academic Standards Committee.
Fall Home Athletic Events
(These schedules are subject to change)
Full Athletic Schedules are listed on calendar.

RCTC FOOTBALL SCHEDULE
Sept. 7 Sat. Mesabi 2:00 PM
Sept. 21 Sat. Central Lakes 2:00 PM
Oct. 5 Sat. Ridgewater 2:00 PM

RCTC WOMEN’S SOCCER SCHEDULE
Sept 4 Wed Wartburg 4:00 PM
Oct 1 Tue Bethany 4:00 PM
Oct 4 Fri NIACC 3:00 PM
Oct 6 Sun Macalester 1:00 PM
Oct 17 Thurs ST. OLAF 4:00 PM
Oct 20 Sun Scott CC 1:00 PM

RCTC VOLLEYBALL SCHEDULE
Aug 24 Sat Alumni Match 6:30 PM
Sept 4 Wed Anoka Ramsey CC 6:30 PM
Sept 6 Fri Ridgewater College 6:30 PM
Sept 7 Sat Rochester Invite All day
Sept 13 Fri Riverland 6:30 PM
Sept 18 Wed Mid-State College 6:30 PM
Sept 28 Sat Mn West CC 1:00 PM
Oct 16 Wed Bethany Lutheran 6:30 PM
Nov 15-16 F/S NJCAA Volleyball Tournament All Day
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