



**2018-2019
STUDENT HANDBOOK**

www.ridgewater.edu



Know *your* college



Your go-to resource for everything Ridgewater from Student Services to help you succeed to college policies you need to know.

HUTCHINSON | WILLMAR | ONLINE | BLENDED

2 Century Avenue SE
Hutchinson, MN 55350

2101 15th Avenue NW
Willmar, MN 56201

www.ridgewater.edu
800-722-1151

“The spirit of community will be sustained by a climate on the campus where personal relationships are prized, where integrity is the hallmark of discourse, and where people speak and listen to each other carefully.”

-Ernest Boyer, Former US Commissioner of Education

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2018-2019 CALENDAR – RIDGEWATER COLLEGE

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23-24 Faculty/Staff Duty Days (No Classes)

27 First Day of Fall Semester

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 Labor Day Holiday (College Closed)

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18-19 Teacher Conventions (No Classes)

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12 Veterans Day Holiday Observed (College Closed)

22-23 Thanksgiving Break (College Closed)

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17-21 Final Exams

21 Last Day of Fall Semester

24-31 Semester Break

25 Christmas Day (College Closed)

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 New Year's Day (College Closed)

1-11 Semester Break

10-11 Faculty/Staff Duty Day (No Classes)

14 First Day of Spring Semester

21 M.L. King Jr. Holiday (College Closed)

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 Presidents' Holiday (College Closed)

MARCH 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4-8 Spring Break

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

12 Faculty/Staff Duty Day (No Classes)

MAY 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13-17 Final Exams

16 Hutchinson Campus Graduation

17 Last Day of Spring Semester/Willmar Campus Graduation

27 Memorial Day Holiday (College Closed)

June 3 Summer Term Begin:

Fall Semester	Spring Semester
- Class 74	- Class 77
- Finals 5	- Finals 5
- Duty <u>2</u>	- Duty <u>3</u>
Total 81	Total 85

+ 5 flexible days for faculty

Student Days = 161
Faculty Days = 171

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY/AUGUST 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

July 4 Independence Day Holiday (College Closed)

Aug 9 Summer Term Ends

President's Welcome



Dr. Craig Johnson
President

As President of Ridgewater College, it is my pleasure, on behalf of all of our faculty and staff, to welcome you to Ridgewater College!

Our faculty and staff are dedicated to helping you achieve your educational goals. Whether you are preparing for a job, seeking a career change, planning to complete a baccalaureate degree, or taking courses for personal and professional development, Ridgewater College looks forward to helping you achieve that goal. I encourage you to explore, ask questions, and discover what opportunities the College holds for you. Make use of the abundant resources available to you; join a club, Student Senate, an athletic team, or participate in one of the many other student activities available to you to enrich your college experience.

Lastly, I want to thank you for choosing to pursue your education at Ridgewater College. Everyone at our college is committed to helping you reach your career and life goals!

MISSION

Ridgewater College provides quality educational opportunities for diverse student learners in an inclusive, supportive, and accessible environment.

VISION

Ridgewater College will be a dynamic educational leader exemplifying innovation and excellence within a student-centered learning environment.

VALUES

Ridgewater College values a learning environment that:

- Focuses on student needs and student success
- Equips students to think critically and creatively, solve problems, and adapt to a rapidly changing world
- Embraces diversity of thought, diversity of individual background, and affirms the worth and dignity of each individual
- Focuses on continuous improvement by establishing success indicators, measuring against those indicators, and using the results to make strategic decisions

- Promotes ethical and honest behavior and accountability at both an institutional and individual level
- Demonstrates and reinforces the value of lifelong learning
- Reaches beyond the College's walls to the community, the region, and the world.

ACCREDITATION

Ridgewater College is accredited by the Higher Learning Commission.

Higher Learning Commission
230 S LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
800-621-7440
www.ncahlc.org

Who to Call for help - Student Services

Department	Willmar	Hutchinson
Academic Support/Tutoring	320-222-5260	320-234-8636
Advising and Counseling	320-222-5984	320-234-8504
Bookstore	320-222-5590	320-234-8524
Business Office	320-222-5641	320-234-8528
Career Services	320-222-5219	320-222-5219
Disability Services	320-222-8040	320-234-8650
Financial Aid	320-222-7476	320-234-8600
Library	320-222-7538	320-234-8566
Multicultural Affairs	320-222-5986	320-222-5986
Records & Registration	320-222-5213	320-234-8593
Scholarships/Foundation	320-222-6095	320-222-6095
TRIO Student Services	320-222-8075	320-234-8650
Veterans Resources	320-222-5634	320-222-5634

Ridgewater College acknowledges its legal and moral responsibility to ensure equal employment and educational opportunities with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, familial status or membership or activity in a local commission as defined by law. The college is in compliance with Title IX and Section 504 and will continue its affirmative action commitment to removing barriers to equal employment and educational opportunity.

Minnesota's colleges and universities have accepted special roles and responsibilities in fostering diversity in our society. We are dedicated to the search for knowledge and the rights of every individual in our learning communities to pursue that search with freedom, dignity, and security regardless of religious affiliation, race, ethnic heritage, gender, age, sexual orientation, or physical ability. Representing all sectors of higher education in Minnesota, we publicly declare our intentions:

- to continue the development of multi-cultural

learning communities that will not tolerate acts of harassment and intolerance.

- to establish, communicate and enforce standards of behavior for students, staff and faculty that uphold our academic values and our legal obligations.
- to promote the acceptance and respect for individuals in an atmosphere of caring for others.

Every effort has been made to ensure the accuracy of the material contained within this handbook as of the date of publication. However, policies, procedures, program information and deadlines are subject to change without prior notification. The provisions of this handbook do not constitute a contract between the student and the college.

Introduction

The Ridgewater College community extends to you a warm welcome. We are so glad you have chosen us to be part of your educational journey. Your time here should be one of tremendous growth, exploration, and learning, but within the boundaries of guidelines that protect your rights as well as those of your fellow community members.

This handbook is carefully prepared annually by the Student Services team to provide you with information about campus resources, student life, and college policies and procedures. Students who have questions about anything included within this handbook should feel free to ask any college employee for clarification. The College makes this handbook available to each student and publishes it each fall semester. It is your responsibility to familiarize yourself with its contents. By enrolling at this institution, you agree to comply with all rules and regulations. Ignorance of a policy or regulation will not be considered an excuse for failure to observe it. The College reserves the right to alter the regulations and policies stated herein through normal channels.

A very important part of the handbook is the Student Code of Conduct Policies and Procedures. Please take a moment to review it in its entirety and be aware of our expectations of our students.

Ridgewater College does not discriminate on the basis of race, religion, color, sex, age, handicap or ethnic origin in its administration of educational policies, loan and scholarship policies, or any other faculty, staff, or student program or activity. We strongly believe that being part of a community means we support each other. We are grateful that you chose us and we care deeply about your success.

Again, welcome!

Student's Rights and Responsibilities

Students are expected to be familiar with the policies and procedures as described in this handbook. The handbook is available on the College's website. Printed copies may be obtained upon request from Student Services.

Students are expected to be familiar with the Student Code of Conduct as presented in this handbook and as posted on the College's website. The rights and responsibilities of students and the expectations of the College are described in this handbook, along with appeals, grievances and other procedures.

Students are expected to exhibit, and are held responsible for, behavior that demonstrates respect for self and others and that does not interfere with other students' right to receive an education and that does not impede the College's ability to deliver education and services to all enrolled students. Students will be held accountable for actions that result in or contribute to any impingement on the safety and well-being of others. Behavior that is threatening to the safety or welfare of one's self or others, or that is harassing or discriminatory in nature will be reviewed promptly by the College, and appropriate action will be taken. The Student Code of Conduct does not replace or reduce the requirements of civil or criminal laws.

Rights and responsibilities of students enrolled in institutions of the Minnesota State Colleges and Universities System (Minnesota State) are addressed in Minnesota State Board Policy 3.1. For more information see <http://www.minnstate.edu/board/policy/301.html>.

ACCESS FOR INDIVIDUALS WITH DISABILITIES

Ridgewater College is committed to providing for the needs of students who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The college policy in its entirety can be viewed on our website www.ridgewater.edu. Click on About, then College Governance, then College Policies.

Student's Rights and Responsibilities

It is the policy of Ridgewater College that each campus shall make services available for any student who, through a recent assessment, can document a disability.

In general, College policy calls for reasonable accommodation to be made for students with disabilities on an individualized and flexible basis. It is the responsibility of students with disabilities, however, to seek available assistance at the College and to make their needs known.

To be eligible for disability-related services, students must have a documented disability condition as defined by the ADA and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities (walking, standing, seeing, speaking, hearing, sitting, breathing, learning, or taking care of oneself).

A case-by-case determination will be made to establish eligibility for services and the nature and extent of such services. Recent disability documentation may be required. Students need to schedule a meeting with Disability Services prior to the beginning of the semester to ensure that services can be provided in a timely manner.

AFFIRMATIVE ACTION IN EMPLOYMENT

Ridgewater College is committed to and supports aggressive affirmative action steps and programs intended to remedy the historical under-representation of persons of color, women, and persons with disabilities in the workforce.

ALTERNATIVE FORMAT

This document is available in alternative formats upon request by calling 800-722-1151 or 320-222-5200 or through the Minnesota Relay Service at 800-627-3529 or 711.

AUTHORIZATIONS FOR THE COLLECTION AND RELEASE OF DATA (TENNESSEN)

POLICY

Students will be provided with information regarding students' rights, responsibilities, and authorizations for the collection and release of data (Tennessee warning - M.S. 13.04, subd 2).

PROCEDURES

1. Students will receive printed and/or electronic notification on the Tennessee Warning (students' rights, responsibilities, and authorizations for the collection and release of data). The release of this information will conform to Federal and State Data Privacy Laws.
2. Student Tennessee warning sessions will include:
 - a. information regarding:
 - the purpose and intended use of the requested data within the College
 - whether the individual may refuse or is legally required to supply the requested data
 - any known consequence arising from supplying or refusing to supply private or confidential data
 - the identity of other persons or entities authorized by state or federal law to receive the data
 - what information is considered directory information and the student's right to request that directory public information be treated as private;
 - b. an opportunity for students to ask questions regarding the information,
 - c. having each student sign and date a consent form regarding the Tennessee warning, and
 - d. having each student state whether he/she wants to have any or all of his/her student directory public information treated as private.
3. Student directory information which the student wishes to have treated as private will be handled in accordance with the following procedure:
 - information which the student wishes to have treated as private will be noted and kept on file.

STUDENT FORM

1. Information Collection

When you apply for admission, while you are enrolled and after graduation from the college, you will be asked to supply information about yourself, including your Social Security number. You will be asked to report information in the following ways:

- Admissions Application
- Enrollment Form
- Financial Aid Application
- Accuplacer testing
- Registration
- Placement and Employment Follow-Up Information Forms
- Oral Interviews with College Staff
- Health Records

2. Use of the Information

The data is being collected to:

- Assist college staff in developing a plan to help you succeed in your major/program area.
- Report to the Minnesota State Board of Trustees.
- Report to the Office of Higher Education.
- Create statistical and research reports.
- Assist the College in auditing employment follow-up data, and other college policies and practices.
- Respond to requests for information from federal agencies and departments and the public.
- Comply with the state immunization law.
- Your Social Security number is requested to create a unique student identification number which will be used to identify testing, academic and employment follow-up information about you. Submitting your Social Security number is voluntary. The number is requested under the authority granted to the colleges through enabling state legislation.

3. Student Rights:

- You have the right to refuse to provide any or all of the data requested.
- You have the right to know and to view all public and private data maintained on you.
- You have the right to have the data explained to you and receive a copy of it.
- You have the right to challenge the accuracy and completeness of the data and to include your own explanation of the data.

4. Consequences

There are consequences for not supplying data which may result in denial of the following services:

- You may not be admitted for enrollment if you do not complete the admissions application (except Social Security number).
- You may not receive special needs assistance if you do not identify a need for services.
- You may not receive financial aid assistance if you do not provide information on the financial aid forms.
- You may not receive assistance in occupational placement if you do not provide that data.
- You may not continue in college if you do not comply with immunization information as required by law.
- You will be assigned a student identification number if you do not provide your Social Security number.

5. Access

With the exception of "directory information," which is public information, the data you provide will be released only with your written consent or to the following persons/entities which are authorized by law to receive and use the data:

- Minnesota State Legislature/Congress
- Office of Higher Education
- State, Federal and Independent Auditors
- College Staff
- Minnesota Department of Jobs and Training
- Minnesota State Board of Trustees

6. Public Information

The following is considered directory information and will be provided upon request. If you do not wish to have the following information released, you may identify it as private. No private information will be released. Note: You will complete this information as part of your orientation to the college.

- Name
- Hometown
- Most recent previous educational institution attended
- Major field of study
- Enrollment status (e.g. full- or part-time)
- Dates of enrollment or graduation
- Degrees, honors, awards and scholarships received (including hometown and necessary GPA)

College Policies and Procedures

- Dates, position and wage rate of student employment
- Physical factors (height and weight) of athletes
- Photographs, videos, and other media taken and maintained by the college for various purposes
- Participation in officially recognized activities, programs and sports

CAMPUS SECURITY REPORT

On or before September 30 each year, Ridgewater College publishes and makes available a Campus Security Report as required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990. The purpose of this report is to inform the students about campus crime prevention programs, crime reporting procedures, emergency response, and a three-year statistical history of criminal activity on the College campus. A copy of the Campus Security Report is posted on the College's website and is electronically distributed to students and employees. It is available in print form from Student Services. Prospective students and employees can obtain this information from the College website or by calling 800-722-1151.

DIVERSITY

Ridgewater College, a member of Minnesota State Colleges and Universities, recognizes and respects the importance of all similarities and differences among human beings. The system and its institutions are committed, through their programs and policies, to fostering inclusiveness, understanding, acceptance, and respect in a multicultural society. Diversity includes, but is not limited to, age, ethnic origin, national origin, race, color, sex, sexual orientation, gender identity, gender expression, marital status, disability, religious beliefs, creeds, and income. Minnesota State Colleges and Universities is committed to confronting prejudicial, discriminatory, or racist behaviors and policies.

EMAIL

All students registering for credit coursework are assigned an official email account upon initial registration. Ridgewater College uses email as the primary method of communication with students. Students are responsible for information, notices, and deadlines disseminated through email. Students will have access to their secured email account by using their Star

ID. (See page 31 for information about your Star ID). Updating and maintaining a password will be necessary and is the student's responsibility.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The purpose of the Family Education Rights and Privacy Act is to afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review their education records, the right to seek to have the records corrected, and the right to have some control over the disclosure of information from the records. The College Data Practices Policy is located on our website at www.ridgewater.edu/policies.

TITLE IX

It is the policy of the College not to discriminate on the basis of sex in its admissions, educational programs, activities, or employment policies as required by Title IX of the Educational Amendments of 1972. Inquiries regarding compliance with Title IX may be directed to the Equity Coordinator, [Jay Morrison](mailto:Jay.Morrison@ridgewater.edu) at 320-222-8040. You may also contact the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

College Policies and Procedures

All college policies and procedures can be viewed on our website. The following are printed here as required by state and/or federal law. You may access our Policies and Procedures home page at: www.ridgewater.edu by clicking on the About tab, then College Governance.

DISABILITY DISCRIMINATION/HARASSMENT DEFINITIONS

Subpart A. Disability discrimination is prohibited by state and federal law. Disability discrimination as defined by law is conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that subjects the individual to different treatment by agents or employees without legitimate non-discriminatory reason so as to interfere

with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

Subpart B. Disability harassment is a form of discrimination which is prohibited by state and federal law. Disability harassment is defined as verbal or physical conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

EQUITY POLICY

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The College receives federal financial assistance. In order to continue receiving such assistance, the College must comply with Title IX. In addition to the sanction of non-receipt of federal funds, the Board of Trustees is of the general view that discrimination on the basis of sex in any education program or activity of this college is not to be permitted. The College has adopted a policy affirming that it will not discriminate on the basis of a person's age, color, creed, disability, marital status, membership or activity in a local commission, national origin, race, religion, sex, sexual orientation, or status with regard to public assistance. In addition it has adopted a grievance procedure and appointed a contact on each campus to coordinate its compliance efforts with Title IX and Section 504 of the Rehabilitation Act of 1973. Contact [Jay Morrison](#) at 320-222-8040 with any concerns or questions.

A student who believes he/she to be a victim of sex discrimination in violation of Title IX, or any of the other above areas, may choose to visit with the campus investigator regarding the incident and/or file a grievance in writing within seven calendar days of the alleged discriminatory act, or it is waived. Copies of the complete policy statement and grievance procedure are available online.

HIGHER EDUCATION OPPORTUNITY ACT

Ridgewater College has worked to fulfill the requirements set forth by the Higher Education Opportunity Act (HEOA) which was signed into law on August 14, 2008. The HEOA primarily addresses obstacles that can make it difficult for qualified students to obtain a college education, but it also includes specific statements requiring colleges and universities to comply with digital copyright laws. The law requires us to take the following steps to deter illegal downloading:

- An annual disclosure to students describing copyright law and campus policies related to violating copyright law.
- A plan to "effectively combat" copyright abuse on the campus network using a variety of technology-based deterrents.
- Provide access to and offer alternatives to illegal downloading. Ridgewater has the
- following document posted: <https://www.ridgewater.edu/about/college-governance/college-policies/>. Select Chapter 3, then click on "Video and Audio Recording of Classroom Lectures Policy & Procedures pdf.

NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY

Ridgewater College is committed to a policy of non-discrimination in employment and education opportunity. (The Minnesota State policy can be found at www.minnstate.edu/board/policy/1b01.html.)

No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, familial status or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression or familial status is prohibited. Sexual violence has no place in a learning or work

College Policies and Procedures

environment. Further, the Minnesota State Colleges and Universities System shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

Lack of English skills will not be a barrier to admission or participation. In order to eliminate barriers, we take appropriate measures to assess each student's ability to participate and benefit through placement testing and counseling. Based on the assessment and counseling, students are then provided with campus services or a referral to community services to be better prepared for successful participation.

PERSONAL PROPERTY

Ridgewater College is not responsible for loss of personal property left in classrooms, labs, or in any other area in or around the College.

PETS OR CHILDREN ON CAMPUS

With the exception of service animals required to assist students with disabilities, animals are not allowed on campus. Due to disruption and the possible risk of harm, children may not be left unsupervised in the common areas of the College. Students may not bring children to classrooms or labs when the student is attending class.

PROCEDURES FOR FILING A COMPLAINT OF DISCRIMINATION, HARASSMENT, OR SEXUAL VIOLENCE

The goal of these procedures is the elimination of any unwelcome harassment behavior so the environment in which the employee/ student functions is respectful of individual rights and organized to promote efficiency and effectiveness.

1. If you feel you are or have been discriminated against or harassed, inform that person you are uncomfortable or object to his/her behavior and that it must stop.
2. If your objections are not successful or if you are uncomfortable approaching the person who is harassing you, discuss the situation with the campus Harassment/Discrimination Officer,

Jay Morrison, located in Student Services, or at 320-222-8040 or jay.morrison@ridgewater.edu.

3. The campus officer's goal is to put an end to the harassment. The officer will do so informally or formally.
4. After the completion of a formal investigation, a written report will be filed with the campus decision-maker.
5. The decision-maker will render a decision based on the investigative documents. The verification of sexual harassment could result in sanctions such as reprimand, reassignment, suspension or termination of employment by the supervising authority.
6. The above action does not preclude a complainant's right to pursue a complaint through the Minnesota Department of Human Rights or the court system.

What do you do if you or someone you know has been sexually assaulted? Immediately, day or night, with permission of the victim, contact either:

1. Willmar or Hutchinson Police Department - 911.
2. Safe Avenues at 320-235-0962 or 800-792-4210.
3. Any Ridgewater faculty or staff member, who will in turn contact the Harassment/Discrimination Officer for further referral.

Ridgewater staff will respect the victim's confidentiality and will only contact the police with the victim's consent. Confidentiality should be respected as much as possible. Support for victims should be provided in every possible manner. Victims of sexual assault should be made aware of the need to release information for the protection and safety of others; their wishes regarding the amount of detail to be released should be honored with every effort made to protect their anonymity.

Accounts of sexual assault will be recorded by the Harassment/Discrimination Officer's investigation, whether reported by an identified victim or a third party. As much detail as possible regarding the location, date and time of the alleged assault, and any details which might help identify the assailant, will be accepted. Since it is known that very few victims report, third person reports are welcomed and encouraged.

Under the Right To Know Act, statistics concerning reports of assault are available upon request.

RIGHT TO KNOW

The College will make available to all enrolled and prospective students statistics on completion or graduation rates, transfer-out rates, and employment, pursuant to the Student Right To Know Act of 1990. This report is available from Student Services by calling 800-722-1151.

SEXUAL DISCRIMINATION/ HARASSMENT DEFINITIONS

Subpart A. Sexual orientation discrimination is prohibited by state law. Sexual orientation discrimination is defined as conduct that is directed at an individual because of his/her sexual orientation and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system, colleges, universities or otherwise adversely affects the individual's employment or education.

Subpart B. Sexual orientation harassment is a form of sexual orientation discrimination which is prohibited by state law. Sexual orientation harassment is defined as verbal or physical conduct that is directed at any individual because of his/her sexual orientation and that is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Sexual orientation harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting the educational environment.

SEXUAL VIOLENCE POLICY

Ridgewater College is committed to maintaining a campus community free from sexual violence. The College acknowledges and adheres to the definitions and processes described in Minnesota State Policy 1B.3 - "Sexual Violence Policy" (<http://www.minnstate.edu/board/policy/1b03.html>) and the related procedure document 1B.3.1 - "Sexual Violence Procedure" (<http://www.minnstate.edu/board/procedure/1b03p1.html>). This policy applies to all Ridgewater College students and employees and to others, as appropriate, where alleged incidents of

sexual violence have occurred on Ridgewater College property. Ridgewater College offers a training to all students and staff through D2L each year.

STUDENT CODE OF CONDUCT

Ridgewater College is committed to the creation and maintenance of an academic community which fosters the intellectual, personal, social and ethical development of its students. Respect for the rights of others and self-discipline are essential for the fulfillment of these goals. This Code of Conduct is designed to explain the rights and responsibilities inherent in membership in this community.

Students of Ridgewater College are expected to conduct themselves as mature citizens both on and off campus. Students are expected to comply with all regulations established by the administration, faculty and students for the benefit of the total campus community. This matter is one of individual responsibility and consideration of the rights of others.

ARTICLE I: DEFINITIONS

- a. "College" means Ridgewater College.
- b. "Administrator" means that person designated by the College President to be responsible for the administration of the Student Code.
- c. "Cheating" includes, but is not limited to:
 - (1) use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff;
 - (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- d. "Expulsion" means permanent denial of the privilege of enrollment at the College.
- e. "Hazing" means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued

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- membership in a student group, organization, or athletic team.
- f. “Policy” means the written regulations of the College and Minnesota State Colleges and Universities as found in, but not limited to, the Student Code, the College and MN State Colleges and Universities Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus (<http://www.minnstate.edu/board/policy/518.html> and <http://www.minnstate.edu/board/procedure/518p1.html>), MN State Colleges and Universities Board Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources (<http://www.minnstate.edu/board/policy/522.html> and <http://www.minnstate.edu/board/procedure/522p1.html>) and the College Catalog.
- g. “Preponderance of evidence” means a standard of responsibility that it is more likely than not that the code has been violated.
- h. “Plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- i. “Student” includes all persons who:
- Are enrolled in one or more courses, either credit or noncredit, through the College.
 - Withdraw, transfer or graduate, after an alleged violation of the Student Code of Conduct.
 - Are not officially enrolled for a particular term but who have a continuing relationship with the College.
 - Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
- j. “Student organization” means any number of persons who have complied with the formal requirements for College recognition.
- k. “Summary suspension” means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the College community.
- l. “Suspension” means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.

ARTICLE II: PROSCRIBED CONDUCT

A. Jurisdiction of the College Student Code

The College Student Code shall apply to conduct that occurs on College premises, at College-sponsored activities, and to off-campus conduct in the following circumstances:

1. Hazing is involved;
2. The violation is committed while participating in a College-sanctioned or sponsored activity;
3. The victim of the violation is a member of the College community;
4. The violation constitutes a felony under state or federal law; or
5. The violation adversely affects the educational, research, or service functions of the College.

The administrator shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

Allegations of discrimination, harassment, and sexual violence shall be resolved pursuant to MN State Colleges and Universities Board Policy 1B.1, Nondiscrimination in Employment and Education Opportunity (<http://www.minnstate.edu/board/policy/1b01.html>), System Procedure 1B.1.1, Report/Complaint of Discrimination/Harassment Investigation and Resolution (<http://www.minnstate.edu/board/procedure/1b01p1.html>), MN State Colleges and Universities Board Policy 1B.3, Sexual Violence Policy (<http://www.minnstate.edu/board/policy/1b03.html>), System Procedure 1B.3.1, Sexual Violence Procedure (<http://www.minnstate.edu/board/procedure/1b03p1.html>). Allegations of fraud or dishonest acts shall be resolved pursuant to MN State Colleges and Universities Policy 1C.2, Fraudulent or Other Dishonest Acts (<http://www.minnstate.edu/board/policy/1c02.html>).

B. Conduct - Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct in circumstances falling under the jurisdiction of this Code may be subject to the disciplinary sanctions outlined in Article III:

1. Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty
- Furnishing false information to any College official, faculty member, or office
- Forgery, alteration, or misuse of any College document, record, or instrument of identification.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.

5. Hazing.

6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.

8. Violation of any College or MN State Colleges and Universities Board policy, rule, or regulation published in hard copy or available electronically on the College or MN State Colleges and Universities website.

9. Violation of any federal, state or local law.

10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.

11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College or MN State Colleges and Universities regulations), public intoxication, or violation of MN State Colleges and Universities Board Policy 5.18 and System 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community, leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.

15. Conduct that is disorderly, lewd, or indecent, breach of peace, or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly conduct includes, but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

16. Any violation of the College Computer Use Policy or MN State Colleges and Universities Board

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Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources.

17. Abuse of the Student Conduct System, including but not limited to:

- a. Failure to obey the notice from a Student Conduct Panel or College official to appear for a meeting or hearing as part of the Student Conduct Panel.
- b. Falsification, distortion, or misrepresentation of information before a Student Conduct Panel.
- c. Disruption or interference with the orderly conduct of a Student Conduct Panel proceeding.
- d. Institution of a Student Conduct Code proceeding in bad faith.
- e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
- f. Attempting to influence the impartiality of a member of a Student Conduct Panel prior to, and/or during the course of, the Student Conduct Panel proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Panel prior to, during, and/or after a student conduct code proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.
- i. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code system.

C. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the administrator. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

ARTICLE III: STUDENT CONDUCT CODE PROCEDURES

A. Investigation and Informal Process

1. Any member of the College community may file a written complaint alleging that a student or student organization has violated student conduct proscriptions. Any complaint should be submitted as soon as possible after the event takes place. Persons filing complaints shall be informed of their rights under the [Minnesota Data Practices Act](#). Following the filing of a complaint against a student or student organization, the administrator shall conduct an investigation of the allegations.

2. If the complaint seems unwarranted, the administrator may discontinue proceedings.

3. If there is sufficient evidence to support the complaint, the administrator shall offer the accused student an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student shall be given written notice of the specific complaint against him/her and the nature of the evidence available to support the complaint and provided with a copy of the code of conduct. During the meetings the administrator shall review the complaint and the evidence with the student and allow the student to present a defense against the complaint. Within a reasonable time period following the meeting, the administrator shall inform the accused student in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing.

4. A student who is subject to a sanction of expulsion or suspension, except summary suspension, for more than nine days may agree to accept the sanction, or may request a formal hearing. The formal hearing should be held within a reasonable time. Other sanctions shall be accepted or may be appealed in accordance with the institution's appeal procedures.

5. If the accused student fails to appear for the informal hearing, the administrator may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.

6. A sanction shall not become effective during the time in which a student seeks an appeal or formal hearing, unless, in the discretion of the Administrator, it is necessary to implement an immediate sanction for the safety and welfare of the College community.

B. Formal Hearing

1. The College President or designee determines the composition of the Student Conduct Panel. Students serving on the Student Conduct Panel shall be elected by the student body or appointed by the campus student association. Student Conduct Panel hearings shall be conducted by a Student Conduct Panel according to the following guidelines:

- a. Student Conduct Panel hearings normally shall be conducted in private.
- b. Students or organizations referred for a formal hearing shall be given adequate advance notice in writing of the time, place, and date of the hearing. A student or organization's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.
- c. Within a reasonable time prior to the hearing, the student must be informed in writing of a) the complaint, b) the evidence to be presented against him/her, c) a list of witnesses, and d) the nature of their testimony.
- d. In hearings involving more than one accused student or organization, the administrator, in his or her discretion, may permit the hearing concerning each student to be conducted either separately or jointly.
- e. The student shall be given the opportunity to speak in his/her own defense, to present witnesses and to question any witnesses and to have an advocate present. The advocate may provide advice to the student, but may not participate in any questioning. When there is likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advocate.
- f. A written notice of findings and conclusions shall be provided to the student within a reasonable time after the hearing. The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding the applicable appeal process.
- g. The hearing may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing for the presence of law enforcement and/or security,

separate facilities, by using a visual screen, and/or by permitting participation by telephone, video-phone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the administrator to be appropriate.

C. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

- a. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
- b. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The College may impose specific written conditions for the probation.
- c. Loss of Privileges - Denial of specified privileges for a designated period of time.
- d. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- e. Discretionary Sanctions - Work assignments, essays, service to the College, or other related discretionary assignments.
- f. Suspension - Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.
- g. Expulsion - Permanent denial of the privilege of enrollment at the College.
- h. Revocation of Admission and/or Degree - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- i. Withholding Degree - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation.

2. The following sanctions may be imposed upon groups or organizations:

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- a. Those sanctions listed above.
- b. Loss of selected rights and privileges for a specified period of time.
- c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.

D. Summary Suspension

In certain circumstances, the administrator may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the administrator, the accused student's presence on the College campus would constitute a threat to the safety and well-being of members of the campus community. To the greatest extent possible before implementing the summary suspension, the accused student shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the administrator.

E. Appeals

1. A decision reached by the Student Conduct Panel or a sanction imposed by the administrator may be appealed by the accused student(s) or complainant(s) to the Vice President of Academic and Student Affairs within five (5) school or business days of the notification of the decision. Such appeals shall be in writing and shall be delivered to the administrator or his or her designee.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
 - a. To determine whether the informal or formal hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the accused student was based on substantial information; that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original informal or formal hearing.
3. If an appeal is upheld by the Vice President of Academic Affairs and Student Services, s/he may take any appropriate action. If an appeal is not upheld, the matter shall be considered final and binding upon all involved except that in cases involving sanctions of suspension for 10 days or longer, students shall be informed of their right to a contested case hearing under Minnesota State Statute 14.

STUDENT COMPLAINTS AND GRIEVANCE POLICY AND PROCEDURES

Ridgewater College acknowledges and adheres to the definitions and processes described in Minnesota State Policy 3.8 - "Student Complaints and Grievances" (www.minnstate.edu/board/policy/308.html) and Minnesota State Procedure 3.8.1 - "Student Complaints and Grievances" (www.minnstate.edu/board/procedure/308p1.html). These documents address a student's right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. Ridgewater College encourages students to use available informal means to have decisions reconsidered before filing

a complaint or grievance. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. Complaints and grievance procedures are protected under data privacy rights. Ridgewater College is part of the Minnesota State Colleges and Universities System (Minnesota State) of public two and four year institutions of higher education designated by Minnesota Statutes Chapter 136F and governed by the Board of Trustees of the Minnesota State Colleges and Universities. Ridgewater College is accredited by the Higher Learning Commission (HLC). If you wish to file a complaint about Ridgewater College with the HLC, you may do so by contacting:

Higher Learning Commission
230 S. LaSalle St., Suite 7-500
Chicago, IL 60604-1413

Ridgewater College takes student complaints and grievances seriously. If you have a complaint about Ridgewater College we encourage you to utilize the Institution's Student Complaint and Grievance Process provided in Minnesota State Board Policy 3.8 and System Procedure 3.8.1. If your grievance involves a Board Policy, the actions of the Ridgewater College President, an issue of institutional or program quality such as an institution's compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practices, you may appeal to the Office of the Chancellor pursuant to the Board Policy 3.8 and System Procedure 3.8.1. The contact information for the Office of the Chancellor is:

Academic and Student Affairs
Office of the Chancellor
Wells Fargo Place
30 7th St. E., Suite 350
St. Paul, MN 55101-7804

This process does not apply to other complaints or grievances subject to different procedures specified in board, college, or university policies or procedures, or other regulations, including:

- Academic grade disputes. Grade appeals must be handled under Ridgewater College's Grade Appeal Policy found at: https://ridgewater.edu/wp-content/uploads/2018/05/Grade_Appeal.pdf. Student complaints regarding discrimination or harassment 14 are subject to Board Policy 1B.1

and System Procedure 1B.1.1, and filed with the institution's Harassment/ Discrimination officer, [Jay Morrison](#).

ZERO TOLERANCE FOR VIOLENCE IN THE WORKPLACE

Ridgewater College will foster an environment where employees, students and visitors are at zero risk of involvement in workplace violence. This will be accomplished by encouraging mutual respect among all individuals, establishing open and honest communication, inviting all employees to provide input, and enforcing zero tolerance for any type of violent behavior. Please see the Ridgewater College "Possession or Carry of Firearms Policy" for restrictions regarding possession or carry of firearms applicable to the Minnesota State Colleges and Universities System, in accordance with the Minnesota Citizens' Personal Protection Act of 2003, Minnesota Statutes Section 624.714 (Possession or Carry of Firearms), and other applicable law.

The policy and procedures can be viewed at www.ridgewater.edu. Click on the About tab, then College Governance and then College Policies.

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ACADEMIC FREEDOMS FOR STUDENTS

FREEDOM TO LEARN

In addition to the basic constitutional rights enjoyed by all citizens, students in colleges and universities have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

FREEDOM OF EXPRESSION

Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly

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and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

FREEDOM OF ASSOCIATION

Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

ACADEMIC EVALUATION

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

GRADE POINTS

A letter grade is assigned at the end of the term for each course in which the student enrolled. A grade point value for each credit in the course is assigned to each letter grade, as listed below.

Grade point credits include grades of:

A	4.00 grade points per credit
A-	3.67 grade points per credit
B+	3.33 grade points per credit
B	3.00 grade points per credit
B-	2.67 grade points per credit
C+	2.33 grade points per credit
C	2.00 grade points per credit
C-	1.67 grade points per credit
D+	1.33 grade points per credit
D	1.00 grade points per credit
D-	0.67 grade points per credit
F	0.00 grade points per credit

CALCULATING MY GPA

To calculate your GPA, you need to make a list of all of the classes for which you want to know the GPA. Add up the credits. Add up the grade points. Take the total credits and divide by the total grade points. The answer is your GPA. Or, to put it into "math language", the formula for a GPA is:

$$\text{GPA} = \text{Total Credits} \div \text{Total Grade Points}$$

To compute grade points, multiply the credits of a class by the numerical value of the letter grade. (The numerical values for all of the letter grades are in the chart listed above).

Example:

- If you got an A- in CHEM 101, the grade points for the class would be: 4 credits X 3.67 (value for an A-) = 14.68
- If you got a B+ in BIOL 200, the grade points for the class would be: 5 credits X 3.3 (value for a B+) = 16.5.

Example Calculating a GPA:

Course #	Credits	Grade	Grade Points
PSYC 1310	4	C	4 x 2 = 8
CHEM 1510	5	B+	5 x 3.3 = 16.5
ENVS 1410	4	A-	4 x 3.67 = 14.68
ECON 2070	3	B-	3 x 2.67 = 8.01
TOTAL	16		47.19
GPA:			47.19 ÷ 16 = 2.95

ACADEMIC HONORS

At the end of each semester, students who completed a minimum of twelve (12) credits will be named to the Dean's list if they have a semester GPA of at least 3.50.

ACTIVE DUTY WITH THE ARMED FORCES

Students who are members of any branch of the U.S. military reserves and who are unable to complete a semester due to having been called to active duty shall to the extent possible be provided one of the following options:

1. The student may be given a full refund of tuition. Students receiving financial aid who choose this

option should be made aware that they may be liable for any required refunds of state or federal financial aid funds.

2. The student may be given a grade of incomplete in a course and complete it upon release from active duty. Course completion may be accomplished by independent study or by retaking the course without payment of tuition. Under federal financial aid policies a course that is retaken this way may not be counted toward a student's enrollment load.
3. If in the instructor's judgment the student has completed sufficient coursework to earn a grade of "C" or better, the student may be given credit for completion of a course.

Students who find themselves in this situation should see a college counselor as soon as possible.

ATTENDANCE

Any department may have a written attendance policy. Attendance requirements are written into the course syllabus and explained to all students. Fair treatment will be afforded to all students under any and all circumstances.

CATALOG AND COURSE INFORMATION

To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions will be accurate and based on information existing at the time of publication. To the extent possible, class schedules will list the names of faculty teaching courses. The most current information is available online at www.ridgewater.edu.

CLASSIFICATION OF STUDENT STATUS

FULL TIME

A student carrying at least 12 credits is considered full time. The recommended average load is 15 credits per semester to complete a two-year diploma or degree in two years. Students taking over 18 credits per semester must obtain a signature of approval from counselor. Fifteen credits is considered full time for Minnesota state grants for financial aid recipients.

PART TIME

A student enrolled in at least one course for credit and carrying fewer than 12 credits is considered part time.

FRESHMAN/FIRST YEAR

A student who has completed fewer than 31 semester credits is considered a freshman. In certain programs, completion of all first-year courses or department approval is necessary before a student can begin sophomore or second-year program work.

SOPHOMORE/SECOND YEAR

A student who has completed 31 or more semester credits and is working toward the completion of two years of college is considered a sophomore.

VISITING STUDENTS

Minnesota State allows students who are currently admitted at another system college or university to enroll as a visiting student. A visiting student shall not be required to submit an application for admission to Ridgewater College, and is not a candidate for a degree, diploma or certificate at Ridgewater College. A visiting student may enroll for a maximum of 18 credits per semester at Ridgewater College, provided that the student's total number of enrolled credits at all system colleges and universities shall not exceed 22 in any semester per Minnesota State policy.

Financial Aid is not available to visiting students, but may be available at the college or university they are accepted to.

Minnesota State allows students who are not currently admitted as a student at any system college or university to enroll for a maximum of 18 credits per semester at Ridgewater College without submitting an application for admission. A visiting student is not a candidate for a degree, diploma or certificate at Ridgewater College. A visiting student is not eligible to receive financial aid.

Visiting Student Provisions

- Visiting students shall satisfy Ridgewater College course prerequisites.
- Visiting students who have an enrollment hold due to conduct or satisfactory academic progress must submit an appeal following the Ridgewater College Satisfactory Academic Progress Policy.
- Students who have an enrollment hold from another Minnesota State system college or

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university due to outstanding financial obligations will be denied enrollment at Ridgewater College.

- Visiting Student registration window will be published online at www.ridgewater.edu.
- Ridgewater College may limit enrollment of visiting students in high demand courses.

SENIOR CITIZEN

As defined in Minnesota Statute 135A.51, a senior citizen is a legal resident of Minnesota who has reached 62 years of age prior to the start of the semester in which a course is pursued, or a person receiving a railroad retirement annuity who has reached 60 years of age prior to the start of the semester. The senior citizen rate applies only to students who are not collecting financial aid (including grants, loans, scholarships or other third party funding). A student wishing to audit a class must declare this intention at the time of registration. The student will be responsible for purchasing books and course materials. A senior citizen may register for a course during the add/drop period the day after the first class session is held if there is space available in the course. A senior citizen who wishes to guarantee his/her enrollment in a course may register earlier but will be required to pay full tuition and fees. If a senior citizen guarantees enrollment by registering early, he/she will not be allowed to utilize the tuition benefit for that course at a later date.

Senior citizens taking courses for credit will be charged:

- \$20 administrative fee per credit
- Health service fee per credit
- State-wide student government fee per credit
- Technology fee per credit
- Parking fee per credit
- Any personal property fee associated with registered courses

Senior citizens taking courses for audit will be charged:

- Health service fee per credit
- Parking fee per credit
- Any personal property fees associated with registered courses

A senior citizen may also enroll without payment of an administrative fee in non-credit courses except those courses designed and offered specifically and exclusively for senior citizens. A senior citizen enrolled in a non-credit course must pay for any materials, person-

al property or service charges for the course.

A senior citizen enrolled in closed enrollment contract training or a professional continuing education program is not eligible for these benefits.

This procedure has been developed in accordance with Minnesota State Board Policy 5.11 and Minnesota State System Procedure 5.11.1.

AUDIT

Students auditing courses are required to pay the regular tuition and fees but are not required to take tests or complete assignments. No credit is awarded for audited courses. Students wishing to audit a course must declare this at the time of registration. Students wishing to audit a course may enroll on a space-available basis. Financial aid is not awarded for an audited course. A student does not need to be admitted to the college to audit a course.

CREDIT BY EXAMINATION-PRIOR LEARNING EXPERIENCE

Ridgewater College acknowledges and adheres to the definitions and processes described in Minnesota State Policy 3.35 – “Credit for Prior Learning” (<http://www.minnstate.edu/board/policy/335.html>) and Minnesota State Procedure 3.35.1 – “Credit for Prior Learning” (<http://www.minnstate.edu/board/procedure/335p1.html>). Ridgewater College recognizes that some students will have had life, occupational or vocational experiences which have given them knowledge in subject field areas sufficient to warrant college credit.

The following govern credit by examination/prior learning experience at Ridgewater College.

1. For associate degrees and diplomas requiring 60 credits or more, a maximum of 20 credits may be earned through credit by examination/prior learning experience. For other certificates and diplomas, one-third of the required course load may be earned through credit by examination/prior learning experience.
2. Credit by examination/prior learning experience may not be included in residence requirements.
3. Credit awarded will be noted in the transfer section of the official transcript.

4. Students may not repeat examinations, enroll, or receive credit in a lower sequential course.

NOTE: Other colleges may have different criteria for awarding credit for these experiences and a new evaluation with different results may occur upon transfer. Financial aid is not available for test-out credits.

Ridgewater College permits students to receive credit by examination/prior learning experience in five ways:

1. **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)** – A student may take a college-level examination in a specific subject area and receive credit for the equivalent Ridgewater College courses. Acceptable subject areas with CLEP exams and their equivalents are available from the Assessment Testing Office. Passing scores are determined by the mean score achieved by students in a national norm sample who earned a grade of “C” in a regular college course. A fee is charged for a CLEP examination.

2. **ADVANCED PLACEMENT (AP)** – A student who has scored 3, 4, or 5 on an Advanced Placement Program examination will receive credit for an equivalent or elective Ridgewater College course. Credit equivalencies and credits awarded are available in Student Services.

3. **COURSE TEST-OUT** – A student may request to challenge a course. Following permission from the instructor and the appropriate Dean of Instruction, the student makes appropriate arrangements with the instructor. A fee is payable prior to completing the exam.
- a. A student may attempt a test-out of a particular course only once within a twelve-month period.
 - b. The test-out option is not available to students who want to test-out of a course they have failed, received an N/C (not credit), or in which they wish to improve their course grade.
 - c. The test-out option is not available in all courses.
 - d. Tests are course-specific examinations designed by the appropriate college faculty member and reflect the objectives of the course. A grade of “C” or better will be recorded as a PASS grade.
 - e. Students may not test out of a course in which they are enrolled past the fifth day of the term.

4. **PRIOR LEARNING EXPERIENCE** – Students may make application to use prior experiential learning for transfer toward course credits. The learning may result from a variety of experiences: college classroom,

work experience, internships, library, life experience. These experiences must be:

- A. recent and relevant, and
- B. of sufficient length with verified satisfactory performance.

5. **MILITARY EXPERIENCE CREDIT** – Credit shall be granted for veteran’s military training and service in compliance with Subd. 2 of Minnesota Statute 197.775 – “Higher Education Fairness” (https://www.revisor.leg.state.mn.us/bin/getpub.php?pubtype=STAT_CHAP_SECyear=current§ion=197.775&image.x=22&image.y=11&image=Get+Section) according to the standards and equivalencies of the American Council on Education. A student must present evidence of satisfactory completion of such education to the Transcript Evaluator. The credits awarded are entered on the student’s transcript without grades. When necessary, the Transcript Evaluator should consult with departments and/or disciplines regarding transferability of military credits. Please contact the Registrar if you wish to obtain further details. A non-refundable fee will be charged for each credit.

DEGREE AUDIT REPORTS/DARS

A degree audit or DARS report is designed to help you identify and understand your current academic requirements for degree or program completion. It helps you plan and monitor progress by:

- Identifying all the requirements needed to complete your specific program.
- Indicating courses you have already completed, both at Ridgewater College and in transfer, and how they pertain to your requirements.
- Specifying what you still need to complete your program and the courses from which you may select to satisfy each requirement.
- The option is located under “Grades and Transcripts” after you login with your Star ID and password to Student eServices. Just click on “Grades and Transcripts”, then on “Interactive Degree Audit Report” and a link to the report will appear on your screen.

GRADE APPEAL POLICY

Ridgewater College recognizes the long-standing and widely accepted practice that the individual classroom instructor is the final authority in evaluating performance in his/her courses. Also recognized is the fact that this right brings with it a responsibility to provide students with a clear statement of course

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grading policies, and fairly and consistently applying these policies. A corollary to this is the student's right to receive from an instructor an explanation of any grade received.

While recognizing the rights and responsibilities of the instructor, in extraordinary circumstances students have the right to appeal for a grade review in instances where they believe that a final course grade was assigned unfairly in a manner inconsistent with the stated course grading policy. To be precise, the following three categories are the only legitimate basis for a grade appeal at Ridgewater College:

ARBITRARIES: The course grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.

PREJUDICE: The grade awarded was motivated by ill will, and is not indicative of the student's academic performance in the course.

ERROR: The instructor made a mistake in fact (e.g., a calculation error or omission), or failed to give students enrolled in the course adequate notice of grading policies.

In cases where a student believes that a grade has been assigned incorrectly based on one or more of the grounds stated above, it is expected that the student will seek to resolve any concerns informally by speaking directly with the course instructor before beginning a formal appeal process. The formal appeals process should not be undertaken lightly, nor should it be undertaken merely because a student is unhappy with the grade received in a course.

A student who has questions regarding his/her course grade must speak with the instructor within two weeks from the date grades are posted online. In cases in which the instructor is unavailable during this time, the student must speak with the instructor as soon as the instructor is available. If, after speaking with the instructor in a good-faith effort to resolve a grade dispute, a student still believes that his/her course grade was assigned in a way that is arbitrary, prejudicial, or in error according to the categories listed above, the student may make a formal grade appeal no later than two weeks after speaking with the instructor.* If no formal appeal is made by the end of these two

weeks, then the student will in general have no rights to formally appeal the course grade.

FORMAL GRADE APPEAL

Grade appeals will proceed according to the following steps:

Step 1: A written appeal will be submitted by the student to the instructor of the class. The appeal is a formal request to the course instructor that the student's specific concerns about the grade be completely addressed. The student must complete the Grade Appeal form, which requests the following:

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

The Step 1 Appeal is submitted to the instructor. The student should retain a copy of these materials for his/her records. Within two weeks, the instructor will respond to the student in writing.**

In cases where this is not possible (due, e.g., to travel or other appropriate reasons), the instructor will respond to the student as soon as possible past the two-week limit. The instructor's response should include:

- A statement of the grading policy for the course.
- An explanation of how the student's grade was assigned in the course according to this policy.
- A reply to the justification given by the student in his/her formal grade appeal.
- A reply to the student's desired remedy, including a summary statement indicating (a) that the instructor has determined that a grade change is not warranted, (b) that the instructor has determined that a grade change is warranted, with a statement of the new grade to be assigned to the student, or (c) an alternative proposed remedy.

If the student is not satisfied with the response provided by the instructor, he or she may proceed to Step 2.

Step 2: A written appeal will be submitted by the student to the Dean of Instruction. The appeal is a formal request to the Dean that the student's specific concerns about the grade be completely addressed. The student must complete the Grade Appeal Form, which requests the following:

- a. Copies of all materials submitted to the instructor in Step 1.
- b. A justification for the requested review, i.e., a statement of reasons why the student believes the instructor's reply to the Step 1 Appeal is incorrect.
- c. Relevant information and documentation that supports the appeal.
- d. Any additional items that the student deems relevant to his/her appeal.
- e. The remedy sought.

The Step 2 Appeal is submitted to the Dean of Instruction, with a copy sent to the course instructor. The student should retain a copy of these materials for his/her records. The Dean will review the materials submitted by the student. This review may include a conference with the student and/or the course instructor, and may include a joint meeting with both in order to reach a mutually agreeable resolution.

In cases in which a mutually agreeable solution is not reached, the Dean's Office will, within two weeks, issue a written opinion to the student and the course instructor.

It should be well-noted that there is no presumption or requirement that instructors will accept the Dean's recommendation.

* In cases in which the instructor is unavailable during this time, the student must speak with the instructor as soon as the instructor is available.

** In cases where this is not possible, (e.g., due to travel or other appropriate reasons), the instructor will respond to the student as soon as possible past the two-week limit.

This policy can be found at [https://ridgewater.edu/wp-content/uploads/2018/05/Grade Appeal.pdf](https://ridgewater.edu/wp-content/uploads/2018/05/Grade%20Appeal.pdf).

GRADE PERIODS AND GRADE REPORTS

The college operates on a semester system. Grades for each semester will be posted via eServices on the college website at www.ridgewater.edu. Click on eServices in Student Logins. You will need your Star ID and your password to proceed from this point.

GRADUATION POLICY

REQUIREMENTS

To be considered eligible for graduation with an associate degree, diploma, or certificate (9 credit minimum), as defined by Minnesota State, each student must meet the following requirements:

1. Complete all courses and achieve a cumulative grade point average of 2.00 or better on a 4.00 grading scale. In addition, diplomas and degrees may require minimum passing grades for specific courses.
2. Fulfill all financial obligations to the college.
3. A student seeking candidacy for an associate degree, diploma or certificate must submit an "Application for Graduation" form to Student Services when the student pre-registers for his/her last semester in residence. (A student must be within 10 credits or 12 credits internship of completing his/her degree or diploma to participate in graduation ceremony.)
4. Residence: To be eligible for graduation, a student must have earned at least 1/3 of the semester credits at Ridgewater College and must be enrolled at the College during the semester in which the degree requirements are completed. An exception may be made when a student who has completed at least 20 credits at Ridgewater College lacks 10 or fewer credits for graduation. Petitions/transcripts will be evaluated on a case-by-case basis for recency or to insure compliance with current graduation standards.

Except for extenuating circumstances - such as entry into the military service - this transfer of acceptable credits must occur within a reasonable amount of time after the student transferred from Ridgewater College. The petition form, which is

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available from the counselors, must be submitted in the year in which the degree is to be awarded.

5. Participation: All students seeking an associate degree or diploma are expected to participate in the graduation ceremonies.
6. Time Limit: Students graduating in fewer than four years must meet the graduation and degree requirements in the current college catalog or those degree requirements in effect during their first term at Ridgewater College. Students graduating more than four years after the date of first enrollment must meet the requirements stated in the catalog in effect for the year in which graduation occurs.

GRADUATION HONORS

The graduation program will note with one star individuals who have achieved a cumulative GPA of at least 3.50, and their diploma will be embossed with the honor student seal. Two stars will indicate a cumulative GPA of at least 3.75. In addition to the honors seal, these students will receive gold braids to be worn at the ceremony. Three stars will indicate a perfect 4.00 GPA. In addition to the honors seal and gold braids, these students will also be given a medallion to be worn at the ceremony.

GRADUATION ATTIRE

All faculty, administration and students wearing caps and gowns will wear only official graduation attire. This would include official graduation caps, tassels and gowns, as well as honors braids and medallions. No items other than college approved honor regalia are allowed on the gown or to be worn to the ceremony.

PROPERTY RIGHTS

Term papers, essays, projects, works of art, and similar property shall be returned to a student upon request, within a reasonable time frame, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

REGISTRATION ADJUSTMENT POLICY

Dropping or adding a class during the designated dates of a semester will be classified as a registration adjustment. Students may drop or add courses online

during the drop/add period. The College reserves the right to drop students from class.

SATISFACTORY ACADEMIC PROGRESS

Students must perform at an acceptable academic level to continue enrollment and to receive financial aid. Students will be evaluated both qualitatively (GPA) and quantitatively (completion percentage and maximum time frame) each term. The entire policy can be found on the website under our policy link: <https://ridgewater.edu/about/student-rights-responsibilities/satisfactory-academic-progress/>.

At the end of each semester following the passing of the grading deadline college officials run a check of all progress. As stated in the policy, students must meet the required standards in order to avoid academic warning or suspension. As a member of Minnesota State, we are also required to uphold the suspension status of other Minnesota State institutions so students that come to us from other Minnesota State institutions who are suspended must go through our appeals process.

STUDENT RECORDS

STUDENT RECORDS PURPOSE

Records pertaining to students are kept for the benefit, promotion and welfare of the student.

MAY I REVIEW MY RECORD?

Yes. A student may review the contents of his/her file by making an appointment with a counselor.

WHAT IF A RECORD IS INACCURATE?

A student may challenge the accuracy of a record and request that it be changed if the information in that record is found to be inaccurate. Please see our Data Practices Policy for more information on this process.

WHERE ARE THEY KEPT?

Student records are kept in Student Services. This office is responsible for the gathering and maintenance of all student files. Students are entitled to view their college record in conference with a counselor. This is done by making an appointment.

WHAT DOES A STUDENT FILE CONTAIN?

1. Student Transcript — The transcript contains the following: name, the last 4 digits of your Social Security number, major, graduation date, if degree/diploma was awarded, course titles, credits and grades.
2. Tentative and Supplement Records — In addition to the transcript, supplemental records are kept primarily for the internal use of members of the professional staff in working with students.

These records are kept no longer than five years following graduation from a program, with the exception of financial aid records which are kept for a period of three years or as stated in federal statutes and guidelines. A student's file may contain:

- a. Application form
- b. Transcript of grades from last high school attended
- c. Transcript of grades from another post-secondary institution
- d. Copies of correspondence with student or referral agencies
- e. Permanent record release forms
- f. Other records which may contribute to the progress or understanding of the student.

HOW ARE THE RECORDS RELEASED TO OTHERS?

Academic records may be released only by written request from the student. The college will not send records or information without the written permission of the student. The form to authorize the release is located on the website under Student Forms.

HOW CAN I HAVE MY RECORDS RELEASED?

To request the release of a transcript, the student must sign a release form. This must be signed for each request made.

To request the release of financial aid records that contain financial information of the student or student's parents, a Release of Parent's and/or Student's Request for Release of School Financial Aid Information form is required. These forms may be obtained in Student Services. If the student has graduated or is no longer in attendance, a written request signed by the student, including the Social Security number, and the name and address of the person to receive the record, must be received by Student Services.

VETERANS BENEFIT INFORMATION

The Veterans Administration Form 22-1990, which is the Application for Education Benefits, should be filled out by the veterans benefit recipient immediately after being accepted at the college. The 22-1990 form can be completed by contacting your local veteran's service officer or the College VA representative. Because certain veterans and their children may be eligible for benefits under the GI Bill and other laws, all veterans, war orphans, and children of disabled veterans must notify the VA representative of their status at the time of their application.

If advanced payment is selected, the Veterans Administration Form 22-1999, Enrollment Certification, needs to be signed and dated by the student and then filled out and signed by the certifying official of the campus. The 22-1999 form needs to be sent at least 30 days before classes begin, but no more than 120 days in advance.

It is the responsibility of any student receiving VA Educational benefits to notify the VA representative of any changes in student status that can affect the payment of those benefits. It is also the student's responsibility to bring a copy of the DD-214 to the VA representative for their student file.

Ridgewater College is approved by the Minnesota State Approving Agency for veterans' educational benefits.

NOTE: Based upon review by the Minnesota State Approving Agency for veteran's educational benefits, the following program is not approved for veteran's benefits: Farm Business Management.

Ridgewater College provides in-kind office space to a Minnesota Department of Veterans Affairs Representative on each campus. To get in touch with this person, please stop by the Veterans Resource Center on either campus (Room 405 in Hutchinson or Room A241 in Willmar) or email them at veteranscenter@ridgewater.edu or by calling 320-222-5634 or 320-491-2734. There are several links to VA resources and sites on our website as well.

TRANSCRIPT POLICY

Official transcripts are requested at www.getmytranscript.com. The charge is \$7.25 for a mailed paper copy and \$9 for an electronic copy.

WITHDRAWAL FROM A SINGLE COURSE

After the drop period of a term has elapsed, a student has the right to withdraw from a course through the online eServices process. The final date for official course withdrawal shall be the date on which eighty percent (80%) of the days in the academic semester have elapsed. For courses not on a standard academic semester schedule, the final date for official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed. Withdrawal dates for each course can be viewed in the online course schedule.

Students withdrawing during the withdrawal period receive a transcript symbol of “W” on their transcript. While a “W” has no impact on the GPA calculation, it has a negative impact on percentage of completion used to evaluate Satisfactory Academic Progress for both academic and financial aid purposes. In addition, withdrawing from courses may have tuition and financial aid implications.

Beginning with the sixth (6) business day of the semester, there will be no refund for withdrawals from individual courses. Refunds will only be given for total withdrawals (i.e., withdrawing from all courses) according to the refund schedule.

Note: Although the student has the right to withdraw, it is the College’s expectation that a student desiring to do so will discuss course withdrawal with the relevant instructor(s) prior to withdrawing. At the discretion of the instructor, a student may forfeit the right to withdraw from any course in which the student has received a failing grade due to academic dishonesty. A student may not withdraw from any course that is completed or for which an earned grade has been assigned by the instructor.

After the withdrawal period has elapsed, a student with documented extenuating circumstances must have his/her withdrawal approved by the instructor and the appropriate Instructional Dean. The supporting document should be forwarded with the late

withdrawal request to be included in the student’s file. This can be done by submitting a registration adjustment form and marking “grade change” on the form or via email from a Ridgewater College email account.

WITHDRAWAL FROM ALL COURSES

A student may initiate a complete withdrawal from all courses by meeting with a counselor and completing the required forms in the Counseling Office, as long as the withdrawal period for any of the student’s courses has not elapsed. The student will receive a “W” with no designation as to passing or failing the courses. A student may not withdraw from any course which is completed or for which an earned grade has been assigned by the instructor.

Student Services

Student Services include a variety of campus-based activities designed to assist potential and current students in gathering information, making decisions about their lives, and implementing plans for their future. Student Services staff facilitate success for people from an early informational stage to beyond graduation.

GOALS OF RIDGEWATER COLLEGE STUDENT SERVICES DEPARTMENT

The Department of Student Services strives to meet the following goals:

- 1) Mission and Vision: To provide a system of support to students in their pursuit of their educational goals.
- 2) Customer Service: To serve the needs of all callers, visitors, staff, faculty and students in the quickest, most friendly and assistive way possible. We will support, empower and challenge students as they explore, discover, and create their own identities. We will strive to provide the best cultural environment possible for every student, staff and faculty member on our campuses.
- 3) Recruitment: To recruit students who reflect our communities’ diversity.
- 4) Matriculation: To admit, assess, advise and place students in classes that optimize their chances to achieve their educational goals.
- 5) Retention: To offer quality efforts and support services, which encourage and empower students to complete their educational goals.

6) Communities: To participate in our communities to whatever extent possible to positively reflect on Ridgewater College and to encourage community participation and awareness in Ridgewater College. Student Services are coordinated and supervised by Heidi Olson, Dean of Student Services. She can be reached at 320-222-5209 or heidi.olson@ridgewater.edu with any comments or concerns.

ACADEMIC ASSISTANCE

Academic Support Centers are located on both the Willmar and Hutchinson campuses. In Willmar the center is located in the Library, and in Hutchinson, it is located in Room 145. The Academic Support Centers provide a variety of academic services for students including: assistance with basic communication, math and computer skills, coordination of study groups, peer tutoring, small group and one-on-one assistance for some classes, and assistance with program study skills. Whether you're looking for a little help with an assignment you don't quite understand, or need more extended help with a class, please stop by and talk with our staff to see if we can help support your academic success. There is no cost for services provided. The centers are open on class days during fall and spring semesters. Hours are from 8:00 a.m. to 4:30 p.m. Monday through Thursday and 8:00 a.m. to 2:00 p.m. on Fridays.

ADVISOR/ADVISEE SYSTEM

Each student at Ridgewater College is assigned an academic advisor according to their program or major choice. Advisors will work with students on program and schedule planning as well as serve as an advocate or source of information. Students may view who their advisor is online through eServices or by contacting Student Services.

BOOKSTORES

A bookstore is located on each Ridgewater College campus. The Bookstore is the place to purchase all the items needed to begin your classes. This includes books, tools, supplies, clothing and other school-related items. The Bookstore also offers books for rent and many e-book options. Students may also purchase snacks and beverages, postage stamps, greeting cards, and some electronics at the Bookstore.

The bookstores are open every day that classes are in session as well as some evenings. Bookstore hours are posted on each campus. The Bookstore is open to students, faculty, and the general public.

Students with existing financial aid funds (grants, loans, agency or PSEO) or on an existing payment plan for tuition and fees may charge textbooks. A picture I.D. is required when paying with check or credit card and for all financial aid transactions. Students may also purchase books and clothing online at www.ridgewaterbookstore.com. Students ordering books online have the option of paying with credit card or financial aid funds. Books can be picked up at the Bookstore or shipped UPS.

At the end of each semester, the Bookstore offers a "book buy back" where students can sell their books back to the Bookstore for cash. This allows the Bookstore to then offer the book used for students in the next semester. Rented textbooks must be returned to the Bookstore at the end of the semester and cannot be sold at the book buy back.

TEXTBOOK REFUND POLICY

- A receipt must be presented for all refunds or exchanges.
- New books must be in good condition, free from any writing, highlighting, or creases.
- Shrink-wrapped items that are opened are non-returnable.
- Special orders are non-returnable.
- Refunds will be allowed within the first five days of the semester.
- Textbooks purchased after the refund deadlines or for short length classes are refundable for up to 48 hours if they have not been used by the customer.

CAREER SERVICES

Career Services assists students, graduates and employers with their employment needs. Career Services is located on both campuses of Ridgewater College. Here, students will find resources and personal assistance in exploring careers and finding employment.

Career Services staff actively seeks out career opportunities for graduates. Ridgewater College has built a strong reputation for educating and assisting

our graduates in finding related employment. Many programs have 100% placement rates.

Students and graduates who are registered with www.collegecentral.com/ridgewater have access to all employment opportunities that are posted directly to Ridgewater College by employers looking to fill their employment needs.

Career Services will also assist students in finding part-time employment while attending college. These part-time opportunities come to us as we work in cooperation with hundreds of employers in the Willmar and Hutchinson communities and are also posted at www.collegecentral.com/ridgewater.

COUNSELING SERVICES

The College is sincerely interested in the success of its students. The entire counseling program places emphasis on students' growth and independence through an increasing knowledge of themselves and of opportunities available for education, careers, and personal development.

OBJECTIVES

- Assist students in acquiring information and developing attitudes, insights and understanding about themselves and their environment, which are necessary for maximum growth and development.
- Inform students of educational opportunities to assist them in making appropriate educational choices.
- Assist new and potential students to experience successful entry into the college.
- Serve as consultants to members of the faculty and administration, as part of the educational team.
- Provide an effective communication program with area high schools and surrounding communities.
- Provide help to students needing assistance by referral to the Academic Support Centers. This may include tutoring services, evaluations where needed, and other study skills.

SERVICES PROVIDED

Student Services can provide information and services in each of the following areas: transfer, records, occupational, educational and community information, short-term personal counseling, career assessment, job placement (in school and out), course placement testing, and career guidance counseling to students.

Assistance is available to all students regarding concerns such as child care, transportation, finances, etc. Students may work with the counselor of their choice. There is no charge for their services.

DISABILITY SERVICES

Ridgewater College offers support services to qualified individuals with documented disabilities. Students must disclose and request services through the Disability Services coordinator who is located in Student Services. Accommodations/services are coordinated based on documented need.

EMERGENCY LOAN FUNDS

There is an emergency loan fund for students who experience emergencies related to their status as a student. The maximum amount a student can have outstanding is \$250.00 and can only be utilized once per semester. A handling fee of \$5.00 will be applied to all emergency student loans. To initiate an emergency loan, a student needs to meet with a counselor and/or administrator designee to see if he/she meets the qualifications of such a loan.

FITNESS CENTER

Ridgewater College's Fitness Center serves the fitness needs of all students, faculty, and staff on campus and is free to current students. The Willmar Fitness Center is located in the Fine Arts building in Room F105 and the Hutchinson Fitness Center is located in Room 240. Hours are from 8:00 to 5:00 Monday through Friday. The Center is occasionally closed for class sessions, during the summer, and anytime the college is closed. All users are required to show a staff or student ID at check-in.

HOUSING

The College does not maintain dormitory facilities, nor does it mediate misunderstandings between households and students regarding rental agreements or rules and regulations required by householders. Students seeking housing are encouraged to check our website for housing resources listed <https://www.ridgewater.edu/student-services-activities/housing-community/> or check the local newspapers.

INFORMATION FOR PREGNANT AND PARENTING STUDENTS

Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education and federal and state law prohibit discrimination and harassment against pregnant and parenting students. Please contact Jay Morrison in Student Services for more information on Board Policy 1B.1, including how to file a complaint.

Ridgewater College supports pregnant and parenting students. Please visit with a college counselor or your academic advisor for the most current resources that may be available to you or also check the college website.

TRIO - STUDENT SUPPORT SERVICES

The TRIO - Student Support Services office serves Ridgewater College students who have a serious commitment to academic excellence. Students are eligible for the program if they are a citizen or permanent resident of the United States; officially admitted to Ridgewater College; in need of academic support; and either a first-generation college student (neither parent nor guardian has completed a four-year degree), a low-income student, and/or a student with a documented disability.

PROGRAMS AND SERVICES

Natural Resources Academy — Selected students have the opportunity to attend a summer academy and take a 4-credit Biology 1510 course tuition free before fall semester classes begin. Summer academy coursework and workshops assist participants in acclimating to their new college environment.

ACADEMIC ADVISING

A program advisor is assigned to work individually with students to help develop an academic plan and assist them in being academically successful. The assigned advisor also monitors the students' academic progress while enrolled at Ridgewater College.

GROUP STUDY OPPORTUNITIES

Timely intervention programs in the form of group study opportunities are available to all program participants directly through the TRIO program or referral to other college departments.

FINANCIAL LITERACY, SCHOLARSHIP, AND FAFSA ASSISTANCE

TRIO provides the financial skills to become an educated student and consumer through workshops and online training opportunities. One-on-one assistance is also available for participants in completing the FAFSA and scholarship applications.

TRANSFER TO FOUR-YEAR COLLEGE

Students of the TRIO program have the opportunity to tour four-year colleges within the state of Minnesota. Advisors also discuss transfer opportunities and work with transfer schools to ensure a smooth transition for participants who transfer from Ridgewater College with an Associates degree.

WORKSHOPS, CULTURAL EVENTS AND OTHER SERVICES

Throughout the school year, workshops are offered on relevant subjects to students of the program. Cultural events, field trips, and presentations are also offered. In addition, the TRIO program offers participants access to a dedicated computer lab and a short term laptop and graphic calculator loan program.

HOW TO APPLY FOR TRIO

Applicants must be enrolled or accepted for enrollment at Ridgewater College in an Associate of Arts, Associate of Science, or Associate of Applied Science program. Call 320-222-8075 to request an application or just stop by the TRIO office in Room A144 (Willmar) or the in Room 105 (Hutchinson). Return the completed application to the TRIO - Student Support Services office and provide necessary proof of eligibility. The TRIO program is provided by a \$247,933/year grant funded by the U.S. Department of Education TRIO programs.

VETERANS RESOURCE CENTER

The Veterans Resource Center is located in Room A241 in Willmar and Room 405 in Hutchinson. The Center is designed to support our student veterans and their families during their time here at Ridgewater College. The Center provides services that include VA program information, Minnesota state veterans' representative, information and resources for veterans and their families. The Center also provides space and computers for our student veterans.

Student Technology Information

ACTIVATE YOUR STARID

StarID is a universal username and password system that will allow you access to your student e-mail, D2L, e-Services account, and other technology-related services on campus.

- Go to <http://starid.minnstate.edu/>
- Select Activate StarID, then select Tech ID (student ID)
- Provide 8-digit Ridgewater Student ID and Social Security number.
- Create password
 - Must contain 3 of the following: lowercase letters, capital letters, symbols or numbers
 - Must be 8-28 characters in length
 - Cannot use your name as part of the password
 - You will be given your StarID

Write down your StarID and StarID password and keep it somewhere that is easy to access. You cannot change your StarID number and will need it to access other services.

D2L - DESIRE TO LEARN

D2L is a tool used to run all online classes, but it may also be used for some in-class courses. Check with your instructor to see if D2L is something you will be using for any of your on-campus classes.

TO LOG INTO YOUR D2L ACCOUNT

Click here: https://ridgewater.learn.minnstate.edu/?_ga=2.145559223.206811438.1534274525-1669573590.1511819467

Enter Star ID and Star ID password.

- Once you are logged into D2L, any classes that will be using D2L will be listed. The class will become a blue hyperlink that you can click on the first day of the semester.
- Log into D2L and click on each class during the first week of school so that your instructor knows you will be attending class.
- D2L can be used to post assignments, quizzes and readings - it can also be used to upload

papers or other assignments for class

- Each online class will have an instructor, and his/her contact information will be listed on the syllabus on the D2L class page.

ESERVICES MAKES IT EASIER

eServices is your individual online student portal where you can access your grades, register for classes, pay your bill, and see your financial aid award letter.

TO LOG INTO ESERVICES

Go to www.ridgewater.edu and click on Student Logins. Enter Star ID and StarID password to access:

COURSES AND REGISTRATION

- Search and register for courses
- View and modify class schedule

GRADES AND TRANSCRIPTS

- View semester grades (they are not mailed)
- View your unofficial transcript
- View your DARS report (verify you are taking the right courses to graduate)

FINANCIAL AID INFO

- Check the status of your application
- See your possible awards

BILLS AND PAYMENT INFO

- Check out your full account details
- Pay online

EMAIL

Email is the official means of communication at Ridgewater College. Please check your student email frequently to keep in touch with issues that are pertinent to you as a student.

Your email will consist of your first name.last name followed by @go.ridgewater.edu. Example: Ryan Johnson's email would be ryan.johnson@go.ridgewater.edu. If you have a common name, you will want to check with IT to see if your email address may deviate due to duplicate email addresses.

TO LOG INTO EMAIL

Under Student Logins of the Ridgewater home page, click on Email and Office 365. You will need your

StarID and StarID password to access email (e.g. Xx1234xx@go.minnstate.edu).

FOLLOW US ON SOCIAL MEDIA

Be sure to LIKE the official Ridgewater College page on Facebook and FOLLOW US on Twitter. Social media is a fantastic way to keep in touch with what is happening on campus.

FACEBOOK: www.facebook.com/ridgewatercollege

TWITTER: @RidgewaterColl

STUDENT LOGINS

Get to know Ridgewater's Student Portal. Make it your home page! To access the Student Logins, simply go to www.ridgewater.edu. Find the link at the top of the page. Once here, you can link to virtually anything a Ridgewater student would need:

- Academic Support
- Course Schedules
- Email
- Important Dates
- Technology Help
- Campus Activities
- D2L
- eServices
- Important Information
- And Much More!

STUDENT USE OF COLLEGE COMPUTERS AND NETWORKS

Use of College computers and networks is meant to further the educational mission of the College, support the instructional objectives of College courses/programs, and enhance the educational experience of students. All rules and regulations in this policy document are designed to support these proper uses.

PROPER USE OF COMPUTER FACILITIES

The College's computer facilities are dispersed throughout the campuses of the institution. Some of these facilities are concentrated in specific student use areas and others are located in instructional areas such as labs, departments, and resource centers (i.e., libraries). These policies shall govern student use of computer facilities throughout the College and its campuses.

Students are granted access to the College's computer facilities for a specific purpose. Such purpose must conform to the objectives outlined above in the "General Statement Regarding Use". Use of College computer

facilities is granted to students who are officially registered as students at the College at the time of such use. Others may use College computer facilities only when granted permission by duly authorized College personnel.

All students using College computer facilities shall respect basic standard of common sense, courtesy, safety, and consideration of the needs of others, especially when consuming the shared computer resources of the College.

The proper use of facilities means:

1. Not accessing computers, networks, software, or other facilities/equipment you have not been authorized to use.
2. Respecting the privacy rights of others in using College computers.
3. Avoiding all use which could be harassing, intimidating, or annoying to others.
4. Respecting intellectual property rights of others, copy right protection, and ownership publication/distribution standards.
5. Safeguarding the College's significant investment in equipment, networks, software, and licensing agreements.
6. Taking prudent and reasonable action to prevent all unauthorized use of College computer facilities, including, but not limited to, use of the student's own password and login identification and not making any attempt to defeat College computer security measures.
7. Using all College computer facilities in a manner that conforms to all applicable federal, state, and local laws (as posted on the bulletin board in the computer labs).
8. More restrictive computer usage policies may exist in individual computer labs.
9. Students shall not download and/or install any software without permission of authorized College personnel.
10. Students must not use computing facilities wastefully. Examples include squandering paper, computer time, game playing, chatting, instant messaging, blogging, etc.

USE OF COLLEGE NETWORKS

Use of College networks should conform to the objectives outlined above in the "General Statement Regarding Use". In addition, network usage that entails connection with external networks, the Internet, etc., must conform to the standards that prevail in terms of use of those networks. College network services must not

Business Services and Financial Aid

be used for commercial purposes, to foster religious goals, or for partisan political activities, unless they are a part of college course assignments. All network users must promote efficient use of network services by avoiding activities that constrain other user access and interferes with the work of others.

EMAIL PRIVILEGES

The College grants e-mail privileges using its computer, network facilities, and Internet, subject to the following conditions:

1. Student agrees to respect all provisions of this Student Use Policy.
2. Student agrees to respect all password/login procedures of the College, including usage of the assigned login procedure and not sharing their password/login with others or attempting to use the password/login of others.
3. Student agrees to not attempt access to the files/records of other users.
4. Student agrees to not transmit messages that violate federal, state, and local laws.
5. Student agrees not to send any electronic communication that conveys false or fraudulent information, including forging the identity of others, or attempting to conceal one's own identity.
6. Student agrees to avoid using the email privilege for any activities that might constitute harassment, or that foster religious or partisan political goals, or that involve private commercial purposes.

In addition, student users recognize that the College cannot guarantee the privacy of student email transmissions and that students assume all risks associated with the transmission of sensitive information over College network facilities.

POLICY ENFORCEMENT

When the College believes that violations of its Computer Use Policy exist, it reserves the right to investigate such violations and to copy and examine pertinent files and the content of student electronic mailboxes. Investigations that uncover improper usage of College resources may lead to one or more of the following actions:

1. Denying or limiting future access of a student to College computer resources.
2. Notification of College authorities for other disciplinary action, as per College policies regarding student conduct.

3. Disclosure of findings to law enforcement when appropriate.

4. Preemptive measures of College computer personnel to limit improper use.

Use of the College computer constitutes an agreement to abide by this policy.

TECHNOLOGY AND STARID ISSUES

If you have any issues with your StarID or any other of the technology services at Ridgewater College, please contact the Ridgewater Information Technology (IT) Department for assistance.

Ridgewater IT Helpdesk: 320-234-8777

After hours, contact the Minnesota State Help Desk at 1-877-466-6728.

OTHER TECHNOLOGY SERVICES

Use your StarID and StarID password to get onto the wireless network, campus computers and to access printing services.

Business Services and Financial Aid

REGISTRATION – FINANCIAL OBLIGATION

The act of registration at Ridgewater College is considered an acknowledgment on the part of the student that she/he will attend and pay for the registered course. Any drop or withdrawal request must be processed within the established timelines, and payment will be required for all courses that remain on a student's schedule past the add/drop period whether or not the student attends classes.

Ridgewater College does not mail invoices to students on a regular basis. This information must be accessed through eServices online.

FINANCIAL OBLIGATIONS

Students who have any financial obligations to the college or any other Minnesota State institution, with the exception of loans scheduled to mature at a future date, will be prevented from registering for classes

and may be dropped from courses in future terms if their obligations are not paid by established deadlines. Official transcripts and degrees/certificates/diplomas will also be withheld until all financial obligations have been met.

Students who are removed from campus, i.e. suspended or expelled due to conduct violations, will be responsible for tuition and fees through the end of the semester in which they are removed.

Payment of tuition and fees will be required for all courses for which you are enrolled after the drop/add period.

What does this mean?

1. If you are registered for a class after the fifth day drop/add period (for fall and spring terms) or the third day (for summer term) you will be expected to attend and pay for the course.
 2. If you do not attend a class for which you are registered, you will receive the earned grade (probably F) unless you complete official course withdrawal paperwork by the established deadline.
 3. If you do not pay for the courses for which you are registered:
 - a. You may not register for any subsequent terms.
 - b. You may not receive a transcript.
 - c. Your debt will be sent to a collection agency.
- NOTE: You are entitled to have the opportunity to attend one class session without obligation.

REGISTRATION CANCELLATION FOR NON-PAYMENT

Students may have their class registrations canceled for non-payment if payment is not made by the published due dates. Tuition and fees are due fifteen business days before the start of each term. Students who have not paid their tuition and fees by the payment deadline may have their class registrations canceled unless one of the following conditions is met:

1. You have applied for financial aid, and the College has received your FAFSA results from the US Department of Education and you have been awarded financial aid from the College that meets or exceeds the required down payment on tuition and fees.
2. You have submitted a Third Party Billing Authorization to the Business Office.
3. You have enrolled in the Post Secondary

Enrollment Option (PSEO) program.

4. You have applied for the Nelnet Tuition Management Payment Plan (formerly FACTS) before the payment due date and have submitted the required down payment.
5. You have completed a veteran's deferment form which includes your expected graduation date or have contacted the Business Office for information on a special deferment.

Monitor your online student account/financial aid information by logging in to eServices with your Star ID and password at www.ridgewater.edu under eServices. If any known payment or financial aid information is not appearing on the online screens, this should be reported for resolution as early as possible. Students who register and later change their plans for attendance should not rely on the registration cancellation for nonpayment process to complete administrative drops for them. Those who no longer wish to be enrolled must cancel their courses via the online registration process or should officially withdraw from Ridgewater College for accurate determination of their obligation to the College, if any.

Seek assistance early to ensure that your class registration will not be canceled.

PAYMENT OPTIONS

Tuition is due as published:

OPTION 1:

Financial Aid recipients: Charges not covered by financial aid must be paid in full by the due date.

OPTION 2:

To help you meet your education expenses, Ridgewater College offers Nelnet as a convenient budget plan. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is a \$24.00 per semester nonrefundable enrollment fee. You may budget your tuition and fees in the following ways:

- a. Payments may be made by automatic bank payment (ACH) directly from either your checking or savings account.
- b. Or payment may be automatically charged to the credit card you designate.

Business Services and Financial Aid

To access the Nelnet payment plan, go to the Ridgewater College website at www.ridgewater.edu.

- a. Click on the Admissions & Aid link, then Paying for College, then Paying Tuition.
- b. Select eServices and sign in using your Star ID.
- c. Select "Bills and Payments".
- d. Click on "Enroll in Nelnet Payment Plan" link.

NOTE: You will not be permitted to register for subsequent semesters until your account is paid in full.

COLLEGE INITIATED PAYMENT PLAN:

Accounts not paid in full by the 25th business day after the start of a semester will be put on a college initiated payment plan and assessed a \$30.00 payment plan fee.

LATE FEE: A \$30.00 late fee will be applied to all delinquent accounts 25 business days after the start of the semester. An additional \$20 late fee will be assessed to accounts that do not follow the college initiated payment plan or remit payment by the invoiced due date.

FINANCIAL AID

Students have the right to ask college officials:

- What financial assistance is available including information on all federal, state, and institutional financial aid programs.
- What the deadlines are for submitting applications for each of the financial aid programs available.
- What is the cost of attending, and what is the refund policy.
- What criteria it used to select financial aid recipients.
- How that criteria determines your financial need. This process includes how costs for tuition fees, room and board, books and supplies, personal and miscellaneous expenses, etc., are considered in the calculation of student needs.
- What resources (such as parental contributions, other financial aid, your assets, etc.) are considered in the calculation of student need.
- How much financial need, as determined by the college, has been met.
- If a student believes he/she has been treated unfairly, he/she may request reconsideration of the award which was made.
- What portion of the financial aid received must be repaid and what portion is grant aid. If the aid is

a loan, a student has the right to know what the interest rate is, the total amount that must be repaid, the pay back procedures, the length of time to repay the loan, and when payment is to begin.

- How the school determines whether a student is making satisfactory progress, and what happens if he/she is not.

It is the student's responsibility to:

- Review and consider all information about the program before enrollment.
- Pay special attention to the application for student financial aid.
- Complete it accurately and submit it on time to the right place. Errors can result in long delays in receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of a law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which the student submitted an application.
- Read and understand all forms and keep copies of them.
- Accept responsibility for all signed agreements. If you have a loan, notify the lender of changes in your name, address, or school status.
- Perform in a satisfactory manner the work that is agreed upon in accepting a College Work Study award.
- Know and comply with the deadlines for application or reapplication for aid.
- Know and comply with the College's refund procedures.
- Compare the awarded amount of aid against the actual amount received.

Generally, there are three types of aid available:

1. GIFT ASSISTANCE
 - a. Federal Pell Grant Program
 - b. Federal Supplemental Educational Opportunity Grants
 - c. Minnesota State Grants
 - d. Scholarships
2. LOANS
 - a. Federal Stafford Student Loan (Subsidized and Unsubsidized)
 - b. SELF - Student's Educational Loan Fund
 - c. PLUS - Parent's Loans for Students

3. EMPLOYMENT OPPORTUNITIES

- a. College Work Study (school year)
- b. College Work Study (summer)
- c. Minnesota State Work Study
- d. Institutional Work Study

The principle difference between the three types of student assistance is that gift aid and employment do not have to be repaid, while loans are repaid (principal plus interest) either after or during the student's educational experience. For further information contact Student Services.

IMPORTANT REMINDERS:

- You are responsible for the successful transmission of all online transactions. Remember to keep a screen print of all online transactions.
- It is ultimately your responsibility for all tuition and fees incurred. Failure to receive an invoice does not release you from your financial obligation. Failure to attend class does not constitute withdrawal and/or exemption from payment.

FINANCIAL AID PAYMENT

DISBURSEMENT POLICY AND PROCEDURES

With the exception of monies paid to students for work performed through the work study program, all institutionally administered financial aid funds (grants and loans) will be paid beginning on the tenth day of each semester.

Procedures

1. Student Services and Business Office will develop and publish a calendar of payment dates.
2. Work study paychecks will normally be issued per the published payroll dates in the Student Employment Handbook.
3. All monies due the student will be paid by direct deposit to a checking or savings account.
4. No financial aid funds will be released until all required materials are submitted to Student Services.

STUDENT WORKER POLICY

Ridgewater College utilizes two types of student employees:

- Students employed under the Work Study Program.

- Students employed by the college through the student worker program.

The following criteria and guidelines apply to each category:

WORK STUDY

This is a need-based assistance which originates in Student Services. The financial aid funds for these positions are provided by either or both federal and state financial aid programs. A percentage of the funds for these positions will be provided by the College. All students will be paid through campus payroll.

STUDENT WORKER

This is a non-need employment program which utilizes student workers to augment and supplement existing staff. The student worker program is funded by the College and is allocated through the regular budget process. These funds are intended to be used to employ students with very specialized skills that are not work study eligible as defined through the financial aid process. Each office or department may recommend students to be hired. Each student will be placed by Student Services. All students will be paid through the campus payroll.

ENROLLMENT POLICY FOR STUDENT EMPLOYEES

In order to be employed on campus, a student must be enrolled at least half-time (six credits). Student employees utilizing state funds must be enrolled in at least eight credits. Exceptions to this enrollment requirement can be made on an individual basis for students utilizing college funds. No exceptions to this enrollment requirement will be made for students utilizing state or federal funds.

All work study or student workers will be required to complete a variety of forms and a contract. In addition, a supervisor-led, job-specific orientation and safety session must be completed.

WAGE RATES

Wages are subject to change on an annual basis. The current rate is \$10.75 per hour. All student employees will be paid at the same hourly rate. The President shall consult with the Student Senate prior to changes in wage rates.

HOURS OF EMPLOYMENT

Students may work a maximum of 20 hours per week while classes are in session and no more than eight hours each day. When the College is not in academic sessions, students may work up to 40 hours per week depending on eligibility for the program. For specific information please refer to the Student Employee Handbook generated by Student Services for specific information.

CONTINUED ELIGIBILITY

Student eligibility is verified each enrollment term.

ALLISS EDUCATIONAL FOUNDATION GRANT

WHAT IS THE ALLISS GRANT?

The [ALLISS](#) grant is an opportunity grant, designed to help adult learners begin college or return to college. The grant is not based on family income and is available to all students who qualify. Please see the application on our website or ask for a copy in Student Services to see if you might be eligible to apply.

Foundation Scholarships

The Ridgewater College Foundation awards approximately \$250,000 in scholarships each academic year to over 300 talented and deserving students. All incoming and current Ridgewater College students (non-PSEO) who are in good academic standing are eligible to apply. The Foundation administers over 175 different scholarship funds with award amounts ranging from \$100 to \$3000 per student. Scholarships vary by type (program-related, general, leadership, nontraditional) and criteria. The Foundation uses the Academic Works scholarship system to automatically match applicants with the scholarships for which they may be eligible. Application deadlines are April 15 and October 15 each year. Awarded scholarships are applied toward the students' tuition and fees for the following semester. For full information on the Foundation's scholarship program, including application instructions, list of available scholarships, and FAQs, go to: www.ridgewater.edu/scholarships.

To contact the Foundation Office, please call 320-222-6095.

The Foundation Office also provides assistance to students receiving external scholarships. Feel free to contact us if you need help coordinating your external scholarships with your tuition account at the college.

Health and Safety

ACCIDENTS

Accidents must be reported immediately to the staff member in charge of the college activity or class. In the event that no staff member is in attendance, report it as soon as possible to a college official so that an accident report can be filed. Car accidents should be reported to the police department.

AFTER-HOURS ACCESS

In the interest of safety and to prevent unsupervised use of facilities (such as labs, shops and classrooms after hours and weekends), maintenance staff will not open any department area for student use unless the activity has been approved in writing by the appropriate academic dean or the designated instructional faculty is present. Students found in unsupervised instructional areas after hours will be escorted out of the area.

AIDS GUIDELINES AND POLICIES

On the basis of presently available scientific information regarding HIV/AIDS, Ridgewater College recommends the following guidelines. The terms "infected college employee" and "infected individual" are used in these guidelines to apply to persons infected with Human Immunodeficiency Virus (HIV) including those who have been diagnosed as having Acquired Immunodeficiency Syndrome (AIDS). All people infected by the HIV infection are capable of transmitting the virus. It is to be emphasized that there is no evidence that the HIV infection is transmitted in casual contact settings.

DISCRIMINATION/HARASSMENT

Discrimination against any student or staff member with the HIV infection, including hostile, intimidating or offensive behavior, will not be tolerated. (See process for filing a complaint based upon discrimination or harassment.)

ALCOHOL AND DRUG ABUSE PREVENTION

Ridgewater College recognizes alcohol and drug misuse and abuse as a potential health, safety, and security problem and that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The various health risks and penalties associated with the use of illicit drugs and the abuse of alcohol are explained in the policy enclosed in the student orientation packet. It is the intent of Ridgewater College to provide a drug-free, healthy, safe, and secure educational and work environment.

The College has a policy which addresses the issues raised by the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). All students and employees will be provided with a copy of the College Alcohol and Drug Abuse Prevention policy annually and must abide by the terms of the policy.

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

CAMPUS CRIME AWARENESS AND REPORTING PROCEDURE

All criminal actions occurring on campus shall be reported immediately. The report may be presented orally or in written form. Authorized college personnel will respond by reporting the occurrence to city police authorities immediately or in a timely manner following receipt of the information. In the event that no college personnel are available, the individual reporting the occurrence is encouraged to contact city police directly by dialing 911 for emergencies or 320-235-2244 for non-emergency incidences on the Willmar campus and 320-587-2242 on the Hutchinson campus.

Local campus personnel have no enforcement authority over instances of criminal actions; thus campus personnel are not expected to attempt to detain a person suspected of such actions. Any intervention attempts will be viewed as voluntary. A report will be filed to include information on date, time, category, and description of the occurrence and persons witnessing and reporting the incidence.

Information to promote awareness of crime prevention tactics and to encourage students and staff to be responsible for their own safety and the security of others, will also be presented at that time. This may be accomplished through the use of video productions, brochures, speakers or any other available resources.

Information concerning the possession, use and sale of alcoholic beverages and illegal drugs, and enforcement of federal and state drug laws, and descriptions of drug and alcohol abuse education programs, is also provided during orientation sessions in compliance with section 1213 of the Higher Education Act of 1965 as amended (PL 101-226).

CAMPUS SECURITY

Ridgewater College complies with the Student Right to Know Act of 1990, as amended, and the Higher Education Amendment of 1992. Policies, prevention services, and crime statistics are available in Student Services on either the Hutchinson or Willmar campuses or on our webpage.

EMERGENCY PREPAREDNESS DRILLS

Emergency preparedness drills are conducted regularly. Students are required to participate and follow all drill instructions as provided by the Incident Management Team or local authority assisting with the drill.

EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

Everyone has a responsibility to develop their own personal emergency evacuation plans, this includes individuals with disabilities or individuals who will need assistance during evacuation. If requested, the Americans with Disabilities Act Coordinator will work

to develop a plan and consult the appropriate building and safety personnel. When developing a plan, safety needs should be determined on a case-by-case basis because it varies with each individual and building. Please contact Disabilities Services as soon as possible after you begin your educational experience if you need assistance in developing a plan.

HANDICAP ACCESSIBILITY

Ridgewater College is committed to providing accessibility to those with disabilities. Both campuses are fully wheelchair accessible.

IMMUNIZATIONS

All students born after 1956 who are enrolled in more than one class are required to be in compliance with the Minnesota College Immunization Law (Minn. Statute 135A.140). This law was enacted by the Minnesota legislature in the spring of 1989 in response to the growing concern over outbreaks of vaccine-preventable diseases such as measles, mumps, and rubella.

In order to show compliance with this law, students need to complete an immunization record including the most recent “booster” dates for tetanus (your tetanus shot must be within the last ten years) and diphtheria and also the most recent dates of your shot(s) against measles, mumps, and rubella.

EXCEPTIONS:

- You are exempt if you graduated from a Minnesota high school in 1997 or later.
- You are a transfer student from a different post-secondary school in Minnesota and your transcript or other records indicate you have met the immunization requirements.

The employees with Student Services can help you with questions about how to fill out the required forms.

INFECTION CONTROL

College personnel will follow Human Immunodeficiency Virus/Hepatitis B Virus (HIV/HBV) infection control principles on campus and at clinical sites. Staff considered at risk will be offered Hepatitis B vaccination at the College’s expense. Students will be encouraged to voluntarily obtain Hepatitis B vaccinations at their own expense prior to the clinical experiences.

RESPONSIBILITY:

Employees and/or students who may possibly have been exposed to HIV/HBV need to report the incident to their instructor or supervisor and family physician immediately or as soon as possible. The college safety coordinator or designee is responsible for notifying the College’s medical advisor regarding all potential exposures to HIV/HBV which occur at the college. Exposures which occur at clinical sites during scheduled class hours will require that the student notify the program director or supervising instructor and follow the protocol for treatment and recommendations of the clinical site. The College policy will apply if the clinical site has no protocol.

The College has social distancing guidelines that refer to various community, workplace, and classroom non-pharmaceutical interventions intended to limit the spread of infectious disease by reducing opportunities for close contact between individuals and groups. In the event of a pandemic or locally significant disease, guidelines will be implemented to protect the health and safety of students and employees.

Guidelines may include but are not limited to:

- Participation in the Center for Disease Control campaigns for hand washing and covering of cough/sneeze.
- Instructing students to stay home from classes and college events if they have symptoms consistent with the pandemic or significant local disease outbreak.

Specific guidelines will be provided as information regarding the disease becomes known.

INTERNATIONAL STUDENTS HEALTH INSURANCE

All international students attending Ridgewater College are required to purchase the Minnesota State Colleges and Universities’ international student accident and illness insurance plan.

MESSAGES FOR STUDENTS

It is the policy of Ridgewater College to only deliver emergency messages to students. If there is an emergency, such as an illness, accident or death in the family, our staff will relay the message to the student.

Due to factors such as campus size, the large number of students enrolled and our reluctance to interrupt classes, we cannot deliver messages which are not emergencies.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be used and maintained in a sanitary and reliable condition by the student. Instructors shall base the requirement for personal protection equipment on an evaluation of the hazard relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified.

Protective eye and face equipment may be required in:

- Science, Medical Assistant, Nursing, Cosmetology, and/or Veterinary Technology classes to protect the student from the specific hazard exposure. Chemical resistant goggles, gloves and face shields are required in some classes and will be enforced by the instructor.
- All shop/lab activities while participating in or in the vicinity of activity that could result in exposure to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Use of industrial quality eyewear with side shields and/or face protection sufficient to protect against the specific hazard exposure will be required and enforced by the instructor. Examples of programs that may require eye and face protection may be: Art, Theater, Science labs, Cosmetology, Auto Body, Auto Mechanics, Agriculture, Electrician, Machine Tool, Carpentry, Welding, and Nondestructive Testing Technology.
- Any student failing to comply with eye and face protection requirements may be temporarily suspended from participation in said course and the registration of a student for such course may be canceled for willful, flagrant, or repeated failure to observe requirements.

Foot, head and hand protection must be worn when working in areas where there is a danger of foot and/

or head injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards. Hand protection to protect against severe cuts, severe punctures, abrasions or absorption will be required and enforced by the instructor. Programs such as Carpentry, Auto Body, Auto Mechanics, Agriculture, Electrician, Machine Tool, Nondestructive Testing, and Welding, may require hazard-specific PPE.

Respirators are required for Auto Body students. Prior to use of a respirator, Auto Body students are required to have completed a medical evaluation and a fit test of the approved respirator.

Any student failing to comply with personal protection (PPE) requirements may be temporarily suspended from participation in said course and the registration of a student for such course may be canceled for willful, flagrant, or repeated failure to observe requirements.

STAR ALERT (EMERGENCY CLOSING)

Star Alert is the Ridgewater College emergency notification text message system. In the event of an emergency that threatens life, safety, or campus operations, Star Alert will deliver a text message to the cell number and/or e-mail address of registered users indicating the nature of the emergency, appropriate actions, and where to go for further information. The system will also be used to send notification of campus-wide closures or cancellations such as those due to severe winter weather.

This is a critical component to the college's emergency communications plan. It is being used in conjunction with other communication tools, including campus e-mail, telephone broadcasts, public address systems (Hutchinson campus), and the college website.

Please note: While text messaging and emails from Star Alert are good, 100% delivery rates cannot be guaranteed because of uncontrollable circumstances through the wireless carriers.

All Ridgewater students and employees are urged to register for this valuable service. It not only allows emergency information to be shared with you before your arrival on campus, but if access to campus computers and telephones is compromised for any reason

or not immediately available, wireless notification is a critical component of timely communication. To register for this service, you must have a phone that is capable of receiving text or e-mail messages. Online registration can be completed by visiting the Star Alert sign-up website at <https://ridgewater.bbcportal.com/>.

Simply provide your cell phone number and/or a personal email address and you're all set. When you receive a confirming message, your registration is complete. If you ever want to cancel this service, simply follow the same process to remove your data.

TOBACCO USE POLICY

Smoking in educational facilities in Minnesota is governed by the Clean Indoor Act, Sections 144.411 through 144.417. It... "prohibits smoking in those places of work where the close proximity of workers or the inadequacy of ventilation causes smoke pollution detrimental to the health and comfort of nonsmoking employees..." It provides that... "the proprietor or other person in charge of a public place shall make reasonable efforts to prevent smoking in the public place..."

PHILOSOPHY:

Ridgewater College is committed to creating a clean, safe, and healthy learning and working environment; and recognizes its responsibility to promote the health, welfare and safety for students, employees and visitors. We continually strive to strengthen and improve the positive impact we have on our students and community: transforming their lives, as well as our own, through our work. The success of this policy will depend upon the cooperation of all faculty, staff and students to comply with this policy, and to encourage others to comply with the policy, in order to promote a clean, safe, and healthy environment in which to work and study. To protect the health of the college community and the public, smoking, tobacco use, and tobacco sales (including the use or sales of smokeless tobacco products and electronic cigarettes) are prohibited on college owned, operated, or leased property. The policy is applicable to all campus persons, including students, faculty, staff, administrators, outside contractors and the general public. To the extent possible, Ridgewater College will provide access to cessation programs to help students and employees who presently use tobacco products. Information on cessation resources can be viewed anytime at <http://www.health.state.mn.us/divs/hpcd/tpc/quit.html> or by calling 651-201-5000.

ENFORCEMENT:

All Ridgewater College students and employees are expected to share the responsibility for informing others of this policy. Problems unresolved with students will be referred to the Dean of Student Services and will be subject to discipline in accordance with the Student Code of Conduct. Violations of this policy by employees will be handled through their supervisor and will be subject to discipline in accordance with the appropriate bargaining agreement.

EXCEPTIONS:

Tobacco use in private vehicles in college parking areas is permitted as long as tobacco users demonstrate respect for individuals and the environment. Tobacco use or products for instructional purposes in laboratory and classroom instruction/experiments, or artistic purposes is permitted, but all research, educational, and/or artistic purposes that involve the use of tobacco on campus, must be approved by the President or his/her designee, and such use must be preceded by reasonable advance notice to the public. This policy does not apply to specific activities used in connection with the practice of cultural activities including those of American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of the College or his/her designee.

VEHICLE USE BY STUDENTS

Any student who needs to drive on college business must visit with their supervisor and be approved through the process described in the vehicle use policy.

All students (and staff) wishing to drive on college business must complete a vehicle use agreement form and be approved before being allowed to travel.

WEATHER & EMERGENCY CLOSING OR CANCELLATION PROCEDURE

When weather conditions are severe, the college president may cancel all classes for a period of time or close one or both campuses entirely in accordance with Minnesota State Policy 4.4. If there is severe weather in the area, there are many ways to determine if classes have been canceled or the campus

closed:

- Star Alert emergency text message notification. Register at <https://ridgewater.bbcportal.com/>.
- Announcements on the web - check out the student portal page for details
- Facebook and Twitter
- Check your Ridgewater College email
- Local radio stations:
 - KWLM/KQIC Willmar 1340 AM
 - Big Country - Willmar 100.1 FM
 - Q102 - Willmar 102.5 FM
 - KDUZ - Hutchinson 1260 AM
 - KARP Hutchinson 106.9 FM

Students are always encouraged to use their own best judgment regarding the weather and safety of travel.

Campus Life

BULLETIN BOARDS PROCEDURE

The following standards apply to all postings displayed in or on college-owned or leased property, with the exception of departmental bulletin boards and official posting boards required by Human Resources:

1. All postings must be approved by the Marketing Department or receptionist.
2. All postings will be stamped and dated with an expiration date. Postings not meeting this requirement will be removed.
3. All postings, except postings for roommates, expire within fifteen calendar days from the date they are approved and will be removed.
4. Posting for roommates expire within 30 calendar days from the date they are approved and will be removed.
5. Examples of permissible postings:
 - a. Non-profit, community-based clubs and organizations.
 - b. Promotions and informational posting related to approved college clubs, organizations and academic and college sponsored forums.
 - c. Personal ads: For rent, sale, car pools, etc.
6. Examples of postings that are not permitted:
 - a. Postings promoting commercial/for profit activities.
 - b. Postings promoting religious activities.

c. Postings promoting partisan political activities.

7. Posting Locations: Posting are only permitted on established bulletin board and tack strips as identified below:

Willmar Campus:

- Library Building Stairwell (BB)
- Library Building Lower Level (BB)
- Library Building (TS)
- Fine Arts Building Hallway (BB)
- Near the Gym (BB)
- Tunnel between Fine Arts Building and Library (TS)
- Science Building – 3 (BB)
- Science Building (TS)
- Photography (BB)
- Building C (BB)

TOTAL: 9 Bulletin Boards/3 Tack Strips

Hutchinson Campus:

- Near Restrooms by Rooms 429, 340, 240, 145 (TS)
- By Registration Business Offices (TS)
- Auditorium Area (TS)
- Room 210/Admin Offices (BB)
- Room 371 Area (BB)
- Room 440 Area (BB)
- Customized and Continuing Ed Area (BB)

TOTAL: 4 Bulletin Boards/6 Tack Strips

FUNDRAISING

1. Any approved student club, student activity or class must submit a request for fundraising for approval at least two weeks prior to any fundraising activity on campus.
2. Approval will include the Student Senate for on-campus projects as well as the Foundation Office and the President.
3. All clubs, organizations, etc. must abide by the following rules:
 - a. Organization members are to purchase materials needed for their respective fundraiser. They should not solicit businesses for donation materials.
 - b. All fundraising involving food sales on the College campuses must comply with guidelines established between college and private food vendors.
 - c. Any club, organization, etc., that does fundraising without applying for and obtaining

permission from the Senate or administrator, is subject to losing their charter as an approved club, forfeiting all proceeds from the fundraiser or both.

IDENTIFICATION CARDS FOR STUDENTS

Each student will be issued a nontransferable ID card which will provide identification for the test center, library, student center, athletic events, theater tickets, registration and financial aid. The first card will be issued free of charge, but there will be a \$5.00 charge for the replacement of the original card.

INVITED SPEAKERS AND PROGRAMS ON CAMPUS

The policy which follows shall be in effect at Ridgewater College:

1. Speakers and programs arranged for a class by an instructor are the sole responsibility of that instructor, and require no further approval.
2. Speakers and programs arranged by a club or organization for the club or organization, are the sole responsibility of that group, and require no further approval.
3. Speakers and programs for the college, other than those arranged by (a) instructors and (b) clubs/organizations as previously indicated, are the sole responsibility of the committee officially established for this purpose, and require no further approval.
4. In all instances the use of facilities shall be arranged through the established procedure of the College.
5. In all instances any financial obligations shall be approved through the normal budget procedure and shall be within an approved budget.
6. No individual or group shall be allowed to appear on campus for the purpose of the promotion or sale of any commercial product under this policy.
7. The sponsorship or a speaker does not imply approval or endorsement of the views expressed, either by the sponsor or by the College.

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

LIBRARY

The Ridgewater College libraries (Willmar and Hutchinson campuses) hold a print collection of over 50,000 volumes including 100,000 electronic books, over 250 unique periodical titles, and additional non-print materials available in a variety of formats. The library collections are searched through the PALS online catalog. Additionally, via interlibrary loan (ILL), materials from the collections of 125+ libraries in Minnesota are available through the state-supported Minitex program. Numerous general and subject-specific online databases provide citations and full text articles to magazines, journals, and newspaper articles, books, and a variety of other reference sources. Within each library, computer terminals are available to students for research and study. Reference services are provided to students individually, through bibliographic instruction, and in-library orientation sessions by the professional librarian. A professional librarian is also available 24/7 through a chat service.

The campus libraries are open 65 hours per week: Monday through Thursday from 7:30 a.m. to 9 p.m. and Friday from 7:30 a.m. to 4 p.m. with special hours during summer sessions.

The Willmar campus library is housed in the center of the library building while the Hutchinson campus library is in the northwest corner of the main building (Room 130).

LOST AND FOUND

Items found anywhere on campus should be turned in to the front desk. Unclaimed items will be held for 60 days. During that time, items may be claimed by the owner. After 60 days, the items will be donated or disposed of.

PARKING POLICY

Ridgewater College is required by state statute to charge a parking permit fee to adequately support the operation, maintenance and development of campus parking facilities. Parking regulations can be found on the college website at <https://ridgewater.edu/wp-content/uploads/2018/05/PARKING-REGULATIONS.pdf>.

1. Registration: All vehicles parked on College property must be registered with the College.
2. Parking Permits: A parking permit is issued when

a vehicle is registered. Students must display a valid parking permit by attaching it to the inside of the rear view mirror in the car.

Each permit will cost \$2.05 per registered credit up to a maximum of \$32.80 per semester. If a student drives more than one vehicle to the campus, additional permits may be obtained for \$1.00. Vehicles with current "student" permits may be parked in student parking lots.

3. Student Parking Lots: Students may park in any of the designated lots: C, E, or F East or West on the Willmar campus. Student parking on the Hutchinson campus is in lots C, D, and the student portion of B and lot E at the Business Development Center. Motorcycles should park in the designated area in lot C East and lot B West on the Willmar campus and lot D on the Hutchinson campus.

4. Violations: Regulations will be enforced between 7:30 a.m. to 3 p.m. Monday through Friday. A fine of \$20.00 will be assessed for first-time violations including: failure to display a current parking permit, parking in an incorrect lot, parking in no-parking zones, etc. A \$40.00 fine will be assessed for the second and each subsequent violation.

5. Structural or procedural changes regarding parking lots shall have input from the Student Senate, faculty and staff.

- c. Student affairs
- d. Curriculum
- e. Facilities
- f. Fiscal matters

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

Each Campus College Student Senate, or a committee primarily comprised of students appointed by the student government, or a committee agreed to by the Student Senate, shall be the primary group authorized to make written, official recommendations concerning student activity program operation and program budgets to the College President or designee.

If the College President or designee does not concur with the written recommendation, the President or designee will confer with the student government/committee before any final decisions are made (unless the situation makes conferring impossible). When such conferring takes place, the President or designee will discuss the detailed programs and budgets proposed, and the reason for this proposal, before making a final decision. The college student government shall have the sole right to charter clubs and organizations (non-activity) on campus. This policy will be in effect at each Minnesota State college unless the college submits a substitute policy approved by the student government and the administration and has it approved by the Board of Trustees.

STUDENT INVOLVEMENT IN DECISION MAKING

Minnesota State Colleges and Universities (Minnesota State) is committed to student involvement in the governance of state colleges. In order that such involvement may be accomplished on an orderly basis, students at Ridgewater College shall establish a forum and student government with a constitution which spells out how representatives of the student bodies are to be selected and how the form of student government is to be ratified by the student body. The College President shall recognize the student government as the official representative of the students, upon receipt of evidence that the student body has approved the constitution of the student government.

Students shall have the right to present their views to the College President/designee(s) on all matters related to the six areas listed below:

- a. General matters
- b. Personnel

STUDENT LIFE - CLUBS AND ORGANIZATIONS

STUDENT LIFE PROGRAM STRUCTURE AND PHILOSOPHY

The College strives to develop student life/activity programming to provide a wide range and balance of student activities that complement the curricular offerings of the institution. The existence and structure of all student clubs must be approved by ad-

ministration after the club has met the requirements outlined in this policy and procedure. There is a limit of one club per academic department per campus. The revenue generated by the student life/activity fee authorized by Board of Trustees Policy 5.11 shall be used to fund student activities as defined in Minnesota Statute Section 136F.01, Subd. 5. The distribution of these funds will be recommended by the Student Life Budget Committee to the President and requires the President's approval.

FUNDING: STUDENT LIFE ACTIVITY/ COMMITTEE

A. Establishment and Membership

The Student Life Committee will be made up as follows:

- Eight students appointed by the Student Government Association with representation from each campus
- Two faculty members appointed by the college MSCF President with a representative from each campus
- Two (2) non-faculty members: The Student Activities and Wellness Coordinators serve as committee chairs. The Dean of Student Services and the Vice President of Finance and Operations serve as advisors to the committee.

B. Committee Responsibility

The Student Life Activity Committee shall annually recommend to the Student Senate the amount of the fee in the ensuing year, the allocation of revenues, policies and procedures for administering the student life/activities budget and expenditures consistent with the system and institution policies and procedures. They may meet other times during the academic year to review and recommend policy changes and to hear requests for overage amounts not funded by budget dollars awarded through the prior year's budget approval process. If approved by this group, the changes would be recommended to the College President for action. The goal of this committee in recommending a budget to the College President is to provide Ridgewater College students with a comprehensive, balanced student life program to meet the diverse needs of students. The college values community service, civic engagement and social responsibility by all of its members and encourages the integration of these principles in the learning experiences of

students. The annual budget recommendation will take into account the following factors:

OVERALL CLUB AND ORGANIZATION EXPENDITURES:

- Overall cost including personnel and non-personnel expenses

OUTREACH TO THE COMMUNITY

- Number of people from surrounding communities who attend the activity and develop affiliation with Ridgewater College through the activity
- Number of Ridgewater College students and staff who attend the activity

STRENGTH OF THE LINK TO THE COLLEGE MISSION:

- Ridgewater College provides quality educational opportunities for diverse student learners in an inclusive, supporting and accessible environment

BENEFIT TO STUDENTS

- Activity is designated for the benefit of students' educational student life experience
- Activity appeals to wide variety of students
- Activity provides leadership opportunities for students
- Activity provides opportunities for students to develop leadership and interpersonal skills
- Activity provides educational outreach opportunities

STUDENT LIFE/ACTIVITY FUNDS SHALL NOT BE USED TO FUND:

- Graduation banquets and graduation receptions
- NOTE: Food can be purchased if the club is hosting an event for a broader population outside of its club membership. The food purchase for an event must fall in line with the mission of the club.
- Purchase of alcohol
- Donations to college or university foundations or other external charitable organizations or scholarships or grants to individuals
- Instructional items
- The purchase of apparel (or other items that remain in personal possession) for advisors or students, unless they contribute at least 50% of the costs
- Student Per Diem meals for trips

C. Campus Student Association

The student life/activity fee shall fund student government through the annual allocation/budgeting process.

D. Authority for Expenditures

The Student Life Activity Committee shall present the student life/activities budget, including the amount and procedure for the collection of fees and allocation of revenues, to the Student Senate for review and recommendation to the College President for approval. The College President shall approve, reject or modify the fee and budget. The committee shall be consulted on any modification to their recommendations prior to implementation. Unspent student life/activity monies are swept from individual accounts and rolled to student life fund reserves at the end of each fiscal year.

E. Budget Reserves

Reserves may be established and their status shall be annually reported to the Student Life Activity Committee.

To form a new club:

Any group of students wishing to form a club must secure an approval for charter from the Student Senate before they can be recognized as an official club of Ridgewater College.

Membership of all clubs is open without regard to race, religion, national origin, sex or sexual preference, except where such discrimination is protected by state and federal law and constitutions.

To secure approval, a club must meet the following requirements:

- Have five or more members who hold a current student status at Ridgewater College.
- Have a purpose for the club that will benefit and enhance leadership and servicership within Ridgewater College students.
- Identify a college employee willing to serve as the advisor for the club.
- Submit a written constitution and application to the Student Senate. If the proposed club is affiliated with a state or national organization, the terms of affiliation must be clearly described in the request.
- A representative from the group must appear before the Student Senate and petition orally for the charter.

- Approval of two thirds (2/3) of the members of the Student Senate is required.

This complete policy can be found on the College website. Choose About, then select College Policies.

Questions or suggestions about Student Life should be directed to the Student Activities and Wellness Coordinator on the respective campus.

STUDENT SENATE

Student leadership is centered in the Student Senate which is elected at large from the student body. The Senate sponsors campus activities that help to promote social, cultural, intellectual, legislative and recreational activities, and represents the student body on matters of policy through consultation with the College administration. Members of the Student Senates develop leadership skills through opportunities to practice decision making, team building, and problem solving. Interested students should contact the Student Senate Office.

USE OF COLLEGE FACILITIES

Student organizations sanctioned by the Student Senate may use school facilities for meetings at no charge providing no additional custodial services are required and the meetings are scheduled on days when school is in session. Student organizations are to present their request to the Student Senate for approval. After receiving approval from the Senate, final scheduling and approval may be completed.

DISCLAIMER

NOTE: Every effort has been made to ensure the accuracy of the material contained within this Student Handbook as of the date of publication. However, all policies, procedures, academic schedules, 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 of Trustees or the Minnesota Legislature without prior notification. The provisions of this handbook do not constitute a contract between the student and the College. The information in this handbook is for use as college guidelines and is subject to change at any time.

For the most current information, refer to the Ridgewater website at www.ridgewater.edu.

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