



CONCURRENT ENROLLMENT HANDBOOK

Welcome to Normandale Community College!



UPDATED: December '24

The Concurrent Enrollment (CE) Handbook is your #1 resource for all things CE at Normandale. The information found in this handbook is designed to help guide you through your time in our program, from application, new CE student webinar, to actively participating in and completing college courses.

Normandale is an affirmative action, equal opportunity educator and employer. The information in this document is available in alternative formats by contacting the Office for Students with Disabilities (OSD) staff at 952-358-8625 or osd@normandale.edu.

A MEMBER OF MINNESOTA STATE

WELCOME TO NORMANDALE!

Normandale Community College is thrilled to welcome you to explore the exciting possibilities of Concurrent Enrollment (CE).

We believe CE is a fantastic opportunity for high school students like you to jumpstart their college education, gain valuable experience, and accelerate their academic journey.

Why Choose Normandale for CE?

At Normandale, we provide an open, accessible, and supportive college environment designed to foster your academic success and personal growth.

Here are just a few reasons why Normandale is the perfect place for your CE experience:

- We are committed to making your CE journey smooth and rewarding.
- We offer comprehensive support services to help you navigate the application process, register for courses, and transition seamlessly to college life.
- After CE, students can return to Normandale anytime in their academic journey. Once a student, always a student!

We encourage you to explore our [website](#), learn more about our CE program, and contact us with any questions.

We are confident that Normandale Community College is the perfect place to launch your academic journey and gain valuable college experience through concurrent enrollment.

Enjoy!

Joyce Ester, Ph. D.
Normandale President



WHAT IS CE?



Concurrent Enrollment (CE) is a program that allows eligible students to jump start earning college credits by taking college courses while still in high school. When you enroll in a concurrent enrollment course through your high school, you are taking a Normandale course! College courses taken through CE can satisfy high school requirements and earn transferable college credits.

When you walk into a concurrent enrollment class, you are walking into a Normandale classroom. You will work with the same content as on-campus students, and your teacher will use the same curriculum, assignments, and assessment methods as the college instructors. Concurrent enrollment courses are taught in your high school by high school teachers who have the same expertise that Normandale college instructors have. In addition, your teacher is mentored by a Normandale instructor to ensure that the course is the same as Normandale's on-campus courses.

What is Covered?

- Tuition (including special course fees)
- Required Textbooks

What is *not* Covered?

- General school supplies such as pens, paper, notebooks, backpacks, etc.
- Any course where a passing grade is earned, including courses designed to be repeatable for credit

WHY SHOULD I PARTICIPATE?



Over the years, many students just like you have said that CE put them on a “fast track” to earning a college degree. Some of the benefits are:

- **Jump start on college.** The college credits you earn can count toward a college degree or certificate.
- **Gain a competitive edge.** College work is harder than high school work, and learning how to do well in college classes is easier when you’re only taking one or two college courses.
- **Acquire important academic skills.** The critical thinking, reading, and writing skills that you acquire through CE courses will prepare you for success.
- **Demonstrate learning in different ways.** College courses typically evaluate learning in lots of ways: tests, papers, presentations, etc. You will experience many of these in your CE courses.
- **Acquire “college knowledge.”** Navigating college can be challenging. Doing CE courses will help you to master some of those skills before you get to college.
- **Makes college cheaper!** CE courses are at no cost to you.

CONCURRENT ENROLLMENT

ELIGIBILITY BY GRADE

	9th/10th Grade	11th Grade	12th Grade
Cumulative GPA	3.5 or higher	3.0 or higher	2.6 higher
Class rank of graduation class	Top Tenth (90%)	or Top Third (66%)	or Top half (50%)
Nationally standardized test ¹	90th percentile	or 70th percentile	or 50th percentile
8th Grade Minnesota Comprehensive Assessment (MCA) in reading ²	850 (Pass, Meets, Exceeds)	-	-
College-level reading placement required ³	Yes	Yes	Yes

1) ACT, SAT, PSAT, Pre-ACT, Stanford Achievement Test (SAT10), or Iowa Assessments

2) If 8th grade MCA reading test not taken, the Office of Admissions will arrange alternate testing

3) More information about reading placement available in [Appendix C](#)

Transcripts will be required for all students who apply to the program. If the student does not meet the eligibility standards, the Concurrent Enrollment Operation Specialist will contact the high school to determine if a “Supporting Equity Through Opportunity” waiver, which waives program eligibility requirements, is appropriate for the student.

COURSE PLACEMENT

Course placement is a process to determine a student’s readiness for college-level courses and to help assure a student’s success upon entering Normandale.

Course placement is determined by using one or a combination of the following placement measures:

- High School GPA
- ACT, SAT or MCA score results
- Advanced Placement (AP) or College-Level Examination Program (CLEP)
- Completion of college-level coursework

Course placement determines the highest level of reading, writing, and math courses a student can register for. Normandale requires college-level reading placement for students to participate in the CE program.

All Normandale Concurrent Enrollment students must meet the specific course placement requirements (prerequisites) for the courses they plan to take. Many courses in the Concurrent Enrollment program require only Reading and English placements to enroll. However, some may require Math placement levels. Students who do not meet the course placement requirement may submit a course placement appeal and documentation other than that specified above of their readiness and ability to perform college-level work, as determined by the college. Students should work with their high school counselor if they want to appeal the course placement to participate in Concurrent Enrollment.

For more information about understanding your course placement go to [Appendix C](#).

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CHARACTERISTICS

OF A SUCCESSFUL CONCURRENT ENROLLMENT STUDENT

**IS EXCITED TO TAKE
COLLEGE CLASSES AND
LEARN NEW THINGS**

**TAKES THE INITIATIVE TO
SOLVE PROBLEMS OR ISSUES
ON THEIR OWN**

**URNS IN ASSIGNMENTS BY
THE DUE DATE**

**SPENDS TIME EACH DAY
READING, STUDYING,
MAKING NOTES ON
CONCEPTS THEY NEED TO
LEARN MORE ABOUT**



**ATTENDS EVERY CLASS
MEETING**

**CONFIDENT IN
ASKING FOR HELP
FROM INSTRUCTORS,
ADVISORS, AND/OR
PEOPLE THEY DON'T
KNOW**

**TREATS INSTRUCTORS
AND PEERS WITH
KINDNESS AND RESPECT**

**TAKES OWNERSHIP
AND LEARNING FROM
MISTAKES**

CE STUDENT CHECKLIST



Complete online application

- Create Star ID and password (Remember to save this information!)

Application Deadlines:

- Submits online application within the first week of class start date.

Check your Normandale Email Regularly.

Your Normandale email is Normandale's main communication method. All important information will be sent to your Normandale student email.

Review Schedule and Make a Time-Management Plan.

It's important to know where you need to be and when. Make sure you know how to access courses electronic platforms and make a plan for when you will do coursework.

Regularly attend class

Remember that concurrent enrollment courses follow the high school's academic calendar. Attendance is important and expected. You are responsible for all coursework even if you don't show up. Make sure to review the course syllabus to understand expectations for each class.

Know your add/drop/withdraw deadlines

Knowing your deadlines will help you make informed decisions about your schedule. Check with your high school counselor and/or instructor for your dates.

CE drop deadline special note:

- CE students have 10 business days from the start of each semester to drop.
- Check out [Appendix E](#) for difference between dropping and withdrawing

Access Normandale resources

CE students are encouraged to use Normandale resources. Remember to get your student ID so you can access resources that may require one! [Click here for a full list of campus resources](#)

If you miss a class:

- Try to notify your instructor in advance
- Plan to make up the work
- Find out what you missed from a classmate or the instructor
- Note that instructors are not obligated to help you catch up or accept work missed due to absence

If you have extenuating circumstances, please contact an academic advisor to help you.

NOW YOU'RE A NORMANDALE STUDENT!

As a CE student you are required to follow the same policies and procedures that all Normandale students must follow. Please take a moment to review [Normandale's Student Code of Conduct here](#).

Course Selection & Registration

It is important to meet with your high school counselor to determine your remaining high school graduation requirements and brainstorm courses you may want to take at Normandale with CE.

Important Registration Notes:

o **Prerequisites** are requirements that a student must complete in order to enroll in a course. Prerequisites include courses and other criteria established by faculty to ensure a student has adequate preparation to be academically successful in a course.

o **CE students cannot repeat courses** for which they have already received college credit of a grade of A, B, C or D

o **Maximum credits.** Normandale limits the number of credits for which a student can register each semester to ensure academic success. Students may register for up to 18 credits (written approval from an Academic Advisor is required for 19 or more credits).

Concurrent enrollment and Postsecondary Enrollment Options (PSEO) credits are combined for this credit review.

Connect with an academic advisor by scheduling an individual appointment for guidance on Normandale courses, scheduling, and balancing course load.

Things to consider before course selection:

- Are you participating in clubs, activities, or sports at your high school?
- Will you be working or volunteering?
- Do you have family or community commitments?
- There are important differences between high school and college classes to consider, see [Appendix J](#) for more differences

We want to make sure you have a great experience with Normandale. Be realistic about time commitments in and outside of the classroom to make sure you don't overload yourself. Once we pass the CE course drop deadline, grades remain on your permanent college transcript.

Students with Disabilities'

Accommodations for concurrent enrollment course(s), which are taught directly at the high school, will be determined and implemented by the high school and/or district per the student's IEP or 504 plan. Normandale's Office for Students with Disabilities can be a resource to you. If you have questions about CE accommodations or other postsecondary accommodation topics, please do not hesitate to ask.

Remember: Your high school counselor is the expert on your high school graduation requirements.



BILLS & PAYMENTS

Concurrent enrollment is at no cost to high school students. If you see an unpaid balance for tuition on the e-Services Dashboard and a bill in the Bills and Payment section of e-Services, **you do not need to pay this!**

STUDENT PRIVACY LAWS-THINGS TO KEEP IN MIND ABOUT FERPA

FERPA is the Family Education Rights and Privacy Act. This is a federal law that protects the privacy of students and their education records.

FERPA applies differently at the college level than at the high school level. At the college level, your parents/guardians do not have access to your education records and other private information without your consent, regardless of your age or dependent status.

Your grades, class schedule, academic advisor meeting notes and other information are considered private. As a result, we cannot discuss your academic records with your parent without your written consent, which you may do by submitting an Authorization for the Release of Student Information.

You may request this form by emailing records@normandale.edu from your Normandale email account, or you may sign it in person at Student Services (first floor, College Services Building).

Note that even if you sign an Authorization Form, Normandale cannot copy parents on emails or provide progress updates.

We want to make sure you have an amazing time here at Normandale. We understand taking college classes can be an adjustment. Here are some tips and reminders to help you have a great semester.

If you miss a class:

- Try to notify your instructor in advance
- Plan to make up the work
- Find out what you missed from a classmate or the instructor
- Note that instructors are not obligated to help you catch up or accept work missed due to absence

If you have extenuating circumstances, please contact an academic advisor to help you.



END OF THE SEMESTER

You did it! You persevered through your first semester.

Check Grades

Grades are posted to students' records after finals. Check e-Services for official grades. Final grades are sent to students' high school within two-weeks of semester end (see [Appendix I](#))

Watch for Satisfactory Academic Progress (SAP) notifications

- o Students who do not meet Satisfactory Academic Progress standards will receive an email notice explaining their standing and defining next steps.
- o Learn more about SAP in [Appendix F](#)

CONTINUING CE STUDENT CHECKLIST

- ❑ Communicate with high school counselor regarding remaining high school graduation requirements
- ❑ Have High School counselor do final check on schedule before semester starts
- ❑ Check Normandale email regularly!
- ❑ Actively participate in courses
- ❑ Connect with Academic Advisor for ongoing support (see [Appendix A](#) for how we can help you!)



STRONG FINISH TO YOUR CE EXPERIENCE

You are now a high school graduate!

Congratulations! You should be extremely proud of what you've accomplished. As you are looking ahead to your next adventure, here are some helpful tips:



IF YOU DECIDE TO CONTINUE WITH NORMANDALE, WE'RE THRILLED!

You do not need to resubmit an application! Instead, fill out the [CE to General Student Status Request eForm here](#).

After you graduate from high school and register for your first semester as a non-CE student, you will be assigned to an Academic Advisor. You can request an Academic Advisor based on your academic interests.

- [Click here to meet academic advisors based on specialties](#)
- Once you've chosen an academic advisor, [click here to complete the Advisor Change form](#)
- Be sure to connect with your new advisor to make a plan to achieve your academic goals.

Students can return to Normandale at any time in their academic journey. Once a student, always a student!

IF YOU DECIDE TO TRANSFER TO ANOTHER UNIVERSITY OR COLLEGE, WE WISH YOU THE BEST!

Colleges and universities will need an official transcript to evaluate and transfer credits. Be sure to talk to your new school about how your courses will transfer.

- Remember to order your official Normandale transcript if you are applying to the University of Minnesota, a private college, or an out-of-state university
 - [Click here for a video on how to order an official transcript](#)
 - [Click here to send your official transcript](#)
- Minnesota State colleges and universities can automatically pull your Normandale transcript once you have applied
 - [Click here for a list of Minnesota State colleges and universities](#)
- If you completed any AP or CLEP examinations, order your official scores through your [College Board](#) account to be sent to your new college or university

APPENDIX A

OFFICE & RESOURCE DIRECTORY

Admissions

C 1180 | [Website](#) | 952-358-8208

CE@normandale.edu

See us for:

- CE program admission requirements
- Applications
- Course placement
- Orientation
- Kick off events

Advising, Counseling & Career Center

C 1115 | [Website](#) | 952-358-8261

advising@normandale.edu

See us for:

- Registration and schedule changes
- Career counseling and planning
- Academic, degree, and transfer planning
- Connecting with campus resources
- Course concerns
- Counselors and a licensed psychologist to discuss personal issues in a confidential space

Campus Cupboard

A 1565 | [Website](#) | 952-358-8119

campuscupboard@normandale.edu

See us for:

- Food: We offer fresh food, frozen groceries and non-perishable food (does not need to be refrigerated)
- Grab-and-Go Meals: fresh or frozen meals for students

Computer Labs

[Website](#) | 952-358-8181

See us for:

- PCs and Macs are available in C 3022 and P 1806
- Call for lab hours

ID Card Services

K 1417 | [Website](#) | 952-358-8120

See us for:

- Student ID cards provide access to services such as Tutoring Center, Library services, on-campus printing and the gym
- Check website or call for hours and other information

ITS Help Desk

P 0808 | [Website](#) | 952-358-8181

See us for:

- Issues with Normandale email access, D2L, e-Services, etc.

Library

L 2701-2744 | [Website](#) | 952-358-8290

See us for:

- Quiet study spaces, research assistance, books and periodicals
- Online databases and interlibrary loan

Office for Students with Disabilities (OSD)

L 2751 | [Website](#) | 952-358-8625

osd@normandale.edu

See us for:

- Reasonable accommodations for students with disabilities
- Academic information and referral to campus resources

Records and Registration

952-358-8220 | records@normandale.edu

See us for:

- Transcript ordering
- Grading
- Communication with high schools regarding registration, withdrawals and academic standing

[Back to New CE Student Checklist](#)

[Back to Continuing CE Student Checklist](#)

APPENDIX A (CONTINUED)

Student Life

Kopp Student Center | [Website](#) | 952-358-8179
studentlife@normandale.edu

See us for:

- Student clubs
- Student government
- Recreational sports, etc.

Student Resource Center

A 1560 | [Website](#) | 952-358-9090
studentresourcecenter@normandale.edu

See us for:

- Connects students to campus and community resources and services
- Provides resource information related to childcare, food, housing, transportation, healthcare, and more to address specific needs

Student Services

1st Floor College Services building | [Website](#)
952-358-8100 | studentservices@normandale.edu

See us for:

- One stop for questions related to financial aid, scholarships, payment, billing, records, and registration
- Continuing CE students can return MDE NOSR forms here!

Textbook Depot

K 0430 | [Website](#) | 952-358-9251
bookstore@normandale.edu

See us for:

- Textbook pickup appointments
- Textbook returns

Tutoring and Writing Center

C 2190 | [Website](#) | 952-358-8624 or
tutoringcenter@normandale.edu or
writingcenter@normandale.edu

See us for:

- Tutoring for specific subjects
- Peer tutoring



[Back to New CE Student Checklist](#)

[Back to Continuing CE Student Checklist](#)

APPENDIX B

ROLES & RESPONSIBILITIES

CE Student

- Take ownership of CE experience and responsibility for learning
- Monitor academic progress
- Know and track high school graduation requirements
- Attend classes and/or actively participate in CE classes
- Manage time for class preparation, homework, and studying
- Become familiar with and utilize campus resources
- Maintain a relationship with high school and friends

High School Counselor

- Assist with high school course planning
- Track progress toward high school graduation
- Brainstorm courses to take as CE and/or PSEO student
- Verify courses from Normandale will meet high school requirements

Normandale Academic Advisor

- Assist students with registration, schedule changes, schedule planning, and planning reasonable workload
- Serve as resource person to help students explore majors and connect to college resources
- Assist students with degree and transfer planning
- Listen to course concerns and make appropriate referrals
- Know and share Normandale graduation requirements, policies and procedures

Parents, Guardians, and Support Network

- Be available to support and encourage. Be a coach rather than a problem-solver
- Plan how you and your student will communicate—when and how often
- Discuss academic expectations, including importance of class attendance and study times
- Ask about classes, not just to ‘check-up’, but also to express interest in what they are learning
- Encourage students to work toward establishing a good mix for academic work, social life, possible employment, and involvement in valuable co-curricular activities
- Offer advice when appropriate
- Encourage students to do things they can do for themselves. It is vital that students learn to deal with issues that concern them

APPENDIX C

COURSE PLACEMENT CRITERIA

[All policies summarized below are also outlined on the Course Placement webpage](#)

Normandale's course placement process determines a student's readiness for reading, writing, and mathematics courses. Course placements guide a student with selecting appropriate courses for success.

Course placement is determined by a few factors: courses taken, GPA, grades and test scores (ACT/SAT/MCA/ACCUPLACER). Students who have not taken or did not meet the criteria may not be able to register for their preferred course. If you would like to know how to move forward, please contact an Academic Advisor.

Note: Official and appropriate AP scores may also be used to determine course placement. AP class completion is not sufficient alone.

COLLEGE-LEVEL READING PLACEMENT CRITERIA

One of the Following:

High School GPA	ACT Reading Sub-Score	SAT ERBW Score	MCA 10 th Grade Reading Score	ACCUPLACER Next Gen Reading Score
2.6 or higher	21 or higher	480 or higher	1047 or higher	250 or higher

OR

High School GPA of 2.5-2.59 AND One of the Following:

ACT Reading Sub-Score	SAT ERBW Score	MCA 10 th Grade Reading Score	ACCUPLACER Next Gen Reading Score
19-20	440-479	1042-1046	226-249

COLLEGE-LEVEL MATH PLACEMENT CRITERIA

HS GPA	HS Math Course with C- or Higher	ACT Math	MCA	College-Level Math Course
2.7-2.79	-	-	1147-1157	MATH 1080 Intro to Statistics
2.8 or Higher	HS Algebra 2	22-24	1158 or Higher	MATH 1100 College Algebra
2.8-3.29	HS Pre-Calculus or Higher Level Math	25-26	-	MATH 1500 Pre-Calculus
3.3 or Higher	HS Pre-Calculus or Higher Level Math	27 or Higher	-	MATH 1510 Calculus 1

APPENDIX D

Continuing as a Normandale student?

Here's how to register for on-campus courses as a general Normandale student.

1. Navigate to www.normandale.edu
2. Click on the [LOGIN] button on the upper right, then click on [e-Services]
3. Login with your StarID and password
4. Click on [Courses & Registration], then click on [Search for a Course]
5. Use the [Subject] drop down menu to choose the department, and if you know it also enter the [Course Number]
6. Click Search
7. Click the add button (plus sign) on the left-hand side of your selected course and then click "Okay" to add to your "Wish List" / "shopping cart"
8. You can repeat this process to add additional courses to your "Wish List" / "shopping cart"
9. To view your "Wish List" / "shopping cart" click on [Review My Plan]
10. When you are happy with the courses in your "Wish List" / "shopping cart," check the boxes on the left-hand side of the courses
11. Then click the [Select Course(s) to proceed to Register] button
12. Enter your StarID password and click [Register]

Note: Be sure to keep the grading method as "Normal" to earn a grade and get credit for the course!

For Quick Tips: e-Services Course Registration, [watch this short video](#).

APPENDIX E

MAKING SCHEDULE CHANGES: DROPS AND WITHDRAWS

Students making schedule changes for Fall and Spring semesters should keep the following scheduling deadlines in mind. Students should always consult e-Services for exact dates:

- **Add Deadline:** 11:59 pm on the 5th business day of the semester
- **CE Drop Deadline:** 11:59 pm on the 10th business day of the semester
- **Withdraw Deadline:** Consult e-Services (approx. 80% mark of the course)
- For late start, early end, or summer courses, please refer to e-Services

Removing a course from your schedule by the CE Drop Deadline is considered a **DROP**

- Dropped courses will not show up on college transcript
- Dropped courses do not affect GPA or completion rate
- Once a course is dropped, students are no longer able to participate
- Courses dropped between the 6th and 10th business day of the semester will initially appear as a withdraw until we manually change the 'W' to a drop after the CE Drop Deadline

Removing a course from your schedule after the CE Drop Deadline, but before the withdraw deadline, is considered a **WITHDRAW**

- Withdrawn course will show up on transcript with a 'W' grade indicating course was attempted and later withdrawn
- Withdrawn course does not hurt GPA
- Withdrawn course does negatively impact completion rate
- Withdrawn course will still be paid for by MDE/school district
- Once a course is withdrawn, students are no longer able to participate
- Withdrawing from multiple courses could impact academic status
- Withdrawing from multiple courses could impact Normandale financial aid eligibility after high school graduation

How to Drop or Withdraw from a Course

1. Navigate to www.normandale.edu
2. Click the [LOGIN] button in the upper right, then click on [e-Services]
3. Login with StarID and password
4. Select [Courses & Registration], then [View/Modify Schedule]
5. Click on the "x" next to the class you want to drop/withdraw from
6. Type in your StarID password and click [Drop course]/[Withdraw Course]
7. Wait for confirmation screen and take screen shot as documentation
8. This must be done for each class you want to drop

[Click here to watch a step-by-step video on how to drop/withdraw](#)

APPENDIX F

SATISFACTORY ACADEMIC PROGRESS (SAP)

[All policies summarized here are also outlined on the SAP webpage](#)

All students (including CE students) must make Satisfactory Academic Progress (SAP) toward completion of their degrees and/or certificates within a reasonable period of time to continue attending Normandale and to be eligible for financial aid.

Students must meet or exceed both of the following SAP requirements:

- 2.0 cumulative GPA
- AND**
- 2/3 (66.66%) cumulative completion rate
 - Completion rate is the total number of credits earned divided by the total number of credits attempted

Students who drop below either SAP requirement will be put on **WARNING** for one semester.

After the warning semester, students who drop below either SAP requirement again, will be put on **SUSPENSION**.

If suspended, a student has 2 options to return and register for classes:

1. Sit out the suspension for one year
- OR**
2. Successfully **APPEAL** the suspension

After completing one of the above options, the student is reinstated on **PROBATION**, with the following requirements:

- 2.50 semester GPA **OR** 2.0 cumulative GPA
- AND**
- 100% semester completion rate **OR** 66.66% cumulative completion rate

At the end of the probationary term:

- ➔ If SAP requirements are met or exceeded, students return to good standing
- ➔ If probation requirements are met, students continue on probation
- ➔ If SAP requirements or probation requirements are not met, students will be re-suspended

If you are concerned about your SAP status please contact your Academic Advisor.

APPENDIX G

SPECIFIC INFORMATION FOR HIGH SCHOOL PARTNERS

Tips and Tricks for filling out MDE NOSR form:

- [Click here for an sample MDE NOSR Form](#)
- The [typed-signed PDF version linked here](#) is the easiest to use and share between parties
- Always check the school year listed at the top of the form. The form will be rejected if it is not for the correct school year.
- The student and family complete and sign the top part (section 1); the high school completes and signs the bottom part (section 2)
- Ignore the “MDE College Student ID Number”
- Double check for required signatures
- Double check for section 2 eligibility questions completion
- Double check that the entire form is visible. Forms with the top and/or bottom cut off will be rejected

All documents are sent to one high school point of contact via MoveIt Securely:

- Initial schedule sent after the 14th business day of the semester
- Enrollment change notifications sent every 2 weeks
- Final grades sent within 7 business days after semester ends
- Suspension and warning lists are sent after transcripts

APPENDIX H

COMPLAINT RESOLUTION PROCESS

Normandale takes student complaints and grievances very seriously. If you have a complaint, we encourage you to complete one of the forms online ([Click here for the Normandale Complaints and Grievances webpage.](#))

Before submitting one of these online forms, students should discuss their concern with the faculty member/staff member/administrator. In cases where the concern cannot be addressed with this person, students may make an appointment with their supervisor. All individuals submitting a complaint/grievance or grade review will receive a response from a Dean within 15 class days.

If the concern is not resolved, it may be appealed to the Provost/Vice President of Academic Affairs. Appeals can be sent to AcademicAffairs@normandale.edu. Please indicate "Appeal" in the subject line. The appeal should indicate the reason for the appeal and include any additional documentation not already submitted. The Provost will communicate a decision within 15 class days of receipt of the appeal. The decision of the Provost/Vice President is final.

If you are unsure or would like to speak to someone about completing this form, please visit Academic Affairs in C 2113 or call 952-358-9203.

APPENDIX I

GRADES

- A Superior achievement** of course requirements; 4 grade points per credit.
- B Above average achievement** of course requirements; 3 grade points per credit.
- C Average achievement** of course requirements; 2 grade points per credit.
- D Below average** achievement of course requirements; 1 grade point per credit.
- F Failure.** Student did not meet minimum course requirements; 0 grade points per credit (included in GPA).
- W Withdrawal** after the first five days of the semester up to the 80th percent point of the semester (this time period is adjusted for the summer session and for classes that do not meet the full length of the term); 0 grade points per credit; excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements for courses numbered 1000 and higher. A W at the college level may be considered an F at the high school level.
- NA Never attended.** This grade is assigned to a student who did not officially drop the course but never attended. Assigned as a result of faculty last date of attendance reporting. Excluded from GPA. Counts as credits attempted/not completed for courses numbered 1000 and higher.
- NW Never officially withdrew.** This grade is assigned to a student who did not officially withdraw from the course but stopped attending a face to face class or participating in an online class prior the withdrawal deadline. Assigned as a result of faculty last date of attendance reporting. Counts as credits attempted/not completed for courses numbered 1000 and higher.
- I Incomplete.** A temporary grade assigned by an instructor in unusual circumstances in which the student cannot complete the course by the end of the academic term. Grade point value 0. Reverts to an F in the subsequent semester if course requirements have not been completed. Excluded from GPA. Counts as credits attempted/not completed for courses numbered 1000 and higher.

APPENDIX J

DIFFERENCES BETWEEN HIGH SCHOOL AND COLLEGE

High School	College
High school is mandatory.	College is voluntary.
Your time is structured by others.	You manage your own time.
Your parents and teachers remind you about your responsibilities and help you set your priorities.	You manage your responsibilities and set priorities.
Most classes are arranged for you.	You arrange your schedule.
The school year is typically 36 weeks long.	The college year has two semesters.
You may study 0-2 hours per week, typically for last-minute test prep.	You need to study 2-3 hours for each hour that you are in class, and it includes a lot of outside reading.
You are typically told what you need to learn from assigned readings.	Instructors assume that you have read and understand the assigned material.
Teachers check your completed work.	Instructors don't always check your work, but it is assumed that you can do similar work on tests.
Teachers talk to you if they believe you need help.	Instructors typically expect you to come to them if you need help.
Teachers often remind you of assignments and due dates.	Instructors expect you to read, save, and consult something called a "course syllabus" for test dates and assignment due dates.
Testing is frequent and covers small amounts of material.	Testing is often infrequent and covers large amounts of material.
Teachers often arrange test dates to avoid conflict with other school events.	Tests are scheduled without regard for your other classes or outside activities.
You get grades for most of the assigned work.	Some required assignments aren't graded.
Grades are based on homework and tests.	Most grades are based on tests and papers.



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