Table of Contents

Normandale Community College Policies and Procedures

Normandale uses policies and procedures to support and guide our work. Policies are statements of institutional positions on various topics. They meet criteria in one of the following categories:

1. Supports the college's mission and values
2. Ensures the institution's compliance with external mandates
3. Assures efficient use of resources
4. Reduces risks
5. Promotes consistency by those acting for the institution

College policies impact the entire institution and their applicability is not limited to a single institutional unit. They are developed to guide institutional decisions or actions.

Procedures are written statements of specific processes initiated to implement a policy. Procedures are subject to regular change to improve the manner in which a policy is administered.

Procedures are not policies. Procedures don't tell us what must be done, but how something must be done. Procedures are the methods for implementing policies.

For questions about Normandale Community College's policy and procedures or to inquire about the status of a review contact Leah Brink at leah.brink@normandale.edu.

To learn the details of the policy, procedure, and approval processes, please refer to the Employee Exchange policy page for the checklist and flowchart or view the written process, 1.4.1 Policy Procedure.

Chapter 1: Organization

1.1 Mission, Vision, and Values

Related Minnesota State Colleges and Universities Board Policy: 1A.1 Minnesota State Colleges and Universities Organization and Administration

Purpose: To describe the mission, vision, and values of Normandale Community College.

Part 1: Name of Organization

Normandale Community College, a member of the Minnesota State Colleges and University system.

Part 2: Mission and Vision Statements

The following vision and mission statements have been adopted by Normandale Community College and approved by the Board of Trustees and Higher Learning Commission (HLC) in accordance with Board Policy 3.24 and HLC criteria.

Subpart A: **Mission.** Normandale's Mission:

· to cultivate a welcoming college community

· to foster every student's talents

· to build an equitable world

Subpart B: **Vision. Normandale's vision:**

Limitless human potential realized.

Subpart C: **Values. Normandale's values:**

Caring
We cultivate a college community where people feel a sense of belonging and connectedness. We recognize that people learn and work better when their needs are met and they feel safe. We have the courage to communicate with compassionate candor. We are a community of kindness and respect.

Curiosity
We nurture curious minds in our students and in our employees. We are genuinely curious about one another. Curiosity fuels our pursuit of learning and inspires us to find better ways of doing things. It drives us to ask good questions and to seek information to answer them. We are a community of curious people.

Commitment
We work hard to achieve our mission and goals. We dedicate ourselves to meeting all our students where they are and helping them pursue their aspirations. We are conscientious stewards of the college's resources. We are a community that expects a lot of ourselves and takes pride and joy in our work.

Policy History:

Date of Adoption: Established prior to 2011

Department Owner: VP of Advancement

Date and Subject of Revisions:

November 2022: Updated restated Mission, Vision and Values

Next Review Date: 2026-2027

1.2 Administrative Organization

Related Minnesota State Board Policy: 1A.1 Minnesota

State Colleges and Universities Organization and Administration

Purpose: To document the organizational structure of the college's leadership.

Part 1: Principles

Subpart A: The college's administrative structure is organized to accomplish the mission, vision and values of the organization.

Subpart B: The college's administrative structure may occasionally change to adapt to changing conditions and in the best interest of college operations.

Part 2: Administration

Subpart A: The President is charged with providing overall leadership to the college. The President reports to the Chancellor of the Minnesota State Colleges and Universities. The President may delegate specific authority to other officers of the college.

Subpart B: The following officers are directly responsible to the President:

Vice President of Academic Affairs
Vice President of Administration
Vice President of Student Affairs
Vice President of People & Culture
Vice President of Advancement
Chief of Staff & Strategic Initiatives Director

Subpart C: The President's Cabinet is comprised of the Vice Presidents and officers listed in Subpart B above and serves to: (1) Advise and assist the President regarding important decisions that impact the college, including those matters that align with Minnesota State policies and procedures; (2) Create and sustain an equity-minded and student-centered organizational culture; and (3) Develop, nurture, and facilitate collaborative decision-making through inclusive and purposeful communication and the effective allocation of resources throughout the college as a consultative body that makes recommendations to the President.

Subpart D: The Administrative Council is comprised of the President, Cabinet, Deans, and Associate Vice Presidents, and other direct reports to the Cabinet at the President's discretion. The Council's purpose is to reduce silos and ensure the college makes timely progress toward its strategic and operational goals. Administrative Council meetings are a venue to share information, collaborate, and provide a comprehensive view of institutional needs and operations. The members of the Administrative Council serve as advisors to the President and Cabinet.

Part 3: Organization

Subpart A: Normandale Community College is a member of the Minnesota State Colleges and Universities system.

Subpart B: Within each division, there are subdivisions and departments, each generally led by a Dean, Associate Vice President, or Director. These are reflected in the organizational charts maintained in real time on the Employee Exchange and periodically updated on the college's external facing website.

Policy History:

Date of Adoption: September 15, 2011

Date of Implementation:

Date and Subject of Revisions:

December 2023 – technical updates to references, titles, and hyperlinks; added purpose of Cabinet and Administrative Council.

Next Review Date: 2027

1.3 Committees

Related Minnesota State Colleges and Universities Board Policy: None

Related Minnesota State Colleges and Universities Board Procedure: None

Purpose: To provide a framework through which college committees are created, revised and eliminated.

Part 1: Types of Committees

Subpart A: Faculty Committees Established in the MSCF Contract

Faculty committees are established by provision of the MSCF contract. They are the Faculty Shared Governance Council and the Academic Affairs and Standards Council. Their purpose is to make recommendations on academic, personnel, student affairs, facilities, fiscal and general matters. Faculty committees may create subcommittees as a means to more efficiently and effectively accomplish their charges, may approve changes to subcommittee charges and may eliminate committees no longer judged to be needed. Membership on faculty committee is not limited to faculty.

See the Normandale Community College Intranet: Committees & Tools and Templates for current members.

Subpart B: Administrative committees are established by the President to assist in the operations of the college and for campus input in the decision-making process. Administrative committees may create subcommittees as a means to more efficiently and effectively accomplish their charges. The President approves changes to committee charges and may eliminate committees no longer judged to be needed.

See the Normandale Community College Intranet: Committees & Tools and Templates for current members.

Subpart C: Student Committees

Student committees are established by the Student Senate of Normandale Community College to provide input into issues pertinent to student life at the college. Membership on student committees is not limited to students.

See the Normandale Community College Intranet: Committees & Tools and Templates for current members.

Subpart D: Task Forces, Work Groups and Project Teams

These are temporary entities created as needs arise, such as meeting new initiatives or responding to issues.

Part 2: Appointments

Subpart A: The charge for each committee shall define membership and the process through which members are appointed. Committee appointments should be for a fixed term. Terms should be rotated to insure stability and continuity of the committee. Once individuals complete their term, they may be reappointed to serve two or more consecutive terms.

Subpart B: Faculty are appointed to faculty committees by MSCF. Appointments of other members to these committees are at the discretion of the President of the College.

Subpart C: Faculty are recommended to the President of the College for membership on administrative committees.

Subpart D: Appointments to task forces, work groups and project teams are at the discretion of the President. Suggestions for faculty appointments to these groups may be solicited from MSCF but may also be selected on the basis of specialized knowledge relevant to the work of the group.

Part 3: Creation and Revisions to Committee Charges

Subpart A: Except for those committees specified in the MSCF agreement, committees are established and their charges revised with the approval of the President.

Subpart B: Committee charge documents should be reviewed annually with any recommendations for changes submitted to the President.

Subpart C: With the approval of the President, committees may be eliminated if they are deemed no longer needed.

Policy History:

Date of Adoption: 3/10/2011

Department / Owner: Business Office

Next Review Date: 12/06/2022

Date and Subject of Revisions:
10/29/18, MnSCU changed to Minnesota State Colleges and Universities and formatting changes.

1.3.1 Committees

Related Minnesota State Colleges and Universities Board Policy: 1A.2 Board of Trustees

Related Minnesota State Colleges and Universities Board Procedure: 3.30.1 Community and Technical College Advisory Committees

Purpose: The purpose of this procedure is to establish routine methods for maintaining committee information and timelines for committee appointments.

Part 1: Committee Information

Subpart A: Maintenance of Committee Information

The Office of the President maintains a master list of committees, the charge document for each committee, and the current membership of committees.

Subpart B: Publication of Committee Information

The Office of the President publishes the basic committee documents listed above on the Employee Portal.

Committees are responsible for publishing other committee documents such as agendas, minutes and supporting documents.

Part 2: Committee Appointments

Subpart A: The College President requests faculty committee appointments from the MSCF President on or before March 15 for the following academic year.

Subpart B: The MSCF President issues a call for interest in committee service, reviews appointments with other elected faculty leaders, and then provides faculty committee appointments to the College President by May 1.

Subpart C: The College President appoints non-faculty members to committees by May 1 for the following academic year.

Subpart D: If vacancies occur during the academic year, they will be filled as they occur, unless otherwise indicated in the committee charge.

Subpart E: Appointments to task forces, work groups, and project teams made as these entities are created by the appropriate administrator.

Procedure History:

Date of Adoption: 3/10/2011

Department Owner: Business Office

Next Review Date: 12/06/2022

Date and Subject of Revisions:
10/29/18, MnSCU changed to Minnesota State Colleges and Universities and formatting changes.

1.4 Policy on Policy

Related Minnesota State Board Policy: None

Related Minnesota State Board Procedure: None

Purpose: To provide a framework through which college policies are created, revised and approved and that policies are properly and timely conceived, drafted and vetted. To govern the operation of the College, consistent with the Board policies and System policies and procedures. Policy procedures are outlined in Procedure 1.4.1.

Part 1: Policies are statements of institutional positions on various topics. They meet criteria in one of the following categories:

1. Supports the college's mission and values
2. Ensures the institution's compliance with external mandates
3. Assures efficient use of resources
4. Reduces risks
5. Promotes consistency by those acting for the institution

College policies impact the entire institution, and their applicability is not limited to a single institutional unit. They are developed to guide institutional decisions or actions.

Subpart A: Minnesota State policies are those approved by the Minnesota State Board of Trustees. Campus policies may be required by Minnesota State policies or may be developed to meet the specific needs of the campus. Campus policies may not be in conflict with Minnesota State policies.

Subpart B: Procedures are written statements of specific processes initiated to implement a policy. Procedures are subject to regular change to improve the manner in which a policy is administered. Procedures are not policies. Procedures are the methods for implementing policies.

Subpart C: Operating Instructions are instructions approved by the Policy Owner giving explicit direction, instructions or guidance on internal forms, processes, and other administrative or managerial matters, consistent with Normandale policy and procedure.

Part 2: Policy Action

The Cabinet acts on all policy matters.

1. The Cabinet considers submitted policies as they are received. There are no established deadlines. Policies should be submitted using the standard college format.
2. Administrative support for non-academic policy creation and revision is provided by the Office of the

President.

3. The Academic Affairs and Standards Council (AA&SC) reviews on all policy matters related to courses (new courses, changes to existing courses regarding course title, number, credits, prerequisites, catalog description, contact hours, goals, including course deletions) and other academic matters (college grading policies, degree credit waivers, additions, changes, and deletion of programs, certificates, or degrees and subcommittee charges).
4. The Chair of AA&SC establishes deadlines for policy proposals submitted to the committee and provides a standard form and guidelines for submissions.
5. Administrative support for the business of AA&SC is provided by the Office of Academic Affairs. Indexing of proposals, publication of committee agendas and a record of committee actions are the responsibility of Academic Affairs.

Part 3: Policy Approval, Revision, and Repeal

Subpart A: New policies, changes to existing policies approved by the AA&SC are subject to posting for all campus public comment, approval by the President and Cabinet before they are final.

Subpart B: Policy proposals regarding topics outside of AA&SC are subject to posting for all campus public comment, submitted to the appropriate campus committee and then reviewed by Faculty Shared Governance Council for recommendation to the President and Cabinet.

Subpart C: The Student Senate is the official representative of the students and shall be consulted regarding policies that have student impact.

Subpart D: Policy development is an inherently interactive process and there may be multiple feedback loops in the course of drafting and revising policies. All new or proposed revised activities will be posted and available for review by the campus community prior to their final approval by the President and Cabinet.

Subpart E: Communication and training relative to new or substantially revised policies will be the responsibility of Policy Owner.

Subpart F: Designated committees or Policy Owners are charged with regular review of existing policies, recommending the need for new policies, proposing the elimination of existing policies and developing related procedures. This review shall happen at least every four years.

Policy History:

Date of Adoption: 9/2012

Department / Owner: President’s Office

Date and Subject of Revisions:

11/16/2021 Added mention of related procedure in the purpose. Added Repeal to Part 4. Updated the review cycle language.

8/08/2019 Updated MnSCU to Minnesota State. Updated policy to include items (Policy Approval And Revision section) from old procedures that should have been included here.

Next Review Date: 2025

1.4.1 Procedure for Proposal of New or Review of Existing Policy or Procedure

Related Minnesota State Board Policy: 1A.1

Related Minnesota State Board Procedure: None

Related Document: Writing Board Policies and System Procedures Manual

Purpose: The process through which the college's policies and procedures are created, revised, and approved is outlined in this procedure. The ongoing responsibility for managing this procedure is with the Strategic Initiatives Coordinator with the support of the Policy Committee.

Part 1: Proposal of a New Policy or Procedure

Subpart A: Any member of the college's community may propose a new policy/procedure.

1. Employees and students at Normandale College may propose a new policy by providing the Policy Committee with a statement identifying the need for a new policy or by providing a draft policy with a statement explaining the need.
   a. The Policy Committee will review the proposed policy and if there is support for a new policy, a policy owner will be assigned to it.
2. The committee or individual designated as the Policy Owner will identify content experts and together they

will use the Policy Review Checklist to ensure all elements of the policy have been considered, including ensuring the policy reflects current business practices; relevant laws and regulations; equity and inclusion factors; and proper structure. The Policy Owner is responsible for working with the appropriate Vice President, department, and committee/council (for example, the Shared Governance, AA&SC, or Student Senate), making the recommended changes to the document, and forwarding the proposed changes to the Policy Committee for review.

3. When complete, the Policy Owner will submit the draft policy or procedure to the Policy Committee for an equity and final draft review. If no changes are needed, the Policy Committee will bring it to the Cabinet. The Cabinet will review the draft policy or procedure and decide whether to move the proposal forward or return it to the Policy Committee and the Policy Owner for revisions.

4. Once the Cabinet approves the draft, the proposed policy or procedure (along with the completed Equity Assessment) will be posted on the "Policy & Procedures Feedback" discussion board by the Strategic Initiatives Coordinator for no less than two weeks to allow campus personnel to provide comments.

   a. The Policy Owner or Vice President will respond to comments as necessary on the discussion board.

   b. The Policy Owner is responsible for making the revisions to the draft policy or procedure based on campus comments as appropriate. If revisions are substantive, the draft will be reposted to the discussion board for two additional weeks for further campus review.

5. Once reviewed by all stakeholders and edits completed, Cabinet will complete a final review and approval. The policy or procedure will be posted publicly on the college website.

Part 2: Existing Policy/Procedure Review – Four-Year Policy/Procedure Review Date or Revision Requested

Subpart A: Any member of the college's community may propose a need to consider a revision of an existing policy or procedure. A Board or System policy change may prompt a review or revision of a policy. Policies and Procedures shall each be assigned a review date and are reviewed at least every four years.

1. When an existing policy or procedure is due for a review, the Strategic Initiatives Coordinator will forward a copy of the current document and the Policy Review Checklist to the Policy Owner with the Policy Committee Chair and appropriate Vice President copied.

   a. The Policy Owner will review and revise or update the document, as appropriate, following the Policy Review Checklist. The document should reflect current or improved business practices, relevant laws and regulations, equity and inclusion factors, and proper structure. Any changes shall be noted in the History section at the end of the document.

   b. The Policy Owner will work with the appropriate Vice President, department, and committee/council (for example, the Shared Governance, AA&SC, or Student Senate) to review, revise, and update the document, and forward the proposed changes to the Policy Committee for review.

2. When complete, the Policy Owner will submit the draft policy or procedure to the Policy Committee for an equity and final draft review. If no changes are needed, the Policy Committee will bring it to the Cabinet. The Cabinet reviews the draft policy or procedure and decides whether to move it forward or return it to the Policy Committee and the Policy Owner for revisions.

3. Once the Cabinet approves the draft, the proposed policy or procedure (along with the completed Equity Assessment) will be posted on the "Policy & Procedures Feedback" discussion board by the Strategic Initiatives Coordinator for two weeks to allow campus employees to provide comments.

   a. The Policy Owner or the Vice President responds to comments as appropriate on the discussion board.

   b. The Policy Owner is responsible for making the revisions to the draft document based on campus comments as appropriate. If revisions are substantive, the draft will be reposted for two additional weeks to the discussion board for further campus review.

4. Once reviewed by all stakeholders and edits completed, Cabinet will complete a final review and

approval. The policy or procedure will be posted publicly on the college website.

Part 3: Repeal of a Policy/Procedure

Subpart A: Any member of the college's community may propose a need to consider the repeal of an existing policy or procedure. A Board or System policy change may prompt the repeal of a policy.

Employees and students at Normandale College may propose a policy be repealed by providing the Policy Committee with a statement identifying the need for the repeal

The Policy Committee will review the proposed repeal and if there is support, contact the Policy Owner.

The committee or individual designated as the Policy Owner will identify content experts and together, they will decide whether or not to recommend the policy be repealed. The Policy Owner is responsible for working with the appropriate Vice President, department, and committee/council (for example, the Shared Governance, AA&SC, or Student Senate) when making this decision.

If repeal is recommended, it will be submitted to Cabinet.

Once the Cabinet approves the repeal, the policy to be repealed will be posted on the "Policy & Procedures Feedback" discussion board by the Strategic Initiatives Coordinator for no less than two weeks to allow campus personnel to provide comments.

The Policy Owner or Vice President will respond to comments as necessary on the discussion board.

Once reviewed by all stakeholders, Cabinet will complete a final review and approval. The policy or procedure will be repealed and removed from the college website.

Procedure History:

Date of Adoption: 8/09/19

Department / Owner: President's Office

Date and Subject of Revisions:

11/16/2021 – Procedures updated to reflect new Policy Committee and Equity review process

08/08/19 – Procedures updated to simplify and streamline processes

10/26/18 – Procedures changed to reflect the process workflow updated 2018. MnSCU changed to Minnesota State Colleges and Universities; formatting changes; Academic Affairs and Policy Council to Academic Affairs and Standards Council

Next Review Date: 2025

1.4.2 Procedure on Protocols, Guidelines, Handbooks, and Manuals

Related Minnesota State Board Policy: 1A.1

Related Minnesota State Board Procedure: None

Related Document: Writing Board Policies and System Procedures Manual , Normandale Policy 1.4

Purpose: The process through which the departmental protocols, guidelines, handbooks, and manuals outside of official policies and procedures are created, revised, and approved is outlined in this procedure.

Part 1: Definitions

The definition of college policies and procedures can be found in Policy 1.4. In addition to Normandale's official policies and procedures, some departments may choose to create protocols, guidelines, handbooks, or manuals to support their work.

1. *Protocol.* Protocols are a system of rules, processes, or steps to be followed in defined situations. These usually specify who does what, when, and how. Example: Laboratory Protocols, network protocols, financial protocols

2. *Guideline.* A guideline is a principle or criterion that guides or directs action or guides through a process or task. Example scheduling guidelines, NFR guidelines, Academic Program Review

3. *Handbook*. A handbook is a written document that provides guidance, advice, and useful information on a topic. It may outline or summarize a process or give instruction. Example: The student Code of Conduct, Department Handbooks

4. *Manual*. A manual is a written document of practical instructions on how to do something or how to use something.

Part 2: Creation and Revision of Protocols, Guidelines, Handbooks, and Manuals

Those units or departments that develop and implement protocols, guidelines, handbooks, and manuals will identify an owner of the document [by position] who will be responsible for regularly maintaining the document to ensure accuracy and alignment with the Minnesota State, and/or Higher Learning Commission regulations. The owner must also ensure alignment with college policies and procedures.

The unit or department leader shall evaluate the need for, maintenance of, and updates to all protocols, guidelines, handbooks, and manuals within their purview, while also providing recommendations to the divisional vice president regarding all such materials.

If any documents are created that meet the criteria of a college policy or procedure, found in Policy 1.4, they should be brought to the Policy Committee to begin the proposal of a new policy or procedure process. Otherwise, these protocols, guidelines, handbooks, and manuals are not institutional policy and are not governed by the Policy Committee. Documents that are not institutional policies should not be referred to as “policy” or “procedure.”

Procedure History:
Date of Adoption:

Department / Owner: President’s Office

Date and Subject of Revisions:

Next Review Date: 2027

1.5 Delegation of Authority

Related Minnesota State Board Policy: 1A.2 Board of

Trustees

Related Minnesota State Board Procedure: 1A.2.2 Delegation of Authority

Purpose: To help achieve and ensure the efficient operation of the college while maintaining fiscal and policy integrity

Part 1: Delegation of authority is the formal conveyance from one person to another of the authority to bind the college to a legally enforceable obligation; therefore, any such transfer of powers and duties are significant actions requiring great care and scrutiny.

Subpart A: The President is accountable, through the legal authority of the Minnesota State Board of Trustees, for assuring proper delegation of authority to employees.

Subpart B: Delegation of authority requires ongoing compliance with applicable statutes, rules and board policies.

Subpart C: A delegation of authority shall be commensurate with the employee's role within the organization.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation: Prior to 2011

Date and Subject of Revisions: May 2019, Updated MnSCU to Minnesota State; July 2024-no changes

Next Review Date: 2028

1.6 Academic Calendar Principles

Related MnSCU Board Policy: 3.34 Academic Semester Start Dates

Related MnSCU Board Procedure: 3.34.1 Academic Semester Start Dates

Related MSCF Contract Policy: Article 10 Work Year and Work Week

Purpose: To further outline Normandale academic calendar requirements in addition to Minnesota State Board policy and procedure and the Minnesota State College Faculty collective bargaining agreement.

Part 1: Calendar parameters

Subpart A: Fall and Spring Semester Calendar

1. Faculty members receive salary payments for 171 days. Faculty are expected to be on campus or available for meetings and other assignments on any of the 171 days noted on each academic year's calendar. The 171 days are accounted for as follows:
   a. 161 instructional days will be divided between fall and spring semesters as equally as possible.
   b. Ten paid duty days are included in the 171 total days. Five of the ten duty days are administratively-planned. Five of the ten duty days are planned by individual faculty members and/or departments. Upon mutual agreement by faculty leadership and the college president, more than ten paid duty days may be included in the 171 total days.
   c. Faculty attendance and participation in administratively scheduled duty day activities is required.
   d. Examples of individual or department-duty-day activities are professional development activities and meetings with colleagues. Faculty-planned duty days may not occur on scheduled teaching days or administratively planned duty days.
   e. Up to two administratively-planned duty days may be scheduled in the summer
2. Ten days, five in each semester, are designated as final examination days at the end of fall and spring semesters. These are included in the 161 total instructional days.
3. Beginning dates of fall and spring semesters are specified by the Minnesota State Board of Trustees and are communicated in Minnesota State Board Procedure 3.34.1.
4. Faculty members who are absent from teaching, meetings, duty days, or other assignments must submit leave to their supervising dean. Leave can be taken in half day increments.
5. Part-time or adjunct faculty members will attend duty days and participate in college and department activities proportional to the percentage of their teaching assignment.
6. The determination of the actual number and configuration of the class, test, and administratively

assigned duty days in each semester shall be by agreement of the leadership of the administration and the faculty at each college. Such agreement shall be reached after two meetings or the calendar shall contain the same number and configuration of class, test and administratively assigned duty days as the previous academic year.

7. Before the calendar is finalized, the student leadership, faculty leadership, and divisions of the college will have the opportunity to review and comment on the proposed calendar.

Subpart B: Summer Calendar

Through the Shared Governance process, the college president or designee shall establish the calendar for summer session(s). No summer session or course shall exceed 39 days. Summer session start dates for all approved sessions will be noted on the official calendar. The summer session(s) start and end dates will be chosen in order to accommodate students and must include at least one session beginning on the first day of the summer term.

Subpart C: Alternate Calendars

Alternate calendars are available for faculty on special assignment, librarians, and counselors as outlined in Article 10, Section 1, Subd. 2-Subd. 3. of the MSCF collective bargaining agreement.

1.
For an occupational or technical program that needs additional instructional days beyond the number established above, the program instructor and the administration shall mutually agree on an alternate calendar configuration. The alternate calendar may not exceed the one hundred seventy-one (171) day total.

2.
Instructors who are on special assignment or librarians shall work at their normal duties for the one hundred seventy-one (171) day total minus the administratively-assigned duty days. Such duty days may or may not be conducted at the same time as the rest of the college.

3.
Counselors' calendars shall reflect the same number of days as the teaching faculty at the college. The dates of the administratively-designed duty days may be different from those of the teaching faculty, but the number of such days shall be the same. The dates of the administratively assigned duty days for counselors shall be determined in accordance with Section 1 of Article 10.

Subpart D: Flexible Calendars

Flexible calendar options are available to faculty as described in Article 10, Section 3 of the MSCF collective bargaining agreement.

1.
All flexible calendars must maintain academic integrity as determined by the Carnegie-unit equivalency or by another measure agreed to by the faculty and administration.

2.
Faculty shall be subject to overall workload expectations equivalent to those under a standard academic calendar. The faculty load for a course or an assignment under a flexible academic calendar shall be the same as that for the same course or assignment under a standard academic calendar

3.
All faculty members on a flexible academic calendar shall have the right to calendar breaks commensurate with, but not necessarily at the same time as, those under a standard academic calendar.

4.
Each individual flexible academic calendar must be agreeable to the faculty member, the local MSCF grievance representative, and the local administration.

5.
It is possible for part of a faculty member's load to be under a standard academic calendar and the remainder of the load to be under a flexible academic calendar. Please see the most recent version of the MSCF collective bargaining agreement for further instruction.

6.

Assignments of faculty under a flexible academic calendar that overlap the summer session(s) of the college must be agreeable to the department in which the faculty member or course is assigned. The parties agree to meet and negotiate additional details of implementation as necessary and as requested by either party.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

May 2023 rewritten for clarity and to reflect suggestions from shared governance

Next Review Date: 2027-2028

Chapter 2: Students

2.1 Acceptable Forms of Identification Policy

Related to Minnesota State Colleges and Universities Policy: None

Purpose: Determination of the true identity of a student who has requested information, services, or activities pertaining to a student's record is necessary to maintain the college's compliance with the Federal Educational Rights and Privacy Act (FERPA) guidelines and MN Government Data Practices Act.

Part 1: The College has established an approved list of identification.

Subpart A: Approved photo identification is needed to receive FERPA and MN Government Data Practices Act protected data.

Subpart B: Approved photo identification is needed to receive services reserved to students.

Subpart C: Approved photo identification is needed to participate in activities pertaining to a student's record.

Part 2: Approved forms of identification must be as current as possible to ensure the photo likeness.

Subpart A: A two-year limit for expired approved forms of identification will be accepted.

Subpart B: A combination of State ID renewal form and the original clipped state ID will be accepted. Neither is sufficient on its own.

Policy History:

Date of Adoption: Established prior to 2011

Department Owner: Finance, - Admissions, Veronica Palafox

Date and Subject of Revisions:
01/25/2024, Changes to specific words and included MN Government Data Practices Act

Next Review Date: 2027

2.3 Hazing

Related MnSCU Board Policy: 3.6 Student Conduct

Purpose: Normandale Community College will not tolerate hazing toward any member of the College community on or off campus.

Part 1: Definition

Subpart A: *Hazing* is defined as an act which endangers the mental or physical health or safety of a person; subjects a person to public humiliation or ridicule; or destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a student group or organization.

Subpart B: In all forms, hazing violates fundamental rights and the law.

Part 2: Disciplinary Action

Subpart A: Hazing is cause for disciplinary action through the Normandale Community College Code of

Conduct procedures.

Subpart B: Sanctions include but are not limited to probation, suspension or expulsion.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2015-16

2.4 Posting Policy

Related Minnesota State Board Policy: 3.1 Student Rights and Responsibilities

Related Minnesota State Board Procedure: None

Purpose: To assure effective communication, the college has established guidelines governing the use of college space to advertise events and information.

This policy defines the College's position related to informational postings in Normandale Community College buildings and provides a systematic process that facilitates the posting of appropriate communications in appropriate areas. The College's objective is to inform employees, students and community members of college guidelines and procedures for posting information items that are designed to facilitate the achievement of institutional goals and objectives.

While the College recognizes that campus postings are an integral part of communication within the college community, it is also committed to ensuring clean, neat and well-maintained facilities and preventing damage to college property. Designated bulletin boards should be used for all postings. With the exception of temporary directional signs posted by approved campus offices, no materials are to be posted on walls, doors, glass, windows, columns, stairwells, railings, bathroom stalls, or any other permanent structure of college facility. Any material posted on these structures shall be immediately removed by Public Safety. Digital monitors are also used for disseminating information. The content, duration, location and scope of that information is up to the college's discretion. Digital Displays are not in the scope of this policy.

Part 1: Types of Postings

The College permits the following types of postings on bulletin boards within its buildings and in designated areas in accordance with this established policy and posting authorization process:

Subpart A: for Academic Postings

Bulletin Boards shall be provided for academic departments and programs for academic-related postings. As far as feasible, they will be located near the associated faculty offices and shall be used to provide information relevant to the discipline and College. The academic department is responsible for approval, placement and removal of all materials.

Subpart B: Employee Postings

Employees may, in accordance with this policy, place postings on campus for the purpose of providing relevant, college-related information and publicizing a college-related event. Employees must obtain approval from the Kopp Student Center Information Desk before placing any posting on campus bulletin boards.

Subpart C: Student Postings

Students may, in accordance with this policy, place postings on campus for the purpose of providing relevant, college-related information to the college community and publicizing a college-related or student sponsored event. Students must obtain approval from Kopp Student Center Information Desk before placing any posting on campus and must use appropriate bulletin boards.

Subpart D: General Information/Advertising

Employees, students and community members may utilize designated general-purpose bulletin boards on campus. Such bulletin boards shall be clearly identified as "Community Posting" bulletin boards and shall be available for advertising, information and publicizing community events.

Subpart E: Legally Required Postings

A bulletin board will be placed outside of Human Resources and will display legally required postings for the Human Resources and Legal Affairs departments. Each department will be responsible for posting their information and staying in compliance with Part 2 of this policy.

Subpart F: Union Postings

Bulletin Boards will be provided for each union. The union representative on campus will be responsible for posting the information on the bulletin board and for meeting the requirements for all college postings as set forth in Part 2 of this policy.

Subpart G: Temporary Notices

The College recognizes that it in order to do business, employees occasionally must post temporary notices on office or classroom doors, indicating changes, class cancellations, or office closings. Such postings must be made in a neat and orderly fashion and must not be posted in a manner which damages college property. Temporary notices must be removed immediately after their purpose has been served.

Part 2: General Regulations for Posting

All postings will conform to the following regulations:

1. All postings, with the exception of General Information/Advertising or Temporary Notices, must be approved (signed, stamped, and dated) by the individual or department with responsibility as set forth in Part 1.
2. Postings must include name of the sponsoring organization, department, and responsible individual with contact information.
3. Postings must be placed on designated bulletin boards or permanent sign holders as provided by the individual or department with responsibility as set forth in Part 1. With the exception of temporary directional signs posted by approved campus offices, no materials are to be posted on walls, doors, glass, windows, columns, stairwells, railings, bathroom stalls, or any other permanent structure of college facility
4. Materials must not violate college policy, Federal, State, or local laws.
5. Event related materials may be posted two weeks in advance of the activity.
6. Posted items are to remain within the perimeter of the bulletin board.
7. Posted items shall be no larger than 8 ½ x 11 unless otherwise approved.
8. Posted items should not cover any other posted material.
9. Only one posting for the same event may be posted per board.

Part 3: General Regulations for Posting Removal

1. Postings must be removed within 24 hours after the activity or event by the owner of the posting.
2. Directional signs posted by approved campus offices must be removed within 24 hours of the event
3. Informational items not posted within board perimeter will be removed.
4. Informational items posted within board perimeter without authorization will be removed by the Facilities staff, Administration and/or Public Safety officers.

Part 4: Violation of Posting Policy

Repeated violation of the posting policy may result in revocation of posting privileges or disciplinary action.

Part 5: Freedom of Expression

Protection of First Amendment rights, time, place, and manner restrictions; and disruption of college operations are all key considerations. These are outlined in the Normandale 6.13 Freedom of Expression Policy.

Policy History:

Date of Adoption: Established prior to 2011 / Revised 11.13.18

Department Owner: Director of Auxiliary Services

Date and Subject of Revisions:

11.13.18 – entire policy revised to reflect current campus policies

01.04.2022 – updated language community posting language

04.15.2024 – added reference to Minnesota State Board Policy 3.1, added reference to digital monitors, added bulletin boards to two paragraphs under Part 1 for clarity, added Part 5 Freedom of Expression section and reference to Normandale policy 6.13.

Next Review Date: 2025

2.6 Code of Conduct

Related MnSCU Board Policy: 3.6 Student Conduct

Purpose: The Code of Conduct sets out standards of conduct that assure a safe and productive learning environment

Part 1: Definitions

1. *College* means Normandale Community College.
2. *Administrator* means that person designated by the college president to be responsible for the administration of the student Code of Conduct by serving as the Hearing Officer.
3. *Alleged student violator* means any student accused of violating the Code.
4. *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.
5. *College official* includes any person employed by the College performing assigned administrative or professional responsibilities.
6. *College premises* include all land, buildings, facilities and other property in the possession of or owned, used or controlled by the College, including adjacent streets and sidewalks. The Code applies at all locations rented by the College, including facilities as part of the Global Education program.
7. *Complainant* means any person who submits a complaint alleging that a student violated the Code. A student who believes that s/he has been a victim of another student's misconduct will have the same rights under this Code as are provided to the Complainant, even if another member of the College community submitted the complaint itself.
8. *Expulsion* means permanent denial of the privilege of enrollment at the College. Students expelled are not permitted to be on College premises at any time without written approval by the Administrator or designee.
9. *Faculty member* means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
10. *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 destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization or sports team.
11. *Hearing Officer* means the person dedicated to preside over procedural matters under review by the Student Rights and Responsibilities Board.
12. *May* is used in the permissive sense.
13. *Member of the College community* includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Dean of Students or designee.
14. *Organization* means any number of persons who have complied with the formal requirements for College registration as a Student Senate recognized club or Student Life funded group.
15. *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.
16. *Policy* means the written regulations of the College and Minnesota State Colleges and Universities (MnSCU) as found in, but not limited to, the student Code of Conduct, the College and MnSCU web pages, Board Policy and System procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus, Board Policy and System Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources, and the College catalog.
17. *Preponderance of evidence* means a standard of responsibility that more likely than not the Code has been violated.

18. *Shall* is used in the imperative sense.

19. *Student* includes all persons who: a.) are enrolled in one or more courses, either credit or non-credit, through the College; b.) withdraw, transfer or graduate, after an alleged violation of the student Conduct Code; c.) are not officially enrolled for a particular term but who have a continuing relationship with the College; and d.) have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.

20. *Student Rights and Responsibilities Board (SRRB)* means any person or persons authorized by the Dean of Students and appointed by the Normandale Student Senate to determine whether a student has violated the Code and to recommend sanctions that may be imposed or to consider an appeal as to whether a student has violated the Code or the sanctions imposed by the Hearing Officer.

21. *Summary Suspension* means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the College community.

22. *Suspension* means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions may be specified.

Part 2: Proscribed Conduct

Subpart A: Jurisdiction of the Student Code of Conduct

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

Hazing is involved.

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

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

Allegations of discrimination, harassment and sexual violence shall be resolved pursuant to Board Policy 1B.1, Nondiscrimination in Employment and Education Opportunity, System Procedure 1B.1.1, Report/Complaint of Discrimination/Harassment Investigation and Resolution, Board Policy 1B.3, Sexual Violence Policy, System Procedure 1B.3.1, Sexual Violence Procedure. Allegations of fraud or dishonest acts shall be resolved pursuant to Board Policy 1C.2, Fraudulent or Other Dishonest Acts.

Subpart 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 discipline actions outlined in Part III:

1. Acts of dishonesty, including but not limited to the following: a.) cheating, plagiarism or other forms of academic dishonesty; b.) furnishing false information to any College official, faculty member or office; c.) 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 (which threatens or endangers the health or safety of a person), 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. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
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 or other access modes to any College premises or unauthorized entry to or use of College premises.

8. Violation of any College or Board policy, rule or regulation published in hard copy or available electronically on the College or MnSCU 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 MnSCU regulations), or public intoxication, or violation of Board Policy 5.18 and System Procedure 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 Board 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 the Student Rights and Responsibilities Board or College official to appear for a meeting or hearing as part of the Student Conduct System;

    b. Falsification, distortion, or misrepresentation of information before the Student Rights and Responsibilities Board;

    c. Disruption or interference with the orderly conduct of Student Rights and Responsibilities Board proceedings;

    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 Rights and Responsibilities Board prior to, and/or during the course of, the Student Rights and Responsibilities Board proceeding;

    g. Harassment (verbal or physical) and/or intimidation of a member of a Student Rights and Responsibilities Board prior to, during, and/or after a student Conduct Code proceeding;

    h. Failure to comply with the sanction(s) imposed under the Code;

    i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

Subpart C: Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and this 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 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 Code shall not be subject to change because criminal complaints 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.

Part 3: Student Conduct Code Procedures

Subpart A: Investigation and Informal Process

1. Any member of the College community may file a written complaint alleging that a student or a 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 alleged student violator 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 information 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 information with the student and allow the student to present an explanation against the complaint.

4. Within a reasonable time period following the meeting, the Administrator shall inform the alleged student violator 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.

5. A student who is subject to a sanction of expulsion or suspension, except summary suspension, for more than nine (9) 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 college's appeal procedures.

6. If the alleged student violator 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.

7. 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.

8. Appeals of any sanction to the SRRB may result in the imposition of new sanctions in accordance with the Student Code of Conduct.

Subpart B: Formal Hearing

The College president or designee determines the composition of the Student Rights and Responsibilities Board (SRRB.) Students serving on the SRRB shall be appointed by the Student Senate. The SRRB hearings shall be conducted by a student panel according to the following guidelines:

1. SRRB hearings normally shall be conducted in private.

2. 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.

3. Within a reasonable time prior to the hearing, the student must be informed in writing of: a) the complaint; b) the information to be presented against him/her; c) a list of witnesses; and d) the nature of their testimony.

4. In hearings involving more than one alleged student violator or organization, the administrator, in his or her discretion, may permit the hearing concerning each student to be conducted either separately or jointly.

5. 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 at their own expense. 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.

6. 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.

7. The hearing may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the complainant, alleged student violator 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, videophone, 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.

Subpart C: Sanctions

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

   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 Code of Conduct, 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:

   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.

Subpart 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 alleged student violator'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 alleged student violator 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.

Subpart E: Appeals

1. A decision reached by the Student Rights and Responsibilities Board or a sanction imposed by the Administrator may be appealed by the alleged student violator(s) or complainant(s) to the Vice President of Student Affairs or other designated administrator 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 Code was violated, and giving the alleged student violator 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 alleged student violator 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 Code occurred.

    c. To determine whether the sanction(s) imposed were appropriate for the violation of the 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 not upheld by the Vice President of Student Affairs or other administrator for this purpose, the Vice President of Student Affairs may take any appropriate action. If an appeal is upheld, the matter shall be considered final and binding upon all involved, except in cases involving sanctions of suspension for ten (10) days or longer, in which students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

Part 4: Academic Dishonesty

MnSCU Board Policy 3.6: Allegations of academic dishonesty may be resolved under separate procedures in accordance with an institution's policies on those issues. Academic dishonesty allegations are handled in same manner as behavioral paralleling due process through the Dean of Students Office. The Students Rights and Responsibilities Board may be requested to participate in the decision-making and imposing sanctions. The alleged student violator may appeal to the SRRB but may appeal through the proscribed process for student conduct allegations.

Part 5: Interpretation and Revision

Subpart A: Any question of interpretation or application of the Code shall be referred to the Dean of Students or his or her designee for final determination.

Subpart B: The Code shall be reviewed every five (5) years under the direction of the Dean of Students.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2016-17

2.7 Student Employment

Related Minnesota State Colleges and Universities Board Policy: 4.5 Student Employees

Related Minnesota State Colleges and Universities Board Procedure: None

Purpose: To comply with Minnesota State Colleges and Universities Policy 4.5
with regards to student employees and wages rates established for this
classification of employee.

Part 1: Definitions

Work study. A type of financial aid which is primarily need-based and for which a student must be employed in a position identified for this purpose. The financial aid funds for these positions are provided by either or both federal and state financial aid programs. Work study employment must conform to the applicable federal, state and/or institutional work study program regulations which address source of funds for the positions, placement on payroll and other terms and conditions of employment. Payroll for these positions is processed through the college's student payroll system.

Student help. A category of employment at the college for enrolled students. Normandale Community College sets criteria for employment such as credit load, wages, and maximum hours. The college will also determine whether selection of a student will be determined on student need. Positions may be funded by any appropriate source of campus funds. Student eligibility is verified each enrollment term. Payroll for these positions is processed through the college's Payroll for these positions is processed through the campus student payroll system.

Graduate assistant. A form of employment at the college for graduate students enrolled at a system university. Usually, a graduate student assists in instruction, research, or other activities related to their graduate program. Positions may be funded by any appropriate source of college funds and processed through the college's student payroll system.

Classified or Unclassified student worker. A category of state employment defined by the Department of Employee Relations for students who are enrolled in colleges or universities, including those that are not part of the Minnesota State Colleges and Universities. Positions may be funded by any appropriate source of campus funds and are processed through the state SEMA4 payroll system. Eligibility as a student must be verified every six months. Other criteria for employment are outlined in DOER Administrative Procedures. These positions have their wage rates set by collective bargaining unit agreements and are not subject to this policy.

Part 2: Wage Rates

Subpart A: Work Study, Student Help and Graduate Assistants. The president of the college is granted authority to establish wage rates for work-study students, student help and graduate assistants at or above the minimum wage rate required by law. The president shall consult with the college's student association and may consult with other student groups as appropriate prior to changing wage rates.

Subpart B: Classified or Unclassified Student Worker. The wages and other terms and conditions of employment are prescribed within the applicable state collective bargaining agreement.

Part 3: Benefits

The college will comply with all federal and state laws, regulations, and rules, as well as with collective bargaining agreements and the policies and practices of the Minnesota State system. The college does not currently offer benefits for Student Employees beyond those mandated.

Policy History:

Date of Adoption: Established prior to 2011

Policy Owner: Vice President of People & Culture

Date and Subject of Revisions: January 2024 – updated links and verbiage in alignment with Board Policy 4.5

Next Review Date: 2029

2.9 Student Travel

Related MnSCU Board Policy: 5.19 Travel Management

Related MnSCU Board Procedure: 5.19.3 Travel Management

Purpose: To fulfill Board policy with regard to approval and administration of travel management for student life activities. For the purpose of this policy, student life activities are those as defined by Minnesota Statue 136F.01, subdivision 5 and as embodied within the MnSCU Student Life policy 2.8.

For purposes of this policy, unless otherwise specified, the term "traveler" shall refer to all students authorized for travel.

Part 1: Conditions for Travel

Subpart A: All travelers must be currently enrolled during the semester of travel.

National travelers must have been active members within club/organization/program for at least one semester prior to trip.

Subpart B: All travelers are subject to the Normandale Code of Conduct.

Subpart C: All travelers must complete proper documents prior to departure.

All in-state travel and the incurrence of related expenses must receive written prior approval and all out-of-state travel requires written prior approval by employee who has delegated authority to approve out-of-state travel.

Subpart D: A Normandale staff/faculty member may be required to accompany the group as determined by Director of Student Life.

Subpart E: Travelers attending out of state conferences must make a presentation to peers within one month of return.

Part 2: Cost of Travel

Subpart A: Local and Regional Travel

1. Clubs may request partial funding (up to four delegate conference fees, and transportation) through Student Life.
2. Organizations may request funding (except for meals) through the Student Life budget process.

Subpart B: National Travel

1. Clubs
    a. Clubs must cover all costs associated with national travel including transportation and accommodations.
    b. Clubs may use generated revenue to cover other expenses related to national travel, excluding meals.
2. Organizations
    a. May request funding for up to four delegate conference fees, transportation and lodging through the Student Life budget process.

Part 3: International Travel

Organized international travel involving students must be with college-sponsored, academic-based programs approved by the International Educational Committee. Exceptions may include the Canadian Provinces of Manitoba and Ontario and will be determined by Dean of Students.

Policy History:

Date of Adoption: Fall 1999

Date of Implementation:

Date and Subject of Revisions: Fall 2007, Fall 2009

Next Review Date: 2015-16

2.10 Disability Accommodations

Related MnSCU Board Policy: http://www.mnscu.edu/board/policy/1b04.html

Related MnSCU Board Procedure: None

Purpose: Normandale Community College is committed to ensuring its programs, services and activities are accessible to individuals with disabilities, through its compliance with state and federal laws. The college recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the college's programs, services and activities.

Part 1: Definitions

1. *An individual with a disability.*
    a. Any person who has a physical or mental impairment which materially limits one or more of the person's major life activities.

b. Any person who has a record of such impairment which means that a person has a history of or has been classified as having a mental or physical impairment that materially limits one or more major life activities.

2. *Qualified individual with a disability.* An individual who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a system office, college, or university program or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an education program or activity.

3. *Program devices and services.* May include wheelchairs; individually prescribed devices, such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature including assistance in eating, toileting, or dressing.

Part 2: General Access Policy.

Normandale Community College provides access to programs, services and activities to qualified individuals with known disabilities as required by law. An individual requesting an accommodation may be required to provide documentation of eligibility for the accommodation.

Part 3: Availability and Notice.

Notices for accommodation and disability are available in the college catalog and the Office for Students with Disabilities (OSD) handbook. Normandale Community Colleges prohibits discrimination on the basis of disability, and the contact information for disability accommodations and Americans with Disabilities Act (ADA) complaints is available in the college catalog and the OSD handbook.

Part 4: Reasonable Accommodations.

Programs, Services, and Activities. Normandale Community Colleges makes reasonable accommodations to ensure access to programs, services, and activities as required by law. Access means that a qualified individual with a disability will not be excluded from participation in or be denied the benefits of the programs, services, or activities, nor will the individual be subjected to discrimination. Reasonable accommodations may include modifications to: rules, policies, or practices; the removal of architectural, communication, or transportation barriers; provision of auxiliary aids or the provision of equally effective programs, services, or activities. In accordance with the ADA, accommodations will not be provided for personal devices or services even though the individual may be a qualified individual with a disability, or that result in a fundamental alteration in the nature of a service, program, or activity or in undue financial or administrative burdens.

Part 5: Offered and/or Sponsored Services or Activities for Qualified Students with Disabilities.

Normandale Community College provides qualified students with a disability access to services and activities that are operated or sponsored by the institution or that receive significant assistance from the institution. Such access shall be provided in a reasonable manner as required by law. The following is available to qualified students with disabilities:

Subpart A: Support, counseling, and information services that may include support groups, individual counseling, career counseling and assessment, and referral services

Subpart B: Academic assistance services that may include assistive devices, early registration services, early syllabus availability, course selection, program advising, course work assistance, testing assistance and modification, and tutoring; and

Subpart C: Coordination services that may include personnel acting on the student's behalf and serving as the primary contact and coordinator for students needing services, assistance in working individually with faculty and administrators, intervention procedures, and grievance procedures.

Part 6: Process.

Subpart A: Students requesting are provided an individual copy of Board policy 1B.4.

Subpart B: The Office for Students with Disabilities Director is responsible for making a determination about the request for accommodation or the delivery of services.

Subpart C: Students wishing to appeal a denial of a request for accommodation follow the process provided in the OSD handbook.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2014-15

2.10.1 Disability Accommodations

Related MnSCU Board Policy: 1B.4 Access and Accommodation for Individuals with Disabilities

Related MnSCU Board Procedure: 1B.0.1 Reasonable Accommodations in Employment Procedure

Purpose: Normandale Community College is committed to ensuring its programs, services, and activities are accessible to individuals with disabilities, through its compliance with state and federal laws. The system recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the system's programs, services, and activities.

Part 1: Definitions

Subpart A: *An individual with a disability* is a person who has a physical or mental impairment that materially limits one or more major life activities, and has a record of such an impairment, which means that a person has a history or has been classified as having a mental or physical impairment that materially limits one or more major life activities.

Subpart B: *Documentation that substantiates a disability* may include high school special education records (last IEP and last 3-year evaluation), or a report from a licensed psychologist or medical doctor substantiating the disability and its impacts on the student in an educational setting. A documentation form can be used by students to have completed by a professional that is available on the Normandale website at www.normandale.edu/osd.

Part 2: Process

Students who desire to receive disability services must follow a procedure in order for an accommodation plan to be implemented. Inquiries may be made to Normandale staff and faculty from students who desire to receive accommodations through the Office for Students with Disabilities (OSD) at Normandale Community College.

Subpart A: Students must make an appointment for an intake/interview, which can be done in person or via phone or email; meet with the Director of the OSD program; and provide documentation of their disability prior to or at the intake/interview.

Subpart B: The disability director will read the documentation and discuss with the student during the intake/interview how his or her disability impacts them in a college setting. From this discussion, an accommodation plan may be implemented, which would be in place as long as the student attends the college.

Procedure History:

Date of Adoption

Date of Implementation

Date and Subject of Revisions

Next Review Date

2.12 Eligibility for Participation in Student Life

Related MnSCU Board Policy: 2.8 Student Life, 2.9 Academic Standing

Related MnSCU Board Procedure:

Related State Statute: 136 F.01, subdivision 5

Minnesota State Statute: 136F.72 Subd. 3

Purpose: To provide a framework for participation in a wide range and balance of student activities that complements the curricular offerings of the institution.

Part 1: Participation in student organizations and clubs is limited to currently enrolled Normandale Community College students.

Subpart A: All members of clubs and student organizations must sign the Waiver of Liability, Indemnification and Release Form prior to participation in activities.

Subpart B: In order to participate in club or organization sponsored special events (i.e., conferences, trips, etc.), a student must be in good academic and disciplinary standing.

Part 2: Students holding leadership positions in clubs and student organizations must maintain eligibility standards.

Subpart A: Leadership positions include but are not limited to:

1. Student Senate President, Executive Cabinet and Senators
2. President and staff positions of Program Board
3. President and executive positions of Phi Theta Kappa
4. Editor and staff positions of the Lions' Roar Newspaper
5. Student Life Budget Committee Chair and student members
6. Student appointments to institutional committees
7. Club President or designated student leader

Subpart B: Minimum eligibility standards to hold leadership position

1. Must maintain a minimum 2.0 cumulative GPA. (Not applicable to first semester students who have not yet established a GPA.)
2. Must be making satisfactory academic progress with a minimum 67% completion rate. (Not applicable to first semester students who have not yet established a completion rate.)
3. Must be enrolled in a minimum of six semester credits.
4. Must be in good academic and disciplinary standing.
5. Must have a current Waiver of Liability, Indemnification, and Release form on file.

Subpart C: Exceptions

1. Student organizations and clubs may choose to implement higher eligibility standards than the minimum standards specified above.
2. The Dean of Students shall grant any exception to this policy.

Policy History:

Date of Adoption: 1999

Date of Implementation: 1999

Date and Subject of Revisions: 2006

Next Review Date: 2014-15

2.14 Public Presentation and Speakers

Related Minnesota State Colleges and Universities Board Policy: 3.1 Student Rights and Responsibilities

Related Minnesota State Colleges and Universities Board Procedure: None

Purpose: To uphold the right of free expression and exchange of ideas, to minimize conflict between the exercise of that right and the rights of others in effective use of College facilities, and to minimize possible interference with the College's responsibilities' as an education institution.

Part 1: Members of a faculty, academic department, administrative office and recognized student life groups may invite non-college speakers to address meetings on–campus.

Subpart A: The presence of a guest speaker on the campus of Normandale Community College does not necessarily imply approval or endorsement of the College of the views expressed by the guest speaker or by anyone else at the event.

1. College administration may require either or both of the following:
   a. The meeting to be chaired by a person approved by the College
   b. The speaker to be subject to questions from the audience

Subpart B: An invitation to a non-College speaker may be rescinded only if the President, or their designee, determines, after appropriate inquiry, that the proposed speech will constitute a clear and present danger to the orderly operation or peaceful conduct of campus activities by the speaker's advocacy of such actions as:

1. Willful damage or destruction or seizure of College buildings or property
2. Disruption of, impairment of, or interference with, classes or other College activities
3. Physical harm, coercion, intimidation, or other invasion of the rights of College Students, faculty, staff or guests
4. Advocacy of violation of law

5. Other disorder of a violent or seriously disruptive nature

Part 2: Public presentations of copy-righted media

Subpart A: Copyright Act restricts the use of videotapes/DVDs/video files (bought or rented) for private showings and prohibits their public performance.

1. Students are not permitted to show copyrighted media without paying public performance fees in other on campus or at off campus official meetings.
2. The Copyright Act contains a special exception, "fair use" rule; someone other than the copyright owner may make limited use of a copyrighted work without permission for purposes such as teaching, research, scholarship, criticism, parody, and news reporting.

Part 3: Freedom of Expression

Protection of First Amendment rights; time, place and manner restrictions; and disruption of college operations are all key considerations. These are outlined in the Normandale 6.13 Freedom of Expression Policy (p. 145).

Policy History:

Date of Adoption: 1999

Department Owner:

Date and Subject of Revisions: 2009
10/29/18 – Updated Minnesota State Colleges and Universities vs. MnSCU and formatting changes
4/15/24 – Added references to Minnesota State Board Policy 3.1 Student Rights and Responsibilities and Normandale Policy 6.13 Freedom of Expression, updated to current terminology in the Copyright Act, removed gendered language, removed term of certainty from purpose statement.

Next Review Date: 2027-2028

2.14.1 Public Presentation and Speakers

Related Minnesota State Colleges and Universities Board Policy: 3.1 Student Rights and Responsibilities

Related Minnesota State Colleges and Universities Board Procedure: None

Purpose: To uphold the right of free expression and exchange of ideas, to minimize conflict between the exercise of that right and the rights of others in effective use of College facilities, and to minimize possible interference with the College's responsibilities as an education institution.

Part 1: Members of an academic department, administrative office and recognized student life groups may invite non-college speakers to address the campus community. The inviting member of the college must provide the dean of their area the name of the speaker they have invited to campus, the content of their presentation, if any copy-righted materials will be utilized and the date, time and place of the speaker.

Subpart A: The dean of that area will check for compliance to Procedure Number 2.14 Public Presentation and Speakers and determine if:

1. The meeting will be required to be chaired by a person approved by the College.
2. The speaker will be subject to questions from the audience.

Subpart B: The dean will inform the vice president of their division and the president if they feel that the speaker will constitute a clear and present danger to the orderly operation or peaceful conduct of campus activities by the speaker's advocacy of such actions as:

1. Willful damage or destruction or seizure of College buildings or property
2. Disruption of, impairment of, or interference with, classes or other College activities
3. Physical harm, coercion, intimidation, or other invasion of the rights of College Students, faculty, staff or guests
4. Advocacy of violation of law
5. Other disorder of a violent or seriously disruptive nature.

If the president determines any of the above apply the president will inform the dean, and the dean will contact the requestor to not invite the speaker to campus.

Part 2: Public presentations of copyrighted media

Subpart A: Copyright Act restricts the use of videotapes/DVDs/video files (bought or rented) for private showings and prohibits their public performance. The appropriate Dean will determine if proper copyright regulations are being followed by guest speakers prior to their presentation by following guidelines outlined in Speaker Policy.

1. Students are not permitted to show copyrighted media at on-campus or off-campus official meetings without paying public performance fees.
2. The Copyright Act contains a special exception, "fair use" rule, which provides that someone other than the copyright owner may make limited use of a copyrighted work without permission for purposes such as teaching, research, scholarship, criticism, parody, and news reporting.

Part3: Freedom of Expression

Protection of First Amendment rights; time, place and manner restrictions; and disruption of college operations are all key considerations. These are outlined in the Normandale 6.13 Freedom of Expression Policy (p. 145).

Procedure History:

Date of Adoption:

Department Owner:

Date and Subject of Revisions:
10/29/18 – Updated Minnesota State Colleges and Universities vs. MnSCU and formatting changes

4/15/24 - Added references to Minnesota State Board Policy 3.1 Student Rights and Responsibilities, Normandale Policy 6.13 Freedom of Expression, added vice president of division to the list of people to be informed, removed random capitalizations, updated to the correct terminology in the Copyright Act, removed a term of certainty from the purpose statement.

Next Review Date: 11/1/2022

10.1 Test Policy

Related MnSCU Board Policy: None

Related MnSCU Board Procedure: None

Purpose: To provide guidance for students for family-related or other emergencies at a third party's request.

Part 1: Definitions

1. *Family Emergency* is defined as an extreme crisis such as a death in the family, injury requiring hospitalization, or an emergency contact from child care facilities.
2. *Other Emergency* at the request of a law enforcement officer, dispatcher, or other third party will be relayed to the student if the situation constitutes an emergency.
3. This is the new update

Part 2: Policy Regarding Student Emergency Notifications

Subpart A: Required Information. In person requests and telephone requests must include the requesting party's name, the requesting party's contact phone number, student needing to be contacted, relationship to the student, and the nature of emergency.

Subpart B: Right to Deny Notification. The Public Safety Department reserves the right to deny any request where the Public Safety Officer determines the situation does not constitute an emergency defined in Part 1 or the requesting party refuses to provide required information in Part 2 Subpart A.

Subpart C: Attempt to Notify

1. Public Safety Officers will attempt to notify an enrolled student in the event of an emergency described in Part
2. Emergency student contact requests made to any other staff or faculty member other than a Public Safety Officer shall have the requesting party referred to the Public Safety Department.
3. Due to scheduling issues and student attendance, the Public Safety Department cannot guarantee that the student will be notified of the emergency.
4. This is another update

Subpart D: Data Privacy

1. In accordance with data privacy, the location of the student and/or the student's class schedule will not be provided to the requesting person.
2. In the case of an in-person request, the requesting party cannot accompany the Public Safety Officer in making the emergency notification.
3. The requesting party can be notified that the message was not delivered, but they may not be provided any information about the student's class attendance.
4. One more change

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2014-15

2.15 Emergency Student Contact

Related Minnesota State Board Policy: None

Related Minnesota State Board Procedure: None

Purpose: To provide a process for notifying students about family-related or other emergencies at a third party's request.

Part 1: Definitions

1. *Family Emergency* is defined as an extreme crisis such as a death in the family, injury requiring hospitalization, or an emergency contact from child care facilities.
2. *Other Emergency* is defined as a request from a law enforcement officer, dispatcher, or other third party and will be relayed to the student if the situation constitutes an emergency.

Part 2: Policy Regarding Student Emergency Notifications

Subpart A: Required Information. In person requests and telephone requests must include the requesting party's name, the requesting party's contact phone number, student needing to be contacted, relationship to the student, and the nature of emergency.

Subpart B: Right to Deny Notification. The Public Safety Department reserves the right to deny any request where the Public Safety Officer determines the situation does not constitute an emergency defined in Part 1 or the requesting party refuses to provide required information in Part 2 Subpart A.

Subpart C: Attempt to Notify

1. Public Safety Officers will attempt to notify an enrolled student in the event of an emergency as defined in Part 1.
2. Emergency student contact requests made to any other staff or faculty member other than a Public Safety Officer shall have the requesting party referred to the Public Safety Department.
3. Due to scheduling issues and student attendance, the Public Safety Department cannot guarantee that the student will be notified of the emergency.

Subpart D: Data Privacy

1. In accordance with data privacy, the location of the student and/or the student's class schedule will not be provided to the requesting person.
2. In the case of an in-person request, the requesting party will not be permitted to accompany the Public Safety Officer in making the emergency notification.
3. The requesting party may be notified whether the message was delivered, but they may not be provided any information about the student's class attendance.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

2023-Minor language updates

Next Review Date: 2026-2027

Chapter 3: Educational Policies

3.1 Admission to the College Policy

Related Minnesota State Board Policy: 3.4 Undergraduate Admissions

Related Minnesota Board Procedure: 3.4.1 Undergraduate Admissions

Related Minnesota Board Policy: 3.5 Post Secondary Enrollment Options (PSEO) Program

Related Minnesota Board Procedure: 3.5.1 Post Secondary Enrollment Options (PSEO) Program

Purpose: To provide clear, accessible information to students regarding admission requirements to the college as well as the appropriate level of academic preparation necessary for success in specific programs of study.

Part 1: General Admission

Normandale Community College considers all applicants for admission regardless of age, race, sex, color, religion, ethnicity, creed, disability, national origin, marital status, status in regard to public assistance, sexual orientation, or gender identity. The college follows an open-door admission policy which means that any individual who has graduated from an accredited high school or successfully completed a General Education Development (GED) examination is eligible for admission. If there is reason to believe that a student's high school diploma is not valid or was not obtained from an institution that provides secondary education, Normandale will:

1. Check with the high school to confirm the validity of the student's diploma; and/or
2. Confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

Normandale Community College has taken steps to reduce barriers for English language learners in the application, admissions, and enrollment process. These include provisions for communicating with student services personnel, a well-defined information and referral process, and the English for Academic Purposes (EAP) program.

Students must be admitted as a degree or certificate seeking student in an eligible academic program in order to be eligible for federal and state financial aid. In order to be considered an eligible institution for awarding federal financial aid, Normandale can admit as a regular student only students who either:

1. Have a high school diploma
2. Have the recognized equivalent of a high school diploma; or
3. Are beyond the age of compulsory school attendance in Minnesota

Normandale requires that a student have a high school diploma or its recognized equivalent in order to be admitted as a degree seeking student.

Admission to the College does not automatically qualify a student for all college-level courses and programs. Some career and transfer programs also require special prerequisites and requirements.

Subpart A: Application Deadline. The application deadline for fall and spring semesters is ten (days) prior to the start of the semester. Applications received after the application deadline will be processed for the following semester.

Subpart B: Students Whose First Language is Not English. As a condition of admission, applicants whose primary language is not English, and applicants who have graduated from a high school where the language of instruction is other than English, are required to demonstrate English language competency.

Subpart C: Denied Admission. A student with an active suspension from another college or university for academic reasons within a year prior to their application to Normandale will not be admitted and will receive information about the admissions appeal process.

A student who is currently suspended or has been expelled from another college or university for disciplinary reasons shall be denied admission.

Subpart D: Financial Holds. Students who have a financial hold at another Minnesota State College or University may be admitted to Normandale Community College but will not be allowed to enroll in courses until the financial hold has been removed or if under a special qualifying exception listed in Minnesota State College or University Procedure 3.4.1 Part 9.

Subpart E: Selective Health Science Programs. Nursing and Dental Hygiene, programs have established selective admission criteria that reflect the probability of academic and employment success.

Part 2: International Admission

International students are individuals who are not citizens of the United States and who reside outside the United States, or individuals in the United States on a non-immigrant F-1 student visa. International students are required to be registered under the Federal Student Exchange Visitor Information System (SEVIS).

1. A special application form is required.
2. Applicants must meet specific requirements (documentation of high school graduation, English proficiency and sufficient financial resources) before being considered for admission to the College.
3. No admission decision will be made until the application is complete.

Application Deadlines. The application deadline for new International Students is June 1 for fall semester and October 1 for spring semester. The application deadline for transfer International students is July 1 for fall semester and November 1 for spring semester. There is no summer admission for international students.

Part 3: Post-Secondary Enrollment Options (PSEO) Program

Minnesota high school sophomores, juniors, and seniors with demonstrated academic achievement may enroll in college-level courses at Normandale Community College, through the Post-Secondary Enrollment Options (PSEO) program, administered by the MN Department of Education for fall and spring semesters. Sophomores may enroll in Career and Technical Education (CTE) courses and juniors and seniors may enroll in CTE and general education courses.

Normandale Community College follows the PSEO admissions guidelines set forth by the Minnesota State Colleges and Universities System.

Subpart A: Application Deadlines. The application deadlines for the PSEO program are June 1 for fall semester and December 1 for spring semester. The PSEO program is not funded for summer sessions.

Subpart B: College Readiness. Course placement for reading, writing, and math is completed through the admissions process. PSEO Students must demonstrate college-level placement in reading.

Subpart C: Restrictions. Students participating in the Normandale PSEO program are not eligible to enroll in:

- All courses numbered below 1000 (below college-level, developmental education);
- All study abroad courses and courses involving overnight travel;
- All non-credit courses;
- Any course for which a student has received college credit, even if that course is designed to be repeatable for credit;
- MUSIC 1100 Beginning Music Lessons/ All sections;
- MUSIC 2251 Applied Music/ All Sections;
- Expenses at any institution for which PSEO students have NOT been admitted.

Subpart D: Expectations. PSEO students are required to maintain satisfactory academic progress in accordance with the college guidelines. All courses must be taken for a letter grade. A “Pass/No Credit” option is not permissible for PSEO students.

Part 4: Summer High School Enrollment Program (SHEP)

Summer High School Enrollment is available for those high school students who may wish to take classes during the summer months. This includes PSEO students who may wish to take summer courses prior to high school graduation.

Subpart A: Financial Responsibility. The Minnesota Department of Education does not fund the courses taken through the SHEP; therefore, tuition, fees and books are the student’s responsibility.

Subpart B: College Readiness. Students must meet established course prerequisites or placement levels. Students participating in the Summer High School Enrollment program are eligible to enroll in developmental courses.

Part 5: Visiting Students

Students currently admitted at another college or university may choose to enroll at Normandale as a visiting student and are not required to apply for admission. Visiting students are not candidates for a degree, diploma or certificate at Normandale Community College.

Restrictions. Visiting students can enroll in public courses only, private courses are not available. As a visiting student the maximum number of enrolled credits at all MN State system institutions cannot exceed 22 in any semester. Students must meet established course prerequisites or placement levels.

Visiting student status is not available to those currently on suspension, students who have been expelled, or students who have a financial hold at another MN State institution. Financial aid is not available from Normandale Community College; however, visiting students may receive financial aid from their home institution.

Policy History:

Date of Adoption: Established prior to 2011

Department / Owner: Admissions/Student Affairs

Date and Subject of Revisions:
01/25/2024:
Updated MnSCU to MN State; Updated PSEO Program changes; no deferred admission for ABE students; College

Readiness has been updated; update Summer High School Enrollment program changes (SHEP)

Next Review Date: 2027

3.1.1 Admission to the College Procedure

Related MN State Board Policy: 3.4 Undergraduate Admissions

Related MN State Board Procedure: 3.4.1 Undergraduate Admissions

Related MN State Board Policy: 3.5 Post Secondary Enrollment Options (PSEO) Program

Related MN State Board Procedure: 3.5.1 Post Secondary Enrollment Options (PSEO) Program

Purpose: To provide clear, accessible information to students regarding admission requirements to the college as well as the appropriate level of academic preparation necessary for success in specific programs of study.

Part 1: Enrollment Process

Normandale Community College considers all applicants for admission regardless of race, sex, color, creed, religion, age, disability, national origin, marital status, status in regard to public assistance, sexual orientation, or gender identity. Admission to the college is open to all students meeting the College's admission requirements.

Subpart A: The process of enrolling at Normandale Community College typically involves four steps:

1. Submitting a completed online application;
2. Receiving an email and/or letter from the Normandale Office of Admissions indicating that the student has been accepted for admission to the College;
3. Completing or receiving waivers for all required placement tests; and
4. Participating in New Student Orientation. Most students admitted to Normandale will be required to complete each of these steps in order to enroll in classes. However, these steps may vary based on the applicant's background, academic record, or status.

Part 2: General Admission

Any individual who has graduated from an accredited high school or successfully completed a General Education Development (GED) examination is eligible for admission. Admission to the College does not automatically qualify a student for all college-level courses and programs.

General admission includes students who have attended another college (transfer students) before applying to Normandale.

General admission includes both degree seeking and non-degree seeking students.

An application for general admission can be submitted online or using the Normandale application form for general admission.

Transfer students should submit official college transcripts of previous college coursework at the time of application.

Subpart A: Application Deadline

The application deadline for fall and spring semesters is ten business (days) prior to the start of the semester.

Subpart B: Students Whose First Language is Not English

Lack of English skills will not be a barrier to admission or participation. The placement survey results will determine whether strengthening English language skills through the English for Academic Purposes (EAP) program is necessary to maximize student success. The placement survey results will indicate specific EAP course placement

Subpart C: Denied Admission

A student who was suspended from another college or university for academic reasons within the year prior to their application to Normandale will be denied admission.

1. Notification of the denial of admission will be sent to the student with information about the appeal process.
2. Supporting documentation must be submitted with the online Admissions Appeal form.
3. The Director of Admissions will review and approve or deny letters of appeal
4. The student will be notified via email of the appeal decision
5. A student who was suspended or expelled from

another college or university for disciplinary reasons will be denied admission.

Subpart D: Financial Holds

Students who have financial holds at another MN State institution may be admitted to Normandale Community College but will not be allowed to enroll in courses until the financial hold has been removed. Normandale staff do not have the ability to remove a financial hold put forth by another MN State institution. It is the student's responsibility to work with the issuing institution to have the hold removed from their record.

Subpart E: Selective Health Science Programs

The Nursing, and Dental Hygiene programs have established selective admission criteria that reflect the probability of academic and employment success.

1. A student must apply for admission to the college prior to applying for admission to a health science program.
2. A separate application is required for admission to each of the health sciences program.
3. Each program has application deadlines different then the application deadline for general admission to the college.
4. Each program has specific admissions criteria.
5. The Health Science Enrollment Manager will review and make admission decisions to the health sciences programs based on the admission criteria for each program.
6. Students will be notified in writing of the admission decision.

Part 3: International Admission

International students are individuals who are not citizens of the United States and who reside outside the United States, or individuals in the United States on a non-immigrant F-1 student visa.

1. An international student is defined as a person seeking admission to the college who is not a U.S. citizen or is not a U.S. immigrant.
2. Permanent residents, refugees, and political asylums are U.S. immigrants and should complete the general admissions process.
3. International students should apply online for admission and submit the International Student Documentation form with all required documents.
    a. No admission decision will be made until the application packet is complete.
4. F-1 students are required to have completed secondary education and need to provide official academic records from the secondary school.
    a. Documents in a language other than English must be accompanied by English translations from a certified English translation service.
        i. If the records are not official or original, certified or attested true copies signed by authorized government official, U.S. embassy staff or notary public should be sent. The college may decline use of any documents submitted.
    b. Academic records must demonstrate equivalent grades of "C" or better in a minimum of five academic subjects within a college preparatory tract.
    c. Vocational preparatory courses, English, and theological courses may not be used for this requirement.
5. Students whose native language is not English must submit one of the following:
    a. A minimum score of 500 on the paper-based Test of the English as a Foreign Language (TOEFL)
    b. A minimum score of 61 on an internet computer-based TOEFL test score
    c. A minimum score of 6 on the International English Language Testing System (IELTS) academic test only
    d. A U.S. college transcript showing recent completion of a composition course with a grade of "C" or higher is also acceptable proof of proficiency.
6. Applicants must submit a notarized, current, original bank statement showing the required dollar amount in U.S. currency for adequate financial support to cover all educational and living expenses to fund one academic year (tuition and fees, books, housing, food, transportation, medical insurance, and other expenses).

a. If using a financial sponsor, the financial sponsor must submit an Affidavit of Support (I-134) and a notarized, current, original bank statement in U.S. currency.

b. The bank statement must be in English, certified by a bank official, and not less than two (2) months old at the time of application.

7. All admitted F-1 students are required to purchase medical insurance through the college.

   a. This may be waived with proof of insurance purchased through an exchange program or government agency.

   b. The college is not responsible for any medical bills incurred by any student

8. Students already in the U.S. must submit photocopies of

   a. Passport including photo, date valid

   b. Visa

   c. I-94

9. Students wishing to transfer credit from a university outside of the U.S. must have a course-by-course evaluation of their transcripts by an approved academic credentialing agency.

   a. World Education Services (WES), P.O. Box 745, Old Chelsea Station, New York, NY 10113

   b. Educational Credential Evaluators (ECE), P.O. Box 514070, Milwaukee, WI 53203

10. Students maintaining F-1 status who would like to transfer from a U.S. school/college/university must submit an International Transfer Release form and a copy of a current I-20.

11. Students currently attending a U.S. high school should contact the Office of Admissions to determine documentation needed for English proficiency.

Subpart A: Application Deadlines

1. The application deadline for new international students from outside the U.S is June 1 for fall semester and October 1 for spring semester.

2. The application deadline for transfer International students is July 1 for fall semester and November 1 for spring semester.

3. There is no summer admission for international students.

Part 4: Post-Secondary Enrollment Options (PSEO) Program

Minnesota high school sophomores, juniors, and seniors with demonstrated academic achievement may enroll in college-level courses at Normandale Community College, while in high school, through the Post-Secondary Enrollment Options (PSEO) program administered by the MN Department of Education for fall and spring semesters. Sophomores may enroll in Career and Technical Education (CTE) courses and juniors and seniors may enroll in CTE and general education courses.

Subpart A: PSEO General Education Program

1. Students applying for admission to the PSEO program should apply online and submit the PSEO Student Documentation Form with all attached documents.

   a. No application fee is required.

   b. No admission decision will be made until the application is complete.

2. Normandale Community College follows the PSEO admissions guidelines set forth by the Minnesota State Colleges and Universities System. Students are admitted based upon class rank or qualifying results from a nationally standardized, norm-referenced test such as Pre-ACT, ACT, PSAT, or SAT.

   a. High school seniors must rank in the top one-half or 50th percentile of graduating class or score 50% or higher on a nationally standardized, norm-referenced test.

   b. High school juniors must rank in the top one-third or 66th percentile of graduating class or score 70% or higher on a nationally standardized, norm referenced test.

   c. Students applying from high schools that do not provide rank must have a 3.0 G.P.A. for juniors or a 2.5 G.P.A. for seniors or meet the qualifying percentiles on the nationally standardized, norm-referenced tests.

   d. Homeschooled or students to attend alternative learning program, which does not provide class rank or G.P.A., are eligible for admission based upon the qualifying percentiles on the nationally standardized, norm-referenced tests. Students who have less than one year of experience at an alternative learning program or home school are also required to submit previous high school transcripts.

3. All application materials must be submitted together and include:
    a. A completed and signed Normandale Community College PSEO Application form.
    b. A current official high school transcript showing class rank/size.
    c. ACT, SAT, Pre-ACT or PSAT scores, if available, to determine class rank.
    d. ACT, SAT or MCA scores, if available, for possible wavier of placement testing
    e. A Minnesota Department of Education (MDE) PSEO Program Notice of Student Registration Form. Parts 1 and 2 of the form must be completed and signed.
4. Application Deadlines
The application deadlines for the PSEO program differ from the deadlines for application for general admission.
    a. Fall semester application deadline is June 1.
    b. Spring semester application deadline is December 1.
    c. The PSEO program is not funded during the summer session.
5. College Readiness
High school coursework and GPA are the determining factor for a student's eligibility to enroll in college-level courses as a participant in the PSEO program.
    a. Course placement is determined by the high school GPA and the courses completed at the time of application.
    b. Students must indicate college-level placement in reading at a minimum.
6. Restrictions
Students participating in the Normandale PSEO program are not eligible:
    a. To enroll in developmental courses (below college-level courses)
    b. To enroll in courses with supplemental fees
    c. To enroll in study abroad courses
    d. For financial aid
7. Expectations
PSEO students are required to maintain satisfactory academic progress in accordance with the college guidelines. All courses must be taken for a letter grade. A "Pass/No Credit option is not permissible.

Subpart B: PSEO Career and Technical Education (CTE) Program

Minnesota high school sophomores, juniors and seniors may enroll at Normandale Community College through the Post-Secondary Enrollment Options Career and Technical Education (CTE) program. Private and home-schooled students are not eligible for participation.

1. Students applying for admission to the PSEO-CTE program should apply online and submit the PSEO Student Documentation Form with all attached documents.
    a. No application fee is required.
    b. No admission decision is forthcoming until the application is complete.
2. Normandale Community College follows the PSEO admissions guidelines set forth by the Minnesota State Colleges and Universities System.
    a. Students enrolled in a public district in the 10th, 11th, or 12th grade. (Nonpublic and home schooled 10th grade students are not eligible to participate in PSEO, including CTE courses.)
    b. Students in the 10th grade are admitted based upon the results for the 8th Grade MN Comprehensive Assessment (MCA) reading test or, an Accuplacer reading score of 78 or higher if the student has not taken the MCA reading test.
    c. Students in the 10th grade must also meet other course prerequisites or course enrollment standards established by the college. These standards include but are not limited to

assessment test scores, program admission or other requirements.

d. Students in the 11th and 12th grade must meet other course prerequisites or course enrollment standards established by the college for the career and technical course in which they choose to enroll. These standards include but are not limited to assessment test scores, program admission or other requirements.

3. Students may enroll in one career and technical education course the first semester, if the participating student earns a grade of "C" or better in the course taken in the first semester, the student may enroll in more than one career and technical course in subsequent semesters.

4. A student who first enrolls under this provision while in 10th grade and wishes to enroll in general education courses in 11th or 12th grade must complete all three sections (reading, writing and mathematics) of the Accuplacer, attain a reading score of 78 or higher, and attend an Advising and Registration session or participation in the Post-Secondary Enrollment Options program.

5. A student who first enrolls under this provision while in the 11th or 12th grade and wishes to enroll in general education courses under PSEO must meet the Normandale Community College PSEO general education admissions guidelines set forth by the Minnesota State Colleges and Universities System.

6. All application materials for the PSEO/CTE program must be submitted together:

   a. A completed and signed online Normandale PSEO application form

   b. MN Department of Education PSEO Program Notice of Student Registration form. Parts 1 and 2 of the form completed and signed.

   c. Evidence of a passing score on the MCA 8th grade test, if not on high school transcript (10th grade applicants only)

   d. A current official high school transcript

   e. ACT, SAT, MCA scores. If available, for possible waiver of placement testing

   f. Official transcripts of previously completed college-level coursework (College in the Schools, Advance Placement, International Baccalaureate, PSEO at another college, etc.)

7. Application Deadlines
   The application deadlines for the PSEO program differ from the deadlines for application for general admission.

   a. The fall semester application deadline is June 1.

   b. The spring semester application deadline is December 1.

8. Restrictions
   Students participating in the Normandale PSEO program are not eligible:

   a. To enroll in developmental courses (below college-level courses)

   b. To enroll in courses with supplemental fees of more than &85, except fees associated with digital course materials

   c. To enroll in study abroad courses

   d. For financial aid

9. Expectations

PSEO students are required to maintain satisfactory academic progress in accordance with the college guidelines. All courses must be taken for a letter grade. A "Pass/No Credit option is not permissible.

Part 5: Summer High School Enrollment Program

Summer High School Enrollment (SHEP) is available for those high school students in the 11th and 12th grade levels who may wish to take classes during the summer months. Tuition, fees and books are the student's responsibility.

1. All SHEP application materials must be submitted together:

   a. A completed online SHEP Application form.

   b. A current official high school transcript.

   c. ACT, SAT or MN Comprehensive Assessment (MCA) scores, if available.

   d. A SHEP Acknowledgement Form signed by a parent or guardian.

   e. Records of Immunizations (alternative or home-schooled students only).

2. Financial Responsibility
Tuition, fees, and books are the student's responsibility. Applicants must submit a form signed by a parent or guardian acknowledging all financial responsibility.

3. College Readiness
   Students must meet other course prerequisites or course enrollment standards established by the college. These standards include but are not limited to program admission or other requirements. Students may submit MCA, ACT or SAT scores for course placement.

   a. An ACT reading sub score of 21 and above; or an SAT Evidenced Based Reading and Writing score of 480 and above; or an MCA 10th grade reading score of 4 1047 and above, exempts a student from taking the associated placement test in that academic skill area. It also authorizes a student's placement in the introductory college-level courses in that academic subject.

   b. An ACT English sub score of 18 and above; or an SAT Evidenced Based Reading and Writing score of 480 and above, exempts a student from taking the associated placement test in that academic skill area. It also authorizes a student's placement in the introductory college-level courses in that academic subject.

   c. An ACT mathematics sub score of 22 and above; an SAT mathematics score of 530 and above; or a MN Comprehensive Assessment 11th grade mathematics score of 1148 and above exempts a student from taking the associated placement test in that academic skill area. It also authorizes a student's placement in the introductory college-level courses in that academic subject.

4. Restrictions
Applicants are accepted to the summer program only and are not considered students in the Post-Secondary Enrollment Options (PSEO) program nor admitted as general enrollment students at Normandale Community College.

Part 6: Visiting Students

1. Visiting Students
   Students currently admitted at another college or university and are not a candidate for a degree, diploma, or certificate at Normandale Community College may choose to enroll at Normandale as a visiting student.

   a. Visiting students do not have an admission status to the college.

   b. Visiting students should not apply for admission.

2. Requirements

   a. Visiting student status is not available to individuals currently on suspension or having a financial hold at another MN State institution.

   b. Visiting students may use financial aid from their home institution (financial aid is not available through Normandale).

   c. The maximum number of enrolled credits at all MN State System Institutions cannot exceed 22 in any semester.

   d. Visiting students must meet any required course prerequisites or placement levels.

   e. Visiting students may need to request manual registration to enroll in developmental courses

   f. Visiting students are not required to attend Advising and Registration.

   g. Visiting students are responsible to verify how the Normandale course(s) transfer to current or future colleges or universities. Course transfer is determined by the receiving institution.

Related Documents: Policy 3.1 Admission to the College

Procedure History:

Date of Adoption: Established prior to 2011

Department / Owner: Admissions, Student Affairs

Date and Subject of Revisions:
01/05/2024: Changes to include online application versus paper only; course placement survey changed from placement testing;
5/1/19: Updated MnSCU to MN State; Updated PSEO Program changes; no deferred admission for ABE students; College Readiness has been updated; updated changes to the Summer High School Enrollment program (SHEP).

Next Review Date: 2027

3.2 Academic Policy for Veterans

Related MnSCU Board Policy: 5.12 Tuition and Fee due Dates, Refunds, Withdrawals and Waivers

Related MnSCU Board Procedure: 5.12.1 Military Service and Disabled Veterans

Purpose: To provide consistent guidelines for students attending Normandale who are called to active duty with the military service and veterans with service-connected disabilities whose service-connected medical condition or medical treatment requirements reasonably prevent the person's attendance at or progress in part or all of the person's higher educational training or studies at any given time.

Part 1: Definitions

1. *Active duty military service.* Full-time duty in the active military service of the United States. This includes members of the Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty.

2. *Veterans with service-connected disabilities.* Defined in Minnesota State statute section 197.447 and as certified by the United States Department of Veterans Affairs.

3. *Medical conditions and treatment requirements.* The terms "medical condition" and "medical treatment requirements" must be broadly construed and without regard for whether or not they relate directly to the person's service-connected disability.

Part 2: Considerations Required

Subpart A: Class sessions a student misses due to performance of active military service or due to the person's medical treatment or medical condition must be counted as excused absences and must not be used in any way to adversely impact the student's grade or standing in the class.

Subpart B: Students excused for these reasons continue to be responsible for completing assignments due during the period the student is performing active military service or receiving medical treatment or recovering from a medical condition.

Subpart C: Students are expected to communicate upcoming military obligations to instructors as soon as they become aware of dates and times. Instructors may request written documentation for verification of absences.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2016-17

3.3 Academic and Financial Aid Satisfactory Academic Progress Policy

Related Minnesota State Board Policy: 2.9 Academic Standing and Financial Aid Satisfactory Academic Progress

Related Minnesota State Board Procedure: 2.9.1 Financial Aid Satisfactory Academic Progress

Part 1. Introduction

Normandale Community College (Normandale), the Minnesota State Colleges and Universities and federal regulations require that a student make satisfactory academic progress towards a degree or certificate to attend the college and remain eligible for financial aid. The standards defined below are cumulative and include all periods of enrollment, whether or not a student received financial aid.

Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Counseling, tutoring, mentoring, special programs and outside referrals are all available.

Part 2. Qualitative Measure of Progress (Grade Point Average-GPA): All students are required to meet the minimum cumulative grade point average (GPA) of 2.00 in college-level courses.

Part 3. Quantitative Measure of Progress (Completion Percentage and Maximum Time Frame):

Completion Percentage: All students are required to earn a minimum of 2/3 (66.66%) of cumulative registered/attempted college-level (courses numbered 1000 or higher) credits. Grades of F, FN, FW, I, NA, NC, NW and IP (or blank/missing) are treated as attempted credits but NOT earned credits and thus negatively impact the completion percentage.

Formula: % earned = cumulative earned credits divided by cumulative registered credits.

Maximum Time Frame: All financial aid recipients are expected to complete their degree/certificate at Normandale within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published credit length of the program. Financial aid recipients may continue to receive aid through their cumulative registered credits that equal 150% of the required number of credits needed to complete their degree/certificate at Normandale.

Part 4. Evaluation Period

Normandale will evaluate satisfactory academic progress after each term which includes fall, spring and summer. All students with registered credits during a term will be evaluated at the end of that term.

Part 5. Failure to Meet Standards

Subpart A. Warning. If at the end of the evaluation period a student has not met either the college's GPA or completion percentage standard, the student will be placed on warning for one evaluation period. Students on warning are eligible to register and receive financial aid.

If, at the end of the warning period, a student who has been on warning has met both the cumulative GPA and cumulative completion percentage standards, the warning status is ended and the student is returned to good standing.

Subpart B. Suspension of Students on Warning Status. If, at the end of the warning period, a student who has been on warning status has not met both the college's cumulative grade point average and completion percentage standards, the student shall be suspended. Students on suspension are not eligible to register or receive financial aid.

Subpart C. Suspension of Students Not on Warning Status.

1. Suspension for Exceeding the Maximum Time-Frame. If, at the end of the evaluation period, a student has failed to meet the college's standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility.

2. Suspension for Inability to Meet Program Requirements within the Maximum Time Frame. If, at the end of the evaluation period, the college determines it is not possible for a student to raise their GPA or course completion percentage to meet the college's standards before the student completes their program of study at Normandale, the student shall be suspended from financial aid.

3. Suspension for Extraordinary Circumstances. Normandale may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

4. Suspension at another Minnesota State institution. Students who have been suspended from another Minnesota State institution within the past academic year shall be denied admission at Normandale but will be provided with instructions for appeal through the Admissions Office.

Part 6. Appeals and Probation

Subpart A. Appeals. A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on special, unusual or extenuating circumstances causing undue hardship such as death in the family, student's injury or illness, or other special circumstances as determined by the college.

1. Appeals must be submitted using the Academic and Financial Aid Suspension Appeal eform, available on the college website.

2. The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress. Supporting documentation explanation is strongly encouraged.

3. The appeal must also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.

4. Initial consideration of appeals will be undertaken by the Director of Financial Aid, Registrar or designee. If denied, it may be resubmitted for consideration by an appeal committee.

5. Appeals that are approved must contain an academic plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.

6. All academic plans put in place for GPA deficiency

will require a minimum term GPA of 2.50 in college-level courses during any probationary term. All academic plans put in place for completion percentage deficiency will require a term completion percentage of 100% in college-level classes during any probationary term.

Subpart B. Probationary Status. A student who has successfully appealed shall be placed on probation for one evaluation period. If, at the end of the next evaluation period, a student on probation status:

1. Has met the college's cumulative grade point average and completion percentage standards in college-level courses, the student shall be returned to good standing.

2. Has not met the college's cumulative grade point average and completion percentage standards in college-level courses but has met the conditions specified in his/her academic plan (2.50 term GPA and/or 100% term completion rate, depending upon the deficiency), the student shall retain his/her financial aid and registration eligibility under a probationary status with an academic plan for a subsequent evaluation period.

3. Has not met the college's cumulative grade point average and completion percentage standards in college level-courses and has also not met the conditions specified in his/her academic plan, the student shall be suspended immediately upon completion of the evaluation.

Part 7. Notification of Status and Appeal Results

Subpart A. Status Notification. Students are notified by letter or email when the evaluation of satisfactory academic progress results in warning, suspension, or probation. The notice includes the conditions of the current status and the conditions necessary to regain eligibility for registration and financial aid. Notice of suspension also includes the student's right to appeal the suspension and the process for doing so.

Subpart B. Appeal Result Notification. Students are notified by letter or email of the results of all appeals. Approved appeals include the conditions under which the appeal is approved and any conditions necessary to retain eligibility for registration and financial aid. Denied appeals include the reason for denial and the process to appeal the denial.

Part 8. Reinstatement

A student suspended from the college and from financial aid eligibility may be reinstated upon an appeal approved for a.) enrollment with financial aid; or b.) enrollment without financial aid.

A student suspended from the college may be reinstated to enroll for classes without financial aid eligibility after not attending Normandale for one year.

A student who has been suspended from financial aid eligibility will have their eligibility reinstated only after a.) an appeal has been approved; or b.) after the minimum cumulative GPA and completion percentage standards have been achieved by enrolling without financial aid.

Part 9. Treatment of Grades and Credits

Subpart A. *Credits:* The unit by which academic work is measured.

Subpart B. *Registered (Attempted) Credits:* The total number of credits for which a student is officially enrolled in at the end of the registration drop period each term.

Subpart C. *Cumulative Registered Credits:* Cumulative registered credits are the total number of credits registered for all terms of enrollment at the college, including summer terms and terms for which the student did not receive financial aid.

Subpart D. *Earned Credits:* Earned credits include letter grades of A, B, C, D and P. They are successfully completed credits that count towards the required percentage of completion (67%) as defined by the quantitative measure.

Subpart E. *Attempted, NOT earned:* Letter grades of F, FN, FW, I, NA, NC, NW, W and Z (or blank/missing) will be treated as credits attempted but NOT successfully completed (earned).

Subpart F. *Academic Renewal:* Credits for which a student has been granted academic renewal under Normandale Policy 3.16 WILL be included in all financial aid satisfactory academic progress measurements.

Subpart G. *Audited Courses:* Audited courses are not aid eligible courses and are not included in any satisfactory academic progress measurements.

Subpart H. *Consortium Credits:* Consortium credits are those credits for which a student is registered at another college, which are accepted in transfer by this college and are included for purposes of processing financial aid at this college. These credits are included in all financial aid satisfactory academic progress measurements.

Subpart I. *Developmental Credits:* Developmental credits are those awarded for remedial course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 credits hours (excluding ESL/EAP). These credits are included in the GPA calculation but are excluded from the completion percentage measurement of satisfactory academic progress. Up to 30 developmental credits are excluded from the maximum timeframe calculation.

Subpart J. *Repeat Credits:* Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student may repeat a class as allowed by the college. The higher grade earned will become the grade calculated in the GPA. All repeated credits are included in the completion percentage and maximum time frame calculations.

Subpart K. *Transfer Credits:* Transfer credits are credits earned at another college which are accepted by this college. Transfer credits which are accepted by Normandale and are applicable to the student's program of study shall be counted as credits attempted and completed for calculation of completion percentage and maximum time frame. Grades associated with these credits are not included in calculating GPA.

Subpart L. *Withdrawal:* The mark of "W" (withdrawal) is assigned when a student withdraws from a class after the drop period. It is not included when calculating the grade point average, but it will negatively impact attempted credits and, therefore, negatively impacts the student's completion percentage.

Subpart M. *Incompletes:* The mark of "I" (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An "I" grade will automatically become an "F" grade at the end of the next term (not including summer sessions) if requirements to complete course work have not been satisfactorily met. Instructors have the option of setting an earlier completion date for the student. A grade of "I" does not count in the GPA nor as credits earned, but it does count as attempted credits and therefore negatively impacts the student's completion percentage.

Related Documents:

Policy History:

Date of Adoption: March 30, 2011, April 24, 2014

Department / Owner: Records & Registration

Date and Subject of Revisions:

04/2014: Changed qualitative measure from graduated GPA to minimum 2.00.

03/2019:

Changed Policy title from "Satisfactory Academic Progress" to "Academic and Financial Aid Satisfactory Academic Progress"

Changed MnSCU to Minnesota State

Part 1, Subpart C #2. Changed "her or his" to "their"

Part 7, Subpart A. Removed "in writing." Rephrased last sentence for clarity.

Part 4, Subpart B. Removed "in writing"

Part 9, Subpart J. Changed "repeated course policy" to "grading procedure"

Part 9, Subpart L. Changed "Withdraw" to "Withdrawal"

Removed Part 10, Definitions, because it was a duplicate of parts 5 and 6.

3/2020:

Part 2: Clarified the minimum required GPA is in college-level courses.

Part 3: Changed 67% to 2/3; clarified the minimum required percent completion is in college-level courses.

Part 6, Subpart A Part 6. Added "in college-level courses" to GPA and percent completion requirements.

Part 6, Subpart B, Parts 1, 2 and 3. Added "in college-level courses to GPA and percent completion requirements.

03/2021:

Part 3: added "courses numbered 1000" or higher; added grades of NA and NW as attempted credits and removed grade of N and IP (obsolete)

Part 3 and Part 9, Subpart E: Added grades of NA and NW as attempted credits and removed grades of N and IP (obsolete)

Part 6, Subpart B.2: corrected typo (changed “and” to “an”)

Part 9, Subpart I. Added developmental credits “are excluded from the completion percentage measurement of satisfactory academic progress.”

Next Review Date: 03/01/2024

3.6 Auditing a Class

Related MnSCU Board Policy: None

Related MnSCU Board Procedure: None

Purpose: To provide the framework for which an individual can seek course instruction without academic obligation while compensating the College for human and organizational resources provided.

Part 1: Definition.

Audit. An Audit (AU) is the grade assigned for a class where the student has elected to enroll without obligation to fulfill course requirements. Audited classes carry no credit or grade point average value.

Part 2: Financial Information.

Subpart A: The cost of an audited course is that same amount of tuition and fees required for the class where it taken for credit.

Subpart B: Students may not receive financial aid or veterans’ benefits for audited classes.

Part 3: Eligibility.

Subpart A: Students may elect to audit any class in the Normandale curriculum.

Subpart B: Students must elect the audit grading option by the 80th percent of the term (for a full-semester class) or by the 80th percent of the class (for a class that does not meet the full semester).

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2014-15

3.6.1 Auditing a Class

Related MnSCU Board Policy: None

Related MnSCU Board Procedure: None

Purpose: To provide the framework and process for which an individual can seek course instruction without academic obligation while compensating the College for human and organizational resources provided.

Part 1: Definition.

Subpart A: *Audit.* An Audit (AU) is the grade assigned for a class where the student has elected to enroll without obligation to fulfill course requirements. Audited classes carry no credit or grade point average value.

Part 2: Financial Information

Subpart A: The cost of an audited course is the same amount of tuition and fees as that required for the class where it was taken for credit.

Subpart B: Students may not receive financial aid or veterans’ benefits for audited classes.

Part 3: Eligibility and Enrollment

Subpart A: Students may elect to audit any class in the Normandale curriculum.

Subpart B: Students must elect the audit grading option by the 80th percent of the term (for a full-semester class) or by the 80th percent of the class (for a class that does not meet the full semester).

Subpart C: Students register online through eServices and elect the AU grading method at the time of registration or by utilizing the “View/Modify Class Schedule” feature after initial registration.

Procedure History:

Date of Adoption:

Date of Implementation:

Date and Subject of Revisions:

Next Review Date:

3.7 Student Complaints and

Grievances

WARNING: Item 3-7-Student-Complaints-and-Grievances could not be inserted

3.8 College Catalog Requirements

3.8 College Catalog Requirements

Related MnSCU Board Policy: 3.1 Student Rights & Responsibilities

Related MnSCU Board Policy: 3.36 Academic Programs

Related MnSCU Board Procedure: 3.36.1 Academic Programs

Purpose: To document the established standards for determining degree
requirements and policies that apply to students' completion of degree
programs and other awards.

Part 1: Effective Catalog Requirement

Subpart A: Students completing program requirements with consecutive
attendance during an academic year (fall and spring semester not including
summer) in four or fewer years may follow the catalog requirements in
effect at the time of their initial enrollment. Students may also designate
to change their catalog year of record to any succeeding catalog in effect
during their enrollment.

Subpart B: Students who do not enroll or take courses in the program in
consecutive semesters (fall and spring semester, not including summer)
or take longer than four years to complete program requirements may
follow any single catalog in effect during the four-year period preceding
the date they complete the program. Course options and degree plans
from initial enrollment are not guaranteed without consecutive enrollment
in the program or major.

Subpart C: Other implications to transfer and transfer agreements may be
impacted by a change in the catalog of record.

Part 2: Student Program Plan

Subpart A: Student program plans are created based on the catalog
requirements in effect at the time of their initial enrollment.

Subpart B: Changes to the catalog requirements of a certificate, degree, or
diploma must be approved by the Academic Affairs and Standards Council
and the college president. Students must be notified of changes to their
catalog requirements and offered options to allow them to complete their
certificate, degree, or diploma in the same time frame.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions: January 2025

Next Review Date: 2029

3.8.1 College Catalog Requirements

3.8.1 COLLEGE CATALOG REQUIREMENTS

Related MnSCU Board Policy: 3.36 Academic Programs

Related MnSCU Board Procedure: 3.36.1 Academic Programs

Purpose: To identify and document the requirements a student must
complete in order to attain a degree, certificate, or other award.

Part 1: Catalog publication

The Normandale Community College catalog is published annually by June 1.

Requirements of the catalog take effect at the beginning of the following fall semester after the catalog is published and remain in effect through the end of the academic year (the end of the following summer term).

Part 2: Catalog requirements

Subpart A: Catalog Requirements: Students will follow the requirements of the catalog in effect at the time of the student's admission to the college and initial registration in the program.

Subpart B: Catalog Change: Students may elect to follow subsequent college approved catalog requirements by submitting a written request to the Records and Registration Office. Written notice can include email or a written document submitted to the Records and Registration Office. A student cannot follow requirements from more than one catalog.

Part 3: Time to completion

Subpart A: Students who enroll consecutively (for an academic year not including summer) and complete program requirements in four or fewer years may follow either the catalog requirements in effect at the time of their initial enrollment or the requirements of any succeeding catalog in effect during their period of enrollment.

Subpart B: Students who do not enroll or take courses in the program in consecutive semesters (fall and spring semester, not including summer) or take longer than four years to complete program requirements may follow any single catalog in effect during the four-year period preceding the date they complete the program. Course options and degree, certificate, and diploma plans from initial enrollment are not guaranteed without consecutive enrollment in the program or major.

Subpart C: Students who return or re-enter the college after an absence of two or more semesters, excluding summer, must meet the requirements of the current catalog upon their return or submit a written request to change the academic catalog year of record to the Records and Registration Office. Written notice can include email or a written document submitted to the Records and Registration Office.

Subpart D: Program Closures, Suspensions and Redesigns.

1. Closures: Academic program closures must include a plan to accommodate students currently enrolled in the academic program. Consultation with students as a constituent group is required.

2. Suspensions: The college may suspend an academic program for up to three years. Students enrolled in a suspended program must be given a plan to complete the program in the same amount of time and with the same number of credits.

3. Redesigns: Program redesigns will update the current catalog of record to the new, approved program requirements. Students may remain under the catalog of record at their time of enrollment or change to the redesigned program. Students have four years to complete a degree program after it has been closed.

Procedure History:

Date of Adoption:

Date of Implementation:

Date and Subject of Revisions: January 2025

Next Review Date: 2029

3.9 Grading

Related Minnesota State Board Policy: None

Related Minnesota State Board Procedure: None

Purpose: To establish a standard course grading system for the college.

Part 1: Grading System

Subpart A: The following course grade options are available for faculty:

1. A, B, C and D: Grade point values of 4 through 1, respectively.
2. F: Failed, completed course, grade point value 0.
3. NA: Never attended. This grade is assigned as a result of faculty last date of attendance reporting when the student does not attend a course during the first five days. Excluded from GPA.
4. 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 for at least two consecutive weeks prior the withdrawal deadline. Assigned as a result of faculty last date of attendance reporting. Excluded from GPA.
5. I: Temporary grade assigned by 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.
6. P: Pass for Credit for Prior Learning (CPL), music proficiency, and courses below 1000 only, Excluded from GPA.
7. NC: No Credit for CPL, music proficiency and courses below 1000 only, excluded from GPA.
8. AU: Audit, no credit, excluded from GPA.
9. W: Withdrawal, must be completed before 80% of the course has finished, excluded from GPA.
10. Z: Class in progress or no grade recorded, excluded from GPA.

Subpart B: The college does not use plus or minus grading (i.e. grade shading).

Subpart C: The course number and its assigned grade determine how it is considered in the assessment of Satisfactory Academic Progress (see policy 3.3, Academic and Financial Aid Satisfactory Academic Progress (p. 41)).

Part 2: Administration of Grades

Subpart A: Grading is the responsibility of the assigned instructor, who defines and explains their course grading policy in the official course syllabus.

Subpart B: The registrar is responsible for recording grades on student records as they are submitted by instructors.

Subpart C: In accordance with Normandale Procedure 3.7.2, Student Request for Grade Review, a student has the right to appeal the assignment of a grade if they believe there was an error in the calculation or if there was a departure from the method of grade calculation described in the syllabus

Part 3: Grade Point Average

Subpart A: Definition. The grade point average (GPA) is the system of recording academic achievement based on an average, calculated as the total number of grade points received over a given period divided by the total number of credits attempted. A GPA is a number that ranges from 0.00 to 4.00.

Subpart B: Course repeats will be considered in accordance with Normandale Policy 3.91 and Procedure 3.9.1.

Subpart C: Academic Renewal. Courses that have been granted academic renewal are excluded from credit and GPA calculations for certain purposes and included in others.

1. Satisfactory Academic Progress:

a. For enrollment eligibility: Courses for which academic renewal has been applied will be excluded from GPA and completion rates for satisfactory Academic Progress for enrollment eligibility.

b. For financial aid eligibility: Per federal regulations, courses for which academic renewal has been applied will be included in GPA and completion rates for Satisfactory Academic Progress for financial aid eligibility.

2. Academic program requirements: Courses for which academic renewal has been applied cannot satisfy program requirements (MnTC, degree, certificate, major or emphasis).

3. Minimum GPA for graduation: Courses for which academic renewal has been applied will not be included in the GPA calculation to determine whether a student has earned the minimum 2.00 graduation requirement.

4. GPA for Commencement Honors: Courses for which academic renewal has been applied will be included in the GPA calculation to determine whether a student has earned the minimum GPA required for commencement honors.

Policy History:

Date of Adoption: December 28, 2011

Department Owner: Records & Retention

Date and Subject of Revisions:

04/23/2018: Reviewed no changes recommended.

12/13/2018:

Revised Part 3 Subpart A to include PSEO repeat policy

Added Subpart C to Part 3

Changed MnSCU nomenclature to Minnesota State

8/27/2019:

Revised Part 1, Subpart A.3 to reflect the FN is excluded from GPA calculation

4/14/2020:

Revised Part 1, Subpart A.3 to change grade of FN to NA, and updated definition.

Revised Part 1, Subpart A.4 to change grade of FW to NW, and updated definition.

Added “grade shading” to further define plus/minus grades in Part 1, Subpart B.

Part 1, Subpart C: Changed FN and FW to NA and NW.

5/12/2020:

Part 1, Subparts A.3 and A.4: Updated grade definitions to align with Procedures 3.9.1 definitions.

3/20/2024:

Part 2, Subpart C: Added reference to Procedure 3.7.2, Student Request for Grade Review

Part 3, Subpart B to refer information about repeated courses to Policy 3.91 and Procedure 3.9.1

4/23/2024:

Part 1 Subparts A and C: Removed reference to credits attempted/completed, as changes to the Satisfactory Academic Progress Policy and Procedure has changed the rules for developmental courses.

Part 3 Subpart C: Deleted for redundancy.

Part 3 Subpart D: Changed to Subpart C and added clarifying language.

Next Review Date: 2027

3.9.1 Grading Procedure

Related Minnesota State Board Policy: None

Related Minnesota State Board Procedure: None

Purpose: To establish fair and consistent procedures for grading students’ coursework.

Part 1: Grade. Each class taken for academic credit will be assigned a final grade by the faculty who delivers the instruction.

Subpart A. Valid Grades. The following grades are valid for Normandale Community College. Normandale does not use +/- grading symbols (i.e. grade shading).

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).
NA	Never attended. This grade is assigned as a result of faculty last date of attendance reporting. Excluded from GPA. A student who has been reported for non-attendance is no longer allowed to attend or participate in that course.
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 to the withdrawal deadline. Assigned as a result of faculty last date of attendance reporting. Excluded from GPA. A student who has been reported for non-attendance is no longer allowed to attend or participate in that course.
I	Incomplete. A temporary grade issued when the instructor has reasonable expectation that the student can complete unfinished course requirements; 0 grade points per credit; excluded from GPA. If work is not made up, the Incomplete will automatically change to an F at the end of the subsequent semester.
P	Pass. Indicates successful achievement of requirements with a minimum grade of C; 0 grade points per credit; excluded from GPA. May be used only in courses numbered below 1000 and other select courses as approved by the College’s meet and confer process.
NC	No Credit. Indicates inadequate achievement of requirements; 0 grade points per credit; excluded from GPA. May be used only in courses numbered below 1000 and other select courses as approved by the College’s meet and confer process.

AU Audit. 0 grade points per credit; excluded from GPA and completion rate calculations. Audited courses are not given college credit; are not eligible for financial aid or VA benefits; cannot be used to satisfy graduation requirements; and are not available to PSEO students.

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. A grade of W cannot be assigned by faculty but may be assigned by College administration as a result of the student's failure to attend classes, failure to meet course prerequisites, failure to meet the standards of satisfactory academic progress, violations of the code of conduct and other situations. Once a student is withdrawn from a course, the student is no longer allowed to attend or participate in that course.

Z Class in progress or no grade reported; 0 grade points per credit; excluded from GPA.

Subpart B. Exceptions to faculty submitting grades. Certain circumstances may permit the registrar, a college administrator or a designee to submit final grades.

1. The registrar shall assign final grades in the following circumstances:

    a. when faculty grade entry results in error or omission and the documentation in the registrar's possession reflects a final grade.

    b. when faculty report a student's last date of attendance past the course withdrawal deadline and a grade of NW has been assigned. The registrar will change the grade to F for courses graded A-F or NC for courses graded Pass/No Credit.

    c. when an Incomplete grade has not been assigned an alternate final grade by the end of the term that follows the term in which the Incomplete grade was assigned, the registrar will assign a final grade of F or NC, in accordance with the course's selected grading method.

    d. when approving a student's appeal for a late course withdrawal.

2. College administration grade submission.

    a. Student Affairs deans, Academic Affairs division deans, the Vice President of Academic Affairs and Provost; The Vice President of Student Affairs and the President may assign a final grade but may be assigned by college administration as a result of the student's failure to attend classes, failure to meet course prerequisites, failure to meet the standards of satisfactory academic progress, violations of the code of conduct and other situations. Once a student is withdrawn from a course, the student is no longer allowed to attend or participate in that course.

    b. The division dean and academic vice president may also assign a final grade as a result of a student complaint or grievance in accordance with Policy 3.7 and Procedure 3.7.1. and 3.7.2 or when acting on the instructor's behalf.

    c. The Dean of Student Services may assign a grade of W or F as a sanction for violations of the Student Code of Conduct.

3. In the absence of the instructor of record, a designee may be assigned to submit final grades.

Subpart C. Grade changes. Faculty and others, as described in Subpart B.1-3, may submit a grade change when a student's initial grade has changed. Faculty will submit grade changes by the grade change form in Faculty eServices or by the Instructor Permission eForm.

Subpart D. Grade deadline. The final grading deadline for each term will be determined by the registrar and communicated to faculty and administration. Faculty will be given, at minimum, two business days following the last day of finals week to submit grades. During summer terms, faculty will be allowed a minimum of two business days after the session end date to submit grades. Final grade reporting is completed in Minnesota State eServices. Faculty must submit a copy of their grade book to the Records Office for permanent archiving.

Subpart E. Exception to grade deadline. The following circumstances allow for the temporary or permanent assignment of grades prior to course completion.

1. Student or college-initiated withdrawal. After the drop period ends and prior to the withdrawal deadline (80% point of the term or course), a student may

withdraw from a class. A final grade of W will be assigned. Normandale administration may also assign a grade of W as described in Part 2.

2. Last date of attendance reporting. Faculty are required to report students' non-attendance as soon as they are reasonably certain the student has not or has stopped attending or participating in their classes.

    a. Never attended.

        i. Classes that begin the first week of the term*: Beginning the fourth business day that follows the first meeting through the end of the 9th business day of the term, faculty will report students who have never attended their face to face class and who have not participated in their online class.

Classes that begin after the first week of the term: During the week that follows the class begin date, faculty will report students who have never attended their face to face class and who have not participated in their online class.

*Holidays and late student registration may prevent faculty from determining a student's intent to participate before the financial aid disbursement date. In such cases, faculty will report non-attendance at the end of the week that follows the financial aid disbursement date.

    b. Last date of attendance.

i. After a student misses two weeks of class, faculty shall report the student's last date of attendance if on or prior to the course withdrawal deadline, which occurs at the 80% point of the course. Individual course withdrawal deadlines are displayed in Faculty and Student eServices.

ii. A last date of attendance shall not be reported for students who attend past the course withdrawal deadline. Such students should be issued a final grade.

iii. Grades. Default grades of NA or NC are assigned for students who have never attended and NW or NC for students who attended at least one day but stopped attending on or prior to the withdrawal deadline. Students may change their NA, NW or NC grades to W through the end of the withdrawal period via Student eServices. The last date of attendance as reported by faculty will not change with the grade change.

Part 2: Grading options. Each course will be assigned a default grading option, approved by the college via the meet and confer process. Students can elect any valid grading option at the time of course registration through the course withdrawal deadline via eServices.

Subpart A. All courses in the Normandale curriculum can be graded on an A-F grading scale.

Subpart B. *Pass/No Credit grading option.* All courses numbered below 1000 can be graded on a Pass/No Credit basis, an A-F basis or as an audit. The default grading option for all courses is A-F unless otherwise specified in the course's catalog description.

Subpart C. *Audit grading option.* All courses in the Normandale curriculum can be audited. The fee for such a course is the same as for credit.

Part 3: Repeated courses.

Subpart A. Courses repeats will be considered in the GPA and completion rate in accordance with Normandale Policy 3.91 and Procedure 3.9.1

Procedure History:

Department Owner: Records and Retention

Date and Subject of Revisions:

5/6/2020:

Part 1 Subpart A: Renamed FN and FW to NA and NW; redefined their meaning. Added grade shading, the Minnesota State definition of plus/minus grades.

Part 1 Subpart B.1: Updated the reasons the registrar will change grades.

Part 1 Subpart B.2: Clarified who can change grades and in what circumstances.

Part 1 Subpart C: Redefined the methods by which grade changes are submitted.

Part 1 Subpart D: Changed MnSCU to Minnesota State.

Part 1 Subpart E.1: Changed FN and FW to NA and NW respectively.

Part 1 Subpart E.2: Defined process for reporting last date of attendance. Changed FN and FW to NA and NW respectively.

Part 2: Changed Records Office to Student Services.

Part 2: Added new subpart A to include A-F grading option; changed former subpart A to B, former subpart B to C.

Part 3 Subpart B: Separated into two parts to clarify treatment of repeated courses. Changed FN and FW to NA and NW respectively.

3/20/2024:

Part 1 Subpart A: Updated grade definitions to be consistent among description of grades counting toward the completion rate requirement of Satisfactory Academic Progress.

Part 1 Subpart B 1c: Clarified the grade the registrar will assign to an unresolved incomplete grade is F.

Part 1 Subpart E 2e: Updated student process for changing NA/NW to W.

Part 2: Updated student process for changing their grade method.

Updated Part 3 Subpart A to refer to Policy 3.91 and Procedure 3.9.1 for information about repeated courses and deleted Subpart B

4/23/2024:

Part 1 Subpart A: Removed reference to credits attempted/completed, as changes to the Satisfactory Academic Progress Policy and Procedure has changed the rules for developmental courses. Removed "failure to pay tuition" as a reason a student may be administratively withdrawn from a course.

Part 1 Subpart B.2.b: Added reference to Policy 3.7 and Procedure 3.7.1 and 3.7.2

Part 1 Subpart E.2.b: Clarified that LDA reporting should occur only up to course withdrawal deadline.

Next Review Date: 2027

3.13 Transfer Credit

Related Minnesota State Board Policies:

3.21 Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum

3.35 Credit for Prior Learning

3.39 Transfer Rights and Responsibilities

Related Minnesota State Board Procedures:

3.21.1 Transfer of Undergraduate Courses, Credit, Associate Degrees and the Minnesota Transfer Curriculum

3.35.1 Credit for Prior Learning – External Assessments

3.35.2 Credit for Prior Learning – Internal College/University Assessments

3.35.3 Military Courses and Military Occupations

Purpose: To comply with Minnesota State undergraduate transfer credit policy and to ensure fair and consistent transfer credit evaluation practices.

Part 1: Transfer of undergraduate credit. Normandale Community College will grant credit for undergraduate coursework from regionally accredited colleges and universities and will consider for additional credit other collegiate and non-collegiate work in accordance with Minnesota State Board Policies 3.21, 3.35 and 3.39.

Part 2: Normandale Community College shall use transferology.com (and successor databases) housed within the System Office as the official repository of course equivalency data.

Part 3: Appeals. A student who is dissatisfied with the results of the Normandale transfer credit evaluation has the right to appeal at the college and the System levels.

Part 4. Communication. Transfer credit policy and appeal procedures shall be published in the annual academic catalog and on the college's website.

Policy History:

Date of Adoption: Established prior to 2011

Department / Owner: Records & Registration

Date and Subject of Revisions:

8/8/19:

Updated MnSCU to Minnesota State.

Removed repealed Minnesota State policies 3.15, 3.16, and 3.33 from list of related Minnesota State policies.

Added 3.39 to list of related Minnesota State policies.

Removed repealed procedures 3.15.1, 3.16.1, and 3.33.1 from list of related Minnesota State procedures.

Replaced procedure 3.35 with 3.35.1, 3.35.2 and 3.35.3.

Changed Office of the Chancellor to System Office.

Changed u.select to transferology.com

Next Review Date: 8/8/2022

3.13.1 Transfer Credit Procedure

Related Minnesota State Board Policies:

3.21 Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum

3.35 Credit for Prior Learning

3.39 Transfer Rights and Responsibilities

Related Minnesota State Board Procedures:

3.21.1 Transfer of Undergraduate Courses, Credit, Associate Degrees and the Minnesota Transfer Curriculum

3.35.1 Credit for Prior Learning – External Assessments

3.35.2 Credit for Prior Learning – Internal College/University Assessments

3.35.3 Military Courses and Military Occupations

Purpose: To comply with Minnesota State undergraduate transfer credit policy and to ensure fair and consistent transfer credit evaluation practices.

Part 1: Transfer of undergraduate credit

Normandale Community College will grant credit for undergraduate coursework from regionally accredited colleges and universities and will consider for additional credit other collegiate and non-collegiate work in accordance with Minnesota State Board Policies 3.21, 3.35, and 3.39.

- All college courses in which a student has received a grade of A, B, C, D or P (Pass) at regionally accredited, liberal arts, post-secondary institutions shall be considered for transfer.
- If the student's cumulative GPA at the originating institution is less than 2.00, only grades of P, C and higher will be considered, unless the course was completed at a Minnesota State college or university and that institution has used it to satisfy a Minnesota Transfer Curriculum (MnTC) goal requirement. Students retain the right to appeal the acceptance of credits.
- Duplicate credits cannot be awarded for equivalent courses.
- Up to 16 credits of public or private regionally accredited technical college coursework shall be considered for credit if the coursework was completed with a grade of P, C or higher.
- Grades earned for transfer coursework shall not be computed in the student's GPA on the Normandale transcript.
- Credits earned by examination at a regionally accredited post-secondary institution will be considered for transfer.
- Credit achieved through experiential learning processes shall be evaluated, following a student's petition, according to published national standard guidelines established by the American Council on Education (ACE), the Council for Adult and Experiential Learning (CAEL) and other similar national organizations.
- In accordance with Minnesota Statute 197.775, Subd.2, Recognition of Courses, Normandale will evaluate credit achieved through military training as specified in the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. Up to 16 technical and/or vocational credits and an unlimited number of associate and baccalaureate credits will be accepted for unduplicated course content. Awarded credit will be counted as electives.
- Credits earned in competency-based education programs will transfer as general electives unless approved for other distribution requirements.
- Transfer decisions are not made solely on the source of accreditation. Non-collegiate work and coursework from non-regionally accredited institutions recognized by Council of Higher Education Accreditation (CHEA) and the US Department of Education will be considered on a course-by-course basis through the academic petition process.
- Coursework completed at an international college or university will be considered for transfer if recommended by a professional credential evaluation service that is recognized by the Association of International Educators (AIE) or the National Association of Credential Evaluation Services (NACES).

Part 2: Advanced Placement Program

Students who earn a score of 3 or higher on an Advanced Placement (AP) examination will be awarded credit upon submission of an official AP score report to the Office of Admissions. Course equivalencies and the MnTC goals satisfied by AP examinations are reflected at transferology.com.

Part 3: College Level Examination Program (CLEP)

Upon completion of testing, students must submit an official score report to the Office of Admissions for consideration of credit. For examinations completed July 2001 or later, the minimum CLEP score for acceptance of credit is 50, with higher scores required in level 2 foreign language examinations. There is no limit to the number of credits a student may earn for CLEP examinations; however, students who are seeking a degree or certificate must meet the college residency requirement. Course equivalencies and the MnTC goals satisfied by CLEP examinations are reflected at transferology.com.

Part 4: International Baccalaureate

Students shall be granted 6 semester credits for scores of 4 or higher on each higher-level examination, plus 2 credits for each standard level examination with a score of 4 or higher.

Course equivalencies and the MnTC goals satisfied by CLEP examinations are reflected at transferology.com.

Part 5: Career and Technical Credit and Project Lead the Way™

Articulation agreements between certain high schools and Normandale Community College allow students who have completed specific coursework with grades of B (85%) or higher and comprehensive college-level Project Lead the Way™ (PLTW) examinations with scores of 70% or higher to earn academic credit at Normandale. Within three years of high school graduation, the student must enroll at Normandale and submit an official articulation certificate or high school transcript showing the course grades and corresponding PLTW end-of-course exam results to the Office of Admissions. If the transcript does not reflect the results of the PLTW end-of-course examinations, an official score report, signed by the person responsible for the PLTW program in the student's school district, must be sent with the transcript. CTE and PLTW credits are accepted for enrolled students only.

Part 6: Transferology.com

Normandale Community College shall use transferology.com (and successor databases) housed within the System Office as the official repository of course equivalency data.

Part 7: Appeals

Appeals of the transcript evaluation are done by completing the academic petition form, available from the Advising and Counseling Department. The academic petition will be reviewed by an academic dean and, if appropriate, the academic department. Notification of the outcome will be emailed to the student's my.normandale.edu account within three weeks of the date the petition was received.

If a student is not satisfied with the college's transfer appeal decision, the student may submit a request to the Senior Vice Chancellor of Academic and Student Affairs for a system level appeal of the college's transfer appeal decision.

- A student shall appeal a transfer decision at the college or university level prior to appeal at the system level.
- The system level appeal request shall include a copy of the college or university transfer appeal decision with supporting rationale, transcript, and other documentation.
- To be considered, the student appeal for a decision that involves credits from system colleges and universities must have the support of the chief academic officer or designee of the sending system college or university. When a transfer decision involves credit earned at an institution outside the system colleges and universities, the support of a chief academic officer or designee is not required.
- Upon receipt of the system level appeal, there shall be a review by Minnesota State System Office transfer staff. The review shall be based on course descriptions, outlines, objectives, learning outcomes, and/or other relevant information. The transfer staff shall submit a recommendation to the Senior Vice Chancellor for Academic and Student Affairs.

The Senior Vice Chancellor of Academic and Student Affairs shall make a final determination regarding disposition of the appeal. The decision of the Senior Vice Chancellor shall be binding on all system college and university parties. The appeal form can be found at https://www.minnstate.edu/admissions/transfer.html.

Procedure History:

Date of Adoption:

Department / Owner: Records & Registration

Date and Subject of Revisions:

8/8/19:

Updated MnSCU to Minnesota State.

Removed repealed Minnesota State policies 3.15, 3.16, and 3.33 from list of related Minnesota State policies.

Added 3.39 to list of related Minnesota State policies.

Removed repealed procedures 3.15.1, 3.16.1, and 3.33.1 from list of related Minnesota State procedures.

Replaced procedure 3.35 with 3.35.1, 3.35.2 and 3.35.3.

Changed Office of the Chancellor to System Office.

Reduced language in parts 2 -5 for relevancy.

Added transferology.com information to parts 2-4

Added Career and Technical Education to part 5.

Part 6: Changed u.Select to Transferology.com.

Next Review Date: 8/8/2022

3.16 Academic Renewal Policy

Related Minnesota State Board Policy: 3.29 College and University Transcripts

Related Minnesota State Board Procedure: 3.29.1 College and University Transcripts

Purpose: To allow students to exclude prior coursework from the calculation of the Normandale attempted/earned credits and GPA to increase the likelihood of meeting Normandale degree and/or selective program admission requirements.

Part 1: Definitions

Subpart A: *Academic renewal.*

Academic Renewal is the exclusion of one or more sequential term's courses from the student's overall attempted and earned credits and grade points at Normandale Community College, excluding those calculations made for determining financial aid eligibility and financial aid satisfactory academic progress.

Subpart B: *Prior coursework.*

Prior coursework includes credit-based coursework attempted at Normandale Community College.

Subpart C: *Graduation credits and GPA.*

Graduation credits and grade point average are those used to determine a student's eligibility for graduation and the official college-level grade point average. The GPA calculated following academic renewal will not be used when awarding honors.

Subpart D: *Selective program admission requirements.*

Selective program admission requirements include a competitive grade point average for programs with limited capacity such as nursing and dental hygiene.

Part 2: Transcript

The Normandale Community College transcript will reflect the terms and courses for which a student has been granted academic renewal.

Part 3: Conditions

Subpart A: The coursework must have been completed at least two years prior to the semester the student submits the petition for academic renewal.

Subpart B: Following the term(s) for which academic renewal is sought and before applying for academic renewal, the student must complete at least 12 credits at Normandale with a minimum GPA of 2.00. The GPA will be determined by the student's cumulative Normandale record (all courses with grades of A, B, C, D, F, FN and FW).

Subpart C: Following the term(s) for which academic renewal is sought, the student must have completed (earned a grade of A, B, C, D or P) at least 67% of the cumulative courses in which they have enrolled at Normandale.

Subpart D: Prior to submitting a petition for academic renewal, the student is encouraged to meet with an academic advisor or counselor.

Subpart E: The semesters for which academic renewal is sought must be consecutive. All courses with grades of D, F, FN, FW, NA, NC, NW, and W will be excluded from GPA and credit calculations. Courses with grades of D for which academic renewal has been applied cannot be used to satisfy prerequisite, program or degree requirements. Courses with grades of A,B,C, and P will be included in GPA and credit calculations and be allowed to satisfy prerequisite, program, and degree requirements.

Subpart F: Academic renewal can be granted one time and cannot be reversed.

Subpart G: Consideration of courses

1. Students with earned degrees, Coursework attempted within a degree program cannot be considered for academic renewal after a student has earned a degree, even if that coursework was not used to satisfy program requirements.
2. Students without earned degrees.
3. Financial aid must include all courses when determining aid eligibility and Satisfactory Academic Progress.
4. Academic renewal is recognized at Normandale Community College only. Academic renewal may not be acknowledged by other institutions to which the student transfers.

Policy History:

Date of Adoption: Established prior to 2011

Department / Owner: VP of Academic Affairs

Next Review Date: 2027

Date and Subject of Revisions:
8/18/2017 Updated Part 3, Subpart A from five years to three years. Updated Part 3 Subpart B from 15 credits to 12 credits and from GPA 2.5 to GPA of 2.0. Updated MnSCU to Minnesota State and links and formatting.

1/24/2024:
Part 3 Subpart A: Changed from three years to 2 years
Added Part 3 Subpart B; student must meet with an advisor before submitting AR petition.
Part3 Subpart D: Changed to Subpart E and modified the parameters so that students keep courses with grades of A, B, C and P.
Part 3 Subpart G.2: Split into two sections (students with earned degrees and students without) and added clarification that once MnTC or certificate has been awarded, courses used to satisfy requirements cannot be considered for academic renewal.
Part 3 Subpart G.4: Clarified language on the policy being applicable to Normandale and may not be recognized at other institutions.

3.18 Course Readiness Assessments

Related MnSCU Board Policy: 3.3 Assessment for Course Placement

Purpose: Normandale Community College follows the guidelines of assessment for course placement set forth by the Minnesota State Colleges and Universities (MnSCU) System. The Course Readiness Assessment is intended to help new entering students understand their current level of academic readiness so that they can be placed into the courses in which they can be successful.

Part 1: Assessment Results

If assessment results indicate that a student is not ready for college-level coursework in reading, writing or mathematics, developmental coursework must be completed before the student will be allowed to register for courses in related academic subjects.

Subpart A: Adult Basic Education. Students whose Course Readiness Assessment results indicate they are not yet ready to benefit from college developmental coursework are at the Adult Basic Education (ABE) level. Students at this level in either reading or writing will receive a deferred admission to the College. Deferred admission means that a student may not enroll in courses until they demonstrate college readiness in both reading and writing. To demonstrate readiness in reading and writing the student retakes the Course Readiness Assessment and scores above the ABE level.

Subpart B: Students Who are Non-Native Speakers of English. Course Readiness Assessment ensures accurate placement for non-native speakers of English. Based on assessment results, students are eligible for developmental courses designed specifically for non-native speakers of English or are referred to Adult Basic Education or community services.

Subpart C: Students with Disabilities. Accommodations for individuals with disabilities the completing Course Readiness Assessment are available with advance notice.

Part 2: Requirements and Exceptions

Course Readiness Assessment measures students' reading, writing and mathematical skills and assures appropriate placement in courses.

Subpart A: New Students. All new entering students at Normandale are required to take the Course Readiness Assessment unless they demonstrate proficiency in these areas via an accepted standardized test.

Subpart B: Transfer Students. Transfer students who have taken college-level coursework at a regionally accredited college or university submit official transcripts of their college-level coursework to obtain a Course Readiness Assessment waiver.

Subpart C: Visiting Students. Visiting students are not required to complete Course Readiness Assessment but must meet established course prerequisites.

Part 3: Time Limits on Score Validity

Reading and writing assessment scores and subject area scores are valid for three calendar years, inclusive of the current year. Mathematics scores are valid for two calendar years, inclusive of the current calendar year.

Part 4: Retesting and Appeals

Subpart A: Retests. Students may retest once in every 12-month period on a space-available basis. A fee is charged for retesting.

Subpart B: Appeals. Students may appeal their Course Readiness Assessments by completing a Readiness Appeal form.

Part 5: Instrument and Scoring Standards

The Minnesota State Colleges and University System (MnSCU) designates the placement instrument for all MnSCU institutions and established system minimum course placement scores.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2014-15

3.18.1 Placement Testing

Related MnSCU Board Policy: 3.3 Assessment for Course Placement

Related MnSCU Board Procedure: 3.3.1 Assessment for Course Placement

Purpose: Normandale Community College follows the guidelines of assessment for course placement set forth by the Minnesota State Colleges and Universities (MnSCU) System. The placement testing is intended to help new entering students understand their current level of academic readiness so that they can be placed into the courses in which they can be successful. Results of the placement testing also allow the College to identify changes in the academic readiness of each cohort of new entering students. Normandale uses the College Board Accuplacer the designated system-endorsed placement instrument.

Part 1: Placement Testing Results

Subpart A: Adult Basic Education

1. Students whose Accuplacer placement test results are at the Adult Basic Education (ABE) level in either reading (1.5 or 0-37) or English (1.1 or 0-23) will receive a deferred admission to the College.
2. Deferred admission means that a student may not enroll in courses at Normandale until the student demonstrates college readiness in both reading and writing. Demonstrated readiness in reading and writing is achieved by retaking the placement tests and scoring above the ABE level.
3. Students may retake each section of the Accuplacer (reading, writing and mathematics) once in every 12-month period, regardless of where the test was administered. (This includes placement testing completed at any other MnSCU college or university.) There is a fee for retaking each test.
4. A student with ABE results after retaking the Accuplacer may appeal for a third opportunity to test in a 12-month period by providing documentation that the student has received tutoring from a community resource such as Metro South ABE.

Subpart B: Students who are Non-Native Speakers of English

1. Lack of English skills will not be a barrier to admission or participation. Based on how students

answer the demographic questions at the beginning of the test, a student may begin with the ESL (English as a Second Language) version of the reading and writing tests to determine English language proficiency.

2. Students may retake each of section of the Accuplacer (reading, writing and mathematics) once in every 12-month period, regardless of where the test was administered. (This includes placement testing completed any other MnSCU college or university.) There is a fee for retaking each test.
3. Based on the ESL placement testing results, students may be placed in reading and writing courses with the English for Academic Purposes (EAP) program to strengthen English language skills necessary to maximize the student's academic success.
4. Students who score greater than 115 on the reading section and greater than 120 on the writing section of the ESL version of the test will receive a placement testing message recommending the student participate in the non-ESL versions of the test.
    - Students will take both the reading and writing sections of the non-ESL versions (as results of both tests are required for determining English course placement
    - A recommendation to participate in the non-ESL version of the test will be considered a continuation of the current testing cycle and not a retest. (Students receiving the recommendation on the first attempt of the ESL version can continue in the non-ESL version and will have 1 more attempt at the non-ESL version in a 12-month period. Students receiving the recommendation on the second attempt of the ESL version will can continue in the non-ESL version and will have not be able to test again in a 12-month period.)

Subpart C: Students with Disabilities

1. Accommodations for placement testing for individuals with disabilities are available with advance notice.
2. Upon admission to the college, students should schedule an appointment with a staff person in the Office for Students with Disabilities (OSD) for an intake interview to determine if accommodations will be necessary for completing placement testing.

Part 2: Placement Testing Waivers

Students who may be waived from participating in placement tests by submitting to the Office of Admissions official transcripts of relevant coursework completed at another college or university or other assessment results.

Subpart A: Transfer Students

Transfer students who have taken college-level coursework at a regionally accredited college or university must submit official college transcripts of their college-level coursework to obtain a placement testing waiver. Normandale will review the transcripts and grant a placement test waiver in the associated academic skill area if the student has completed the coursework at a regionally accredited college or university and:

- Earned a grade of C or higher in a college-level English composition course (if not, the English and reading assessments are required).
- Earned at least 20 transferable semester credits with a grade point average of 2.00 (C) or higher (if not, the reading assessment is required).
- Earned a grade of C or higher in a college mathematics course during the last two years (if not, the mathematics assessment is required if the student is planning to register for math class; is registering for a course with a math prerequisite; or apply to a program with a math requirement).

Subpart B: Other Qualifying Score Reports for Placement Test Waivers

Students interested in possible waivers from the placement testing must submit ACT, SAT, Advanced Placement (AP), CLEP, COMPASS or ACCUPLACER (CPT) results to the Office of Admissions at the time they apply for admission. Reading and writing assessment scores and subject area scores are valid if taken within three calendar years, inclusive of the current year, and mathematics scores are valid for two calendar years, inclusive of the current calendar year.

1. ACT and SAT score reports can be used to determine eligibility for college-level placement only. Students with scores lower than the required college placement level in any of the academic areas will be required to take the Accuplacer in that associated subject area.
    a. An ACT sub score of 21 or above or an SAT score of 550 or above in the reading component exempts a student from taking the associated

placement test in that academic skill area. It also authorizes a student's placement in the introductory college-level courses in that academic subject.

b. An ACT sub score of 18 or above or an SAT score of 550 or above in the writing component exempts a student from taking the associated placement test in that academic skill area. It also authorizes a student's placement in the introductory college-level courses in that academic subject.

c. An ACT sub score of 22 or above or an SAT score of 550 or above in the mathematic component exempts a student from taking the associated placement test in that academic skill area. It also authorizes a student's placement in the introductory college-level courses in that academic subject.

2. Official transcripts or official AP, CLEP and IB transcripts will qualify for a placement test waiver in the associated academic skill area if the student has received a score of:

   a. 3 or higher on the Advanced Placement exam

   b. 4 or higher on the International Baccalaureate course

   c. 50 or higher on the College Level Examination

Part 3: Retaking the Placement Tests

Students who are dissatisfied with any of their placement test scores may retest in each section (reading, writing, and mathematics) once in every 12-month period and on a space-available basis. This includes placement testing completed at other MnSCU colleges and universities during the 12-month period.

1. A student with ABE results after retaking the Accuplacer may appeal for a third opportunity to test in a 12-month period by providing documentation that the student has received tutoring from a community resources such as Metro South ABE.

2. Students who score greater than 115 on the reading section and greater than 120 on the writing section of the ESL version of the test will receive a placement testing message recommending the student participate in the non-ELS versions of the test. This will considered a continuation of the current testing cycle and not considered as a retest. (Students receiving the recommendation on the first attempt of the ESL version can continue in the non-ESL version and will have 1 more attempt at the non-ESL version in a 12-month period. Students receiving the recommendation on the second attempt of the ESL version will can continue in the non-ESL version and will have not be able to test again in a 12-month period.)

3. There is a fee for retaking each section of the placement testing.

Subpart A: Placement Testing Appeal

If students are dissatisfied with their retest scores, they may appeal their placement testing by completing a Placement Test Appeal form available from the Office of Admissions.

1. There is a fee for retaking each section of the placement testing.

2. The designated faculty will determine final course placement

Related Documents:

Policy 3.1 Admission to the College (p. 32)

Procedure History:

Date of Adoption:

Date of Implementation:

Date and Subject of Revisions:

Next Review Date:

3.19 Last Date of Attendance Policy

Related Minnesota State Board Policy: None

Related Minnesota State Board Procedure: None

Purpose: To administer federal financial aid, Section 484B, 34 CFR 668.22 of the Higher Education Act requires Normandale Community College faculty to provide last date of attendance information for students who never attend, who stop attending during the semester, or who receive a grade of No Credit (NC) in a course.

Part 1: Definitions

Subpart A: Last date of attendance. For purposes of this policy, the last date of attendance is determined to be one or more of the following:

1. The last day the student attended class in courses in which attendance is taken by the instructor;
2. The last day on which a student participated in an academically-related activity, such as submitting an assignment or taking a quiz or test;
3. The last day on which a student actively participated in a group or online activity in classes in which attendance is not regularly taken;
4. The date the student officially withdraws from a class, if a last date of attendance was not previously reported by the instructor.

Subpart B: Students who do not pass a course. Not passing a course refers to any course in which a grade of FN, FW or NC is assigned. For purposes of this policy, a grade of F is considered an earned grade and does not require a last date of attendance.

Part 2: Reporting schedule.

Faculty must report a student who never attended class or stopped coming to class.

Subpart A. Students who never attended. If a student fails to attend within the first five business days of the class begin date, the faculty shall report the student as never attended. Reporting should occur after the fifth business day of the term and before the tenth business day of the term, with the exception of courses that begin after the first week of the term.

Subpart B. Students who stopped attending. Faculty shall report a last date of attendance for any student who attended class at least one day and subsequently stopped attending for two or more weeks up to the course withdrawal deadline. Faculty shall report the last date of attendance immediately following the non-attendance period. A student who attends past the course withdrawal deadline shall not be reported. The last day to report is the semester grading deadline.

Policy History:

Date of Adoption: Established prior to 2011

Department / Owner: Records & Retention

Date and Subject of Revisions

09/17/2018: Changed “MnSCU” to “Minnesota State” and modified subpart B

2/19/2019:

Revised language in Part 1 Subpart A #2 for clarity

Revised Part 1 Subpart A to include #4, date of withdrawal

Revised Part 2 language to define reporting schedule

8/27/2019: Revised part 2 Subpart B to clarify that last date of attendance reporting should be completed only for students who stopped attending prior to the course withdrawal deadline.

Next Review Date: 03/01/2022

3.19.1 Last Date of Attendance Procedure

Related Minnesota State Board Policy: None

Related Minnesota State Board Procedure: None

Purpose: To administer federal financial aid, Section 484B, 34 CFR 668.22 of the Higher Education Act requires Normandale Community College faculty to provide last date of attendance information for students who never attend, who stop attending during the semester, or who receive a grade of No Credit (NC) in a course.

Part 1: Definition: Last Date of Attendance. For purposes of this procedure, the last date of attendance is determined to be one or more of the following:

1. The last day the student attended class in courses in which attendance is taken by the instructor;
2. The last day on which a student participated in an academically-related activity, such as submitting an assignment or taking a quiz or test;
3. The last day on which a student actively participated in a group or online activity in classes in which attendance is not regularly taken.
4. The date the student officially withdraws from a class, if a last date of attendance was not previously reported by the instructor.

Part 2: Reporting Schedule. Faculty will report non-attendance utilizing the faculty portal services in Minnesota State’s eServices system.

1. Students who never attended. Beginning the 5th business day that follows the course begin date, faculty shall begin reporting students who have never attended. For classes that begin at the start of the term, reporting must be complete by the 9th business

day of the term (the day before financial aid is disbursed). For classes that begin after the second week of the term, reporting should be complete by the end of the second week following the course begin date.

2. Students who stop attending. Faculty must report a student's last date of attendance as soon as they are reasonably certain the student has stopped attending. "Reasonably certain" is determined by the instructor but could be considered as an absence of two weeks. Faculty can report a last date of attendance beginning the 5th business day that follows the course begin date. The deadline to report a student's last date of attendance is the semester grading deadline.

Part 3: Student Financial Aid Implications. In accordance with state and federal regulations, financial aid recipients who never attend or who stop attending may be subject to a reduction or cancellation of financial aid funds already disbursed. The student's aid package, enrollment level and attendance all help determine whether and how much aid must be repaid.

Part 4: Grading

Subpart A: A student who has never attended or participated in a class will be assigned a grade of FN for classes that utilize the A-F grading method or NC for those that utilize the Pass/No Credit grading method.

Subpart B: A student who has attended or participated in at least one day or activity will be assigned a grade of FW for classes that utilize the A-F grading method or NC for those that utilize the Pass/No Credit grading method.

Subpart C: Grade changes. Prior to the course withdrawal deadline, students may visit the Records Office to change an FN, FW or NC grade to a W (withdrawal). The last date of attendance that was reported by faculty will remain unchanged, so the impact on the student's financial aid award (that occurred when the instructor reported the last date of attendance) for that semester will remain unchanged, as well.

Part 5: Readmission to class. A student who has been removed from class through the no show or LDA reporting process may request reentry into the class by contacting the faculty member. Readmission to the class is not guaranteed and is at the faculty member's discretion. A student who is readmitted and does not meet the attendance requirements of the course should be again removed from the class through the LDA process.

Procedure History:

Date of Adoption: Prior to 2011

Department Owner: Admissions

Date and Subject of Revisions:

09/17/18: Changed "MnSCU" to "Minnesota State."

2/19/2019:

Revised Part 1 Subpart A #2 with updated language for clarity.

Revised Part 1 Subpart A to include #4, date of withdrawal.

Revised Part 2 language to define reporting schedule.

Added Part 5, Readmission to class

Next Review Date: 02/19/2022

3.20 Course Drops and Withdrawals Policy

Minnesota State Board Policy: 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers

Minnesota State Board Procedure: 5.11 Tuition and Fees, 3.34.1 Official Academic Semester Start Dates

Purpose: To establish a policy for the refund of tuition and fees and for the period during which a student may drop or withdraw from a class.

Part 1. Definitions.

Subpart A. *Course drop.* A course drop is the removal of a class from a student's record. When the student drops a course, they are no longer obligated for tuition and fee charges. Course drop deadlines are established each term in accordance with Minnesota State policy and appear in the course details in eServices.

Subpart B. *Course withdrawal.* Following the drop period, a course withdrawal is the official way a student removes themselves from a class they do not intend to complete. Course withdrawal deadlines are established each term in accordance with Minnesota State policy. Withdrawn courses remain on a student's record with a grade of W.

Subpart C. *College-initiated course drop or withdrawal.* College administration may initiate a course drop or withdrawal according to policies established by the College and the Minnesota State Colleges and Universities Board of Trustees.

Part 2: Financial Implications of a Course Drop or Withdrawal

Subpart A: A student who drops a course is entitled to a 100% refund of tuition and fees.

Subpart B. A student who withdraws from one or more but not all courses is not eligible for a refund of tuition and fees.

Subpart C: A student who withdraws from all courses in a given term is entitled to a partial refund of tuition and fees when the withdrawal occurs during or before the fourth week of the fall or spring semester, or during the second week of the summer semester, as outlined in Board Policy 5.12 and System Procedure 5.12.4.

Subpart D: A student who drops or withdraws from a course after the semester disbursement of financial aid may be subject to the cancellation of a portion or all financial aid the student received. The student may be obligated to return financial aid overages disbursed to them and may be required to pay the tuition and fee charges that were previously covered by the student's aid award.

Subpart E. For financial aid purposes, a withdrawn class is no longer considered enrolled credits, effective from the date of withdrawal.

Subpart F: A student who has been administratively removed from a class when a class has been cancelled or as part of the Drop for Nonattendance process may be eligible for a refund of tuition and fees. A student who has been administratively withdrawn from a class due to not meeting its prerequisite or for violations of the Student Code of Conduct may not be eligible for a refund of tuition or fees.

Part 3: Academic Implications of a Course Drop or Withdrawal.

Subpart A: A student who drops or withdraws from a class, or who has been administratively dropped or withdrawn from a class, is no longer eligible to participate in that class.

Subpart B: A dropped course is no longer considered enrolled credits, effective from day one of the term.

Subpart C: Withdrawn credits are considered enrolled credits for the duration of the term.

Subpart D: Withdrawn credits are considered attempted but not earned for the calculation of percent completion when assessing satisfactory academic progress.

Policy History:

Date of Adoption: Established prior to 3/27/13

Department Owner: Academic Affairs / Registration

Date and Subject of Revisions:

03/21/2019:

Inserted Part 1, Subpart D

Separated Part 2, Subpart A into Subparts A, B and C

Renamed Part 2, Subparts B and C to Subparts D and F; added Subpart

Revised Part 3, Subpart C

Next Review Date: 03/21/2022

3.20.1 Course Drops and Withdrawals Procedure

Related Minnesota State Board Policy: 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers

Related Minnesota State Board Procedure: 5.11.1 Tuition and Fees; 5.12.4 Refund of Tuition and Fees; 3.34.1 Official Academic Semester Start Dates

Purpose: To establish a policy for the refund of tuition and fees and to define the period in which a student may drop or withdraw from a class.

Part 1: Course Drops or Withdrawals

Subpart A: During the first five days of the fall and spring semesters and the first five days of the first summer session, a student may drop a class (remove it from their academic record). For late-starting classes, weekend classes and other classes that do not meet the full length of the term (including classes that begin after the fifth day of the first summer session), students can drop through the end of the business day following the first class meeting (or online course begin date).

Subpart B: The course withdrawal period immediately follows the course drop period. Course withdrawal deadlines are based on the date that approximately 80% of the course has finished. The College's student information system automatically calculates the withdrawal deadline for each course based on its meeting dates and course type (online, hybrid, on-campus). Withdrawal deadlines are published in eServices and on students' schedules. Withdrawn courses remain on a student's record with a grade of W.

Subpart C: College administration may initiate a course drop or withdrawal as a result of the student's failure to pay tuition, failure to attend classes, failure to meet course prerequisites, failure to meet the standards of satisfactory academic progress, violations of the code of conduct and other situations.

Subpart D: When all of a student's instructors report a student has not attended the first week of the term, the college may administratively drop the student's classes.

Procedure History:

Date of Adoption: Established prior to 3/27/13

Department / Owner: Academic Affairs / Registration

Date and Subject of Revisions:
03/21/2019 Moved parts 2 and 3 to Policy 3.20, Course Drops and Withdrawals

Next Review Date: 3/21/2022

3.27 Assignment of Credit Hours Policy

Related Minnesota State Board Policy: Policy 3.22 Course Outlines and Course Syllabi

Related Minnesota State Board Procedure: Procedure 3.22.1 Course Outlines and Syllabi

Related Minnesota State Board Policy: Policy 3.36 Academic Programs

Related Minnesota State Board Policy: Policy 3.35 Credit for Prior Learning

Related Minnesota State Board Procedure: Procedure *3.36.1 Academic Programs*

Related Minnesota State Board Procedure: Procedure 3.36.1.2 Delivery Methods

U.S. Code of Federal Regulations 34 CFR 600 and (k) and (I)

Purpose: The purpose of this policy is to ensure that Normandale Community College's assignment of credit hours is consistent with the federal definition of the credit hour and conforms to commonly accepted practices in higher education.

Part 1: Definitions.

Subpart A: *Federal Credit Hours Definition:* A credit hour is the amount of work represented in intended learning outcomes and verified by evidence of student achievement which is an institutionally established equivalency that reasonably approximates not less than:

One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time, regardless of delivery mode: or

Institutionally established reasonable equivalencies for the amount of work required in this definition. This includes student achievement, with evidence, of intended learning outcomes, or

At least an equivalent amount of work as required above, in this definition for other activities as established by the college, including laboratory work, internships, clinical experiences, studio work, practica, and other academic work leading toward to the award of credit hours.

Subpart B: *Clock hours*. Clock Hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study. Federal regulations require that a semester hour must include at least 37.5 clock hours of instruction.

Subpart C: *Delivery Methods:* Alternative modes of delivery refer to courses delivered by a method other than fully face-to-face. Normandale offers coursework in the following delivery methods: in person, mostly online, videoconferencing, blended/hybrid, arranged, completely online asynchronous, completely online synchronous, and flexible as defined in Minnesota State Board Procedure: Procedure 3.36.1.2 Delivery Methods.

Subpart D: *Credit for Prior Learning.* Credit for prior learning allows student to demonstrate competence at the college level from learning gained through experiences outside of the college credit-bearing courses and to establish consistent practices among colleges for evaluating and awarding undergraduate credit for prior learning. Credits are awarded after demonstration that course outcomes have been completed and documented through external and internal assessments as outlined in policy. Refer to Minnesota State Board Policy 3.35 and Normandale Policy 3.35.

Part 2: Course Credit Assignments

Subpart A: Establishment of new courses. Each new credit course shall be brought through the curriculum approval process of the Academic Affairs and Standards Council (AA&SC). Each course proposal shall include the number of credits requested as well as the number of lecture, lab, studio, clinical/practica, and internship hours per week. Each course proposal shall also include a course outline (CO) that specifies content to be covered and student learning outcomes. Credits requested shall conform to the federal credit hour definition as specified in Part 1: Subpart A.

Subpart B: Changes in course credit assignment of existing courses. Changes in course credit assignment for existing courses shall be brought through the curriculum proposal process the AA&SC. Each course proposal shall include the number of credits requested as well as the number of lecture, lab, studio, clinical/practica, and internship hours per week. Each course proposal shall also include a CO that specifies content to be covered and student learning outcomes. Credits requested shall conform to the federal credit hour definition as specified in Part 1: Subpart A.

Part 3: Dissemination of Information

Subpart A: Dissemination of information to faculty. It is the responsibility of the dean or designee (e.g., faculty chair) to direct faculty members to the CO. The CO sets minimum expectations for the course and faculty must adhere to it. Faculty are expected to be current with changes to COs in their program area.

Subpart B: Dissemination of information to students. Course outlines shall be available to students through the college website. Course syllabi will be available to students in the first week of the term of the course for which they are enrolled.

Policy History:

Date of Implementation: Adopted and implemented prior to 2011

Department Owner: Academic Affairs

Policy History and Subject of Revisions:

Reviewed and revised June 2025

Reviewed and revised December 2024.

Reviewed and revised August 2018:

Next Review Date: 2029

3.30 Program Advisory Committees Policy

Part 1: Purpose

To establish consistent standards, processes, and conditions for the operation of Program Advisory Committees.

Part 2: Definitions

Program advisory committee

A formally organized committee that provides expert advice and assistance on technical and career programs. Membership, structure, and the operations of the committee must be established within the policy and handbook guidelines.

Programs

Career program. A career program is any program that offers the Associate of Science (A.S.) degree or related certificate that prepares students for employment in a specific career field or which is aligned with a specific technical or career field. This includes all A.S. degrees that are eligible for Perkins funds.

Technical program. A technical program is any program that offers the Associate of Applied Science (A.A.S.) degree or related certificate if the certificate prepares students for immediate employment or is aligned with a specific occupation or career field.

Part 3: Program Advisory Committee

Subpart A: Applicability

Program Advisory Committees are required for every credit-based technical and career program offered by the college. Academic programs that desire strong relationships with stakeholders may also establish Program Advisory Committees.

Subpart B: Membership

1. Program Advisory Committee membership should include, but is not limited to:

   a. Members representing the breadth of the industry/field;

   b. program faculty;

   c. a college administrator;

   d. program students;

   e. representation from the program's K-12 education or university partners as applicable; and

   f. program alumni as applicable.
2. The committee members should reflect the diversity found in the community and in the students enrolled in the program.
3. The size of the advisory committee should be large enough to ensure adequate representation and adhere to any accreditation standards.
4. The advisory committee will establish its own written criteria for member recruitment, selection, appointment, and replacement.
5. One advisory committee may serve more than one program provided that committee members possess the requisite knowledge and skills relevant to employment of graduates in the related technical or career occupations.

Subpart C: Duties and Responsibilities

1. Program Responsibilities

   a. All technical and occupational programs must establish, manage, and evaluate the work of the Program Advisory Committee.

b. Programs are expected to utilize information and advice from their advisory committee for continuous program improvement.

c. Formally organize the committee and provide oversight and accountability.

2. Advisory Committee Responsibilities
Using equity-minded principles the Committee will:

a. Identify program needs and opportunities;

b. provide information on the state of the industry or occupation;

c. review and approve program curriculum changes to ensure industry relevance and equitable student outcomes;

d. collaborate with instructional staff to identify and secure resources (donations, financial support, scholarships);

e. connect staff and students to internship opportunities;

f. assist program staff with student recruitment to help ensure program participants who are both diverse and representative;

g. serve as program ambassadors in the community;

h. provide guidance and advice for expanding equitable access; and

i. assist program faculty with aligning their programming to K-12 and university requirements.

Policy History: New

Owner: Academic Affairs – Dean of Business, Social Sciences, and Education

Date of Adoption: 2024

Date of Implementation:

Date and Subject of Revisions:

Next Review Date (4 years): 2028

3.30.1 Program Advisory Committee

Related Minnesota State Board Policy: 3.30 Program Advisory Committees

Related Minnesota State Board Procedure: 3.30.1 Program Advisory Committees

Related Minnesota State Handbook: Career Program Advisory Committee Handbook

Part 1: **Purpose:** To establish consistent standards, processes, and conditions for the creation and operation of Program Advisory Committees.

Part 2: Definitions

Program Advisory committee

A formally organized committee that provides expert advice and assistance on technical and career programs. Membership, structure, and the operations of the committee must be established within the policy and handbook guidelines.

Programs

1. Career program. A career program is any program that offers the Associate of Science (A.S.) degree or related certificate that prepares students for employment in a specific career field or which is aligned with a specific occupation or career field. This includes all A.S. degrees that are eligible for Perkins funds.

2. Technical program. A technical program is any program that offers the Associate of Applied Science (A.A.S.), diploma, or related certificate, if the certificate prepares students for immediate employment or is aligned with a specific occupation or career field.

Part 3: Program Advisory Procedure

Subpart A: *Applicability*

Program Advisory Committees are required for every credit-based technical and career program offered by the college. Academic programs that desire strong relationships with stakeholders may also establish Program Advisory Committees.

Subpart B: *Membership*

1.Program Advisory Committee membership should include:

a. Members representing the breadth of the industry/field;

b. program faculty;

c. a college administrator;

d. program students;

e. representation from the program's K-12 education or university partners as applicable; and

f. program alumni as applicable.

2.The committee members should reflect the diversity found in the community and in the students enrolled in the program.

3. The size of the advisory committee should be large enough to ensure adequate representation.

4. The advisory committee should adhere to any accreditation standards.

5. The advisory committee will establish its own written criteria for member recruitment, selection, appointment, and replacement.

6. One advisory committee may serve more than one program provided that committee members possess the requisite knowledge and skills relevant to employment of graduates in the related technical or career occupations.

Subpart C: *Structure and governance*

The program advisory committee must adopt a charter which identifies the structure, responsibilities, and work of the committee.

Based upon this charter, advisory committees will elect a chair of the committee, as well as any other positions deemed necessary for successful committee functioning. Committee chairs should be external stakeholders with subject matter expertise, an understanding of Normandale's equity goals, and experience in the technical or career field the program represents.

Subpart D: *Meeting schedule*

Advisory committees shall establish a regular meeting schedule and shall meet a minimum of two times each year.

Subpart E: *Work plan and priorities*

Advisory committees should establish a work plan with priorities based upon the needs of the program and technical or career field, as well as with college and workforce goals.

Subpart F: Communications

The program faculty shall be responsible for ensuring communication between the college and the advisory committee members. A faculty member will work with the advisory board chair to establish an agenda and send out materials to members in advance of meetings.

Subpart G: Collaboration

The working relationship between the advisory group and program faculty shall be one of collaboration. Faculty members should work in concert with advisory board members for the betterment of the program. Meetings should be conducted in an atmosphere that is open, supportive, and participatory.

Subpart H: Career and transfer pathways

Advisory committee should be aware of career and transfer pathways. Advisory committee members should promote the program and its students in their areas of influence.

Subpart I: Recommendations and documentation

1. Recommendations. Advisory committees provide a set of recommendations for the continuous improvement of programs. These recommendations should be documented in meeting minutes. Feedback on the implementation of recommendations should be provided to committee members in a timely fashion. All major program changes should be reviewed and approved by the advisory committee

2. Documentation. Minutes should be taken at all advisory committee meetings. Program advisory committee work plans, membership, and meeting minutes must be formally collected and sent to the division office where they will be stored and made available upon request.

Part 4: Oversight and Accountability

Subpart A: *Accountability*

Program Advisory Committee procedure, work plans, membership, and meeting minutes must be formally collected by the relevant dean's office and made available upon request.

Subpart B: *Evaluation*

Each program shall evaluate its program advisory committee annually. The evaluation should include the diversity of committee membership, actions taken, and should use this evaluation for continuous improvement.

Policy History: New

Owner: Academic Affairs – Dean of Business, Social Sciences, and Education

Date of Adoption: 4/18/24

Date of Implementation:

Date and Subject of Revisions: 3/24 - Major revisions to adhere to system requirements

Next Review Date (4 years): AY 27-28

3.35 Credit for Prior Learning (CPL) Policy

Minnesota State Board Policy 3.35: Credit for Prior Learning

Minnesota State Board Procedure 3.35.1: Credit for Prior Learning – External Assessments

Minnesota State Board Procedure 3.35.2: Credit for Prior Learning – Internal College/University Assessments

Minnesota State Board Procedure 3.35.3: Credit for Prior Learning – Military Courses and Military Occupations

Minnesota State Statute 197.775: Higher Education Fairness

Minnesota Statute 120B.13: Advanced Placement and International Baccalaureate Programs

Minnesota Statute 120B.131: College Level Examination Program

Purpose: It is the purpose of this policy is to provide Normandale Community College (Normandale) students with the opportunity to demonstrate competence at the college level from learning experiences outside of college.

Part 1: Guiding Principles.

1. Students acquire college-level knowledge, skills, and abilities outside of college coursework and can be awarded credit for prior learning (CPL).
2. There is no qualifying age at which Normandale will award credit, so long as a student is admitted to the college.
3. Students are responsible for initiating the transfer of prior learning credit and/or assessment of prior learning.
4. CPL includes internal and external assessments, and military education and occupations to award credit.
   a. Normandale faculty are responsible for internal CPL assessments and determining appropriate credit awards. Internal CPL credits count towards the college residency requirement.
   b. External CPL assessments are a result of credit assessed through a nationally recognized third party assessment agency or organization, regionally or nationally accredited postsecondary

institution, or noncredit instruction. External CPL credits do not count toward the college residency requirement.

c. Students may demonstrate college level learning for military occupations and courses with internal or external CPL assessments. External credits awarded for military courses and occupations do not count toward the college residency requirement.

5. Learning is subject to verification. Learning must meet standards as set by the learning outcomes on the Normandale course outline and course syllabi.

    a. Faculty evaluate internally assessed CPL with respect to course learning outcomes for courses offered by Normandale. Faculty identify these course-learning outcomes on common course outlines (CCOs).

    b. Students must demonstrate that their college level learning is up-to-date and fulfills course outcomes. In most cases, life/work experiences will have taken place within five years prior to the request date.

    c. Faculty determine internal CPL credit awards based on life/work experience.

    d. Grading methods for CPL credit shall be Pass (P) or No Credit (NC). Students will receive documentation that denotes grade equivalencies, as they may be required for transfer or reimbursement.

    e. CPL assessment is documented to ensure academic integrity, consistency, and transparency.

6. CPL credit must be applicable to programs or degrees offered by Normandale.

7. Per Minnesota State Colleges and Universities system policy, Normandale will not limit the total number of credits students may be awarded for CPL.

Part 2: Prior Learning Assessment Methods

Normandale permits students to receive credit for prior learning through external and internal assessments.

Subpart A: External Assessments

1. Credit by examination

    a. Advanced Placement (AP) – The Advanced Placement (AP) Program of the College Board allows high school students the opportunity to earn college course credit by providing examinations in introductory courses.

    b. International Baccalaureate (IB) – An internationally recognized program through which secondary students complete a comprehensive curriculum of rigorous study and demonstrate performance on culminating examinations.

    c. College Level Examination Program (CLEP) – Students of all ages may take a college-level examination in a specific subject area and receive college credit for knowledge and skills they have obtained both inside and outside the classroom.

    d. Other Evaluations – Students may also demonstrate college level learning through other nationally recognized examinations such as

        i. Thomas Edison College Examination Program (TECEP)

        ii. The New York University Foreign Language Proficiency examination (NYUFLP)

        iii. National Occupational Competency Testing Institute (NOCTI)

        iiii. Dates Subject Standardized Test (DSST)

        iiiii. Project Lead the Way (PLTW) Science, technology, Engineering and mathematics (STEM) Examinations

        iiiiii. World Language Seals and Certificates (ACTFL)

2. Industry recognized credentials, licenses and certifications, and registered apprenticeship programs.

3. Articulated credit earned through a continuing education or customized training course offered by Normandale (or other colleges/universities) that has been articulated to a credit course.

4. Transfer credit awarded for CPL by another Minnesota State system college/university that is evaluated.

Subpart B: Internal Assessments

1. *Course Test Out/Credit by Exam.* Credit awarded through assessment based on examination developed

by the faculty or college.

2. *Portfolio Review.* Documented work experience, professional development, continuing education, and personal study where materials demonstrate evidence of learning outcomes.
3. *Military Experience Credit –* A veteran will be granted credit for military training and service in compliance with Subd. 2 of Minnesota Statute 197.775 "Higher Education Fairness" according to the standards and equivalencies of the American Council on Education and internal campus assessments of training.
4. *Other American Council on Education (ACE) Training.* A student may be given credit for ACE approved training based on ACE recommendations and faculty approval.

Part 3: Residency

CPL awarded through external assessment shall NOT count toward the college residency requirement. CPL awarded through internal assessment shall count toward the college residency requirement. Normandale does not limit the number of credits that can be earned through CPL.

Part 4: Transferability

Normandale shall determine the credit award for students pursuant to system policy and procedure and state statute. A student who is awarded credits based on CPL assessments and transfers to another college or university within Minnesota State must have their credits recognized by that college or university.

Normandale will evaluate transfer credits earned through CPL in the same manner as course credits that have been successfully completed pursuant to System Procedure 3.21.1 Transfer of Undergraduate Courses, Credit, Associate Degrees, and the Minnesota Transfer Curriculum.

Part 5: Data Collection and Reporting

Normandale will collect, track, evaluate, and report the awarding of CPL.

Part 6: Appeals

Students may appeal denial of credits requested for prior learning through the Normandale complaint and grievance policy and procedure.

Policy History:

Date of Adoption: 4/30/2019

Department Owner: Academic Affairs

Date and Subject of Revisions:

Next Review Date: 04/30/2022

3.35.1 Credit for Prior Learning (CPL) Procedure

Minnesota State Board Policy 3.35: Credit for Prior Learning

Minnesota State Board Procedure 3.35.1: Credit for Prior Learning – External Assessments

Minnesota State Board Procedure 3.35.2: Credit for Prior Learning – Internal College/University Assessments

Minnesota State Board Procedure 3.35.3: Credit for Prior Learning – Military Courses and Military Occupations

Purpose: This procedure articulates the process for the assessment and awarding of credit for prior learning (CPL) at Normandale Community College (Normandale).

Part 1: External Assessments of Prior Learning

1. Credit by Examination
   a. Advanced Placement (AP)
      i. Students must request to have their AP scores sent to Normandale's Office of Admissions.
      ii. Students who earn a score of 3 or higher on the examinations are awarded credit upon submission of an official AP score to the Office of Admissions.
      iii. Students interested in waiving placement testing must submit their AP score report to the Office of Admissions at the time of application to the college.
      iiii. Courses will be recorded in the transfer section of the transcript.
      iiiii. Normandale does not release copies of AP score reports to students.

   b. International Baccalaureate (IB)
      i. Students must present a full IB diploma or a

certificate recognizing specific subject examinations to be considered for credit based on the examination level and result.

ii. Students shall be granted 6 semester credits for scores of 4 or higher on each higher-level examination, plus 2 credits for each standard level examination with a score of 4 or higher.

iii. Where test material is substantially similar to the content of a Normandale course, credit for that course will be awarded. Where test material is considered to be at the college level but not substantially similar to the content of a Normandale course, elective credit will be awarded.

iiii. Courses will be recorded in the transfer section of the transcript.

c. College Level Examination Program (CLEP)

i. Students take CLEP exam(s) at an approved testing center.

ii. Students must request to have their official test scores from College Board be sent to NCC Office of Admissions.

iii. For examinations completed July 2001 or later, the minimum CLEP score for acceptance of credit is 50, with higher scores required in level 2 foreign language examinations.

iiii. There is no limit to the number of credits a student may earn through CLEP examinations; however, students who are seeking a degree or certificate must meet the college residency requirement. Exam(s) will be recorded in the transfer section of the transcript.

d. Other Examinations. Admitted students may also demonstrate college level learning through other nationally recognized examinations such as:

- Thomas Edison College Examination Program (TECEP)
- The New York University Foreign Language Proficiency examination (NYUFLP)
- National Occupational Competency Testing Institute (NOCTI)
- Dates Subject Standardized tests (DSST)
- Project Lead the Way (PLTE) Science, Technology, Engineering and Mathematics (STEM) Examinations (must submit within three years of high school graduation)
- World Language Seals and Certificates (ACTFL)

i. Students take the exam, test, or certification at an approved testing center.

ii. Students must request to have their official test scores be sent to NCC Office of Admissions.

iii. There is no limit to the number of credits a student may earn through examinations; however, students who are seeking a degree or certificate must meet the college residency requirement. Exam(s) will be recorded in the transfer section of the transcript.

2. Industry Recognized Credentials, Licenses, Certifications, and Registered Apprenticeship Programs.

a. Students must present the original credential, transcript or other like evidence for consideration.

b. Examination levels or other standard results will be considered content evaluation.

3. Continuing Education and Customized Training.

a. Coursework in continuing education or customized training may be articulated to college credit.

b. Students must petition to have this coursework evaluated and articulated to credit using the academic petition form.

4. Military Experience Credit

a. Credit may be granted for military training or service if courses and/or occupational service meet the standards of the American Council on Education or the equivalent.

b. Up to 16 technical and/or vocational credits and an unlimited number of associate and baccalaureate credits will be accepted for unduplicated course content.

c. Students may use the academic petition process to gain credit where articulations do not occur.

5. Other American Council on Education (ACE) Training

    a. Students must submit an official ACE transcript to be considered for credit.

    b. Where learning outcomes are substantially similar to a Normandale course, credit for that course will be awarded. Where learning outcomes not substantially similar to the content of a Normandale course, elective credit will be awarded.

Part 2: Internal Assessments of Prior Learning

1. Course Test Out

    a. To attempt a course test out, a student must be degree or certificate seeking at Normandale.

    b. A student may attempt a test-out of a particular course only once.

    c. The test-out option is not available to a student who wants to test-out of a course they have failed, received a NC or in which they wish to improve their course grade.

    d. Students may not test out of a course in which they are enrolled past the fifth day of the semester.

    e. Tests are course specific exams (oral or written) designed by the appropriate college faculty member and reflect the learning outcomes of the course. A grade of P will be recorded for courses that the faculty member approves credit.

2. Prior Learning Experience Portfolio Review

    a. Students may demonstrate the achievement of course outcomes through a portfolio review process. Faculty determine what materials are necessary to demonstrate achievement of course learning outcomes.

    b. To attempt a portfolio review, students must be degree seeking at Normandale.

    c. Portfolio review credits should be appropriate for a degree plan at Normandale Community College.

    d. A student may attempt portfolio review for the same course only once and may not do so if they are currently enrolled in the course or previously attempted the course.

    e. The portfolio review option is not available for all courses.

    f. A grade of P will be recorded for courses that the faculty member approves.

Part 3: Standards

Faculty will use the following standards established by the Council for Adult and Experiential Learning (CAEL) for assessing CPL credit.

1. CPL will only be awarded for college-level learning.

2. CPL will only be awarded for learning that matches the competencies of a current course in a student's declared program of study.

3. CPL credit recommendations must be made by credentialed faculty in the academic discipline of the course(s) or academic award. If a department does not have an available faculty member to assess CPL, the college may look to other credentialed faculty in the Minnesota State system. In this case, the NCC Common Course Outline will be used to assess credit. The CPL Coordinator will review credit recommendations to ensure program consistency.

4. CPL will only be awarded for non-credit learning which has occurred outside of college coursework.

5. All material submitted for review of CPL will be retained by Normandale.

Part 4: Administration

1. *Admittance.* A student must be fully admitted to Normandale Community College before any CPL can be assessed and awarded.

2. *Enrollment.*

    a. CPL credits will not count towards the enrollment of a specific term.

    b. CPL credit will not be counted in determining part- or full-time enrollment status.

    c. Students may not receive credit in a lower sequential course.

3. *Type of credits.* CPL may be applied towards courses in certificate and degree programs only for the purpose of satisfying graduation requirements.

4. *Relationship to credit courses.* Students may not pursue credit for courses in which they have been or are currently enrolled.
5. *Number of credits.* There is no limit to the number of credits earned through CPL. However, external CPL does not count toward college residency requirements for degree completion. CPL credits awarded through internal assessment will count for institutional residency and toward graduation residency requirements.
6. *Grading.*
   a. CPL grades will be Pass (P) or No Credit (NC). In order to ease transferability and tuition reimbursement, students will receive documentation related to grade equivalencies.
   b. CPL credits are not included in calculating a student's GPA.
7. *Cost.*
   a. A non-refundable fee will be charged for each credit attempted.
   b. Fees allocated to the maintenance of the CPL program may include the cost of administration, transcription services, and compensation for the assessment of credit. Fees vary by type of credit.
   c. A fee shall not be charged for the analysis and awarding of credit for training delivered by the United States military.
   d. A fee shall not be charged for the transcription of articulated credit.
   e. Faculty will be paid for each credit assessed per the MSCF contract.
8. *Financial Assistance.* Assessments completed by institution faculty and recorded as resident credit may not qualify for financial aid.
9. *Other.* The CPL process may be initiated at any time.

Part 5: Transferability

A student who is awarded credits based on CPL assessments and transfers to another college or university within Minnesota State must have their credits recognized by that college or university. CPL will be indicated in the student's education record but will not be indicated as such on their official transcript.

Normandale Community College will evaluate credits earned through CPL in the same manner as course credits that have been successfully completed pursuant to System Procedure 3.21.1 Transfer of Undergraduate Courses, Credit, Associate Degrees, and the Minnesota Transfer Curriculum.

Part 6: Data Collection and Reporting

Normandale Community College will collect, track, evaluate, and report the awarding of CPL.

Part 7: Appeals

To appeal denial of credits requested for prior learning, student will follow Normandale's complaint and grievance policy and procedure.

Policy History:

Date of Adoption: 4/30/2019

Department Owner: Academic Affairs

Date and Subject of Revisions:

Next Review Date: 4/30/2022

3.36 Academic Programs

Related Minnesota State Board Policy: 3.36 Academic Programs

Related Minnesota State Board Procedure: 3.36.1 Academic Programs

Purpose: To direct decision-making regarding the development, approval and management of credit-based academic programs.

Part 1. Definitions

Academic award
A certificate, diploma or degree.

Academic program
A cohesive arrangement of college-level curricular requirements leading to an academic award.

Academic program inventory
The official list of academic programs offered by colleges and universities.

Credit
A unit of measure assigned to a college or university course or an equivalent learning experience that takes into consideration achieved student learning outcomes and

instructional time.

Part 2. Academic Program Goals

Minnesota State Colleges and Universities provide learning opportunities to develop graduates who are:

1. prepared for work, life, and citizenship;
2. creative, innovative, and able to respond with agility to new ideas, new technologies, and new global relationships;
3. able to lead their professions and adapt to the multiple careers they will have over their lifetimes;
4. able to think independently and critically and resourcefully apply knowledge to new problems;
5. able to embrace change and be comfortable with ambiguity; and,
6. able to communicate and work effectively across cultural and geographic boundaries.

Part 3. Authorized Academic Awards

Normandale Community College confers undergraduate certificates and the following degrees: associate of arts, associate of fine arts, associate of science, and associate of applied science.

Approval by the Board of Trustees is required for a college or university to confer an academic award type for which specific authority is not granted in this policy.

Subpart A. Academic award characteristics

The chancellor shall specify the characteristics of academic awards.

Subpart B. Academic program credit length limits

Academic programs that lead to an associate degree must be limited to 60 credits unless the chancellor grants a waiver based on industry or professional accreditation standards that require a greater number of credits.

The chancellor shall set program credit length requirements and waiver criteria for undergraduate certificates.

Part 4. Authority to Establish Academic Program Locations

Approval of the chancellor is required for establishment of a location at which an academic program may be offered.

Part 5. Academic Program Approval

Approval of the chancellor is required for new academic programs, changes to existing academic programs, suspension of academic programs, and closure of academic programs. Normandale Community College shall only offer academic programs that are approved by the chancellor and recorded in the academic program inventory.

The chancellor shall maintain the academic program inventory and annually report to the Board on the status of the inventory.

Part 6. Student Options When Academic Programs Are Suspended, Closed, or Changed

A college or university shall provide a student admitted to an academic program an opportunity, consistent with college or university policy, to complete the academic program when it is suspended or closed or when the requirements have changed.

Part 7. Academic Review

Normandale shall regularly review its academic programs for the purpose of academic planning and improvement.

The chancellor may conduct statewide or regional reviews of academic programs or program clusters, report findings to the board and, when necessary, impose conditions on academic programs.

Date of Adoption: 2.04.2022

Date of Implementation: 2.04.2022

Policy History and Subject of Revisions:

Created in academic year 2021-2022 to match system policy.

Department Owner: Academic Affairs

Next Review Date: 2026

3.36.1 Academic Programs Procedure

Related Minnesota State Board Policy: 3.36 Academic Programs

Related Minnesota State Board Procedure: 3.36.1 Academic Programs

Purpose: To establish standards, processes, and conditions that enable consistent implementation of academic program policy in compliance with Minnesota State Board Policy and Procedure.

Part 1. Definitions

Academic award
A certificate, diploma or degree.

Academic program
A cohesive arrangement of college-level curricular requirements leading to an academic award.

Academic program closure
An academic program change in status which permanently closes the academic program to new enrollment.

Emphasis
A specialized area of study of at least nine credits within an academic program.

Academic program redesign
A change to an existing academic program characteristic.

Academic program reinstatement
An academic program status change from suspended to active.

Academic program relocation
Academic program relocation occurs when an active academic program is closed at its present location and approved for delivery at a different location.

Academic program replication
Academic program replication occurs when an active academic program is offered at an additional location.

Academic program suspension
Academic program suspension is a change in status which temporarily closes the academic program to new enrollment.

Articulation agreement
A formal agreement between two or more educational entities to accept courses in transfer toward a specific academic program using the system articulation agreement template or equivalent evidence of course transfer encoded into the degree audit reporting system.

Credit
A unit of measure assigned to a college or university course offering or an equivalent learning experience that takes into consideration achieved student learning outcomes and instructional time.

Fine arts
The disciplines of creative writing, dance, music, theatre, the visual arts, and performing arts in which artistic purposes are primary.

General education
A cohesive curriculum defined by college or university faculty to develop reasoning ability through an integration of learning experiences in the liberal arts and sciences.

Liberal arts and sciences
Liberal arts and sciences include communications, natural sciences, mathematics, social and behavioral sciences, and humanities and fine arts.

Location
A geographic place where Normandale has been approved to deliver an entire academic program.

Minnesota Transfer Curriculum
Curriculum comprised of general education courses, goal area definitions, and competencies that transfer between Minnesota public colleges and universities.

New academic program
An academic program identified by curricular content and an academic award significantly different from other academic programs at a college or university.

Part 2. Authorized Academic Awards and Attributes. Normandale Community College awards undergraduate certificates and the associate of arts, the associate of fine arts, the associate of science and the associate of applied science degrees. The College reserves the right to automatically post certificates and/or degree completion to the student's academic record upon the verification that all requirements have been satisfied. A student may opt out of being awarded a credential by notifying the Records & Registration office in writing.

Subpart A. Academic award attributes

Academic awards must have the following attributes.

1. *Undergraduate certificate.* An undergraduate certificate is awarded upon completion of an academic program of 30 or fewer credits. At least one third of the credits in the undergraduate certificate must be completed at Normandale. This requirement may be decreased upon a student's approved academic petition.

An undergraduate certificate must not have emphases. All vocational and technical credits earned for a certificate must be applicable toward an available degree in the same program.

2. *Associate degrees.* Associate degrees are awarded upon completion of a 60-credit academic program unless approved for a higher credit level by special waiver. At least 15 credits of the degree program must be completed at Normandale.

    a. *Associate of arts degree.* An associate of arts (AA) degree is awarded for completion of a liberal arts and sciences program that includes completion of the Minnesota Transfer Curriculum. It is designed for transfer to a baccalaureate degree-granting college or university.

An AA degree may have one or more emphases of at least 9 credits each in liberal arts and science fields, provided there is an articulation agreement with a related baccalaureate major offered by one or more system universities.

    b. *Associate of fine arts degree.* An associate of fine arts (AFA) degree is awarded for completion of a program in particular disciplines in the fine arts. It is designed to transfer in its entirety to a related fine arts discipline baccalaureate degree program. An articulation agreement with a related baccalaureate degree program at a regionally accredited university is required. Normandale faculty shall pursue an articulation agreement with a system university before establishing an articulation agreement with a non-system university.

An AFA degree requires a minimum of 24 credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.

Requirements for the following disciplines have been adopted.

i. Art. An AFA degree in art requires a minimum of 24 credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.

ii. Creative Writing. An AFA degree in creative writing requires completion of the entire Minnesota Transfer Curriculum with a minimum of 40 credits from all ten goal areas.

iii. Music. An AFA degree in music requires at least 30 credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.

iiii. Theatre arts. An AFA degree in theatre arts requires completion of the entire Minnesota Transfer Curriculum with a minimum of 40 credits from all ten goal areas.

An AFA degree must not have emphases.

    c. *Associate of science degree.* An associate of science (AS) degree is awarded upon completion of program in scientific, technological, or other professional fields.

    d. The AS degree is designed to transfer in its entirety to one or more related baccalaureate degree programs and requires an articulation agreement with such a program. Normandale shall pursue an articulation agreement with one or more system universities before establishing one with a non-system university.

The AS degree requires a minimum of 30 credits selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum.
An AS degree must not have emphases.

3. *Associate of applied science degree.* An associate of applied science (AAS) degree is awarded upon completion of an academic program in scientific, technological or other professional fields.

An AAS degree prepares students for employment in an occupation or range of occupations. An AAS degree may also be accepted in transfer to a related baccalaureate program.
An AAS degree requires a minimum of 15 credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 credits must be in the academic program's occupational or technical field of preparation.
An AAS degree may have one or more emphases of at least 9 credits each when there are at least 30 credits in the major that are common to the emphases.
Subpart B. Duplicate Awards

a. Academic certificates. A student may earn any number of academic certificates. Each certificate will appear separately on the student's transcript, and each program completed will have its own printed certificate.

b. Associate degrees.

c. A student may earn any combination of different associate degree types (AA, AFA, AS, AAS).

d. A student may earn only one associate degree of its type (i.e. one AA, one AFA, one AS, one AAS). A student may earn additional programs under the degree if the student completes at least 9 unique credits under each program. Such programs may be completed currently or subsequently. The student's transcript will reflect an additional program completion date if the student completes the additional program in a term subsequent to the term in which the degree was awarded. One diploma will be issued for each degree type, reflecting the program(s) of completion earned at the time of issuance. Students who complete an additional program during a subsequent term in a degree type that has already been awarded at Normandale will not be issued another diploma.

Part 4. Academic Program Approval

Normandale will follow all Minnesota State policies and procedures regarding its academic programs.

Subpart A. The following actions require approval by the Chancellor of the Minnesota State Colleges and Universities before they are implemented:

a. New academic program creation

b. New program location

c. Program redesign that affects the approved program name, CIP code, the addition of emphases, a change in award, or a change in credit length when the change exceeds the maximum or fails to meet the minimum credit lengths defined in policy.

d. Program suspension and reinstatement. Normandale may suspend an academic program for three years and may subsequently extend that suspension for up to one year with notification to the chancellor. Reinstatement requires approval of the chancellor based on review of required documentation. The chancellor shall close an academic program that has not been reinstated following a suspension.

e. Academic program replication or relocation. Replication and/or relocation of an academic program requires approval by the chancellor when the replication or relocation is offered at a new location; affects an existing agreement between colleges and/or universities; is in the same service area or within a reasonable commute of a similar academic program offered by another college or university; or involves leasing non-Minnesota State property. If none of the above applies, only notification by the president to the chancellor of the location is required.

Relocation to another college or university requires approval of the chancellor. The college or university to which an academic program is reassigned must provide for the viability of the academic program.

Subpart B. Student consultation and review regarding academic program decisions

When academic program changes are proposed as described in Part 4, Subpart A, students must be provided an opportunity to be involved as required by Board Policy 2.3 and System Procedure 2.3.1.

Part 5. Student Options when Academic Programs are Suspended, Closed, Relocated, or Changed

Normandale shall establish plans to address students' opportunities to complete an academic program when it has been suspended, closed, relocated, or when the requirements have changed.

Subpart A. Academic program suspension, closure, or relocation

Normandale shall develop a plan to serve students who were admitted to an academic program proposed for suspension, closure, or relocation. The plan must identify admitted students who are covered by the plan and their options to complete the academic program. Normandale shall notify students about their options and assist them with their individual plans.

Subpart B. Academic program changes

Normandale shall notify students who have been admitted to an academic program of any changes to the academic program. Students must be given an opportunity to graduate under the catalog requirements at the time of their admission to the college, if completed within the period established under Normandale Policy 3.8 (p. 46) and Procedure 3.8.1 (p. 46), Effective Catalog Requirements.

Part 6. Academic Review

Periodic review of academic programs is the responsibility of the system college or university. The review must encompass all instructional areas and be structured according to discipline, academic program or program cluster, department, or other academic unit.

Procedure History:

Date of Adoption: 2.04.2022

Department Owner: Academic Affairs

Date and Subject of Revisions:

Next Review Date: 2026

3.40 Graduation/Program Completion

Related Minnesota State Board Policy: Board Policy 3.36, Academic Programs

Related Minnesota State Board Procedure: System Procedure 3.36.1, Academic Programs

Purpose: To ensure students successfully complete all requirements for a degree or certificate in compliance with Minnesota State and Normandale Community College policies and procedures.

Part 1: Definitions

Subpart A: Awards. Normandale awards certificates and degrees in accordance with Normandale Policy 3.36, Academic Programs, and Procedure 3.36.1, Academic Programs.

Subpart B: Commencement. The annual ceremony honoring students who have completed a degree or certificate.

Subpart C: Date of Graduation. The date a student's award has been conferred.

Subpart D: Grade point average. The grade point average (GPA) is the system of recording academic achievement determined in accordance with Policy 3.9, Grading.

Subpart E: Residency. Credits completed at Normandale, including those awarded through internal prior learning assessment.

Subpart F: Graduation Application. A form a student submits to indicate their intent to graduate.

Subpart G: Program of Study. Required coursework in a major or certificate program.

Part 2: Grade Point Average

Subpart A. Normandale GPA. Students must earn a minimum cumulative grade point average of 2.00 in all college-level courses attempted at Normandale as reflected on the student's degree audit report.

Subpart B. Minnesota Transfer Curriculum (MnTC) GPA. For programs that include the full MnTC, students must earn a minimum 2.00 grade point average in coursework used to satisfy the requirements of the Minnesota Transfer Curriculum. This GPA is calculated with both Normandale and transfer coursework and reflected on the student's degree audit report. When a student's MnTC GPA is below 2.00, courses that are not needed to fulfill a Goal Area requirement or the 40-credit minimum can be excluded from the GPA calculation.

Subpart C. Program GPA Students must earn a minimum GPA of 2.00 in coursework used to satisfy the requirements of the student's program of study. This GPA is calculated on both

Normandale and transfer coursework. When a student's program GPA is below 2.00, courses that are not needed to fulfill program requirements can be excluded from the GPA calculation.

Subpart D. Honors. Students who earn a cumulative college-level GPA of 3.00 to 3.49 will be awarded honors at graduation. Students who earn a cumulative college-level GPA of 3.50-4.00 earning a Normandale degree will be awarded high honors at graduation. The honors designation is reflected on the student's transcript.

Part 3: Residency

Subpart A. A student seeking a certificate at Normandale must complete 2/3 of the required credits at Normandale.

Subpart B. A student seeking a degree at Normandale must complete at least 15 of the required credits at Normandale.

Part 4: Graduation Application

Subpart A: The student shall apply for their degree, certificate or major. Students are encouraged to submit their graduation application as soon as they register for their final degree requirements and before their final semester begins to allow them to adjust their schedule, if necessary. Early application also ensures the student receives valuable communication about diplomas and commencement. The final deadline to apply for a degree, certificate, or major is 30 days after the semester end date.

Subpart B: Students shall submit one application per program.

Part 5: Automatic Awarding

Subpart A: Normandale reserves the right to confer awards without a student's graduation application. When the college determines a student has met the academic requirements for their degree or certificate, the college will notify the student of the completed credential and provide the student an opportunity to opt out of conferral.

Part 6: Date of Graduation

Subpart A: The student's date of graduation/certificate completion shall be the last day of the semester in which the student has completed all program requirements, which includes submitting a graduation application, by the deadline specified in Part 4, Subpart A.

Subpart B: A student may defer their date of graduation to a future term upon request.

Subpart C: The college reserves the right to retroactively award a degree or certificate under special circumstances deemed appropriate by the president or designee.

Subpart D: Additional awards. Per Normandale Policy 3.36 and Procedure 3.36.1, Academic Programs, a student can earn only one degree of its type (AA, AFA, AS, AAS). The student can earn multiple majors under the same degree type (e.g. computer science and business majors under the AS degree) either concurrently or subsequently when 9 unique credits exist between the two majors. The student can earn any number of certificates.

Part 7: Commencement

Subpart A: Graduates of the current academic year will be invited to participate in the annual commencement ceremony, hosted following spring semester for the prior fall's graduates and eligible certificate earners and for the spring degree and eligible certificate candidates. Summer graduation candidates who have already registered for their final degree/certificate requirements are also invited to participate in commencement. An eligible certificate is a program that consists of 9 or more credits. A student who has previously earned a degree and subsequently completes an additional major under the same degree is not eligible to participate in commencement.

Policy History:

Department Owner: VP of Academic Affairs

Date of Adoption: 2024

Date of Implementation:

Date and Subject of Revisions:

Next Review Date (4 years): 2028

3.91 Repeat of Courses

Related Minnesota State Board Policy: 2.9 Academic Standing and Financial Aid Satisfactory Academic Progress

Related Minnesota State Board Procedure: 3.29.1 College and University Transcripts, 2.9.1 Financial Aid Satisfactory Academic Progress

Purpose: To help students progress through program completion in the most time- and cost-efficient manner.

Part 1: Definitions

1. Repeated course. Any course enrollment after it was previously completed with a grade of A, B, C, D, F, FN, FW, I, P, NC, NA, NW or AU.
2. Course repeatable for credit. Any course for which a student can earn credit more than one time.
3. Course not repeatable for credit. Any course for which a student can earn credit only one time.
4. Special student populations. Any population of students who, by statute, are subject to repeat regulations in addition to the standard college policy.
    a. Financial aid recipients. Students who receive public and private educational grants and loans.
    b. PSEO (Post Secondary Enrollment Option) students. Any student enrolled through the Post Secondary Enrollment Options Program, the Concurrent Enrollment Program or formal High School Agreement.
    c. Senior Citizens. Minnesota residents aged 62 or older on day one of the semester who enroll in courses at a reduced tuition rate.
    d. Veterans, service members and dependents. Current or former service members, or their dependents or survivors who receive VA education benefits or funding through the US Department of Defense.

Part 2: Course repeats

For each course, the college will establish repeat procedures which may vary by student population.

Policy History:

Date of Adoption: 2024

Department Owner: Records & Registration

Date and Subject of Revisions:

Next Review: 2028

3.91.1 Repeat of Courses Procedure

Related MinnState Board Policy: 2.9 Academic Standing and Financial Aid Satisfactory Academic Progress

Related MinnState Board Procedure: 3.29.1 College and University Transcripts, 2.9.1 Financial Aid Satisfactory Academic Progress

Purpose: To help students progress through program completion in the most time- and cost-efficient manner.

Part 1: Courses repeatable for credit. Courses can be designated to allow students to attempt to earn credit more than once. Examples may include music lessons and theatre production and performance.

Subpart A. Designation. The course description and curriculum record will indicate when a course can be completed for credit more than one time.

Subpart B. GPA (Grade Point Average). Each attempt of a repeatable course will count in the student's GPA calculation until the maximum number of attempts has been reached. When the number of course attempts exceeds the number of times a student can receive credit, the credits and highest grades in all of the courses, up to the maximum allowed, will be counted in the credit and GPA calculation.

1. Hierarchy of grades. Grades will be counted in the following order: A, B, C, P, D, NC, NA, NW, F, FN, FW. Grades of AU, I, NA, NC, NW, and W are excluded from the GPA calculation.

Subpart C. Completion rate. For the purposes of Academic and Financial Aid Satisfactory Academic Progress, all attempts, excluding audited courses, will be considered credits attempted in the calculation of the student's completion rate. Only passed credits, up to the maximum allowed, will be considered complete.

1. Exceptions.
   a. Developmental courses completed Fall 2021 and later will be excluded from the calculation of the student's completion rate.
   b. Spring 2020 withdrawals completed after the COVID pandemic declaration will be excluded from the calculation of the student's completion rate.

Subpart D. Additional repeats. Once the maximum number of repeat attempts has been reached, students can repeat a course an additional two times without earning additional credit. In such circumstances, all attempts and their grades will remain on the student's transcript, but only the highest grades will be counted as earned credits and apply to the student's grade point average.

Subpart E. Exceptions.

1. Current PSEO (Postsecondary Education Options) students cannot repeat any course in which they previously earned a grade of A, B, C, D or P while they are enrolled as PSEO students.
2. Once the student has earned the maximum allowed credits, financial aid will pay for one repeat of courses that a student has previously earned a grade of A, B, C, D or P.
3. Veterans, Service members and dependents who receive education benefits are subject to the repeat polices of the Veterans Administration and/or the US Department of Defense.

Part 2. Courses not repeatable for credit. Unless otherwise indicated in the course description, a student can earn credit in a course only one time.

Subpart A. Repeats. A student can repeat a course for any reason twice (a maximum of three attempts).

Subpart B. GPA. The highest grade achieved in the courses will be counted in the GPA calculation.

1. Hierarchy of grades. Grades will be counted in the following order: A, B, C, P, D, NC, FN/FW/F. Grades of I, NA, NC, NW, and W are excluded from the GPA calculation.
2. Exception to highest grade calculation. When a student repeats a course because the prior attempt's years as a valid prerequisite has expired, the most recent course and grade will count in credit and GPA calculations.

Subpart C. Completion rate. For Academic and Financial Aid Satisfactory Academic Progress, all attempts, excluding audited courses, will be considered credits attempted in calculating the student's completion rate. Only courses with grades of A, B, C, D and P will be considered complete.

1. Exception.
   a. Developmental courses completed Fall 2021 and later will be excluded from the calculation of the completion rate.
   b. Spring 2020 withdrawals completed after the COVID pandemic declaration will be excluded from the calculation of the student's completion rate.

Subpart D. Exceptions.

1. PSEO students cannot repeat any course in which they previously earned a grade of A, B, C, D or P while they are PSEO students.
2. Financial aid recipients who have previously earned a grade of A, B, C, D or P in a course may receive financial aid for one repeat of the course. Under this exception only, a course with a grade of W is not considered an attempt.
3. Veterans, Service members and dependents who receive education benefits are subject to the repeat polices of the Veterans Administration and/or the US Department of Defense.

Part 3. Repeating more than the maximum allowed.

Subpart A. A student who wishes to repeat a class more than the maximum allowed may submit an academic petition to request an exception. Allowing an additional repeat does not impact financial aid restrictions described in Part 2, Subpart D.

Subpart B. Individuals whose repeat attempts include one or more audit classes do not require special permission to exceed the repeat maximum but will require registration override assistance.

Policy History:

Date of Adoption: 2024

Department Owner: Records & Registration

Date and Subject of Revisions: 2028

Chapter 4: Human Resources

4.1 Email and Internet Policy

Related Minnesota State Board Policy: https://www.minnstate.edu/board/policy/522.html

Related Minnesota State Board Procedure:

https://www.minnstate.edu/board/procedure/522p1.html

https://www.minnstate.edu/board/procedure/522p2.html

Purpose: To provide guidelines for appropriate use of electronic tools, email, and internet usage

Part 1: Electronic Tools

Normandale Community College provides a variety of electronic tools such as telephones, computers, facsimile machines, electronic mail (e-mail systems), Internet access and a browser for employees whose job performance would be enhanced by the technology. The college faces the challenge of making maximum use of the benefits of such tools, meeting legal requirements for access to information, and providing adequate protection for proprietary information. This policy, along with the procedures, governs access to and the appropriate use of this technology during time periods before and after work and during break periods by Normandale employees.

Part 2: Access

Employees access to and use of electronic tools such as e-mail and the Internet is intended for business-related purposes. Limited and reasonable use of these tools for occasional employee personal purpose that does not result in any additional costs of loss of time or resources for their unintended business purpose is permitted.

Part 3: Responsibilities

Normandale employees are responsible for appropriate use of e-mail and Internet access. They are expected to adhere to the highest ethical standards when conducting college business and to follow the Code of Ethics and related State statutes applicable to executive branch employees.

An employee may use state time, property or equipment to communicate electronically with other person including, but not limited to, elected officials, the employer, or an exclusive bargaining representative under Chapter 179A, provided this use, including the value of time spent, results in no incremental cost to the state or results in an incremental cost that is so small as to make accounting for it unreasonable or administratively impracticable."

Minnesota Statute 43A.39, Subd. 2 provides: "Noncompliance."

"Any employee who intentionally who fails to comply with the provisions of Chapter 43A shall be subject to disciplinary action and action pursuant to Chapter 609."

Policy History: Revised July 29, 2024

Date of Adoption: January 12, 1998

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2028

4.1.1 Email and Internet

Related Minnesota State Board Policy: 5.22 Acceptable Use of Computers and Information Technology Resources

Related Minnesota State Board Procedure: 5.22.1 Acceptable Use of Computers and Information Technology Resources

Purpose: To outline acceptable uses of Normandale Community College's email and internet resources.

Part 1: Procedure

Please refer to Minnesota State procedure number 5.22.1 regarding Acceptable Use of Computers and Information Technology Resources for Normandale's procedure on email and internet use.

Procedure History:

Date of Adoption:

Date of Implementation:

Date and Subject of Revisions: 2024

Next Review Date: 2028

4.3 Sexual Misconduct

Related MnSCU Board Policy: http://www.mnscu.edu/board/policy/1b03.html

Related MnSCU Board Procedure: http://www.mnscu.edu/board/procedure/1b03p1.html

Purpose: This policy, in compliance with Minnesota State's 1B.3 Sexual Misconduct Policy, provides the adoption of definitions and sexual misconduct policy guidelines for the college.

Part 1: Policy Statement and Application

Subpart A: Normandale Community College is committed to eliminating, and does not tolerate, sexual misconduct in all or any of its forms, which violate or intrude into fundamental personal and private individual rights and may also constitute violations of criminal or civil law or other college or Minnesota State policy that may require separate or additional proceedings. The college will take appropriate disciplinary action under applicable student or employee conduct standards against individual(s) found responsible for acts in violation of this policy, including and up to discharge, and is further committed to supporting its students and employees who experience acts of sexual misconduct to pursue additional remedies available under the law.

Sexual misconduct is a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, sexual exploitation, Title IX sexual harassment, and aiding acts of sexual misconduct.

Subpart B: This policy applies to all college students, employees, and others as appropriate. Reports of sexual misconduct committed by a student at a location other than on college property are covered by this policy according to factors listed in Minnesota State Board Policy 3.6 Student Conduct, Part 2. Reports of sexual violence committed on college property by individuals who are not students or employees are subject to appropriate college actions, including criminal and civil action.

Subpart C: Allegations of discrimination or harassment not otherwise violating Title IX sexual harassment are governed by Minnesota State Board Policy 1B.1.

Part 2: Definitions. The college adopts the definitions for prohibited conduct, affirmative consent, employee, student, system property, and retaliation as outlined in Minnesota State Board Policy 1B.3.

Part 3: Responsibilities

Subpart A: All members of the college community are expected to promote and maintain a learning and working environment free of sexual misconduct and violence in all of its forms. The college will maintain systems of reporting violations of this policy that include online and in-person options. The college will further provide preventative training and other services and resources as appropriate.

Subpart B: The college adopts Minnesota State System Procedure 1B.3.1 Response to Sexual Violence and Title IX Sexual Harassment for the procedures and processes in responding to reports of sexual misconduct and violence, including the investigatory and disciplinary process.

Policy History:

Department Owner: Vice President, People & Culture

Date of Adoption: Established prior to 2011

Date and Subject of Revisions: Spring 2025: abolished the separate policy 2.5 Sexual Harassment and Sexual Violence Policy for students, combining both policies into one (4.3) to address the college's responsibilities and philosophy towards sexual misconduct in all forms and formally adopt Minnesota State definitions and procedures (allegations of harassment and discrimination are separating addressed in Minnesota State Board Policy 1B.1); reflects 2025 proposed changes to Minnesota State Board Policy 1B.3 that include a clarification of sexual misconduct as broader than violence and other updates; updated formatting, links, and language

Next Review Date: 2029-2030

4.3.1 Sexual Misconduct Procedure

Related MnSCU Board Policy: 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education, 1B.3 Sexual Violence Policy

Related MnSCU Board Procedure: 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution, 1B.3.1 Sexual Violence Procedure

Purpose: To provide a process through which individuals alleging violations of college policy 4.3 Sexual Misconduct may pursue a complaint.

Procedure: The college adopts Minnesota State System Procedure 1B.3.1 Response to Sexual Violence and Title IX Sexual Harassment as the process for investigating and responding to allegations of sexual misconduct pursuant to college policy 4.3 Sexual Misconduct.

Students and employees may report allegations to a college employee directly, the college's Public Safety Office, the Title IX Coordinator, or the college's Designated Investigator. Students and employees may also utilize online reporting mechanisms available on the college's external website and internal Employee Exchange. Anonymous reporting is available.

Student Online Reporting Portal

Employee Exchange Reporting Portal

Complaints received through the website reporting portal are initially directed to one or more of the following: Designated Officer, Title IX Coordinator, and student conduct or CARE team members.

Complaints received through the Employee Exchange reporting portal are initially directed to the college's Designated Investigator.

Procedure History:

Department Owner: Vice President, People & Culture

Date of Adoption: Prior to 2011

Date and Subject of Revisions:

Next Review Date: 2029-2030

4.4 Workplace Violence

Related MnSCU Board Policy http://www.mnscu.edu/board/policy/1b03.html

Related MnSCU Board Procedure http://www.mnscu.edu/board/procedure/1b03p1.html

Related Documents: Minnesota Statute 15.86 State Agency Actions, Minnesota Statute 609.66 Dangerous Weapons, MMB HR/LR Policy #1444 Workplace Violence Prohibited MMB HR/LR Memo #2021-2 Workplace Violence Prevention and Response

Purpose: The college values an environment free from threats, intimidation, and acts of violence and strictly prohibits and will not tolerate violence or intimidation of any type, from any source, including intimidating or violent words or action by employees, students, and visitors of the college. This college policy is established in accordance with Minnesota Statute 15.86 (Zero Tolerance of Workplace Violence); Minnesota Statute 609.66 (Dangerous Weapons); and Governor's Directive (January 1, 1993), which requires each state agency to create and implement a Workplace Violence Policy and Plan.

Part 1: General Any form of threatening or violent behavior that negatively affects the students, employees, or visitors of the college is strictly prohibited. The college will support criminal prosecution of those who threaten or commit acts of violence against its employees, students, or visitors. This policy applies to threatening behavior or violent behavior occurring on college property and at college-sponsored events. The college will work to maintain a safe workplace for all employees, students, and visitors. Each individual with whom we come into contact in our work will be treated with dignity and respect. This will be accomplished by encouraging mutual respect among all individuals, establishing open and honest communication, and enforcing “zero tolerance” for any type of violent behavior. Through information and training, the college will work to foster a work environment and culture that is absent of violence for its employees, students, and visitors**.**

The college will attempt to reduce the negative consequences of violence for those employees or students who are victims of violence.

Part 2: Definitions

Threatening behavior: any verbal or physical conduct that would reasonably cause fear of physical harm to individuals or property.

Violent behavior: the use of physical force that causes or is intended to cause physical harm to individuals or property.

Employee: any individual employed by the college, including a student employee.

Student: any individual taking one or more college courses, classes, or seminars, credit or noncredit, including between terms and individuals expelled or suspended during the pendency of any adjudication of the student disciplinary action. Student also includes individuals participating in any program administered in part or wholly by the college.

Visitor: any person who is on college property, except an employee acting in the course and scope of their employment or a student when that student is on college property.

Part 3: Violations. This policy applies to threats made or violent acts occurring on Normandale Community College property and at Normandale Community College sponsored events.

Subpart A: Violations of this policy are subject to timely involvement of law enforcement agencies when appropriate. Other consequences for violating this policy include, but are not limited to, the following:

1. Employees found to have violated this policy will be subject to disciplinary action including, and up to termination, and referral for prosecution.
2. Students found to have violated this policy will be subject to discipline according to the Student Code of Conduct, including and up expulsion, and referral for prosecution.
3. Visitors. The College will respond promptly, including referral to law enforcement, if warranted, to any violence of visitors.

Subpart B: Any individual who believes they have been, or may be, a target of violence, as defined above should contact either Public Safety (358-8280) or local law enforcement (911).

Subpart C: Any individual, acting in good faith, who reports threats of real or implied violent behavior, will not be subject to retaliation or harassment. Retaliation or harassment will not be tolerated and perpetrators of such actions may be subject to discipline. An individual report of violence which is found to be false or in reckless disregard of the truth will be subject to college disciplinary action or prosecution.

Part 4: It is the responsibility of the College to implement this policy using multiple methods.

Subpart A: Creating a Violence-Free Environment.

All employees are expected to promote positive behavior and to lead by example by treating employees, students, and visitors with respect and dignity. Emphasis will be placed on creating an environment where there is no violence or threat of violence on campus.

Administrators and supervisors are empowered to take immediate action to resolve or stabilize violent situations and to protect people from harm. They will ensure that, when a threat is made or a violent incident occurs, an appropriate and timely response is taken. Administrators and supervisors will also ensure that appropriate disciplinary responses to internal workplace violence and aggression are made. They will carry out these responsibilities with the assistance of Public Safety, Human Resources or Student Conduct, and, as appropriate, other state and local government agencies.

Subpart B: Training and Information.

A copy of this policy will be posted and maintained on the college website. Additionally:

1. Employees. Employee training will be provided to assist further in the implementation of this policy.

2. Students. All students will be provided with a copy of this policy through the Student Handbook, Student Bulletin, and New Student Orientation programs.

Subpart C: Counseling and Assistance.

Informational brochures, website links, and other media will be used to familiarize all employees with the services offered by Employee Assistance Program (EAP), and the college will provide information on how to take advantage of those services. When necessary, information will also be provided about options for the resolution of personal and work-related problems which may have a potential for escalating to a violent incident, and employees will be encouraged to utilize all available resources. The college recognizes, however, the decision to use such services is up to the individual employee.

Counseling services and Care Team services will be widely publicized and made available for students.

Part 5: When they became aware of actions which violate this policy, all employees have the responsibility to immediately notify at least one of the following: their supervisor, the Chief Human Resources Officer, the Director of Public Safety, or any Vice President of the college.

All employees will have responsibility for ensuring a safe workplace. Administrators and supervisors have primary responsibility for monitoring and resolving employee conflicts or disputes, and for taking appropriate corrective action when potentially violent situations develop.

The Vice President of Administration or their delegate will assume responsibility for coordinating the college response to reports of workplace-related threats and acts of violence. The Associate Vice President of Operations and Director of Public Safety will serve as the college contact persons with law enforcement authorities. The Chief Human Resources Officer will work with administrators and supervisors to take appropriate disciplinary action against employees who violate the policy. The Vice President of Student Affairs will assume responsibility for administering student disciplinary action against students who violate this policy.

Policy History:

Department Owner: Vice President People & Culture

Date of Adoption: December 4, 1997

Date of Implementation: unknown

Date and Subject of Revisions: July 2009; January 2012

March 2025 - updated links and language in compliance with policy writing guidelines; removed references to possession of weapons which are addressed in college Policy 4.12 Possession or Carrying of Firearms and Weapons

Next Review Date (4 years): 2029-2030

4.4.1 Workplace Violence

Related MnSCU Board Policy: 1B.3 Sexual Violence Policy

Related MnSCU Board Procedure: 1B.3.1 Sexual Violence Procedure

Related Documents: Minnesota Statute 15.86 State Agency

Actions, Minnesota Statute 609.66 Dangerous Weapons, MMB HR/LR Policy #1444 Workplace Violence Prohibited, MMB HR/LR Memo #2021-2 Workplace Violence Prevention and Response

Purpose: This procedure provides guidance on the college's implementation of Policy 4.4 Workplace Violence and informs employees on the process of reporting incidents in violation of that policy.

Part 1: Action Plan

The Department of Public Safety maintains an emergency response plan and coordinates regular training for students and employees that addresses what to do in the event of an incident of violence at the college. Public Safety will work with appropriate college partners, such as Human Resources and the Bias Response Team, to develop strategies and action items for recovering from such an event.

Part 2: Notification

When they became aware of actions that violate this policy, all employees have the responsibility to immediately notify at least one of the following: their supervisor, the Chief Human Resources Officer, the Director of Public Safety, or any Vice President of the college.

Part 3: Responsibilities

All employees are responsible for ensuring a safe workplace. Administrators and supervisors have primary responsibility for monitoring and resolving employee conflicts or disputes, and for taking appropriate corrective action when potentially violent situations develop.

The Vice President of Administration or their delegate will assume responsibility for coordinating the college response to reports of workplace-related threats and acts of violence. The Associate Vice President of Operations and Director of Public Safety will serve as the college contact persons with law enforcement authorities. The Chief Human Resources Officer will work with administrators and supervisors to take appropriate disciplinary action against employees who violate the policy. The Vice President of Student Affairs will assume responsibility for administering student disciplinary action against students who violate this policy.

Procedure History:

Department Owner: Vice President, People & Culture

Date of Adoption: May 1, 2013

Date of Implementation: unknown

Date and Subject of Revisions:

3/14/2025 – updated links and language in compliance with policy writing guidelines; added emergency action plan responsibilities

Next Review Date (4 years): 2029-2030

4.5 Reasonable Accommodations

Related MnSCU Board Policy: https://www.minnstate.edu/board/policy/1b04

Related MnSCU Board Procedure: http://www.mnscu.edu/board/procedure/1b0p1.html

Purpose: Normandale Community College is committed to ensuring its programs, services, and activities are accessible to individuals with disabilities through its compliances with state and federal laws. The college recognizes that individuals with disabilities may require accommodations to have equally effective opportunities to participate in or benefit from its programs, services, and activities.

Part 1: Definitions

Subpart A. An individual with a Disability

Any person who has a physical or mental impairment which materially limits one or more of their major life activities.

Any person who has a record of such impairment, which means that a person has a history of, or has been classified as, having a mental or physical impairment that materially limits one or more major life activities.

Any person who is regarded as having such an impairment.

Subpart B. Qualified Individual

An individual who, with or without reasonable modifications to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a system office, college, or university program or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an education program or activity.

Subpart C. Reasonable Accommodations

Reasonable accommodations may include modifications to: rules, policies or practices; the removal of architectural, communication or transportation barriers; provision of auxiliary aids; or the provision of equally effective programs, services or activities. In accordance with the Americans with Disabilities Act, accommodations will not be provided for personal devices or services even though the individual may be a qualified individual with a disability or if they result in a fundamental alteration in the nature of a service, program or activity or in undue financial or administrative burdens. Reasonable accommodations do not include elimination of an essential function of a job or course.

Subpart D. Personal Devices and Services

Examples of personal devices and services include wheelchairs, individually prescribed devices such as prescription eyeglasses or hearing aids, readers for personal use or study or services of a personal nature including assistance in eating, toileting or dressing.

Part 2: The college encourages the employment and promotion of any qualified person, including persons with disabilities.

The college will provide reasonable accommodations directly related to performing the essential functions of a job or competing for a job on the basis of qualifications without regard to a person's disability. An individual requesting an accommodation may be required to provide documentation of eligibility for the accommodation.

Part 3: Reasonable accommodations will not be provided for non-job related personal needs of individuals, even though the individual or person may be an individual with a disability.

In such cases, questions may arise as to whether the accommodation is personal or job-related. The primary factor in evaluating an accommodation's job relatedness is whether the accommodation specifically assists the person to perform the job, or whether the requested accommodation is primarily to assist the person in daily activities, on and off the job. In the latter case, a reasonable accommodation is not required.

Part 4: If the college denies employment or advancement in employment based on an individual's inability to perform and declines to make a reasonable accommodation to the physical or mental needs of an employee with a disability or job applicant with a disability to enable the individual to perform the essential functions of the job, it must be demonstrated that:

Subpart A: The accommodation would impose an undue hardship on the college;

Subpart B: The accommodation does not overcome the effects of the person with a disability that prevents performance of the essential job functions; or

Subpart C: The individual with a disability, with or without reasonable accommodations, is not qualified to perform the essential functions of that particular job.

Part 5: Pursuant to state law, every college must designate an individual to coordinate requests for accommodation under the Americans with Disabilities Act. The ADA compliance officer for employees is the Associate Vice President of Human Resources. Phone: 952-358-8269; Office: L2777.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

10/20/2022 - Amends all references and hyperlinks to MnSCU, updates outdated contact information; adds commitment statement and definitions; corrects grammatical errors and typos

Next Review Date: 2026

4.5.1 Requests for Reasonable Accommodations for Employees with Disabilities

Related MnSCU Board Policy: 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education

Related MnSCU Board Procedure: Procedure 1B.0.1 Reasonable Accommodations in Employment

Purpose: This procedure sets forth the process for requesting a reasonable accommodation in employment based on an employee's disability.

Part 1: Determination of Needs

The supervisor and the employee with a disability will consult to determine the need for accommodation and to discuss such alternatives as job restructuring, job site modification, and assistive devices. The employee may request the assistance of other individuals in support of their request. Alternatives are discussed with the division administrator and the ADA Coordinator. Documentation containing private medical data should not be requested or retained by the supervisor but will be requested and retained by the Human Resources office.

Subpart A: The employee submits a Written Request for Reasonable Accommodation form, which can be obtained from the Human Resources office. The request must include a justification for the accommodation and a statement of the limitations. Appropriate medical documentation supporting the existence of a disability and detailing physical or mental limitations may be included or requested by the ADA Coordinator.

Subpart B: The ADA Coordinator will determine whether the employee meets the definition of a qualified individual with a disability under the Americans with Disabilities Act (ADA) and will review the medical documentation and determine the precise job-related limitations.

Subpart C: If the employee meets the ADA definition of a qualified individual with a disability, the ADA Coordinator will then identify potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential job functions. Available alternatives, impact on resources, and the eligibility of the employee for the accommodation may be assessed by the ADA Coordinator, the supervisor, and the division administrator. While the individual's preference for accommodations will be considered, the college may choose among equally effective accommodations.

The decisions to grant, amend, or deny the requested accommodation is made within a reasonable time of the original request. The ADA Coordinator will maintain contact with the employee requesting the accommodation while researching the accommodation request.

Subpart D: The ADA Coordinator completes the Reasonable Accommodations Agreement Form, outlining the agreed upon accommodation, and obtains the necessary signatures.

Subpart E: A copy of the form is returned to the employee and the supervisor who is responsible for implementing the decision.

Subpart F: If the request is approved and a purchase is necessary, the supervisor submits appropriate documents for purchase.

Part 2: Appeals

An employee who is dissatisfied with the reasonable accommodation decision can appeal directly to the college president within a reasonable time of receiving of the decision. The employee may request the assistance of other individuals in support of their request. Within five working days, the college president (or designee) will arrange to meet with the employee to discuss the reasonable accommodation request. The college president will make a final determination within five working days and will convey the decision to the employee, the ADA Coordinator and supervisor.

Part 3: Complaints

If the employee is still dissatisfied and feels the decision was based upon discriminatory reasons, the employee may utilize the discrimination complaint procedure contained in the college's Affirmative Action Plan.

Part 4: Funding

Funding is provided for reasonable accommodations through various department budgets. Factors in determining funding for reasonable accommodation include the availability of funds, the cost of the accommodation, the need for the accommodation, the "reasonableness" of the accommodation, and the college's obligation to provide the accommodation.

Part 5: Undue Hardship

The college defines undue hardship as an accommodation that requires significant difficulty or expense when considered in light of a number of factors. These factors include the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the college. Undue hardship is determined on a case-by-case basis. If a particular accommodation would be an undue hardship, the college will work to identify another reasonable accommodation that will not pose such a hardship. Also, if the cost of an accommodation would impose an undue hardship on the college, the individual with a disability will be given the option of paying that portion of the cost which would constitute an undue hardship for providing the accommodation.

Procedure History: May 1, 2013

Date of Adoption:

Date of Implementation:

Date and Subject of Revisions:

10/20/2022 - amend outdated references and hyperlinks to MnSCU, replace Affirmative Action Officer with ADA Coordinator, remove gendered language, corrected grammatical errors and typos; amends responsibility for analysis and assessment to lie with ADA Coordinator.

Next Review Date: 2026

4.5.2 Reasonable Accommodations for Job Applicants

Related MnSCU Board Policy: 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education

Related MnSCU Board Procedure: Procedure 1B.0.1 Reasonable Accommodations in Employment

Purpose: The purpose of this procedure is to set forth the process for responding to requests for reasonable accommodations during the search/hiring process based on an applicant's disability. The college encourages the employment of qualified individuals, including qualified individuals with disabilities. The scope of this procedure is limited to reasonable accommodations and is not intended to fully address other provisions of the Americans with Disabilities Act (ADA) or the Minnesota Human Rights Act.

Part 1: Initial communication with job applicants regarding job vacancies, including job postings, shall indicate the willingness of the college to make reasonable accommodations to the known physical or mental disabilities of applicants, and shall invite applicants to contact the college to request accommodations

Part 2: Individuals who are certified under the State of Minnesota's Connect 700 program will utilize the initial process of registering and contacting the college's Human Resources department directly pursuant to their established process under Minn. Stat. 43A.15. Such applicants are not within the scope of this procedure

Part 3: The individual contacted with the request, or a representative from Human Resources, shall immediately contact the Affirmative Action Officer. Requests shall be processed in a timely manner.

Subpart A: T: The Affirmative Action Officer shall contact the job applicant to discuss the requested accommodation and possible alternatives, providing the requesting individual with a copy of Minnesota State Board Policy 1B.4.

Subpart B: If the Affirmative Action Officer approves the requested accommodation, the request will be forwarded to the college president (or designee) for final approval.

Subpart C: If the accommodation is approved, the Affirmative Action Officer and the search advisory committee chair will take the necessary steps to ensure the accommodation is provided.

Subpart D: If the requested accommodation is denied, the job applicant may file an appeal with the college President. If the individual believes the decision is based on discriminatory reasons, they may file a complaint at any time through the discrimination complaint procedure as outlined in the Affirmative Action plan.

Procedure History: May 1, 2013

Date of Adoption:

Date of Implementation:

Date and Subject of Revisions:

11/28/2022: update and edit references and hyperlinks to MnSCU; remove gendered language; edit grammatical errors and outdated references; include acknowledgement of the Connect 700 program and procedures.

Next Review Date: 2026

4.6 Flexible Work Policy

Introduction:

It is part of Normandale Community College's mission to provide a welcoming and inclusive environment for students and, therefore, there is an organizational need and purpose to have employees on campus to provide a vibrant, welcoming community. Additionally, the college recognizes and appreciates the value of flexible work options and will consider flexible work arrangements while ensuring the operational and business needs of the college are met.

Supervisors must manage the daily operations and work in their assigned areas and are generally in the best position to understand the demands of the work and the capacity of each employee to succeed in a flexible work arrangement. Flexible work arrangements will generally be based on mutual agreement. However, the college may establish flexible work as a condition of employment, based on the college's business needs. In such cases, this requirement should be included in the position description, when the position is posted, and in the offer of employment.

Employees are not entitled to, or guaranteed, the opportunity to use a flexible work option. Flexible work arrangements are a management tool used at the sole discretion of the college and may be changed or cancelled at any time, with or without cause, at the college's discretion.

All flexible work options must comply with applicable federal and state laws, collective bargaining unit agreements, and all college and Minnesota State regulations, rules, policies, and practices, and may be subject to change at any time.

Purpose:

This policy provides guidelines and criteria to be used to determine, review, and manage flexible work arrangements. The policy also outlines expectations of the individual employee who may request or accept a flexible work arrangement.

Scope:

This policy applies to employees engaged in work that involves the delivery of services, scheduled hours, or department coverage. In general, faculty are not covered in the scope of this policy as their work hours and modality are subject to the terms and conditions of their collective bargaining agreements and their individual assignments. However, faculty department chairs and deans may use the guidelines and resources to set forth appropriate expectations for faculty members.

Part 1: Definitions

Flextime - Fluctuating starting and ending times during the workday or balancing hours of work within the payroll period.

Compressed Workweek - Working the equivalent of a full-time week (40 hours) in less than 5 days.

Regular Telework - Working from home or another assigned work location off campus, primarily within the state of Minnesota, with a regular schedule and on a regular basis.

Occasional Telework - Working from home or another assigned work location off campus on an as-needed or emergency basis.

Remote Work - Work that is done primarily from outside the state of Minnesota on an ongoing basis and is embedded within the position's description. Remote work is not within the scope of this policy.

Part 2: Process

Employees interested in a flexible work arrangement should discuss the options available with their supervisor. Requests must be reviewed according to the procedure indicated for each type of flexible work arrangement below or in the corresponding college procedure.

Unless indicated otherwise in the position's job description, flexible work arrangements will not be granted automatically. Rather, they are considered on a case-by-case basis. In addition, having a flexible work arrangement is considered a privilege and to be eligible for consideration, the employee must meet the following minimum criteria before being approved to work an alternative work arrangement:

1. Consistently meets deadlines, produces quality work, and has sustained acceptable levels of work performance, conduct, behavior, and attendance as reflected in their performance appraisals. Note: employees requesting flexible arrangements work must have a current evaluation completed and on file with Human Resources. An employee's request may not be unreasonably delayed by this requirement where the employee has completed their self-evaluation portion of the evaluation.
2. Not currently on probation due to disciplinary action.
3. The appropriate steps for requesting and obtaining approval based on the type of flexible work arrangement requested have been met.

All work arrangements must remain in compliance with applicable collective bargaining agreements for overtime, comp time, telework, and flextime scheduling.

If the flexible work arrangement alters the current schedule for non-exempt employees, as recorded in the their timesheet, the supervisor must notify Human Resources at hr@normandale.edu mail to: HumanResource@dmu.edu to update the time tracking system so it displays the appropriate schedule when employees request leave or qualify for holiday hours.

Employees who commence a flexible work arrangement without completing the required request forms or who have not received approval from their supervisor may be subject to disciplinary action.

Flextime

A flextime work schedule allows employees to adjust their arrival and departure times, subject to supervisor approval and the operational needs of the department. There is no formal request form for flextime. These discussions and agreements are made between the supervisor and employee and must be consistent with collective bargaining agreements in effect. The supervisor may require written documentation of requests for flextime.

Types of Flextime:

- *Scheduled* - Arranging an employee's schedule where their daily starting and ending hours may be based on considerations other than just the needs of the organization or department. Examples include variable hours during the week such as MWF working 8am – 4:30pm and TTH working 10am – 6:30pm. Staff are required to work their scheduled number of hours each day (i.e., 8 hours for full-time employees). This scheduled flextime must meet department's operational and business needs to be approved.
- *Occasional* - Working extra time on one day to be able to work less time on another day.

Flextime Guidelines:

Flextime for employees covered by collective bargaining agreements must occur within the same pay period and shall not result in overtime. Flextime may not be feasible within some departments or bargaining units based on their operational and business needs. Refer to the applicable agreements for additional information.

Compressed Work Week

A compressed work week allows employees to work longer days for part of the week in exchange for up to one day off each week. Compressed workweeks are most appropriate in situations in which employees do not have to keep pace with incoming daily work or where there are several team members who perform the same job.

The compressed workweek options available to employees are as follows:

- *Four-day Workweek (assuming 40 hours/week)* - Employee would be required to work four 10-hour days and would take off one (1) work day per week. This schedule must be fixed for the term of the agreement, which means the day off cannot vary week to week or month to month.
- *4½-day Workweek (assuming 40 hours/week)* - Employee would work four (4) nine-hour days and one (1) four-hour day each week. This schedule must be fixed for the term of the agreement, which means the day off cannot vary week to week or month to month.

New compressed work schedules require that the supervisor and employee meet at least once during the first three months to determine whether the compressed work schedule is successful and should continue.

Telework

A telework arrangement allows employees to work from a location other than the college's campus.

The telework location should be within the state of Minnesota and close enough the employee may report to campus as necessary to meet organizational and departmental needs.

For temporary work outside of the State of Minnesota, teleworkers must notify their supervisor. In addition, teleworker must notify Human Resources each pay period of the days and locations spent working in another state for tax purposes. State of Minnesota employees are not allowed to work outside the United States at any time. Working permanently from another state is considered "Remote Work" and is not covered by this policy.

Requests for telework will be reviewed and determined on an individual basis. Guidelines, including criteria and analysis, for approving and administrating telework will be outlined in a separate document and available on the Supervisor Resources page of the Employee Exchange.

Types of Telework

- *Regular Telework* – Employee has an established, predictable schedule with work locations identified. New telework arrangements require that the supervisor and employee meet at least once during the first three months to determine whether the telework arrangement is successful and should continue.
- *Occasional Telework* – Sporadic requests to work

from another location within the State of Minnesota on an as-needed or short-term basis.

- *Emergency Telework* – Emergency situation where college leadership determines the need and scope of telework. For instance, in the case of a weather emergency, college leadership may direct employees to work from home.

Telework Guidelines and Expectations

Telework arrangements are generally applicable for up to two (2) days per week, depending on the departmental and organizational needs. Additional days may be available on a case-by-case basis and subject to department or organization need. Note that some departments may need to increase in-person services during certain times of the year to meet student needs and supervisors will provide adequate notice as stipulated in collective bargaining agreements.

Regularly scheduled telework for more than 50% of the employee's work week (or pay period) may result in alternative office or work station assignments while on campus.

Teleworkers are responsible for attending all required meetings in their intended modality and to be available and accessible during scheduled hours for students, customers, coworkers, and supervisors, unless their supervisor provides prior approval otherwise.

Telework hours are regular work hours, during which the standard expectations apply:

- Telework is not intended to be used in place of sick, vacation, or other types of leave when an employee is unable to perform work. Telework hours may not be used to perform personal activities. Vacation and sick leave shall be used to engage in non-work activities consistent with college policies, procedures, and bargaining unit agreements. Flextime may be an option in certain circumstances.

- Telework is not a substitute for child or other dependent care. Teleworkers are required to maintain childcare, adult care, or similar personal arrangement to permit concentration on work assignments during agreed upon work hours.

- Teleworkers must still meet performance expectations and standards as if they were working from the college location.

- Teleworkers must maintain and safeguard college data and equipment in accordance with all laws, rules, regulations, and policies regarding data practices, data privacy and retention, and equipment use. College-issued laptops are set to use the virtual private network, drive encryption, and antivirus scanning.

- Teleworkers must comply with all college policies, guidelines, rules, regulations, and state and federal laws the same as if they were working from the college location.

- Decreases in productivity or behaviors that detract value from the college may result in the loss of teleworking status and disciplinary action.

Teleworkers must ensure their telework location will accommodate state equipment necessary for them to conduct work. They are responsible for ensuring the telework location is free from hazards and dangers that could affect the equipment or their own safety. Teleworkers must immediately report to their supervisor any accidents or injuries that occur in the course of work from the telework location.

State-owned equipment used during telework, including software, data, and supplies, are for the sole purpose of conducting state work and are not to be used for personal activities. Employees must return all state-owned equipment and supplies immediately upon termination of the telework arrangement or separation of employment.

If employee provides their own equipment to be used during telework, the employee is solely responsible for servicing and maintaining it. The college may agree to service or maintain the equipment at its discretion. Employees are not allowed to use personal equipment to access or process confidential student or employee information without IT-recommended encryption and network settings.

All products, documents, reports, and data created as a result of work-related activities are owned by the college and must be returned to the college upon request, termination of the telework arrangement, or separation of employment.

Telework arrangements may be terminated by the supervisor or employee at any time.

Related Documents

Minnesota Statues Chapter 13, Minnesota Government Data Practices Act

MMB Policy #1422 – Telework Policy

Minnesota State Board Policy 5.22 – Acceptable Use of Computers and Information Technology Resources

Minnesota State Board Policy 5.23 – Security and Privacy of Information Resources

Minnesota State System Procedure 1C.0.1 – Employee Code of Conduct

Department Owner: Human Resources

Date of Adoption: June 1, 2022

Date of Implementation: July 1, 2022

Date and Subject of Revisions:

Next Review Date (4 years): 2026

4.7 Affirmative Action

Related Minnesota State Board Policy: 1B.2 Affirmative Action in Employment, Minnesota Statute 43A.19, and 43A.191

Purpose: To reaffirm the college's commitment to Minnesota's statewide affirmative action efforts and to providing equal opportunity in employment for all employees and applicants in accordance with equal opportunity and affirmative action laws.

Part 1: Normandale Community College is committed to Minnesota's statewide affirmative action efforts and equal opportunity. The President affirms their personal and official support of these policies which provide that:

Subpart A: Discrimination against individuals on the basis of race, color, creed, religion, national origin, gender, gender-identification, gender expression, marital status, protected veteran status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age is prohibited;

Subpart B: The college is committed to the implementation of a biannual affirmative action plan and the policies, programs, and procedures included in this plan;

Subpart C: The college will continue to actively support steps and programs to remedy the underrepresentation of persons of color, women, persons with disabilities, and veterans in the workforce;

Subpart D: The college is committed to the recruitment and retention of all qualified, talented employees, including employees within protected classes

Part 2: The college's Affirmative Action Officer is responsible for monitoring the day-to-day activities of the program.

Subpart A: Anyone interested in reviewing Normandale Community College's affirmative action plan or who has concerns about affirmative action or equal opportunity issues may request a copy of the plan from the Equity and Inclusion department. Online access will be made available on the college's external website and its internal Employee Exchange.

Part 3: The college shall provide an employment environment free of discrimination and harassment as prohibited by federal, state, and local human rights laws. The college is committed to honoring human differences. We expect and foster inclusion of different values and ideas. We are committed to the principle that all individuals are to be treated with equality and dignity.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

11/15/2019 – Changed President gender to her, changed MnSCU to Minnesota State.

Oct. 2022 – Updated and revised references to MnSCU and hyperlinks; added reference to Minnesota Statutes governing agency affirmative action programs; removed gendered language; updated protected classes; removed Part 4 as that information is contained in more detail within the college's biannual Affirmative Action Plan.

Next Review Date: 2026

4.8 Credentialing of Temporary Part-Time, Adjunct and Customized Training Faculty Teaching for Credit – Exceptions Policy

Related Minnesota State Board Policy: 3.32 Faculty Qualifications

Related Minnesota State Board Procedure: 3.32.1 Faculty

Qualifications

Purpose: The purpose of this policy is to comply with Minnesota State Board Policy 3.32 and Procedure 3.32.1 (Part 7, Subpart C, 2a-e, 3)

Part 1. Definitions

Credential evaluation

The process for evaluating an individual's education and experiences in accordance with established minimum qualifications.

Faculty member and faculty work

Individuals who teach credit-based courses, engage in research, and/or provide a variety of academic services for the direct learning benefit of students.

Higher Learning Commission (HLC)

One of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region, which includes Minnesota. The colleges and universities of Minnesota State are members of HLC.

Minimum qualifications

The minimum requirements used in credential evaluations.

Part 2. Policy Statement

An individual offered employment as a faculty member or any individual assigned to perform faculty work shall meet established minimum qualifications. Minimum qualifications established for faculty work will meet the guidelines and assumed practices set forth by HLC.

Policy History:

Date of Adoption:

Department / Owner: HR / Academic Affairs

Date and Subject of Revisions:

Next Review Date:

4.8.1 Credentialing of Temporary Part-Time, Adjunct and Customized Training Faculty Teaching for Credit – Exceptions Procedure

Related MnSCU Board Policy: 3.32 College Faculty Credentialing

Related MnSCU Board Procedure: 3.32.1 College Faculty Credentialing

Purpose: The purpose of this policy is to comply with MnSCU Board Policy 3.32 and Procedure 3.32.1 (Part 7, Subpart C, 2a-e, 3)

Part 1: Emergency staffing situations

Subpart A: A list of situations below indicates when there may be a need for an emergency staffing situation.

1. Illness, accident, or death of a faculty member during the term, resulting in a faculty member being unable to finish teaching the course;
2. A failed search for a faculty position, if the position has been advertised at least twice;
3. Resignation of a faculty member immediately prior to start of a term; or
4. Immediate deployment in the armed services.
    a. An individual may be hired no more than two consecutive semesters under this exception.

Subpart B: Pending Credentials

Individuals who are close to meeting the minimum qualifications may be hired for no more than two consecutive semesters under this exception.

Subpart C: Special Expertise

An individual with special expertise may be hired to teach specialized courses. There is no time limit on this exception.

Subpart D: Renowned Qualifications

An individual who has achieved exceptional status or recognition may be hired to teach appropriate courses in the field of recognition. There is no time limit on this exception.

Subpart E: Emerging Fields

An exception may be made in instances where the program area is so new that the educational preparation requirements and the occupational experience requirements are not yet clearly defined. This exception shall terminate when the system minimum qualifications are established.

Part 2: The College shall develop a process, mutually agreed to by faculty and administration, to implement the consistent application of the exception conditions under this subpart.

Part 3: Normandale Community College will hire temporary full-time faculty, adjunct faculty and customized training faculty teaching for credit who meet the MnSCU system-established minimum credentials unless there are unusual circumstances as described in exceptions a-e listed above.

Part 4: If one of the above exceptions occurs, the dean of the division, in consultation with the department chair, will identify an individual to teach the course or courses needed to provide the necessary curriculum for Normandale students. The dean will submit a written request to the president of the college asking for the exception, and the president will respond to the dean in writing. Copies of all correspondence will be filed with the Office of Human Resources, the office of Vice President of Academic Affairs, and the office of the dean requesting the exception.

Procedure History: May 1, 2013

Date of Adoption:

Date of Implementation:

Date and Subject of Revisions:

Next Review Date:

4.9 Recruitment, Selection, and Hiring

Related Minnesota State Board Policy: 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education, 4.10 Nepotism

Related MMB Policy: HR/LR Policy #1434 Recruitment and Selection Policy

Purpose: To document the college's values and goals in its recruitment, selection, and hiring of employees for college positions and the relevant guidance with which the college's practices must align.

Part 1: Normandale Community College is committed to honoring human differences and cultivating inclusion of different values and ideas in employment and educational opportunities. The college is committed to the principle that all individuals are to be treated with equity, fairness, and dignity. Further, the college is committed to the principles of affirmative action and equal opportunity in recruiting and hiring qualified individuals, and in retaining and promoting qualified existing employees.

The college shall follow recruitment, selection, and hiring practices as outlined by Minnesota State system policies, Minnesota Management and Budget policies, all applicable collective bargaining agreements, and all local, state, and federal, rules, laws, and regulations. Notable and relevant guidance is listed within this policy.

Part 2: Additional college policies relating to recruitment, selection, and hiring include:

4.5 Reasonable Accommodations (p. 89)

4.7 Affirmative Action (p. 96)

4.10 Administrator Hiring (p. 100)

4.16 Background Checks (to be written)

Part 3: Additional Resources relating to recruitment, selection, and hiring include:

MMB HR/LR Procedure #1421P Employment Reference Records Checks for Current and Former State Employees

MMB Connect 700 Program

PER0007 Searches for Unclassified Position VacanciesShape

Policy History:

Policy Owner: Vice President of People & Culture

Date of Adoption: January 2024

Date of Implementation: January 2024

Date and Subject of Revisions:

Next Review Date (4 years): 2028

4.9.1 Recruitment, Selection, and Hiring Procedure

Related Minnesota State Board Policy: 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education

Related Minnesota State Board Procedure: 1B.0.1 Reasonable Accommodations in Employment, 1B.2 Affirmative Action in Employment

Purpose: To set forth the processes involved in the recruitment, selection, and hiring of people into college positions with transparency and in alignment with the principles of equity, inclusion, and accessibility.

Part 1: Position Approvals. Prior to posting a vacant position, there must first be an approved position description that is within the correctly authorized classification. The position must also be funded and approved for requisition.

Subpart A: Approved Position Description. A position description is approved when Human Resources confirms classification through designated decision makers and approves each of the elements within the description.

Subpart B: A position is considered funded when it already exists or is the subject of a New Funding Request approved within the most recent two (2) years. Positions that are vacant for two (2) years or longer must apply for new funding through the college-mandated approval process.

Subpart C: A position is approved for requisition when it has been approved by both the supervisor and the Vice President over the division within which the position resides.

Part 2: Searches

Subpart A: Use of Search Advisory Committees. Whenever possible and subject to approval from Human Resources, each search will utilize a search advisory committee to ensure a diverse perspective of people assessing each candidate. Human Resources shall maintain guidelines for assembling such committees and the training requirements of committee and chair members.

The goal of each search advisory committee is to equitably evaluate candidates and forward finalists to the hiring supervisor that are in the best interests of the college and in alignment with the college's strategic goals.

Subpart B: Job Postings and Recruitment. All vacant positions must be posted for the minimum posting requirements based on the position type and as dictated by contract, law, or policy, using the applicant tracking systems managed by Human Resources.

Human Resources shall maintain guidelines for job postings that comply with federal, state, and local laws, policies and procedures, and collective bargaining agreements. Human Resources will also maintain guidelines for where and how to post job postings with the goal of sourcing diverse and well-qualified candidate pools. While Human Resources will maintain a budget for job postings, additional job postings may be requested and paid for by departmental funds from which the position resides.

Subpart C: Candidate Screening. Human Resources shall maintain guidelines for screening candidates and moving successful candidates through to the Search Advisory Committee and Hiring Supervisor. The Affirmative Action Officer or designee will review candidate selection and add candidates in alignment with the college's Affirmative Action Plan and College Policy 4.7 Affirmative Action at designated times throughout the screening process as established by the guidelines. The supervisor of the position will interview, at a minimum, the final candidates for the position.

Part 3: Candidate Selection and Hiring

Subpart A: Reference and Background Checks. Human Resources will conduct reference and background checks as required by federal, state, and local laws, contracts, and policies. Human Resources may also maintain guidelines in addition to those minimum requirements.

Subpart B: Appointment. Human Resources shall maintain the guidelines for making an offer of employment to a candidate, obtaining salary approval, and the steps in making an official appointment into a position.

Policy History:

Owner: Vice President of People & Culture

Date of Adoption: January 2024

Date and Subject of Revisions:

Next Review Date (4 years): 2028

Related College Policies and Procedures:

4.5 Reasonable Accommodations (p. 89)

4.5.2 Reasonable Accommodations for Job Applicants Procedure (p. 92)

4.7 Affirmative Action (p. 96)

4.10 Administrator Hiring (p. 100)

4.10 Administrator Hiring

Related Minnesota State Colleges and Universities Board Policy: 1B.1 Nondiscrimination in Employment and Education Opportunity

Related Minnesota State Colleges and Universities Board Procedure: None

Purpose: This policy addresses the selection and appointment of permanent excluded administrators whose employment conditions are covered by the Personnel Plan for Minnesota State Colleges and Universities Administrators.

Part 1: Goal

The college's goal is to promote integrity in the search process and effect multicultural recruitment of quality administrators. The college is committed to the principle of excellence in education and in all functions and activities that support services to our college community. The college values the principles of diversity, equity, and inclusion as essential characteristics of administrators and will act in accordance with the principles of recruitment and hiring practices as outlined in the Minnesota State System and the college's Affirmative Action Plan.

Part 2: Search Process

Subpart A: Position Description. The position description for administrative positions shall be developed by the immediate supervisor in consultation with the Chief Human Resources Officer. Input to the position description will be obtained through consultation with administrators, Shared Governance Council, staff, faculty, students or others, as appropriate. The President shall approve the position description.

Subpart B: Posting. The vacancy notice will be posted in accordance with the current MnSCU Board Policy. Concentrated efforts will be made to recruit a well-qualified pool of diverse applicants.

Subpart C: Timing. Normally, administrator searches will be conducted during the times when the majority of faculty, staff, and students are on campus. However, when necessary and in the best interests of the college, the President may need to authorize administrative searches at other times.

Subpart D: Recommendation of Candidates. Through the appropriate Vice President or committee chair, the search advisory committee will make a recommendation to the President. The recommendation will include candidates (unranked) whom the committee believes should be considered to continue in the search process and detailed assessments of the candidate's areas of strength and concern.

Part 3: Appointment of Search Advisory Committees

Subpart A: The search advisory committee is advisory to the college Vice President and President to whom the position reports. Committee members shall serve as stewards on behalf the interests of the entire college community.

Subpart B: The search advisory committee for Vice President of Academic Affairs will be appointed by the President including the chair. Representation on the committee should include faculty, administrators, staff, students and others as determined necessary by the President. The President has the option of choosing faculty members from recommendations made by the Faculty Executive Committee after their open call for participation. A list of all committee volunteers will be provided to the President. The committee's names will be announced to the campus. The President will generally appoint no more than one faculty member from a subdivision.

Subpart C: Search committees for other administrative positions will be established by the President or designee and should include representation from administrators, staff, students, faculty and others as determined necessary by the President or designee. A list of all committee volunteers will be provided to the President. The committee's names will be announced to the college.

Subpart D: In recognizing the primary role of the faculty in the academic and curricular areas of the college, the President will generally give faculty a greater proportion of the membership of search committees for Academic Affairs positions than other administrative positions. Searches for academic dean positions, for example, will normally have the majority of faculty serving on the committee. The President has the option of choosing faculty members from recommendations made by the Faculty Executive Committee after their open call for participation.

Part 4: Data Practices

Subpart A: Identity of applicants is permanently protected, except for those who become finalists. Under the Minnesota Government Data Practices Act (MGDP), "finalist" means an individual who is to be interviewed prior to the final selection (M.S. 1343, Subd. 3).

Subpart B: All search materials and data will be returned to Human Resources and maintained under the MGDP.

Policy History:

Date of Adoption: 04/12/2008

Department Owner: Vice President of People & Culture

Date and Subject of Revisions:

December 2023-Removal of gendered language, updated links and references, removal of the requirement for 3 finalists in every search.

Next Review Date: 2027

4.11 Voluntary Leaves of Absences Policy

Related Minnesota Statute 43A.49

Purpose: The purpose of this policy is to provide guidance and consistency in addressing requests for leaves of absence that are not otherwise covered by collective bargaining agreements or system policies or procedures.

Part 1. Definitions

Employee

Staff, faculty, and administration personnel for Normandale Community College.

Good Standing

The employee's current performance evaluations, on average (or in total), meet or exceed expectations for the position, and the employee remains eligible for rehire by Normandale Community College standards.

Part 2. Policy Statement

Requests for a leave of absence that are not otherwise covered by policy, law, or collective bargaining agreements, or would be considered an extension of such leave, may be considered when the following criteria are met:

1. Employee is in good-standing; and
2. Employee has timely requested such leave of absence – except in the case of an allowable personal emergency – to provide for consideration, approval, and reassignment of responsibilities; and
3. Employee is cooperative and timely in providing medical or other certifications as requested by the Human Resources Department; and
4. The LOA is not to exceed 26 weeks or 1,040 hours in each two-year fiscal cycle beginning in odd years, whichever is longer.

Policy History:

Date of Adoption:

Department / Owner: HR

Date and Subject of Revisions:

Next Review Date:

4.12 Possession or Carrying of Firearms and Weapons

Related Minnesota State Board Policy: 5.21 Possession or Carrying of Firearms

See also: Office of General Counsel's FAQs about How the "Conceal and Carry" Law Effects Minnesota State Colleges and Universities

Purpose: All persons should feel safe and be free from violence, threats, and intimidation on college property or while attending college functions and events. Accordingly, the purpose of this policy is to establish restrictions on the possession or carrying of firearms or weapons on college property in compliance with Minnesota State Board policy.

Part 1: Definitions

1. *College Property* for purposes of this policy refers to all property, buildings, facilities and structures owned, leased, or under the primary control of the college. This includes all public or private locations the college has leased for college events, including, but not limited to: academic and administrative meetings, and student, faculty, and staff activities. This policy as it relates to firearms possession by any persons with a valid Minnesota or an out of state Minnesota recognized permit to carry does not cover College parking facilities pursuant to Minnesota Statutes section 624.714, subd. 18c.
2. *Employee* means any individual employed by the College, including a student employee.
3. *Student* means any individual taking one or more college courses, classes, or seminars, credit or noncredit, including between terms and individuals expelled or suspended during the pendency of any adjudication of the student disciplinary action. Student also includes individuals participating in any program administered in part or wholly by the college. *Visitor* means any person who is on College property, except an employee or a student.
4. *Visitor* means any person who is on college property, except an employee acting in the course and scope of their employment or a student when that student is on college property.
5. *Weapon (other than a firearm)* is broadly defined to include, but is not limited to: knives, electronic control devices, explosives, explosive fuels,

dangerous chemicals, chemical aerosol, billy-club, baton, and fireworks.

6. *Firearm* defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas, or compressed air.

7. *Pistol* means a weapon as defined in Minnesota Statutes section 624.712, subd. 2.

Part 2: General

No person is permitted to carry or possess a firearm or weapon on college property except as provided in this policy.

Subpart A: Employees. Employees are prohibited from possessing or carry a firearm while acting in the scope and course of their employment, either on or off college property, with or without a valid permit to carry, except as authorized in Part 3 of this policy.

An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. Reports should be made to Public Safety. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.

Subpart B: Students. Students are prohibited from possessing or carrying a firearm or weapon while on college property, regardless of whether the student has a permit to carry a firearm, except as authorized in Part 3 of this policy.

Subpart C: Visitors. No visitors shall possess or carry a weapon or firearm while on college property except as authorized in Part 3 of this policy.

Subpart D: College Vehicles. No vehicle owned, leased, or otherwise under the control of the college shall be used to store or carry a firearm, except as authorized in Part 3 of this policy.

Part 3: Authorized Possession or Carrying of Weapons & Firearms

Subpart A: Law Enforcement Personnel. Licensed peace officers under Minnesota Statutes section 626.84, subd.1c or other law enforcement agents pursuant to 18 United States Code section 926B may possess or carry firearms and weapons on college property when possession or carry is authorized by law.

Subpart B: Visitors. Visitors who are not employees or students who possess a lawful permit to carry a pistol may possess a pistol on college property pursuant to Minnesota Statutes section 624.714, subd. 1a.

The college will include within all contracts negotiated with outside vendors a reference to this policy. The college will also seek to include within all such contracts a statement that the company prohibits their employees from carrying pistols or other firearms for which employees may have a lawful permit to carry while on college property.

Subpart C: Academic Use. Lawful possession or carry related to an academic use or use at a college shooting range, such as law enforcement programs, approved in writing by the college president, or transport of an unloaded firearm directly between a parking area or parking facility and a storage facility provided by the college.

Subpart D: Presidential Approval. The College President or delegate may in writing permit or revoke permission for the otherwise lawful possession or carrying of weapons on College property. This includes the possession or carrying of weapons for purposes of life safety by the Normandale Public Safety Department.

Part 4: Violations

Subpart A: Students. Violation of this policy by a student is a violation of, and will be adjudicated in accordance with, the Student Code of Conduct, up to and including expulsion.

Subpart B: Employees. Violation of this policy by an employee constitutes misconduct subject to College discipline up to and including termination.

Subpart C: Visitors. Violation of this policy by a visitor shall result in a request to leave the College property, function, or event, as the case may be, and also may result in a trespass notice to remain off College property for up to 1 year.

Subpart D: Referral to Law Enforcement Agencies. The College may refer related suspected violations of law to appropriate law enforcement authorities and provide access to investigative and other data as permitted by law.

Policy History:

Department Owner: Vice President, People & Culture

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions: 3/13/2025 – updated to reflect changes to Minnesota State Policy 5.21, updated links and language pursuant to policy writing guidelines.

Next Review Date (4 years): 2029-2030

4.13 Faculty Evaluation Policy

Related Minnesota State Board Policy: 4.9 Employee Evaluation

Related Minnesota State Board Procedure: None

Purpose: To comply with Minnesota State policy 4.9 regarding faculty evaluation and Minnesota Statute 43A. 20.

Part 1: Related Requirements

Subpart A: Minnesota State Board Policy 4.9 Employee Evaluation

Responsibility. Each Minnesota State Colleges and Universities institution and the system office shall have in place a procedure for evaluating employees, including faculty and administrators, on an annual basis.

Supervisors have the responsibility and authority for evaluation of employees under their supervision unless the college or university procedure provides for another process. This is consistent with requirements in Minnesota Statues, Chapter 43A.20.

Process. Evaluations are to be completed in a manner consistent with any requirements found in Minnesota Statues and the applicable collective bargaining agreements or personnel plan. A procedure may provide for evaluations of a limited scope in certain years if that is consistent with the language of a collective bargaining agreement.

Subpart B: MN Statute 43A.20: Statutes Part 2: Search Process

Subpart C: HLC Criteria for Accreditation 3C Part 3:

Instructors are evaluated regularly in accordance with established institutional policies and procedures.

Part 2: Assumptions

Subpart A: It is assumed that faculty are highly qualified in their respective fields, desire to perform at a high level, consider successful student learning a priority, acknowledge that student feedback provides them with insights on how students perceive the course and how they are learning, value the opportunity for self-reflection and self-directed professional growth and are most qualified to develop their own goals for improvement and identify methods to achieve those goals.

Subpart B: Normandale Community College’s Employee Development Philosophy states, “We, as a college, are committed to promoting and supporting the learning and development of all members of Normandale. We will ensure that all employees learn what is expected of them as employees and members of the Normandale community. We will also ensure that all employees have access to development opportunities that support the college's strategic plan and our on-going commitment to community building, customer service, intercultural competency, leadership development, and management and supervision.”

Part 3: Evaluation

Subpart A: The process for faculty evaluation will be conducted in accordance with the Faculty Evaluation Procedure.

Policy History:

Date of Adoption: 02/01/2013

Date of Implementation:

Date and Subject of Revisions:

2022: updated MnScu to Minnesota State

Next Review Date: 2027

4.13.1 Faculty Evaluation Procedure

Related Minnesota State Board Policy: 4.9 Employee Evaluation

Related Minnesota State Board Procedure: None

Student Surveys of Instruction:

All faculty members will administer the student survey of instruction (SSI) in every course, every semester. These serve as input for a discussion between the faculty member and the dean, and will be administered to students in a fair and unbiased manner.

Evaluation Process:

Part 1: Adjunct, Temporary Part-Time and Temporary Full-Time Faculty Members

Adjunct, temporary part-time and temporary full-time faculty members will be observed by the dean of the division during their first year of employment. Ongoing observations will be determined by the dean and the faculty member. Communication between the dean and faculty member will take place before the observation. The date and time of the observation will be mutually agreed upon by the dean and the faculty member. Faculty members are encouraged to begin a teaching portfolio, conduct peer reviews, and read all Student Surveys of Instruction every semester. A Critical Self-Reflection/Professional Development Plan will be completed.

Part 2: Probationary Unlimited Full-Time Faculty

Faculty hired as probationary-unlimited full-time faculty will be evaluated as follows:

- 1st year of probation: There will be a class observation by the dean of the division, using the college face-to-face observation instructional appraisal form or the online observation instructional appraisal form. Communication between the dean and faculty member will take place before the observation. The date and time of the observation will be mutually agreed upon by the dean and the faculty member. A teaching portfolio will be submitted to the dean by the end of the spring semester. A Critical Self-Reflection/Professional Development Plan will be completed.

- 2nd year of probation: An updated teaching portfolio will be submitted to the dean of the division by the end of the spring semester. A class observation may be requested by the dean or the faculty member. A Critical Self-Reflection/Professional Development Plan will be completed.

- 3rd year of probation: There will be a class observation by the dean of the division, using the college face-to-face observation instructional appraisal form or the online observation instructional appraisal form. Communication between the dean and faculty member will take place before the observation. The date and time of the observation will be mutually agreed upon by the dean and the faculty member. The final teaching portfolio will be submitted to the dean of the division by March 1. A Critical Self-Reflection/Professional Development Plan will be completed. A final conference between the dean and the faculty member will take place by April 1.

Following the final conference, the dean will recommend to the vice president for academic affairs either an unlimited appointment or non-renewal of the appointment. Notification to the faculty member will adhere to MSCF contract requirements.

Probationary faculty with fewer than three years as a temporary full-time faculty member within MnSCU may be subject to up to three years of probation.

"When a faculty member who has held a temporary full-time appointment for three (3) full academic years is rehired to an unlimited full-time position in the same established credential field, the faculty member shall receive an unlimited full-time appointment rather than a probationary appointment."

MSCF Contract, Article 20, Section 4

Once granted post-probationary status, faculty will be evaluated using the process for post-probationary unlimited full-time faculty.

Part 3: Post-Probationary Unlimited Full-Time Faculty

A Critical Self-Reflection/Professional Development Plan will be completed every year.

Once every three years, post-probationary unlimited full-time faculty will have a focused evaluation followed by a conference with the dean of the division. This evaluation will involve a class observation or online evaluation by the dean. The dean will use the college face-to-face observation instructional appraisal form or the online observation instructional appraisal form. Communication between the dean and faculty member will take place before the observation. The date and time of the observation will be mutually agreed upon by the dean and the faculty member. A written report based on the evaluation conference will be placed in the faculty member's personnel file with a copy to the faculty member. The schedule of evaluations will be determined and monitored by the dean of the division.

Additionally, a faculty member may choose to submit an updated teaching portfolio.

-

During each of the two intervening years, the dean of the division or the faculty member may request a class observation.

A notation will be added to each faculty member's personnel file in the two intervening years confirming compliance with Minnesota statute.

Procedure History:

Date of Adoption: 02/01/2013

Date of Implementation:

Date and Subject of Revisions:

March 2022: updated evaluation process in Parts 1, 2, & 3

Next Review Date: 2027

4.14 Performance Evaluation Policy

Related Minnesota State Board Policy: Minnesota Sate Board Policy 4.9 Employee Evaluation

Related Minnesota State Board Procedure: None

Purpose: The performance evaluation process provides a means for discussing, planning, and reviewing the performance of each employee. Performance evaluations influence merit-based increases, achievement awards, eligibility for flexible work arrangements, and participation in many activities not already enumerated in the employee's position description. It is critical, therefore, that supervisors provide timely and objective feedback.

Part 1: This policy does not extend to faculty performance evaluations, which are covered by 4.13 Faculty Evaluation Policy.

Part 2: Timing

Subpart A: Human Resources shall maintain guidelines for the timing of employee review processes, which will include, at a minimum, a new position appraisal within three (3) months of hire and an annual appraisal thereafter.

Subpart B: The college recognizes that many, if not all, collective bargaining agreements and state compensation plans have minimum timing requirements for performance evaluations. Guidelines maintained by Human Resources shall be consistent with these agreements and plans.

Part 3: Human Resources shall establish the format and guidelines for evaluations and completed evaluations will be retained in the employee's personnel file.

Policy History: Adopted May 2024

Owner: Vice President of People & Culture

Date of Adoption: May 2024

Date and Subject of Revisions:

Next Review Date (4 years): 2028-2029

Chapter 5: Administration

5.1 Bookstore and Campus Store Returns and Exceptions

Related Minnesota State Board Policy: None

Related Minnesota State Board Procedure: None

Purpose: To promote consistency, efficiency, fairness and effectiveness in the handling of the return of items purchased at

the Normandale Community College Bookstore and Campus Store.

Part 1: Textbook returns for a refund

Subpart A: Items being returned for a refund must be in the same condition as when purchased.

1. If purchased shrink-wrapped, must be returned in the original shrink wrap.
2. If the item is an access code, or the textbook being returned includes an access code, the access code must be in new, unopened condition.

Subpart B: Return dates for a refund, except as provided for in Part 5, Subpart B.

1. For fall and spring semesters, items must be returned by the end of the second week of classes.
2. For summer semester, items must be returned by the end of the first week of classes.
3. For a late start class or a class that meets for 2 weeks or less, the textbook must be returned within two business days of the first day of class.
4. For a textbook purchased after the second week of the current term, it must be returned within seven business days of the purchase date.

Subpart C: All returns must be accompanied by the original sales receipt.

Part 2: General merchandise returns.

Subpart A: Items being returned must be in the same condition as when purchased.

Subpart B: Return Date. Items must be returned within 30 days of the original purchase date.

Subpart C: All returns must be accompanied by the original sales receipt.

Part 3: Purchases which are not returnable.

The following items may not be returned, except as provided for in Part 5, Subpart C:

Any food, beverage, or cosmetic item; computers and software; items ordered by customer request; packaged

merchandise which has been opened.

Part 4: Normandale's Bookstore website merchandise.

Merchandise purchased through the Normandale Bookstore website that has not been picked up within 45 days

of the purchase date will be refunded to the tender used to make the purchase less a 30% restocking fee.

Part 5: Return policy exceptions.

Subpart A: Textbooks sold in shrink wrap may be returned out of the original packaging if:

1. Returned by the return deadline.
2. The textbook is in like-new condition and all access codes and supplemental materials are in new, unopened condition.

Subpart B: Return date exceptions.

Conditions under which exceptions to the return deadlines may be made: Illness or medical emergency, death in the family,

College error. Upon agreement with the customer, the College may refund the original purchase price of the textbook less a

30% restocking fee, if the textbook is as follows:

1. In the condition in which it was originally purchased; and
2. Returned within 60 days of the start of the semester for which it was being used.

Subpart C: Exceptions to campus store returns.

1. If merchandise described in Part 3 is purchased, opened, and found to be defective, it may be returned or exchanged.
2. If food or beverage is purchased and found to be past its expiration date, it may be returned or exchanged without the original sales receipt.

Part 6: Authorization to accept returns and make exceptions.

Textbook Depot and Campus Store permanent employees are authorized to accept returns and make exceptions based on

sufficient register clearance and under the conditions outlined above. Others exceptions may be granted by the Textbook

Depot Manager.

Policy History:

Date of Adoption: Fall 2014

Department Owner: Administration

Date and Subject of Revisions:

2025: Updated language to reflect current practice

Next Review Date: 2028

5.6 Lost and Found

Related MnSCU Board Policy: None

Related MnSCU Board Procedure: None

Purpose: To promote consistency, efficiency and effectiveness in the handling and processing of all campus lost and found items.

Part 1: Reporting of a Lost Item.

Reports of lost items should be directed to the campus Lost and Found located at Kopp Central in the Kopp Student Center. A record of reported items is maintained.

Part 2: Processing and Handling of Found Items

Found items should be brought to Kopp Central in the

Kopp Student Center. Items are recorded, labeled and secured and an effort made to identify the owner. People claiming items will be required to present a photo ID and sign for the item.

Part 3: Unclaimed Found Items

Items that are unclaimed after a three-month period will be disposed of as follows:

1. Unclaimed items in good condition will be donated to charity.
2. Unclaimed items in poor condition will be thrown away or recycled.
3. Unclaimed cash will be deposited in an account to be used as emergency funding for students unable to afford a Bus Pass.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2014-15

5.7 College Access, Parking and Security

Related Minnesota State Colleges and Universities Board Policy: 5.11 Tuition and Fees

Related Minnesota State Colleges and Universities Board Procedures: 7.3.5 Revenue Fund Management, 5.11.1 Tuition and Fees

Purpose: To comply with Minnesota State Colleges and Universities Board Procedure 7.3.5 Revenue Fund Management, to charge fees sufficient at all times to pay the necessary expenses of operation and maintenance, the principal and interest on the bonds, and suitable reserves for a revenue fund facility. This policy also serves to comply with Minnesota Statute §136F.67, which limits the use of state appropriation, and requires local revenue, for construction or repair of parking facilities at any technical college or community college. This policy defines the College Access, Parking and Security (CAPS) fee, which supports the cost of construction, improvements and maintenance of parking facilities, repayment of debt service, security of parking areas, and access to the College's entrances and roadways. The policy also defines parking areas, policies, citations, and appeals.

Part 1: College Access, Parking and Security (CAPS) Fee

Subpart A: Students

1. The CAPS fee is assessed on a per credit basis.
2. CAPS fees for students are due by the established deadline for tuition and fees.

Subpart B: Employees

1. By Minnesota State policy, fees paid by employees cannot be less than the fees paid by students.
2. The CAPS fee for full-time employees is equivalent to the student per-credit charge multiplied by 30, the number of credits equivalent to a full-time student.
3. The CAPS fee for part-time employees is the annual fee multiplied by the employee's full-time equivalency.
4. The CAPS fee is deducted from employee payroll.
5. Employees are not required to pay the CAPS fee if they do not use the campus parking lots or ramp.

Subpart C: Exemptions for Employees

1. An employee who does not use the campus parking lots or ramp may submit a CAPS Fee Waiver Form to request exemption from the employee CAPS fee payroll deduction.
2. CAPS fee waivers expire at the end of a fiscal year.
3. Upon expiration, an employee may submit a new CAPS Fee Waiver Form to be considered for another waiver.
4. An employee taking for-credit classes at Normandale may request a waiver of the per-credit *student* CAPS fee by contacting Student Financial Services at 952-358-8242.

Part 2: Parking Areas & Policies

Subpart A: College Parking Areas

1. College parking areas refers to any surface lots, parking ramps, or overflow lots, on or off campus, which are owned, leased, or otherwise controlled by Normandale Community College and enforced by the Public Safety Department.

Subpart B: Parking Rules and Regulations

1. In accordance with Minnesota Statute 169.966, faculty, staff, students and visitors parking their vehicles on college parking areas are expected to obey parking signage and conform to all applicable rules and regulations governed by the Public Safety Department.

Part 3: Parking Citations & Appeals

Subpart A: Rules & Regulations Enforcement

1. In addition to providing security services, Normandale Community College's Public Safety Department is responsible for enforcing parking rules and regulations in College Parking Areas as defined in Part 2 Subpart A (1). In addition to issuing a citation, Public Safety may have vehicles towed without warning at the owner's expense.

Subpart B: Non-Payment of Fines

1. Failure to pay parking fines is a violation of college policy. Students may have a hold placed on academic records and may be unable to register for future college courses until payments are received.

Subpart C: Appeal of Citations

1. Unpaid Normandale citations may be appealed. The Parking Citation Appeal Form is available at the Public Safety Office or on the Public Safety website. Appeals must be received by the Public Safety Department within ten business days of the date the citation was issued.

2. Appeals received within ten business days of the citation's issuance are processed and sent to the Student's Rights & Responsibilities Board. The board is made up of students, staff and faculty who determine whether the citation was valid based on the circumstances stated in the appeal. They will decide to uphold, reduce or dismiss the citation and will notify the appellant by mail of their decision. All decisions by the board are final.

Date of Adoption: Established prior to 2011

Date of Implementation: Prior to 2011

Policy History and Subject of Revisions:

March 2018, Policy name change, updated links, Part 1 Sup-part C updates, formatting

November 2015, updated links, removed dollar amounts & added calculations of fees, formatted

September, 2021, updated links, formatting, removal of online credit fee exemption

January, 2022, updated waiver qualifications

August 2022, updated form link and office language

July 2023, updated purpose, related policy and procedure, and waiver qualifications

Department Owner: Facilities

Next Review Date: January 2024

5.8 PSEO Textbooks

Related Minnesota State Board Policy: 3.5 Post-Secondary Enrollment Options (PSEO) Program

Related Minnesota State Board Procedure: None

Purpose: To promote consistency, efficiency, fairness and effectiveness in the handling PSEO textbook transactions during
fall and spring semesters.

Part 1: Authorization to provide textbooks to PSEO students.

Textbooks provided to students through the PSEO program are the
property of Normandale Community College per Minnesota State
Statute § 124D.09 Subd. 20.

Part 2: PSEO textbooks/course materials agreement.

PSEO students will swipe their student ID/Driver's License at the time
they receive their textbooks/course materials, agreeing to the terms
and conditions to which they will be held.
The agreement will cover:

1. Returns dates

2. Condition of textbooks/course material when returned

3. Fines for non-return or damage of textbooks/course materials

4. Holds placed on academic record for not returning or damaging
textbooks/course materials

Part 3: PSEO Book Return Policy Exceptions and Authorization

Subpart A: Authorization

Exceptions to the terms and conditions in the textbook/course materials agreement may be granted by the Bookstore Manager.

Subpart B: Return date exceptions.

1. In the case of college error, book return receipt or similar proof of return

Policy History:

Date of Adoption:

Date of Implementation: Fall 2014

Date and Subject of Revisions: Fall 2025

Next Review Date: Fall 2028

5.10 Vendor Tables Policy

Related Minnesota State Board Policy: None

Related Minnesota State Board Procedure: None

Purpose: To provide a framework to govern campus vendor tables. Vendor tables serve multiple purposed by allowing campus departments and recognized clubs and organizations to promote events, gain visibility for service, and conduct fund raising activities. External vendors may provide valued services to students.

Part 1: Compatibility with Mission

Normandale Community College allows external and internal organizations to use designated vendor table space on campus on the condition that the organization's presence contributes to the mission of the college. The college has established rules and guidelines that govern the type of activity allowed and the conditions that govern activities.

Part 2: General Guidelines

Subpart A: Location

1. Vendor tables are located on the first floor of the Kopp Student Center across from the Kopp Student Center Information Desk (Kopp Central).
2. Recognized student clubs and organizations are given priority when reserving Kopp Student Center vendor tables

Subpart B: Fees

1. A fee will be charged to external organizations for the use of table space.
2. Recognized student clubs and organizations are not charged a fee.

Subpart C: Restrictions

1. Normandale reserves the right to regulate time, place and manner in all instances.
2. Per Minnesota State College and Universities policy, Normandale does not permit outside entities to hold raffles on college property.
3. Persons staffing a table are required to stay behind the table when distributing material or recruiting.
4. Promotion, sales or distribution of products that violate Normandale Community College or Minnesota State policies, state or federal laws, or terms of Normandale contracts are prohibited.
5. Promotion of alcohol, tobacco use and credit cards is prohibited. The college may specify additional prohibitions.
6. The college reserves the right to determine whether an organization's presence is in conflict with the mission of the college
7. The college reserves the right to remove an employer vendor if it has demonstrated misleading or questionable business practices or who is not abiding by Normandale rules.
8. No excessive noise is allowed.
9. Normandale reserves the right to make changes to accommodate the specific needs of the campus.

Policy History:

Date of Adoption: Established prior to 2011

Department/Owner: Director of Auxiliary Services / Facilities

Date and Subject of Revisions:

Next Review Date: 2014-15

5.10.1 Vendor Table Procedure

Related Minnesota State Board Policy: None

Related Minnesota State Board Procedure: None

Purpose: To provide a process for the reserving tables in the Kopp Student Center for Normandale recognized student clubs and organizations, campus departments and external organizations.

Part 1: Reservation Requests

Subpart A: Requests for a table must be directed to the Student Center/Campus Event Assistant at 952-368-8496.

Subpart B: All requests for tables are filled on a first come, first served basis and must be made at least 24 hours in advance.

Subpart C: Tables will be available to college representatives, employers, non-profits, U.S. Bank and government organizations like the Armed Forces.

Subpart D: Power and data is available upon request on a first come, first served basis.

Subpart E: A fee will be charged for table space for external organizations.

1. College and university representatives will be charged $30 for up to 4 hours of use.
2. All others will be charged $60 for up to 4 hours of use.
3. Check, cash or credit care will be accepted as payment and is due at the Kopp Central Information Desk (Kopp Central) the day the table is used.
4. Normandale reserves the right to limit the number of table opportunities per organization or deny request that are in conflict with our mission.

Procedure History:

Date of Adoption: Draft proposed 10/7/19 to Cabinet

Department/Owner: Director of Auxiliary Services / Facilities

Date and Subject of Revisions:

Next Review Date:

5.11 Weather or Other Emergency Closings

Related Minnesota State Board Policy: 4.4 Weather / Short Term Emergency Closings

Related Minnesota State Board Procedure: None

Related Normandale Community College Procedure: 5.11.1 Weather / Short Term Emergency Closings

Purpose: To fulfill Minnesota State Board board policy and procedure with regard to emergency closings or cancellations due to severe weather or closing due to other short-term emergencies for which campus closure would be an appropriate action.

Part 1. Authority to Cancel Classes or Other College Activities

The authority to cancel classes or other college activities due to weather or other short-term emergencies resides with the college president or the president's designee. See Board Policy 1A.10 Emergency Management for long-term closures.

Cancellation of classes or other activities does not excuse any employee from work. With supervisor approval, employees of the college, including faculty, may take personal leave, vacation leave, or use earned compensatory time when classes or other activities are canceled and they choose to be absent from work.

Part 2. Campus Closing Due to Weather or Other Emergency

The president or designee may close all or a portion of the college campus due to a weather or other short-term emergency of six calendar days or less. See Board Policy 1A.10 Long Term Emergency Management for long-term closures.

The closure of state agencies by the Commissioner of Minnesota Management and Budget does not apply to Minnesota State colleges and universities. Pursuant to Minn. Stat. Chapter 12. Emergency Management § 12.21, the Governor of Minnesota has emergency powers to issue an executive order to change the work schedule of executive branch employees in cases of natural disaster or other emergencies.

Subpart A. Weather emergencies

The college president shall maintain written procedures that are used to determine when weather conditions constitute a threat to the health and safety of students and college employees. The written procedures must identify the following:

1. Processes for assessment of weather and travel conditions (temperature, wind, precipitation, condition of roads). Pertinent state and local authorities should be referenced as part of an assessment of weather and travel conditions.

2. Positions and employees of the college who provide services that are essential to protect life and property during campus closings due to weather conditions. These weather essential employees will not be excused from work duty during campus closings.

3. Methods of notification of campus closings appropriate to students, employees, and the public.

Subpart B. Filing

A copy of the written procedures must be filed with the chancellor.

Subpart C. Other emergencies

The college president shall maintain:

1. Emergency operations plans and continuity of operations plans (other than those which are due to weather conditions) that specify processes and procedures when campus closure would be an appropriate action, and

2. A list of essential employees that would not be excused from work duty during campus closings due to identified emergency conditions.

Subpart D. Effect of closure

When a campus closing is declared, college employees may be excused from work with pay if alternative working arrangements are not practical as determined by the president or designee. Employees who are authorized and scheduled to telework, or have the means and are approved to work from home or an alternative site, will continue to work if the short-term emergency does not prevent them from safely performing work at their home or alternative site.

An employee's absence with pay for an individual emergency situation must not exceed the equivalent of two workdays unless the chancellor authorizes a longer period. A campus closure applies to all employees without regard to labor contract. Weather or other emergency essential employees who are not excused from work will be paid at their regular rate of pay.

Subpart E. Timeframe

The declaration of a campus closure must, whenever possible, clearly identify the timeframe when employees are excused from work.

Subpart F. Notice to the Chancellor

The college shall notify the chancellor or designee after the decision is made to close a campus due to weather or other emergency conditions. This notice will be used by the system office to respond to inquiries regarding campus closures.

Part 3. System Office

The Commissioner of Minnesota Management and Budget has authority to excuse employees of the system office with pay due to weather or other emergencies. The chancellor may also excuse employees of the system office due to weather or other emergencies and may pay employees with the approval of the Commissioner of Minnesota Management and Budget for such absence. Decisions by a president to close a campus apply to employees of the system office when assigned to in person work on that campus.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

December 2023: Update related policies and procedure; align with Minnesota State Board Policy 4.4 revisions in November, 2023.

Next Review Date: 2027

5.11.1 Weather/Short Term Emergency Closings

Related Minnesota State Board policy: 4.4 Weather / Short Term Emergency Closings

Related Minnesota State Board procedure: None

Related Normandale Community College Policy: 5.11 Weather or Other Emergency Closings (p. 113)

Purpose: In compliance with Minnesota State Board Policy 4.4, identify how weather conditions are assessed, which weather-essential employees may be required to protect life and property during campus closings, and how campus closings and cancellations are communicated.

Part 1: Weather Assessment Factors

The president and designees will reference pertinent state and local authorities as part of an assessment of weather and travel conditions. Sources may include the State Highway Patrol District Office, the Minnesota Department of Transportation, area county and city law enforcement offices, county and city highway maintenance offices, and local school districts.

The president and designees consider the following inputs and thresholds to determine if the college should close campus, delay opening campus, or cancel specific classes or activities due to weather conditions.

Subpart A. Severity of the Weather Event

1. Ice: MnDOT ice advisory or no travel advisory

2. Snow: eight or more inches forecast

3. Temperature: If air temperatures are forecast to be at or under minus 25 degrees or wind chills to be at or under minus 40 degrees

4. Campus conditions: If building temperatures or parking lot conditions are not acceptable for occupancy

Subpart B. Closings at Other Institutions

1. South Metro Minnesota State institutions

2. K-12 school districts, including Bloomington Public Schools

Subpart C. Public transit

1. Significant schedule changes and cancellations

Part 2: Weather-Essential Employees

Weather-essential employees in Public Safety or Facilities may be assigned to work on campus during a weather-related closure to provide services that protect life and property. These services may include security, snow removal, oversight and maintenance of building systems, or other essential services. If a weather-essential employee can accomplish oversight of their required functions remotely, the employee may telework during a closure.

Department supervisors will notify employees whether they are required to report to work during a campus closure. Weather-essential employees who are required to work will be paid at their regular rate of pay.

Part 3: Communication of Closings, Delays, or Cancellations

Subpart A: Information Sources

1. Normandale website

2. Star Alert message to students and employees

3. Normandale Facebook, Twitter, Instagram

4. Employee Exchange

5. TV (WCCO, KARE, KSTP, KMSP)

6. Email to supervisors

Subpart B: Timing of Announcements

1. Late openings or full-day closings announced by 5:00 a.m.

2. Early closings announced by 3:00 p.m.

Policy History: 11-01-2014 After table top review

Date of Adoption:

Date of Implementation: 2014

Department Owner: VP of Administration

Date and Subject of Revisions:

December, 2023: updated to align with Minnesota State Board Policy 4.4. Edited purpose, added local weather authorities, weather-essential employee information, communications sources.

Next Review Date: 2027

5.12 Acceptable Use of Computers and Information Technology Resources

Minnesota State Board Policy: 5.22 Acceptable Use of Computers and Information Technology Resources

Minnesota State Board Procedure: 5.22.1 Acceptable Use of Computers and Information Technology Resources

Introduction: The Normandale Community College Campus Network is provided as a service to students, faculty, staff, and other guests of the Normandale community. Maintained by Normandale Community College's Information Technology Services (ITS) department, the Network supports the instruction, research, and service mission of the College.

This document outlines the policy of acceptable use of Normandale Campus Network resources in accordance with Minnesota State Board Policy 5.22.

Part 1: Purpose

Subpart A: Acceptable Use. Normandale Community College strives to provide fair and distributed access to computing and network facilities for the entire community of users. It is the intent of Normandale to make available unfiltered information on the Internet for the College community.

Subpart B: Academic and Intellectual Freedom. To foster trust and intellectual freedom, it is necessary to practice courtesy, common sense, and restraint in the use of shared resources. Improper use of Normandale facilities may prevent others from gaining fair access to those facilities.

Subpart C: External Networks. Networks or systems outside of Normandale Community College (including those in other countries) may have their own distinctive policies and procedures. Users are advised to learn and abide by the policies and procedures of these external networks.

Part 2: Scope

Subpart A: Procedures. Normandale's Cabinet shall adopt procedures under this policy, including, but not limited to: security; employee use, consistent with Minnesota Statutes section 43A.38 and other applicable law; monitoring; unauthorized uses and other limitations on use.

Subpart B: Sanctions. Failure to comply with this policy may result in termination of network privileges, College disciplinary action, and/or criminal prosecution.

Related Documents:

Procedure 5.22.1: Acceptable Use of Computers and Information Technology Resources

Procedure 5.12.c: Compliance with Technology Issues Related to the Higher Education Opportunity Act (HEOA)

Procedure History:

Date of Adoption: Established prior to 2011

Department Owner:

Date and Subject of Revisions:

Next Review Date: 2027

5.13 Web Publishing

Related Minnesota State Colleges and Universities Board Policy: 5.13 Information Technology Administration

Related Minnesota State Colleges and Universities Board Procedure: None

Purpose: The college website is Normandale's broadest reaching publication and plays a central role in enhancing the college's reputation with all constituents. The college has established policies and guidelines to meet the goals of publishing content that is accessible, professional, consistent, and reflects Normandale's mission and brand. The college has designated the Web Governance Work Group as the advisory body for web strategy and web publishing.

Part 1: Definitions

1. *Web Publishing.* The website www.normandale.edu is the primary website of the college. This policy pertains to the college's external website that can be accessed by anyone with access to the internet.

2. *Domain Name.* The college's primary domain name is www.normandale.edu. Sub-domains may exist such as catalog.normandale.edu. This policy pertains to Normandale's sub-domains as well.

3. *Web Governance Work Group.* The Web Governance Work Group is an advisory body with an interdepartmental membership selected for their subject matter expertise and stakeholder status.

4. *Content Providers.* Employees designated as contributors or approvers to develop, author, update, and, if assigned, approve designated web content for their content areas on the primary Normandale Community College website.

5. *Ticketing System.* Content providers submit requests to update website content through a ticketing system that routes the requests to the Marketing Communications Department for implementation.

Part 2: Responsibilities

Subpart A: Web Governance Work Group. This work group provides input on and proposes updates to the website's appearance and functionality, reviews proposals from staff, ensures content is up to date, and its members serve as stewards of Normandale's brand as it pertains to the website.

Subpart B: Marketing Communications. The Marketing Communications Department is responsible for the presentation and accessibility of content on Normandale's website. Marketing Communications is responsible for establishing, maintaining, and enforcing adherence to various style guides. Marketing Communications is also responsible for maintaining content on any secondary or sub-domain sites. It is also responsible for training content providers, and managing permissions.

Subpart C: Information Technology Services (ITS) is responsible for domain name registration and certificates.

Subpart D: System Office. The Minnesota State Colleges and Universities System Office is responsible for the establishment and enforcement of policies that relate to providing stable, functional, and secure internally hosted websites which include server configuration, security configuration, etc.

Subpart E: Content Providers. Content Providers. Content providers are comprised of contributors and approvers. They are responsible for receiving training and following established guidelines. Content contributors are responsible for providing accurate and up-to-date information for their content area. Approvers are responsible to perform a review the content provided by content contributors for accuracy and quality. After the content is reviewed and approved, content contributors either make changes directly on the website or submit the request to the Marketing Communications Department through the ticketing system.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions: 2024 updates were made to language including updating committee terms. Clarity was added to accessibility of information and the role of Marketing and ITS in the process.

Next Review Date: 2027-2028

5.13.1 Web Publishing Procedures

Related Minnesota State Colleges and Universities Board Policy: 5.22 Acceptable Use of Computers and Information Technology Resources

Related Minnesota State Colleges and Universities Board Procedure: 5.22.1 Acceptable Use of Computers and Information Technology Resources

Purpose: There are two locations for web publishing: the external facing college website and the internal facing Employee Exchange.

The college website is an official public form of communication with prospective students, current students, potential donors and alumni, college employees and community members to help achieve the college's mission and strategic goals. The college has established an approved process for web publishing to uphold the accuracy, professional quality, and accessibility of information published to the college's website.

Part 1: The Employee Exchange

The Employee Exchange is an internal information and document repository accessible to Normandale employees only.

1. One of the purposes of the Employee Exchange is to serve as the primary communication method for college information for faculty and staff, one that provides timely access to relevant information in one convenient location.
2. It is not intended for student communication or for external communication.

Part 2: Writing and Publishing Content to the Normandale Website.

Subpart A: Contributor/Approver Responsibilities

Content: the information that appears on the website, is managed locally by each department or office. Each department needs a contributor, the person responsible for authoring and maintaining accurate content for their department web pages. The approver is the department person responsible with reviewing the additions, edits, and deletions to the department pages before the contributor either makes changes directly to their content area of website or submits them to the Marketing Communications Department through the ticketing system.

Subpart B: Becoming a Contributor/Approver

The contributor and approver are granted user rights and access by the Web Strategist in the Marketing Communications Department by adhering to the following steps:

1. Submit request to become a content contributor to supervisor or Dean.
2. The supervisor or dean submits a support ticket to Marketing Communications either requesting rights as a designated contributor or approver for their content area.
3. Receive training from Marketing Communications on the college web content management system (CMS).

Subpart C: Web Style Guide

Contributors and approvers are expected to follow the web publishing guidelines in the Normandale Brand Book Style Guide. Questions on web publishing should be directed to the Web Content Specialist in the Marketing Communication department.

Subpart D: Accessibility

The Marketing Communications Department is responsible for the website's adherence to website accessibility standards and best practices.

Part 3: Writing and publishing content to the Normandale Employee Exchange

Subpart A: Types of Information

1. The Employee Announcements section serves to inform faculty and staff of college activities, events on campus, committee meetings, candidate forums, deadlines, grant opportunities, employment opportunities, IT updates, planned outages, requests for volunteers, personnel changes, and other information pertinent to employees.
2. The Division sections provide information on the staff, functions, and services of the departments in the respective divisions.
3. Other sections include job postings, an events calendar, and resources for learning and development, getting involved, navigating Normandale and getting the work done.

Subpart B: Posting Information

Any employee may post information on the Employee Exchange. Information on student-sponsored events may be posted by the faculty/staff advisor of student group/organizations.

Subpart C: Duration and Time of Postings

The length of time that information will be posted will be at the discretion of the employee submitting the item. If no specific duration is indicated in the submission, the default will be one week.

Subpart D: Submitting Announcements and Other Items

Items will be submitted by employees via an electronic submission form that will automatically post the information on the Employee Exchange. Employees should only post content that is in alignment with college values or acceptable use policy.

Procedure History:

Date of Adoption:

Date of Implementation:

Date and Subject of Revisions: 2024- Revisions cleared up roles and responsibilities, use of the Employee Exchange, the importance of accessibility, removal of absolute language, updated reference to Minnesota State

Next Review Date:

5.14 Media Policy

Related Minnesota State Colleges and Universities Board Policy: None

Related Minnesota State Colleges and Universities Board Procedure: None

Purpose: To promote an effective and positive media relations program.

Part 1: The Media and Public Relations Office is responsible for the college's media and public relations program.

Part 2: Public understanding of the college's mission, policies, plans and programs can best be achieved by establishing good relations with employees of press, radio, TV and other media outlets. The most effective means of developing such a relationship is providing honest and helpful information in an atmosphere of mutual respect and candor. This is important for the protection and enhancement of Normandale's reputation, and the college being a sought-after source of credible and reliable information for the media.

Part 3: Media inquiries involving issues with college-wide significance or are of a controversial or sensitive nature should be referred to the Director of Media and Public Relations. This is done to provide a consistent voice in the college's response to media members.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions: Updated in 2024 for additional context on the purpose of media relations, roles and responsibilities, updated reference to Minnesota State

Next Review Date: 2027

5.14.1 Media Relations

Related Minnesota State Colleges and Universities Board Policy: None

Related Minnesota State Colleges and Universities Board Procedure: None

Purpose: Effective communications with the media are critical to Normandale Community College's ability to carry out its mission and maintain and build support for the college's programs.

Part 1: Effective media relations best serve the college by:

- Informing the public of what we can do for them
- Promoting the college's achievements, activities and events of significance
- Expanding the general visibility of Normandale
- Ensuring that accurate information is conveyed to the public regarding incidents and issues of controversial and/or sensitive nature
- Positioning Normandale as advisor/expert on important higher education issues
- Aligning media relations outreach to the college's strategic goals while also being careful stewards of student stories and bringing an equity lens to those efforts

Part 2: The Media and Public Relations office will help prepare and organize faculty, staff or students for possible public opportunities to speak to issues regarding Normandale Community College. To do that, the Media and Public Relations Director must be informed of any requests or information regarding such matters. In turn, it is the Media and Public Relations Director's responsibility to provide advance notice of these opportunities, and background information regarding the interview.

Subpart A: All releases intended for off-campus or external audiences should be routed through the Director of Media and Public Relations.

Subpart B: The Media and Public Relations office should be notified about negative occurrences that are likely to raise the level of the news story.

Subpart C: The Director of Media and Public Relations should be notified as soon as possible (preferably prior to the interview) This is especially true for topics of college-wide significance or are of a controversial or sensitive nature. While members of the faculty and staff are free to respond to requests from the media regarding their individual professional expertise, research, scholarship, and teaching, notification will enable the Director of Media and Public Relations to provide support and context for the request and allow the college to promote the interviews on its communications channels.

Subpart D: Timely notification of interviews or media requests will help the college more effectively manage its reputation. This can be particularly important if follow-up inquiries are made with other college personnel to ensure a coordinated, consistent college response. The Media and Public Relations office will work hard to give faculty and staff as much advance notice of any media request as possible.

Procedure History: August 1, 2013

Date of Adoption: August 1, 2013

Date of Implementation: August 1, 2013

Date and Subject of Revisions: August 1, 2013

Updated in 2024 for additional context on the benefits of media relations, roles and responsibilities, removal of gendered language, updated reference to Minnesota State

Next Review Date: 2027

5.15 Record Maintenance and Retention

Related Minnesota State Board Policies:

5.22 Acceptable Use of Computers and Information Technology Resources

5.23 Security and Privacy of Information Resources

Related MnSCU Board Procedure:

5.22.1 Acceptable Use of Computers and Information Technology Resources

5.23.1.3 Guideline for Data Sanitization

Purpose: Data maintained by Normandale Community College is subject to applicable employee and student data practices laws, including the Minnesota Government Data Practices Act and the federal Family Educational Rights and Privacy Act. Users are responsible for handling government data to which they have access or control in accordance with applicable data practices laws.

Part 1: Definitions.

1. *Data.* Data refers to any information maintained on

an individual.

2. *Data Privacy Compliance Officer (DPCO).* Data Privacy Compliance Officer refers to the Chief Human Resources Officer, who is responsible for compliance with employee data practices regulations, and the College Registrar, who is responsible for compliance with student data practices regulations; and the Chief Information Officer, who is responsible for all other data compliance practices regulations.

Part 2: Responsibility for data privacy. Under the guidance of the DPCOs, all employees are responsible for maintaining the confidentiality and security of employee, student and other college records in accordance with applicable law.

Part 3: Record retention schedule.

Subpart A: The college adopts the Statewide HR Records Retention Schedule (06-137) for general HR, Safety, Affirmative Action, and ADA records.

- Hiring and Selection Laws and Policies / Minnesota Management and Budget (MMB)
  - https://mn.gov/mmb/assets/records-retention_tcm1059-129125.pdf

Subpart B: The college adopts the Statewide Financial General Records Retention Schedules (06-047 and 06-076) for general accounting, payroll, budget, and agency use form records.

- Record Retention / Minnesota Management and Budget (MMB)
  - https://mn.gov/mmb/assets/SW-retention-fin_tcm1059-129731.pdf

Subpart C: The college adopts the Statewide Property Management Records Retention Schedule (014-037) for general inventory, asset, land, and construction records.

- Government Records Services | Minnesota Historical Society
  - https://mn.gov/admin/assets/Surplus_RecordsRetention_tcm36-209221.pdf

Subpart D: Each administrative area that collects and maintains data shall implement a record retention schedule that complies with applicable laws and industry best practices.

Part 4: Access to private data. Access to private data shall be restricted to those with legitimate interest, as defined by law. The DPCO, in consultation with the Office of General Counsel, shall respond to third party requests for private data.

Policy History:

Date of Adoption: Prior to 2011

Date of Implementation: Prior to 2011

Date and Subject of Revisions:

Fall 2025 – updated format to comply with college template; added related MinnState policies and procedures; formally adopted several approved statewide retention schedules.

Next Review Date: 2029-2030

5.15.1 Record Maintenance and Retention

Related MnSCU Board Policies:

5.22 Acceptable Use of Computers and Information Technology Resources

5.23 Security and Privacy of Information Resources

Related MnSCU Board Procedure:

5.22.1 Acceptable Use of Computers and Information Technology Resources

5.23.1.3 Guideline for Data Sanitization

Purpose: Data maintained by Normandale Community College is subject to applicable employee and student data practices laws, including the Minnesota Government Data Practices Act and the federal Family Educational Rights and Privacy Act. Users are responsible for handling government data to which they have access or control in accordance with applicable data practices laws.

Part 1: Definitions

Data: Data refers to any information maintained on an individual.

Data Privacy Compliance Officer (DPCO): The Data Privacy Compliance Officer refers to the Chief Human Resources Officer, who is responsible for compliance with employee data practices regulations; the College

Registrar, who is responsible for compliance with student data practices regulations; and the Chief Information Officer, who is responsible for all other data compliance practices regulations.

Part 2: Scope

All employees are responsible for maintaining the confidentiality and security of employee and student records in accordance with applicable law and College Policy 5.14.2, Data Privacy.

Subpart A: Training

New employees are required to complete the "Public Jobs/Private Data" online data privacy training in Desire2Learn. All employees shall attend other trainings as deemed appropriate by supervisors and College administration. Data privacy and a confidentiality agreement shall be a part of all search committee trainings, which all search committee members must have completed no more than one year prior to serving on a search committee.

Subpart B: Work space

Employees shall secure their work spaces (computers, drawers, desk tops) to maintain the confidentiality of records in their possession.

Part 3: Record Retention Schedule

Subpart A: Statewide retention schedules adopted by the college in Policy 5.15 shall be made available on 11/2/2026.

Subpart B: Each administrative area that collects and maintains data other than the data referenced on the adopted statewide retention schedules shall implement a record retention schedule that complies with applicable laws and industry best practices. At minimum, the retention schedule shall list the record type and minimum time it must be retained.

Additional features of the retention list may include the governing reason for the retention (federal or state law, accreditation, best practice, etc.) the medium in which it is stored, the manner in which it will be destroyed (if appropriate), and the individual responsible for the maintenance.

All schedules developed by college employees must be reviewed and approved by the Data Governance Committee (or the Data Governance Workgroup in its stead).

Procedure History:

Department Owner: AVP of Information Technology

Date of Adoption: Prior to 2011

Date of Implementation: Prior to 2011

Date and Subject of Revisions:

Fall 2025 – updated format to comply with college template; added related MinnState policies and procedures; formally adopted several approved statewide retention schedules; included role of Data Governance Committee in data retention oversight.

Next Review Date: 2029-2030

5.16 College Intranet

Purpose: The college intranet is the central vehicle for internal campus communications. The college has established policies, governance structure, and guidelines that pertain to the appropriate use of internal communications.

Part 1: Definitions

1. *Intranet.* The intranet (https://mnscu.sharepoint.com/sites/Norm-EmpExchange) is an internal site of the college and is internally referred to as the Employee Exchange. All Normandale employees listed in Active Directory have access to the Employee Exchange and are expected to access it regularly to access campus communications and information.

2. *Active Directory.* Active Directory provides central authentication, authorization services, and enforcement of security policies for networked computers. An employee must be added to this directory to access Normandale computer systems.

3. *Site Owner.* Employee appointed by the Department Head, Dean, or Cabinet Member to coordinate the development and maintenance of departmental page(s) on the Employee Exchange. This individual is responsible for reviewing and approving designated intranet content.

4. *Contributors.* Normandale employees that add or maintain content on the Employee Exchange is considered a contributor. [SharePoint calls them members]

Part 2: Responsibilities

Subpart A: Intranet Workgroup. This workgroup is responsible for overseeing ongoing compliance with this College Intranet policy and established intranet guidelines. It has authority to maintain the structure and content of the top-level and secondary pages of the primary intranet site, and authority for the structure for the remaining pages. This workgroup has the right to initiate the removal of inappropriate content sites that do not follow established policies and guidelines. This workgroup is authorized to define permissions granted to all content providers.

Subpart B: Information Technology. Information Technology Services (ITS) is responsible for the ongoing establishment and enforcement of policies that relate to providing a stable, functional, and secure intranet.

Subpart C: Contributors. Contributors are responsible for receiving training and following established guidelines. Contributors are responsible for providing accurate and up-to-date information and abiding by the timelines established in the governing document.

Policy History:

Date of Adoption: Established prior to 2011

Department Owner: Human Resources, Public Relations, President's Office

Date and Subject of Revisions: Updated definitions and responsibilities. August 2021

Next Review Date: 2025

5.17 Library Gifts

Related Minnesota State Colleges and Universities Board Policy 7.7 Gifts and Grants Acceptance http://www.mnscu.edu/board/policy/707.html

Related Minnesota State Colleges and Universities Board Procedure 7.7.1 Gifts and Grants Acceptance Reporting Form http://www.mnscu.edu/board/procedure/707p1.html

Purpose: To guide the acceptance and use of gifts to the Normandale Community College Library.

Part 1: Responsibility

Items donated shall become the property of the Library and Normandale Community College upon receipt. The Normandale Community College Library cannot accept any donation of materials from individuals or institutions which will not relinquish total control of the items to the Library.

Part 2: Evaluation and Use

Each item received will be evaluated by library faculty for possible inclusion in the Library collections based on its content, current collection levels in the subject area, and whether the item supports the current curricular needs of the college. Items not added to the collection will be transferred to other MnSCU libraries, or other nonprofit organizations, or may be recycled, as appropriate.

Part 3: Valuation

The Library does not provide valuations of items donated. Requests for confirmation of material (in-kind) donations to the library will be handled by the Normandale Community College Foundation.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation: 9/23/68

Date and Subject of Revisions:

Reviewed January 2023 and no changes suggested

numerous but can easily document 7/1/85, 7/1/90, 1/29/01, 1/18/12

Next Review Date: 2026-27

5.18 Advertising and Sponsorship

Related MnSCU Board Policy: 5.15 Fund Raising

Purpose: To provide principles governing acceptable and unacceptable acknowledgements and advertising at Normandale Community College. This policy applies to all personnel, all students, student organizations and all facilities of the campus.

Part 1: Advertising

Advertising is defined as the activity of attracting attention to a program, event, product or business. Except as noted below, commercial business and non-institutional entities are prohibited from advertising on the campus.

Subpart A: Exceptions to the ban on advertising include the student newspaper, promotional materials related to college auxiliary services, business partners of the college, specifically approved college publications, and advertising in student funded buildings.

Subpart B: Exceptions to the ban on advertising in student funded buildings will be reviewed and approved on a case-by-case basis by the student funded building's governing board.

Subpart C: The prohibition on advertising includes all media including web pages, signs, digital monitors, and paper publications.

Subpart D: Distribution of non-university publications which contain commercial advertising are limited to those locations established for the distribution of newspapers and similar publications.

Subpart E: The Director of Fiscal Services is responsible for proper recording of advertising activity for Unrelated Business Income Tax purposes.

Part 2: Sponsorship

Sponsorship is defined as support provided for college activities for which reciprocal benefits are available so the sponsor.

Subpart A: Sponsorships are appropriate in association with special events, student organizations, and Normandale Foundation activities.

Subpart B: Sponsorship arrangements may not violate other college policies such as the college's alcohol or tobacco policy.

Subpart C: Solicitation of sponsorships, including requests to vendors for door prizes, monetary gifts, equipment or other material goods must be cleared through the Normandale Foundation.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2016-17

5.18.1 Advertising and Sponsorship

Related MnSCU Board Policy: 5.15 Fund Raising

Related MnSCU Board Procedure: None

Purpose: The process through which advertising and sponsoring is conducted as outlined in this policy.

Part 1: Advertising

Subpart A: College contacts for permitted advertising are:

- Student Newspaper: Editor-in-Chief
- College Auxiliary Services: Director, Kopp Student Center
- Business Partners: Director, Kopp Student Center
- Student Funded Buildings (Kopp Student Center): Director, Kopp Student Center

Part 2: Sponsorship

Subpart A: College contacts for permitted sponsorships are:

- Student Organizations: Director, Student Life
- College Foundation: Executive Director, Normandale Foundation

Procedure History:

Date of Adoption:

Date of Implementation

Date and Subject of Revisions

Next Review Date:

5.19 Alcoholic Beverages or Controlled Substances on Campus

Related Minnesota State Board Policy: 5.18 Alcoholic Beverages or Controlled Substances on Campus

Related MN Management and Budget Policy: HR/LR Policy #1418

Related Documents: Catalog campus policy on Drug and Alcohol

Policy Statement: Normandale Community College complies with Federal law, State law and MnSCU policies governing alcoholic beverages or controlled substances on campus.

Part 1: Prohibitions

Subpart A: The possession, use, sale or distribution of alcoholic beverages on campus or at off-campus institution-sponsored events is prohibited.

Subpart B: The possession, use, sale or distribution of controlled substances is prohibited.

Subpart C: Advertising or promotions by alcohol companies or distributors is not permitted.

Part 2: Exceptions

Subpart A: The President may approve use of alcohol at specific special events on campus or college-sponsored events off campus.

Subpart B: Use of alcohol in laboratory and classroom instruction/experiments is allowed.

Part 2: Violations

Subpart A: Students in violation of this policy are subject to sanctions through the student judicial process.

Subpart B: Employees in violation of this policy are subject to personnel action.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

8/04/22 - minor grammar or typos corrected

2/6/23- MNSCU reference changed to Minnesota State

Next Review Date: 2026

5.19.1 Alcoholic Beverages at Campus Events

Related Minnesota State Board Policy: 5.18 Alcoholic Beverages or Controlled Substances on Campus

Related Minnesota State Board Procedure: 5.18.1 Alcohol Use and Controlled Substances on Campus

Purpose: To provide process and procedure for requesting and distributing alcohol at campus related events.

Part 1: Those seeking permission for the one-time (single event) use of alcohol or beer at Normandale must adhere to the following procedure.

Subpart A: Coordination of Alcohol Event

All alcohol related events must be coordinated with the Campus Event Coordinator by calling 952-358-8120.

Subpart B: Licensing

Food Service Contractor must be notified of the intent to sell or distribute alcohol for the single event and agree to the use of their Liquor License for said event. Campus and event coordinator must retain a copy of the applicable liquor license.

Subpart C: Purchasing and Distribution

Food Service Contractor that holds the Liquor License must be used for the purchasing and distribution of alcohol.

Subpart D: Legal Age

It shall be unlawful for any person under the legal age as specified by Minnesota statutes to have in his or her possession any alcoholic beverage or 3.2% malt liquor upon the premises or grounds of a state college or university or at institution-sponsored off-campus events. All event attendees must provide a government ID as proof of legal age prior to the selling of or consuming of alcohol. The checking of IDs and verification of legal age is the shared responsibility of both the event sponsor and the seller (food service contractor).

Subpart E: Liability and Indemnification

Any person (or group) possessing, using, consuming, selling, bartering, or furnishing any alcoholic beverages or 3.2% malt liquor upon the premises or grounds of a state college or university assumes all risk and liability for damage and injuries to persons and/or property which in any way results from such possession, use, consumption, sale, bartering or furnishing of alcoholic beverages or 3.2% malt liquor.

Subpart F: Insurance

All groups which serve, sell, barter, or furnish any alcoholic beverage or 3.2% malt liquor pursuant to Minnesota Statute Chapter 340A shall provide evidence of liability insurance as specified by the college naming the State of Minnesota, the Board of Trustees of the Minnesota State Colleges and Universities, the college or university, the officers, agents, employees, and students as the insured.

Subpart G: State Funds

No state funds may be used to purchase alcoholic or 3.2 malt liquor beverages, insurance, or be used in connection with the service of these beverages.

Subpart H: Public Safety

The Normandale Director of Public Safety must be notified of the intent to provide alcohol at an event at least 2 weeks prior to event and appropriate security levels must be assessed.

Subpart I: Approval

Permission of the president is required before such an event may take place. Those requesting permission must complete and obtain the president's signature on the Minnesota State Check List for Events Involving Alcohol Beverages (5.18.2), which is part of Minnesota State Systems Procedure 5.18: https://www.minnstate.edu/board/procedure/5-18p2.pdf

Procedure History:

Date of Adoption:

Date of Implementation:

Date and Subject of Revisions: 8/04/22:

Subpart A: Campus Event Coordinator changed to Campus Event Manager

Subpart D: The plural of ID is IDs not ID's.

Subpart F. Statute was spelled wrong

2/06/23

MnSCU references changed to MinnState

Link in Subpart I: Approval updated.

Next Review Date: 2026

5.20 Small Appliances

Related Minnesota State Board Policy None

Related Minnesota State Board Procedure None

Purpose: To mitigate hazards associated with using small appliances that constitute a safety risk.

Part 1: Restrictions on Use

Subpart A: For safety and energy use reasons, the use of personal small electrical appliances on the Normandale campus is discouraged.

Subpart B: Small appliances may be permitted in rooms and offices with automatic fire sprinklers and fire extinguishers located inside or immediately outside the room.

Subpart C: Small appliances may not be operated unattended.

Subpart D: Personal size refrigerators may be permitted but they must have energy star approval rating and be limited to one per office suite.

Subpart E: No personal space heaters are permitted. Space heaters issued by Facilities Management are permitted under special circumstances.

Part 2: Responsibility

Subpart A: Approval by Facility Management staff is required for all personal small appliances used on the campus. The following criteria will be used:

1. Appliances must be Underwriters Laboratories (UL) or Electrical Testing Laboratories (ETL) listed.
2. Heat-producing appliances must have an automatic shut-off.
3. Appliances with open heating elements are not permitted.
4. Electrical power supply must be sufficient to operate the appliance.

Subpart B: Enforcement of this policy is the responsibility of department supervisors.

Subpart C: Building Services staff will report unauthorized use of small appliances to department supervisors.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions: February, 2025. Updated Minnesota State and Facilities Management terminology.

Next Review Date: 2028

5.22 Solicitation on Campus

Related MnSCU Board Policy: None

Related MnSCU Board Procedure: None

Purpose: To fulfill Board policy and procedure with regard to advertisement distribution and solicitation on College Property owned or leased by Normandale Community College.

Part 1: Definitions

1. *College Property* for purposes of this policy refers to all property, buildings, parking facilities and structures under the primary control of the College through ownership, lease, or other means. This also includes all public or private locations the College has leased for College events, including, but not limited to: academic and administrative meetings, intercollegiate and intramural sporting events, and student, faculty, and staff activities.
2. *Solicitation* is defined as the act of distributing advertisements to the College community or College visitors on College property.
3. *Advertisement Materials* defined to include a form of distributed material designed to sell some commodity, service, item, or similar. This can also include a public notice for an event held on or off campus, or recommendation of a particular product, service, job, career, or person.

Part 2: Authorization for Solicitation

Subpart A: Prior To Distribution, Authorization Must Be Received

1. The Director of Student Life or designee may authorize the distribution of advertisement materials.
2. All materials must be reviewed and stamped by a Student Life Representative with an expiration date.
3. Under certain circumstances, solicitors may also receive authorization to distribute advertisement materials through the Vice President of Operations or designee.

Part 3: Policy Enforcement

Subpart A: Normandale Community College Public Safety Department

Public Safety Officers are authorized to enforce this policy and any violation of city ordinance regarding solicitation. Violations are provided in Part 4 of this policy.

Subpart B: Law Enforcement

Law Enforcement officers are authorized to enforce any city ordinance violations for solicitation.

Part 4: Violations

Subpart A: Policy and/or Ordinance Violations

Persons who have not received authorization provided in Part 2 Authorization for Solicitation prior to soliciting on campus or those in violation of city ordinances relating to this policy may be subject to either a Normandale or Hennepin County citation.

Subpart B: Trespass Notification

In addition to a Normandale or Hennepin County citation provided in Part 4 Subpart A(1), persons in violation of this policy or in violation of city ordinances relating to this policy may be subject to a written trespass notification for up to 1 year and will be asked to leave the College property immediately.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2015-16

5.23 Security and Privacy of Information Resources

MnSCU Board Policy 5.23: Security and Privacy of

Information Resources

MnSCU Guideline 5.23.1.1: Password Usage and Handling

MnSCU Guideline 5.23.1.2: Encryption for Mobile Computing and Storage Devices

MnSCU Guideline 5.23.1.3: Data Sanitization

MnSCU Guideline 5.23.1.4: Information Security Incident Response

MnSCU Guideline 5.23.1.5: Security Patch Management

MnSCU Guideline 5.23.1.6: Vulnerability Scanning

MnSCU Guideline 5.23.1.8: Anti-malware Installation and Management

MnSCU Guideline 5.23.1.10: Payment Card Industry - Technical Requirements

Purpose: To protect the security and privacy of its information resources and to make information accessible as required by law in accordance with MnSCU Board Policy 5.23.

Part 1: Purpose

Subpart A: Security and Privacy. The purpose of this policy is to protect the security and privacy of College data and resources while providing fair and distributed access to computing and network facilities for the entire community of users.

Subpart B: Establishing Procedures. The College will establish procedures as needed to address the MnSCU Guidelines for Board Policy 5.23.

Part 2: Scope

Subpart A: Procedures. Procedures associated with this policy include, but are not limited to: security and privacy, consistency with Minnesota Statutes section 43A.38 and other applicable law; monitoring; unauthorized uses and other limitations on use.

Subpart B: Applicability. This policy applies to all users of system/technology information resources; and to all system/technology information resources in any form or storage media, wherever located.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2016-17

5.24 Data Privacy

Related MnSCU Board Policy:

Related MnSCU Board Procedure:

Purpose: Minnesota State Colleges and Universities comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, 34 CFR 99; the Minnesota Government Data Practices Act, (MGDPA) Minn. Stat. Ch 13, Minn. Rules Ch 1205; and other applicable laws and regulations concerning the handling of education records. Accordingly, Normandale Community College adopts the following policy:

Part 1: Definitions

1. *A student* is an individual currently or formerly enrolled or registered, applicants for enrollment, or individuals who receive shared time educational services from Normandale. All students at Normandale have the same rights regarding their educational data regardless of age.
2. *Education records* are data in any form directly relating to an individual student maintained by Normandale or by a person acting for Normandale. Education records do not include:
    a. financial records of the student's parents or guardian;
    b. confidential letters or statements of recommendation placed in education records before January 1, 1975, or after January 1, 1975, if the student waived right of access;
    c. records of instructional personnel that are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker and are destroyed at the end of the school year;
    d. records of law enforcement units (if law enforcement unit is a separate entity and the records are maintained exclusively by and for law enforcement purposes);
    e. employment records related exclusively to a student’s employment capacity (not employment

related to status as a student, such as work study) and not available for use for any other purpose;

f. medical and psychological treatment records that are maintained solely by the treating professional for treatment purposes;

g. records that only contain information about a student after that individual is no longer a student at the institution (alumni data).

3. *Legitimate educational interest* is:

   a. The information requested is necessary for a school official to perform appropriate tasks that are specified in his or her position description or by a contract agreement. Simply being a college employee does not constitute legitimate educational interest.

   b. The information is to be used within the context of official agency or school business, or to improve student success and the quality of student education.

   c. The information is relevant to the accomplishment of some task or to a determination about a student. Curiosity alone is not a legitimate educational interest.

   d. The information is to be used consistently with the purposes for which the data are maintained. Having access to education records or the information within the records does not constitute authority to share this information with anyone not given access through the written policy1.

4. *A school official* is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks.

5. *Directory information* is demographic and enrollment information on students that has been designated as public.

Part 2: Annual Notification

Students are informed of their rights under federal and state privacy laws through an annual notice of rights and this policy

Part 3: Access to Student Records

Subpart A: Public student data (i.e. directory information) is available upon request to all parties, with the exception of credit card marketers. Students have the right to request the college withhold their directory information.

Subpart B: Students have the right of access to their own private education records and to challenge the accuracy of the information contained therein. They have the right to authorize the release of any private education records to a third party. Parents are considered a third party regardless of the student's age, dependent status, or enrollment category.

Subpart C: School officials with legitimate educational interest have the right of access to student education records.

Subpart D: Other circumstances authorize the college to release education records to a third party without the student's written consent.

Part 4: Complaints

Students have the right to file a complaint regarding alleged failures to comply with the provisions of FERPA and the Minnesota Government Data Privacy Act.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2014-15

5.25 Fireworks/Explosives/Pyrotechnics

Related MnSCU Board Policy: None

Related MnSCU Board Procedure: None

Related MN Statue: 624.20(C) Fireworks

Purpose: To regulate the use of fireworks/explosive/pyrotechnics in order to protect the health, safety and welfare of the general public and Normandale Community College property.

Part 1: No person shall have in his or her possession, offer for sale, explode or cause to explode, any fireworks, firecrackers, or other explosive devices.

Part 2: No organization, club or program shall have fireworks/explosives/pyrotechnics in theatrical presentations located within the buildings or property of Normandale Community College

Policy History: Policy implemented after entertainer used pyrotechnics in theater without proper notification.

Date of Adoption: 2008

Date of Implementation: 2008

Date and Subject of Revisions:

Next Review Date: 2015-16

5.26 Social Media Policy

Related Minnesota State Board Policy: 5.22 Acceptable Use of Computers and Information Technology Resources

Related Minnesota State Board Procedure: 5.22.1 Acceptable Use of Computers and Information Technology Resources

Purpose: Social media platforms are essential tools for connecting with Normandale Community College's current and prospective students, faculty, staff, alumni, and the broader community. This policy outlines the roles and responsibilities of those managing the college's social media presence and defines the use of the college's accounts to engage with their followers.

Nothing in this policy shall be interpreted to expand, diminish, or alter academic freedom articulated under college policy and system collective bargaining agreements.

Part 1: Definitions

Social Media Platforms: Online platforms that enable users to create and share content, participate in social networking, and build communities. Examples include Facebook, Instagram, and LinkedIn.

College Accounts: Social media accounts created and managed by Normandale College staff, departments, recognized student groups, or representatives.

- **Main College Accounts** are targeted at the audiences of the college
- **Associated College Accounts** are targeted at audiences of recognized student organizations and departments

Content Providers: College employees, students, and representatives designated to develop, post, and manage content for designated social media accounts.

Digital Media Producer: The position responsible for overseeing the college's social media strategy on the Main College Accounts and providing training and support to Content Providers.

Part 2: Responsibilities

Subpart A: Digital Media Producer

- Develop and implement a comprehensive social media strategy for the Main College Accounts.
- Establish and maintain content guidelines for all college social media accounts.
- Provide training and support to Content Providers on social media best practices.
- Develop and post content on Main College Accounts that adheres to content guidelines and accessibility standards.
- Monitor, analyze, and report social media activity and engagement metrics on Main College Accounts, adjusting strategy as needed.
- Monitor content and comments on all college social media accounts for compliance with content and comment guidelines, and take corrective action as warranted.

Subpart B: Content Providers

- Complete social media training provided by the Digital Media Producer.
- Develop and post content on Associated College Accounts that adheres to content guidelines.
- Respond to comments and messages on Associated College Accounts promptly and professionally.
- Remove and report any comments or messages on Associated College Accounts that are not in compliance with the comment guidelines to the Digital Media Producer.

Part 3: Acceptable Use

Subpart A: The management and use of Normandale Community College's social media accounts is conditioned on adherence to this policy and any procedures or guidelines adopted pursuant to this policy.

Subpart B: This policy will be reviewed and updated periodically to reflect changes in social media best practices and the college's evolving need.

Policy History:

Department Owner:

Date of Adoption:

Date of Implementation:

Date and Subject of Revisions:

Next Review Date (4 years):

5.26.1 Social Media Procedure

Related Minnesota State Board Policy: 5.22 Acceptable Use of Computers and Information Technology Resources

Related Minnesota State Board Procedure: 5.22.1 Acceptable Use of Computers and Information Technology Resources

Purpose: Social media platforms such as Facebook, Instagram, and LinkedIn are essential tools in outreach to Normandale Community College's target audiences. This procedure establishes responsibilities and guidelines for creating and managing the college's social media presence. This is done in pursuit of providing consistent, professional, engaging, and accessible content that aligns with the college's mission and brand.

Nothing in this procedure shall be interpreted to expand, diminish, or alter academic freedom articulated under college policy and system collective bargaining agreements.

Part 1: Content Creation

Subpart A: The Digital Media Producer creates content for the college's Main Social Media Accounts, and Content Providers create content for Associated Social Media Accounts at the college. These include channels that are managed by recognized student organizations and departments at Normandale.

Subpart B: Content on Normandale's Main and Associated Social Media Accounts should comply with the following content guidelines:

- **Engaging**: Captures audience interest and encourages interaction.
- **Informative**: Provides valuable information to the target audience.
- **Relevant**: Aligns with the assigned social media platform and audience.
- **On-Brand:** Maintains a consistent voice and message in support of Normandale's brand and mission, vision, values.
- **Accurate**: Provides factual information that is up to date
- **Timely**: Reflects current events including those that either happened recently or will happen in the near future
- **Compliant:** Adheres to local, state, and federal laws, including copyright and intellectual property rights, and accessibility standards

Part 2: Content Management

Subpart A: The Digital Media Producer will develop, maintain and follow a social media strategy for the college's Main Social Media Accounts that include:

- voice and tone for messaging across platforms,
- visual identity standards (e.g., logos, images), and
- content formats and posting frequency.

Subpart B: The Digital Media Producer will periodically review the college's Associated Social Media Accounts (those run by recognized student organizations and departments) for compliance with content guidelines (Part 1 Subpart B) and will address any content that is not in compliance.

Subpart C: Content Providers will report any content not in compliance with content guidelines to the Digital Media Producer who will take corrective action as warranted.

Subpart D: The Digital Media Producer will provide training to Content Providers on social media best practices, such as:

- platform-specific features and functionalities,
- content creation strategies,
- effective communication and engagement techniques,
- recognizing and responding to inappropriate content, and
- following content guidelines.

Part 3: Social Media Management

Subpart A: The Digital Media Producer and Content Providers will monitor comments and messages made on the college's Main and Associated Social Media Accounts and will remove those comments that are:

- abusive, vulgar, obscene, racist, threatening, or harassing;
- spam, including content that promotes products or services or contains gratuitous links;
- unsupported accusations;
- suggest or encourage illegal, dangerous, or destructive activity;
- duplicate posts; or
- not relevant.

Content Providers will inform the Digital Media Producer of comments and messages that are not in compliance with the above.

Subpart B: The Digital Media Producer and Content Providers will respond to comments and messages promptly and professionally.

Subpart C: The Digital Media Producer will analyze social media activity on the college's Main Social Media Accounts and report key metrics to inform and make strategy adjustments to meet goals.

Policy History:

Department Owner:

Date of Adoption:

Date of Implementation:

Date and Subject of Revisions:

Next Review Date (4 years):

5.27 College Brand Stewardship

5.27 College Brand Stewardship Policy

Related Minnesota State Board Policy: None
Related Minnesota State Board Procedure: None

Part 1. Purpose

A college's brand identity communicates its values to its current and prospective students, faculty, staff, alumni, and the broader community.
This policy establishes guidelines for the creation and management of Normandale College's brand identity and assets to ensure they are a consistent and accurate representation of the college's brand promise and mission, are inclusive, and accessible to all.

Nothing in this policy shall be interpreted to expand, diminish, or alter academic freedom articulated under federal, state, system or college policy and collective bargaining agreements.

Part 2. Definitions

Subpart A. Brand Identity: The unique personality of the college and the promise it makes to the people it serves. It encompasses tangible and intangible elements including its logo, tagline, and values.

Subpart B. Brand Stewardship: The practice of maintaining the college's reputation and identity (including its brand assets) and aligning them with its core values to achieve long-term success.

Subpart C. Brand Stewards: People who communicate about the college and its brand with messaging or branded materials. For the purposes of this policy, the brand stewards are Normandale's Marketing and Communications Department and employees.

Subpart D. Brand Assets: Visual elements that are used separately and in conjunction with each other to depict the college's brand identity. They include, but are not restricted to, logos, fonts, and colors that are representative of the organization.

Subpart E. Brand Guide: A document that describes what brand assets make up the college's brand identity, and how to use them correctly.

Part 3. Rationale

Subpart A. Effective brand stewardship of the college results in:

1. A recognizable brand identity that is unique to Normandale

2. Increased awareness of the college and its impact on students and the community

3. Enhanced reputation of the college through positive communications aligned with its mission, vision, and values

4. Increased support for the college's programs

5. Increased enrollment by students who want to be part of Normandale's story

Part 4. Brand Steward Responsibilities

Subpart A. Marketing and Communications Department

Normandale's Marketing and Communications Department plays a key role in establishing and maintaining the college's brand identity. It leads the creation of Normandale's brand identity and its associated messages, creative assets, and guidelines, ensures they use inclusive

language and comply with accessibility standards, supports employees in their communications about the college, monitors for compliance with the brand guidelines, and works with employees to bring messaging and branded materials that don't comply with this policy and procedure into compliance, as needed.

Subpart B. Employees

Normandale's employees maintain the college's brand identity by consistently following the brand guidelines, using messaging that aligns with the college's mission, vision, and values, attending trainings, and bringing messaging and branded materials that don't comply with this policy and procedure into compliance, as needed.

Part 5: Related Normandale Policies and Procedures

Subpart A. Brand stewards' use of the news media and social media are addressed in the following policies and procedures:

1. Normandale 5.14 Media Policy and 5.14.1 Media Relations Procedure

2. Normandale 5.26 Social Media Policy and 5.26.1 Social Media Procedure

Policy History: First created in 2025

Department Owner: Advancement

Date of Adoption:

Date of Implementation:

5.27.1 College Brand Stewardship Procedure

Chapter Number: 5

5.27.1: College Brand Stewardship Procedure

Related Minnesota State Board Policy: None
Related Minnesota State Board Procedure: None

Part 1. Purpose

To establish requirements for the implementation of Policy 5.27

Part 2. Implementation

Subpart A. The Marketing and Communications Department maintains the integrity of Normandale's brand identity and assets by doing the following:

1. Creating messaging about the college that align with the college's mission, vision, and values

2. Creating the college's brand assets and the brand guide that outlines their correct use and ensures they use inclusive language, and comply with accessibility standards

3. Providing access to the brand assets by employees, students, and the public

4. Providing regular training to employees on the use of the brand assets

5. Creating branded materials for employees, using tools and vendors that meet the college's needs

6. Regularly reviewing messaging and branded materials for compliance with the brand guidelines

7. Providing additional training for creators of messaging and branded materials that are not in compliance with this policy, and editing or removing those communications or materials, as needed

8. Regularly refreshing the college's brand assets to adapt to market changes while remaining true to its identity

Subpart B. Employees maintain Normandale's brand identity by doing the following:

1. Consistently and correctly using the college's brand assets in accordance with the brand guidelines

2. Aligning all messaging about Normandale Community College, or messaging that could be construed as representative of the college, with Normandale's mission, vision, and values

3. Participating in training on the correct use of the college's brand assets

4. Seeking the help of the Marketing and Communications Department in creating messaging and branded materials

5. Working with the Marketing and Communications Department to bring non-compliant messaging and branded materials into compliance with the brand guidelines outlined in this policy and procedure. This may include taking additional training, removing or updating the non-compliant materials or messaging

Part 3: Review
This procedure will be reviewed and updated periodically to reflect the college's evolving need for brand stewardship guidance.

Policy History: First created in 2025

Department Owner: Advancement

Date of Adoption:

Date of Implementation:

Date and Subject of Revisions:

Next Review Date (4 years): 2029

Chapter 6: Facilities

6.2 Latex Allergy and Fragrance Policy

Related MnSCU Board Policy:

Related MnSCU Board Procedure:

Purpose: To provide a work and learning environment as free of latex and environmental irritants from fragrance as possible

Part 1: Normandale Community College will strive to provide a learning and working environment as free of latex as possible for students and employees

Subpart A: Normandale will purchase latex free items when the option is available. This is especially important in the health science and laboratory science areas. Examples include, but are not limited to, gloves, stethoscopes and blood pressure cuffs. Latex free, powder free gloves are required for all groups using gloves on campus

Subpart B: Employees will be alert for latex products making substitutions when possible and alerting students and employees when applicable

Subpart C: Latex balloons are prohibited on campus, vendors such as caterers must abide by this rule as well as on campus groups

Subpart D: Normandale Community College's Public Safety Officers, who are the college's first responders, will maintain familiarity with sign and symptoms of latex allergies up to recognition and response in the event of anaphylactic shock

Subpart E: Students with documented latex allergies will be encouraged to contact the Office for Students with Disabilities if accommodations are required

Part 2: Normandale Community College will strive to provide a learning and working environment which reduces exposure to strong fragrances especially when individuals with fragrance sensitivities are present

Subpart A: Normandale will strive to increase awareness of the impact of strong fragrances on some individuals and consider fragrance when purchasing environmental cleaning supplies

Subpart B: Normandale will support individuals experiencing symptoms related to environmental fragrances. This support may include education of classmates and or co-workers, change of work location and review of air exchange in employee work area

Subpart C: Under the Americans with Disability Act, a total fragrance ban is not required in public buildings due to the difficulty of enforcing such a ban, rather, a voluntary reduction of fragrance is recommended.

Policy History: This policy is intended to promote environmental health for those experiencing sensitivities to latex and fragrances. Allergies to latex, a naturally occurring rubber, have been increasing in populations, primarily healthcare workers and persons requiring frequent surgical procedures, and manifest symptoms ranging from skin rash to (rarely) anaphylactic shock. Reduction of use of latex and powder gloves along with efforts to limit other latex products is needed to reduce risk and decrease latex sensitization and reactions. Additionally, persons with fragrance intolerance may experience reactions impacting their ability to remain in the work environment. Efforts aimed at minimization, avoidance and, when possible, removable of the irritant.

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2014-15

Supporting References:

U.S. Department of Health and Human Services publication # 98-113 Latex Allergy; a prevention Guide (Obtained online at http://www.cdc.gov/niosh 3/1/2012)

http://www.mayoclinic.com/health/latex-allergy/DS00621/DSECTION=causes

Employees with Fragrance Sensitivity publication from the Office of Disability Employment Policy Job Accommodation Network, Accommodation and Compliance Series https://askjan.org/links/atoz.htm last updated 9/20/2011

6.4 Environmental, Health and Safety

6.4 Environmental Health and Safety

Related Minnesota State Board Policy: 5.24 Safety and Security Compliance

Related Minnesota State Board Policy: 5.17 Commitment to Environmental Sustainability

Related Minnesota State Board Operating Instruction: 5.24.2.7 Safety Committee

Related State Statute: 182.676 Safety Committees

Purpose:

The purpose of this policy is to provide consistent information on providing a
safe, healthy, and secure work place for our students, faculty, and staff as well
as to meet or exceed environmental management and sustainability
standards set by regulatory authorities and Minnesota State Board Policy.

Part 1: Budget

The College will set a budget sufficient to address regulatory obligations
related to Health and Safety, Environmental Management, and Environmental
Stewardship as set by governmental regulatory agencies as well as system directives.

Part 2: Regulatory Compliance

Subpart A: Health and Safety

- The college will adhere to Occupational Safety and Health Administration
(OSHA) requirements as noted in the Code of Federal Registry.
- The college will adhere to all safety training requirements.

Subpart B: Environmental Management

- The college will adhere to all regulations and policies as directed by Hennepin
County, Metropolitan Council, Minnesota Pollution Control Agency,
Environmental Protection Agency, Nine Mile Creek Watershed District,
and the Minnesota State Board Office policy.

Subpart C: Environmental Sustainability

- The college will adhere to all goals and mandates as set out by the State of
Minnesota, Minnesota State, and Hennepin County, and will make best efforts
as being a business located within a Green Step City.

Part 3: Assigned Responsibilities

Subpart A: Faculty and Staff Responsibilities

- Complete safety training as assigned by completion dates.
- Follow all procedures, processes, and safety requirements as identified by the
training requirements and as posted on the Normandale Employee Exchange.
- Report all safety concerns as identified by the above to the Environmental
Health and Safety Administrator, next line supervisor, or management.
- Create a culture of safety within their designated areas.
- Minimize environmental hazards by following all guidance including hazardous
waste collection and proper disposal.

- Properly store all hazardous materials.

Subpart C: Administration Responsibilities

- Maintain a culture of safety on campus.
- Ensure that sufficient resources are available to manage the safety program.
- Complete all trainings required within their areas.
- Create a culture of compliance with all regulations.

Subpart D: Environmental Health and Safety Administrator Responsibilities

- Communicate with the campus community all health, safety, environmental, and sustainability updates and concerns.
- Serve as a resource for compliance needs.
- Maintain current safety plans for faculty and staff use.
- Work with inspectors from various agencies to address health, safety, environmental and sustainability bring them to an appropriate resolution.
- Investigate all near-miss accidents and accidents to resolution.
- Focus on reducing risk and injury to our students, faculty, and staff.

Part 3: Safety Committee

Per the Minnesota State Operating Instructions 5.24.2.7 and Minnesota OSHA regulations, the college will create a Safety Committee charged with raising awareness and resolving safety-related issues at the college.

Subpart A: Meeting Requirements

- The Safety Committee will meet a minimum of four times per year and meet the requirements of Minnesota State Operating Instruction 5.24.2.7 and labor contracts established between the State of Minnesota and its employees.

Subpart B: Meeting Contents

- Review campus incidents, near-misses, thefts, and property damage.

Part 4: Safety Equipment and Practices

The college is committed to providing a safe place to work and study by the purchase and maintenance of equipment as well as providing appropriate safety training to all equipment users.

Part 5: Environmental Sustainability

The college strives to be compliant by following and achieving the goals as set by regulatory agencies and the Minnesota State Board Policy.

Subpart A: Assigned Contact

- The College is committed to an assigned staff member to be the contact and champion sustainability efforts.

Subpart B: Sustainability Committee

- The college will have a Sustainability Committee that includes students, faculty, and staff that is committed to championing sustainability goals.

Subpart C: Project Development

- Lowering our carbon footprint, seeking renewable resources, minimizing waste, conserving water resources will be considerations of future projects.

Policy History 7/7/2012, updated 7/17/2015, updated 2/13/2025

Department Owner: Facilities Management

Date of Adoption: 7/17/12

Date of Implementation:

Date and Subject of Revisions: 2/18/2025 -Reorganized content, updated information and board policy numbers.

Next Review Date (4 years): 2/18/2029

6.5 Facility Rental

Related MnSCU Board Policy: 6.7 Real Estate Transactions

Related MnSCU Board Procedure: 6.7.2 Use of College and University Facilities

Purpose: To comply with MnSCU procedure 6.7.2 as well as to provide a framework and standards for the use of the facilities for meetings and special events by internal and external parties.

Part 1: Conditions under which the college's facilities may be rented.

All parties (internal, external and student groups) interested in hosting a meeting/event on campus are expected to follow the Campus Event Guidelines in order to preserve and enhance the primary function of the facilities, which are teaching, learning, student development and public service. In order to preserve and enhance these primary functions, the use of College facilities for external groups will be limited to those entities with similar values and vision.

Part 2: Conditions under which the college's facilities may not be rented.

Anytime the college determines that an event is inadvisable, illegal or impossible to occupy the facility, an agreement will not be entered into. If an agreement has been entered into and unforeseen circumstances occur that would make the event inadvisable, illegal or impossible to occupy the facility, the agreement may be cancelled. If Normandale is forced to cancel an agreement for any reason, the renter will be notified promptly and all sums of money including the security deposit will be returned to the renter.

Part 3: Rental and Service Fees

Rental Fees and additional charges, including service fees, are determined via a consultative process that includes student input and approval by the Cabinet. Rental fees can be found on the Normandale Host an Event website.

Part 4: Alcohol Use

See college policy 5.19 Alcohol Beverages and Other Controlled Substances (p. 124).

Part 5: Smoking

See college policy 6.6 Smoking and Chewing Tobacco. (p. 139)

Part 6: Property Damage

All renters will be responsible for any damages incurred during the use of any Normandale space.

Part 7: Certificate of Liability

Prior to occupancy users of the College shall provide evidence of adequate liability insurance coverage in the form of a certificate of insurance naming the State of Minnesota, by and through the Board of Trustees of Minnesota State Colleges and Normandale Community College, as an additional insured, prior to using or occupying a Facility. Licensee shall maintain this coverage at its sole expense during the use of this space.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2014-15

6.5.1 Facility Rental

Related MnSCU Board Policy: 6.7 Real Estate Transactions

Related MnSCU Board Procedure: 6.7.2 Use of College and University Facilities

Purpose: To provide a process for the reserving of campus facilities for Normandale staff.

Part 1: Reserving a Normandale Kopp Student Center Meeting, Multi-Purpose, or Banquet Room

Subpart A: Requests for facilities in the Kopp Student Center must be directed to the Student Center/Student Life Assistant at 952-368-8120 or by completing a Facility Request form online at

https://www.normandale.edu/community/rent-facilities.

Subpart B: A three-business-day notice is required for meeting and conference rooms.

Subpart C: A minimum of 30 days prior to the event is required for multi-purpose and banquet rooms.

Subpart D: Recognized Student Clubs and Organizations room request are given priority in booking.

Subpart E: The first opportunity for staff or faculty to book a meeting in the Kopp Student Center for the following academic year will be April 2. Large staff and faculty events may be booked at any time.

Subpart F: If there is a conflict with the requested facility, and the organization representative wants to negotiate with the group who has the facility reserved, the Event Coordinator may contact the group who has the facility reserved and facilitate any potential negotiations.

Subpart G: Upon receiving the electronic confirmation, it is the responsibility of the organization reserving the facility to establish that the facility reservation is correct and complete.

Subpart H: Confirmed requests are processed by the Event Coordinator in the order they are received.

The Event Coordinator will:

1. Meet with the group to discuss/finalize the event details. The room reservation will remain in a tentative status until that time.
2. Confirm all reservation requests in writing via email.
3. Discuss and coordinate audio/visual/technical needs, food and room setup information.

Part 2: Non-Kopp Student Center Facility Requests

Subpart A: Request for all non-Kopp Student Center space must be directed to (952) 358-8115 or Gloria.radtke@normandale.edu.

In your email provide the following information:

1. A subject or group name for you meeting/event.
2. Date of the meeting/event.
3. Beginning and end time for the meeting/event.
4. Number of people expected.

Subpart B: If you have I.T. needs, contact I.T. by using the Ask a Question tool in AskUs on the employee portal. Please note- all rooms have a whiteboard, computer, and projection system.

Subpart C: All catering needs must be coordinated through Lancer catering 952-487-8615. No outside food and beverage is allowed.

Subpart D: Setup, or special equipment needs must be requested by using the Ask a Question tool in AskUs on the employee portal.

Procedure History:

Date of Adoption:

Date of Implementation:

Date and Subject of Revisions:

Next Review Date:

6.6 Tobacco Use and Sale Policy

Related Minnesota State Board Policy:

Related Minnesota State Board Procedure:

Purpose: Normandale Community 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, staff and others on college property. 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, therefore Normandale Community College adopts the following Tobacco Use and Sale Policy.

Part 1: Policy

Smoking, tobacco use, and tobacco sales (including the use or sale of smokeless tobacco products and other products that simulate smoking or tobacco use, such as electronic cigarettes) are prohibited on college owned, operated, or leased property including in college vehicles.

- This policy applies to all persons on college property.
- Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and athletic events using the Normandale Community College facilities will be required to abide by the Tobacco Use and Sale Policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing this policy.
- To the extent possible, Normandale Community

College will provide access to cessation programs to assist students and employees who presently use tobacco products.

Part 2: Definitions

1. *Tobacco Use.* Tobacco use is defined to include burning or the act of smoking any cigarette, pipe, cigar, cigarillo, or other smoking equipment (whether filled with tobacco or any other type of materials) or the use of smokeless tobacco (snuff, dip, chew, smokeless pouches, or other forms of loose-leaf tobacco), and any other tobacco product in any form. The definition also encompasses products that simulate smoking or tobacco use, including electronic or e-cigarettes.
2. *Facility/Grounds.* Any building or structure, athletic playing field, playground, parking lot or any other outdoor property owned, leased or contracted by Normandale Community College; vehicle owned, leased, or contracted by Normandale Community College.

Part 3: Enforcement

Enforcement will begin with notifying the campus community of the tobacco policy. Compliance and enforcement of this policy will depend on the cooperation of all students, staff, faculty and visitors to promote a clean, safe, healthy environment. Normandale Community College will enforce the policy to its fullest extent, which may include, but is not limited to, disciplinary actions and/or sanctions.

- Administrative citation ($25) issued to offender by Public Safety.
- Employees may be handled through the progressive disciplinary process as outlined in the employee's bargaining unit contract.
- Student offenders may be subject to additional sanctions per the Student Conduct Code.
- Individuals not subject to employee and/or student sanctions may be issued a citation and/or Trespass from college property.

Part 4: Exceptions

1. Tobacco use in private vehicles is permitted.
2. 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.
3. 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.

Part 5: Cessation Programs and Services

To support Normandale Community College students and employees who wish to reduce and/or quit using tobacco products, a variety of tobacco cessation resources and services are available through Student Life, the Human Resources Office and GPS LifePlan www.gpslifeplan.org (see the Personal Plan).

Policy History:

Date of Adoption: In existence prior to 2012

Department / Owner: Facilities

Date and Subject of Revisions:

08/03/2014 added e-cigarettes as mandated by state law

08/01/2019 updated MnSCU to Minnesota State

Next Review Date:

6.7: Surplus Building Disposal Policy

Related Minnesota State Board Policy: 7.3 Financial Administration

Related Minnesota State Board Procedure: 7.3.13 Surplus Personal Property/Building Disposal

Related Minnesota State Board Policy 6.7: Real Estate Transactions and Management

Related Minnesota State Board Procedure 6.7.1: Acquisition and Disposition of Real Estate

Related Minnesota State Board Procedure 6.7.4: Carpentry Program Administration

Related Normandale Community College Procedure: 7.1.4

Surplus Personal Property Disposal (p. **Error! Bookmark not defined.**)

Related Normandale Community College Procedure: 7.1.5 Acquisition and Disposal of Sensitive IT Items (p. **Error! Bookmark not defined.**)

Purpose:

To establish the approved process to dispose of surplus college buildings efficiently in a cost-effective manner. For the disposal of college surplus personal property, refer to Normandale Procedure 7.1.4 for the prescribed process. For sensitive IT item disposal, refer to Normandale Procedure 7.1.5.

Part 1: Definition

Surplus buildings: State-owned buildings that are obsolete, unused, not needed for a public purpose, or ineffective for current use. Any liens against property must be satisfied before the property can be considered surplus.

Part 2: Building Disposal

If the system office or college determines that a building is no longer used or the building is a threat to the health, welfare, or safety of students, faculty or staff, it shall sell, demolish, or otherwise dispose of the building. Except in an emergency, the decision to remove or surplus any building on campus will be consistent with the system office approved Comprehensive Facilities Plan. Any sale of a building with real property owned by Minnesota State Colleges and Universities shall be governed by Board Policy 6.7, Real Estate Transactions, and Procedure 6.7.1, Acquisition and Disposition of Real Estate. Sale of carpentry program buildings are governed by Procedure 6.7.4 Carpentry Program Administration.

Subpart A: Prior to any sale of a building, consultation shall be required to determine whether general obligation bond proceeds were used in the acquisition, construction, renovation or betterment of the building. Any general obligation bond funds that were used would trigger statutory requirements under MN Statute §16A.695, which also requires Minnesota Management & Budget approval, and likely recapture of the original investment of the general obligation bond amount from the proceeds.

Subpart B: Prior to a sale the college shall obtain an environmental report to determine the presence of any hazardous materials in the building and make that report available for review by prospective buyers.

Subpart C: When appropriate, the State Historical Society shall be notified to determine if the designated surplus building has any historical significance, and the State Building Construction Division should be notified in order to update the master register of state buildings.

Subpart D: The college shall obtain at least one written appraisal from an independent appraisal firm for any building valued greater than $40,000. The sale price for surplus building may include the cost of the appraisal as part of the overall purchase price.

Subpart E: If a building has a real net value of $5,000 or more (after giving consideration to costs of removal, demolition, salvage and restoration of land), the building may be sold through sealed bids at a public auction to the highest responsible bidder or through a licensed real estate broker. A sale may not be made until publication of notice of the sale in a newspaper of general circulation in the area where the property is located and any other advertising deemed appropriate. Any of the property may be withdrawn from the sale prior to the completion of the sale unless the auction has been announced to be without reserve. If the sale is made at public auction, a duly licensed auctioneer must be retained to conduct the sale. The auctioneer's fees and other administrative costs of the auction must be paid from the proceeds from which an amount sufficient to pay them is appropriated.

Subpart F: Property owned by the state may be sold to a state employee after reasonable notice at a public auction or by sealed bids if the state employee is the highest bidder and is not directly involved in the auction or sealed bid process.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions: November 2023, Update title and content to focus on building disposal requirements; distinguish from procedures on surplus personal property disposal and sensitive IT item disposal; add related policies and procedures; update to conform to system policy.

Next Review Date: 2027

6.8 Space Management

Related Minnesota State Board Policy: None

Related Minnesota State Board Procedure: None

Purpose: The use of college facilities and space should further the mission, purpose and goals of the college. This policy serves as a guide for such use.

Part 1: Guiding Principles - Classrooms

Subpart A: No individual or group owns space on campus. Access to spaces with specialized equipment may require permission from a designated person.

Subpart B: Credit classes have highest priority in scheduling classrooms. Noncredit classes have the next highest priority.

Subpart C: Classrooms will be scheduled to optimize their use.

Part 2: Guiding Principles – Other Facilities

Subpart A: Facilities that are funded through student fees exist primarily to support the student life program of the college but also to meet the college's interest in fostering a healthy sense of community.

Subpart B: Organized student activities have the highest priority for scheduling student fee-funded facilities. Other campus functions have the next highest priority following by use by outside groups.

Part 3: Space Utilization

Subpart A: To assure an orderly and thoughtful method through which space is allocated, the college will establish a process for evaluating space needs, prioritizing needs in alignment with the goals of the college, and endeavoring to meet those needs in a fiscally responsible manner.

Subpart B: Space planning will involve consultation and input from the college community.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

December, 2025: Updated MnSCU to Minnesota State

Next Review Date: 2015-16

6.9 Access to Facilities

6.9 Access To Facilities

Related Minnesota State Board Policy: None

Related Minnesota State Board Procedure: None

Purpose: To specify policy with regard to accessing facilities at Normandale Community College.

Part 1: Campus Operating Hours

Subpart A: Normal Campus Operating Hours

- Monday through Thursday: 6:30AM – 10:00PM
- Saturdays & Sundays: Closed

Subpart B: Changes in Operating Hours

1. The Executive Cabinet has the authority to change operating hours without prior notice.
2. Variances to campus hours may be made to accommodate special needs identified by the campus and determined by the Executive Cabinet.
3. Changes in the Academic Calendar may impact regular campus hours such as breaks, holidays, staff development days and others. Normally, during summer term, the campus is closed to the public on Friday, Saturday, and Sunday.

Subpart C: Request Building Use Outside of Operating Hours

Programs or Departments may submit a variance request to normal campus hours for special events. Variances should be submitted to the requestors applicable Executive Cabinet member and Variances should be submitted at least two weeks prior to the requested change.

Part 2: Authorized Access

Subpart A: Faculty, staff, students, and guests may access campus buildings during campus operating hours.

Subpart B: Faculty and Staff are authorized to use their electronic access credentials to access campus outside of normal operating hours. Staff must have prior authorization from their supervisor to access campus building outside of normal operating hours. Students are not issued electronic access credentials and therefore are not authorized to access campus outside of normal operating hours..

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions: 2/14/2025 Hours changed, Clarity in whom can change campus hours, Clarity on how to request a change to building hours, Clarity on whom is authorized to access campus outside of hours.

Next Review Date: 2029

6.10 Signs

Related Minnesota State Colleges and Universities Board Policy: NA

Related Minnesota State Colleges and Universities Board Procedure: NA

Purpose: The purpose of this policy is to provide improvement, consistency and apply standards to campus signage.

Part 1: ADA Compliance

Normandale's campus signing will meet all ADA standards as found in "Minnesota State-specific Accessibility Codes, Minnesota Accessibility Code – MAC, Minnesota State Building Code – MSBC, International Building Code. ICC/ANSI A117.1, Fair Housing Accessibility Guidelines – FHAG." They apply to heights, location and physical attributes of the sign including letter and number heights, raised tactile and Braille.

Part 2: Physical Appearance

All campus signing will meet the specifications set in the campus sign standard guidelines as approved by the campus signing committee, Building Services, Marketing and Senior Administration. Any deviation from this standard requires cabinet approval. Broken and damaged signs will be replaced as necessary in order to maintain a professional appearance of the College

Part 3: Budgeting

Sufficient funds to maintain campus signage will be budgeted for each fiscal year to maintain campus signing. Approved campus projects that impact signing should include enough funding to make appropriate sign and way finding sign changes. Large campus signing improvement projects will be budgeted for as a project. Funding for these types of projects will be determined by the Physical Plant Director and the Vice President of Finance and Operations.

Part 4: Temporary Signs

Temporary signs are to be up for a maximum of 30 days.

Part 5: Parking Lot Signs

These signs are regulated by state and federal laws with the exception of specialized campus signs. Any non-regulation sign is to be approved by the Vice President of Finance and Operations.

Part 6: Sign Requests

The proper steps to request a sign purchase should occur in the following order:

1. Requests are submitted to Building Services through the Building Services "Schooldude" work order system
2. Building Services will be in contact, obtaining the information and presenting it to our vendors.
3. A "Mock up" will be ordered following campus signing standards and the information will be forwarded to the requestor.

4. Approval from a Dean or Vice President will be requested.
5. The sign will be ordered.

Policy History:

Date of Adoption:

Department Owner:

Date and Subject of Revisions:

Next Review Date:

6.11 Naming College Facilities

Related Minnesota State Colleges and Universities Board Policy: 6.8 Naming Buildings, Sites and Common Areas

Related Minnesota State Colleges and Universities Board Procedure: Procedure 6.8.1 Naming Buildings, Sites and Common Areas

Purpose: The following guidelines are established to assure an appropriate reflection of the history of the institution as well as consistency, fairness, fitting recognition and good value in exchange for the honor and privilege of name association with a physical aspect of Normandale Community College.

Part 1: Sponsorship of physical property on campus through monetary gifts may occur:

Subpart A: To pay for all or part of a new campus facility or improvement; or

Subpart B: In conjunction with fundraising efforts on the part of the Normandale Community College Foundation to raise scholarship, program or unrestricted donations.

Part 2: A building may be named in honor of a donor, entity, or person that has made a significant contribution toward the mission of the college. In accordance with Minnesota State Colleges and Universities Board Policy 6.8.1, naming of an entire building, site or common area will be made only after consultation with the college community and approved by the Chancellor.

Part 3: Naming in recognition of distinguished service may honor a gift of time or talent that has had a significant positive impact on the College over an extended period of time. Consistent with Board Procedure 6.8.2, such honor shall not be recommended less than one year following the end of the individual's service to the College. The President of the College, or a committee appointed by the President, is charged with determining whether the person proposed is worthy of the honor.

Part 4: Offices, lobbies, labs, classrooms, meeting rooms, and other college spaces may be available for donor recognition. Contribution levels will be determined based on size, location, and function and with gift levels approved by the President/Cabinet. Appropriate plaques or other recognition methods may be used to highlight the generosity of the donor. Pledges can be made over a maximum of 5 years, with a minimum 40% paid before recognition is made.

Part 5: The college President, may require that a background check be performed on a donor (living or deceased) or designee. If a background check is determined to be necessary, the donor (donor's executor) or designee shall be required to sign an authorization allowing the background check.

Part 6: Should a named facility be destroyed due to forces of nature or changed due to renovation or construction, the President reserves the right to reevaluate continued recognition of the individual whose name is associated with the building or facility.

Part 7: The College President reserves the right to consider any and all factors regarding the privilege of name association with the physical aspect of Normandale Community College as particular acts and circumstances warrant. The College President reserves the right to withdraw the privilege of name association with Normandale Community College should future particular acts and circumstances warrant. The final authority for any naming, memorial or tribute decision rests with the President of the College. The guidelines set forth in this policy statement are not to be deemed all-inclusive.

Policy History:

Date of Adoption: 09/09/2010

Department Owner

Date and Subject of Revisions:

Next Review Date:

6.12 Food

Related MnSCU Board Policy None

Related MnSCU Board Procedure None

Purpose: To maintain a safe and healthy environment, to protect facilities and furniture, and to create an environment conducive to the accomplishment of academic work, the College has adopted guidelines related to food on campus.

Part 1: Exclusive Rights of Food Vendor

Subpart A: Due to health safety concerns and contractual agreements, all food sold or served to groups on campus must be furnished by the College's contracted food vendor.

Subpart B: Exceptions to this policy must have the approval of Director of the Student Center.

Part 2: Personal Consumption

Subpart A: This policy does not prohibit members of the campus community from bringing in food and beverages for personal consumption.

Subpart B: Generally, food and beverage consumption is at the discretion of the head of the area/facility or, in the case of a class, at the discretion of the instructor. See limitations to this discretion below.

Part 3: Limitations on Place

Subpart A: Employees may be restricted from consuming food and/or beverages in their work setting for work related reasons.

Subpart B: Restrictions on consumption may be imposed anywhere in the college for health and safety reasons or to protect facilities and equipment.

Part 2: Responsibility

Subpart A: Building Services is responsible for maintaining a safe and healthy environment and may determine restrictions on food and beverage consumption anywhere on campus to protect facilities and furniture.

Subpart B: Those personnel responsible for equipment that could be damaged by food or beverage spills may restrict consumption to safeguard equipment.

Policy History:

Date of Adoption: Established prior to 2011

Date of Implementation:

Date and Subject of Revisions:

Next Review Date: 2016-17

6.13 Freedom of Expression

Related Minnesota State Board Policy: 6.7.2 Use of College and University Facilities

Purpose: To enable Normandale Community College facilities to be used primarily for the purpose of fulfilling the college's mission of teaching and learning, while also encouraging the free exchange of ideas.

Part 1: Protection of First Amendment Rights

Subpart A: Members of the campus and outside community may exercise their First Amendment rights on the campus. The college will respect the rights of freedom of speech expression, petition, and peaceful assembly.

Subpart B: This policy is effective on the campus of Normandale Community College and on any other property or medium controlled by Normandale Community College.

Part 2: Time, Place, and Manner Restrictions

Subpart A: Normandale maintains its right to place reasonable restrictions on time, place, and manner of expression and prohibit any acts that are disruptive to the normal operations of the college.

Subpart B: Normandale reserves the right to locate any assembly so as to ensure the activity does not interfere with the normal operation of the college or interfere with the rights of others.

Subpart C: Normandale reserves the right to maintain a perimeter around speech activities to promote physical safety.

Part 3: Disruption of College Operations

Subpart A: Normandale maintains the right to determine if an act is disruptive to the normal operations of the college.

Subpart B: Any participant in a disruptive activity may face campus disciplinary action and, in certain circumstances, could also face criminal charges.

Policy History:

Date of Adoption: 2020

Department Owner: Dara Hagen/Jason Cardinal

Date and Subject of Revisions: 4/13/2020

Next Review Date: 1/21/2023

6.13.1 Freedom of Expression

Related Minnesota State Board Policy: 1B.1 – Equal Opportunity and Nondiscrimination in Employment and Education

Relation Minnesota State Board Policy: 3.1 – Student Rights & Responsibilities

Related Minnesota State Board Procedure: 6.7.2 Use of College and University Facilities

Introduction: Normandale protects freedom of speech expression, petition, and peaceful assembly.

Part 1: Facilities Use at Normandale

Subpart A: In recognizing the tradition of the 'public square,' Normandale has established the following outdoor areas for public expression:

- The front entrance of the Partnership Center/Kopp Student Center
- Fine Arts entrance (Door 13) coming from the parking ramp

Other outdoor areas may be available after receiving approval from the Vice President of Administration or a designated official. The designated public expression areas above are open to the public and do not require an advance reservation during business hours on Monday-Friday. However, notification of the intent to use the space is strongly suggested in order to ensure that a location is available.

Subpart B: Indoor areas for public expression require a reservation and approval with the confirmation of the Vice President of Administration or a designated official. A facility request form is available.

Subpart C: The College and its officials reserve the right to relocate unauthorized events to the public expression areas as designated above. Any activities that occur outside of the College business hours on Monday-Friday will be considered disruptive and those involved could be subject to both criminal charges and College disciplinary action.

Part 2: Time, Place, and Manner Restrictions

Subpart A: The College will use the following guidelines to manage events, speakers, and other public activities. Additional College policies and procedures may be utilized by campus officials in addition to those listed in this procedure.

1. Legal Authority: Individuals participating in events are expected to comply with State and Federal law, municipal ordinances and Normandale Community College policies. Failure to do so may result in immediate removal from the campus and other appropriate action by College officials and/or the police, which could include being cited for trespassing.

2. Demonstration: Gesturing, wearing symbolic clothing, or otherwise protesting is permissible unless it is disruptive to College operations or impedes access. If protected speech activities combine to become disruptive, the College reserves the right to relocate activities or to maintain a perimeter to promote safety.

3. Disruptive/Unsafe Demonstrations: A demonstration is disruptive or unsafe if it includes any activity that:

   a. Denies or unreasonably interferes with the rights of other students, faculty, or staff of the College, including the rights of others to demonstrate.

   b. Occurs in a way that blocks entrances, exits, or passageways from or to any College building, vehicle traffic on or to the campus, or interferes with the daily business, traffic flow, and ingress/egress patterns.

   c. Does not cease in case of an emergency or building evacuation.

   d. Violates any ordinance or law, places the health or safety of any member of the College community at risk, employs force/violence, or threatens force/violence against any persons or property.

   e. Creates a volume of noise that prevents members of the College community from carrying on their normal activities.

   f. Fails to comply with any other College policy or other lawful directive, including a directive to cease the event. Disruptive or unsafe demonstrations will be suspended immediately at the discretion of the Associate Vice President of Operations or a designated official. The Associate Vice President of Operations reserves the right to determine what constitutes a disturbance, obstruction, or unsafe activity/event.

4. Banners and Signs: The carrying or display of posters, signs, placards or banners in a way that inhibits the normal movement of any vehicular traffic or pedestrian movement or presents safety hazards, on College property is prohibited.
5. Temporary Structures/Displays/Exhibits: Structures may be constructed only upon authorization by the Associate Vice President of Operations.
6. Use of Fire: Any torches, flammable outdoor displays, or open fires must be approved by the Director of Public Safety. Use of candles is only permissible in an outdoor area with the permission of the Director of Public Safety.
7. Responsibility Toward Property: Care must be taken to ensure that College and personal property is not damaged, destroyed, or left littered. Those responsible for such damage will be liable for any clean-up or repair costs.
8. Preference for Student and College Events: Normandale may, from time to time, at its discretion, reserve areas designated for public expression exclusively for students or for College sponsored events.
9. Preference for Scheduled or Reserved Purposes: Activities in designated public expression areas must be conducted so as to avoid interference with the regularly scheduled or reserved functions of that space and the College.
10. Available Time for Events: Events may occur only during the College's Business Hours (available at https://www.normandale.edu/why-normandale/community/visit-campus/service-hours.html).
11. Sound Levels: Noise levels should not interfere with classes, meetings, campus events or operations, and activities in progress. Event noise heard within buildings may be determined disruptive and in violation of this policy. While the interpretation of the sound level may be subjective, Normandale and its representatives must err on the side of caution in order to reasonably protect the College's operations. City ordinances may also apply.
12. Speech That Is Not Protected: The First Amendment to the United States Constitution does not protect speech or expression that threatens the health, safety or welfare of persons in the College community. Any speech that has the effect or is designed to cause a breach of the peace; incite an individual or individuals to commit a crime; threatens to do harm; or speech that causes a panic is not considered protected speech. While the interpretation of these factors may be subjective, Normandale and its representatives must err on the side of caution in order to reasonably protect the College community members and property.

Procedure History:

Date of Adoption: 2020

Procedure Owner: Dara Hagen/Jason Cardinal

Date and Subject of Revisions: 1/9/2020

Next Review Date: 1/21/2023

6.14 Workspace Policy

Related Minnesota State Board Policy: None

Related Minnesota State Board Procedure: None

Introduction:

Strategic use of our facilities resources provides long-term benefits to our students, employees, and community. The college has limited campus facilities space—particularly workspace. We strive to improve in providing the appropriate quantity, location, type, and utilization of workspaces that will simultaneously support the fullest utilization of all academic spaces.

Employee headcounts and operational needs frequently change across departments. The strategies of relocating departments and renovating facilities in response are limited, given the impact on other departments and the Minnesota State guideline to work within our existing campus footprint.

The college needs a sustainable workspace strategy that leverages available resources and tools so departments can grow and maintain their student ready practices within existing spaces and be agile to meet changing workforce needs. This strategy employs a variety of campus workspace assignments and flexible work arrangements.

Purpose and Scope:

This policy provides guidance and criteria to be used to determine campus workspace assignments for individual employees. This policy is primarily focused on how campus space is utilized for desk-based work; it does not describe all campus work environments.

Part 1: Definitions

Workspace – A workstation, cubicle, office, or other space for employee work on campus.

Unshared Workspace – A workspace on campus that is dedicated for use by one employee.

Assigned, Shared Workspace – A workspace on campus that is dedicated for use by multiple, specific employees. Employees may occupy the space at the same time or they may have staggered schedules to maintain occupancy limits.

Hoteling Workspace – Workspace on campus that is available on a first-come, first-served basis (or bookable as technology permits) to be occupied by employees who do not have another assigned workspace or those may have varied or intermittent on campus schedules.

Part 2: Guidelines

Subpart A: Workspace Assignment

Unshared workspace: Supervisors may provide an *unshared workspace* to employees who regularly work on campus more than twenty hours per week.

Shared workspace: Supervisors may provide an *assigned, shared workspace* to employees who regularly work on campus twenty or fewer hours per week.

Hoteling workspace: At a minimum, *hoteling workspace* will be available to serve employees who regularly work on campus one day or less per week or those who do not otherwise have an assigned workspace.

Faculty: Full time faculty (unlimited full time, fixed term, temporary full time) will be provided an *unshared workspace* if the majority of their credits in the academic year are face to face or hybrid. Part time faculty (unlimited part time, temporary part time) may be provided *unshared* or *shared workspace* based on their workload in an academic year. Adjunct faculty will be provided *shared workspace*. Other considerations may include the delivery method of courses and total workload assignment. Faculty who do not regularly have face to face or hybrid courses in their schedules, regardless of their status, may be assigned *shared* or *hoteling workspaces*. When making office assignments, supervising deans will also consider other assignments in workload that may impact this direction.

Assign regular telework: Supervisors may assign or be asked to assign regular telework, where appropriate for the employee and their job, to facilitate workspace sharing or hoteling and to optimize space use. See the Flexible Work Policy 4.6.

Assign workspace based on job duties: Supervisors may assign *shared workspace* or provide *hoteling workspace* options to any employee based on job duties—for example, when desk- and computer-based workspace is needed occasionally.

Minimum provisions: All employees shall have an assigned physical mailbox, email address, and phone number.

Determine workspace size and type: Workspace created by new construction or remodeling should adhere to Minnesota State guidelines as much as possible. These guidelines recommend workspace types and sizes based on job responsibilities.

Private offices are not a mandate. Shared workspaces and cubicles are also utilized. Workstation and private office layouts may vary depending on the needs of the employee or position. Space assignments and designs must respond to the system strategic framework to optimize space utilization.

Subpart B: Process

New construction or remodeling. Facilities Management will engage capital project stakeholders to assess their needs and create sustainable plans for employee workspaces, meeting and work rooms, and other amenities, while adhering to Minnesota State guidelines.

Transition employees to an assigned shared workspace or hoteling workspace. Submit a work ticket request to Facilities Management if seeking to locate a site for and/or to furnish a *shared* or *hoteling workspace*.

Workspace assessment. The college is responsible for ensuring that workspace is allocated equitably and efficiently to maximize space utilization. Supervisors and division leadership shall assess their workspaces on an ongoing basis. Employees with requests for changes to workspace amenities will bring requests to supervisors.

Supervisors are directed to assign *shared* and *hoteling workspace* when required or appropriate to manage workspace capacity constraints and optimize space use. If a department or division deems a workspace inadequate despite these available strategies, they may make a request to Facilities Management to pursue alternatives, including remodeling or relocating elsewhere on campus.

Policy History:

Department Owner: VP Administration

Date of Adoption:

Date of Implementation:

Date and Subject of Revisions:

Next Review Date (4 years):

Chapter 8: College Relations

There are no policies in chapter 8 at this time.

Chapter 9: Grants and Sponsored Projects

9.1 Time and Effort Reporting in Grant-Sponsored Programs

Related Policy from the Code of Federal Relations: Code of Regulations 2CFR200.436

Purpose: To define time and effort documentation requirements and to provide a process for faculty and staff to complete appropriate forms to comply with Federal regulations.

As a condition of receiving federal awards, Normandale is required to certify the time and effort spent by faculty and staff who work on federally funded grant projects. Normandale's time and effort reporting policy and procedures are designed to meet federal requirements and Minnesota State auditing standards. Failure to adequately document time and effort on grant awards could result in financial penalty, the imposition of special conditions on Normandale's public grant-funded programs, or other sanctions. In addition, it could jeopardize Normandale's ability to secure future funding.

Part I: Definitions

Subpart A: *Effort* is defined as the time spent on any professional activity by an individual. It is expressed as a percentage of total effort for the college. The sum of all of an individual's effort percentages must equal 100%.

Subpart B: *Total college effort* is the total amount of time spent by an individual on all professional activities for the college. This is not necessarily based on a 40-hour week but is instead based on the total hours spent on all work-related duties.

Subpart C: *Cost-share effort* represents the portion of total time spent by an individual on grant-funded projects that is not paid for out of grant funds. Cost share (or match or in-kind) effort is paid by the college or other sources rather than the public funding agency. Cost sharing may be required by the funding agency or may be voluntarily committed by the institution. In either case, the effort committed to the project must be included in time and effort reporting.

Subpart D: *Effort reporting* is the method of complying with federal requirements outlined in 2 CFR 200.430. Federal grantees must maintain records that accurately reflect the work performed and:

- be supported by a system of internal control to provide reasonable assurance that the time being charged is accurate, allowable, and properly allocated
- be incorporated into the institution's official records
- reasonably reflect each employee's total activity
- provide time or percentage spent on all federally

funded and non-federally funded activities, for each employee

- comply with the institution's pre-established accounting practices and procedures.

The uniform grant guidance recognizes that teaching, research, service, and administration are often inextricably intermingled in an academic setting. When recording salaries and wages charged to grant awards for Institutions of Higher Education, a precise assessment of factors that contribute to costs is therefore not always feasible, nor is it expected1. Time and effort reports should therefore reasonably reflect the activities for which an employee is compensated and must represent the percentage distribution (not to exceed 100%) of activity for that employee.

Normandale uses the plan confirmation reporting method to certify effort on a semi-annual reporting cycle and to confirm that the reported effort reasonably reflects the amount of effort expended on grant related activities during the reporting period. Under this method, the distribution of salaries and wages of professorial, professional, and other staff applicable to sponsored agreements is based on budgeted, planned, or assigned work activity and updated to reflect any significant changes in work distribution.

Part II: Responsibilities

Subpart A: Office of Grants and Sponsored Projects

The Office of Grants and Sponsored Projects will oversee compliance for Normandale's time and effort reporting and provide training for new PIs/PDs (principal investigators/project directors) and key personnel on grant-funded projects.

The Office of Grants and Sponsored Projects will provide time and effort forms to PIs/PDs for transmittal to individuals working on federally funded grant projects and confirm to the Vice President of Academic Affairs receipt of all certified forms by the due date.

The Office of Grants and Sponsored Projects will review certified time and effort forms and notify Fiscal Services and Human Resources if time and effort reports indicate a deviation of more than 10% from the projected budget.

Subpart B: Principal Investigators/Project Directors

Principal Investigators (PIs) and Project Directors (PDs) are responsible for ensuring that all individuals working on grant-funded projects complete time and effort reporting in a timely manner. The PI/PD is responsible for reporting to the Office of Grants and Sponsored Projects and Human Resources on all individuals receiving release time, reassignment, or overload assignment for grant-funded projects, including in-kind effort as identified on the grant budget.

The PI/PD is responsible for collecting and maintaining files of the original time and effort reports per record retention requirements for the grant and Minnesota State and for providing copies to the Office of Grants and Sponsored Projects within the timeframe identified.

Subpart C: All Individuals working on projects supported with federal grant funds

All individuals working on federally funded grant projects must submit time and effort reports, regardless of whether their salary is paid with grant funds. Time and effort reports must be completed for all employees paid through grant funds, even if their position is 100% paid by the grant. Time and effort reports must account for all of an employee's time, not only the portion paid for by the grant.

For all employees (professorial and professional and all other employees) the reports should be prepared semi-annually. For non-exempt employees, additional documentation should be maintained on an ongoing basis to coincide with Normandale's bi-weekly pay periods.

Individuals completing time and effort reports must return the signed form to the PI/PD. Forms must be signed and dated by both the employee and their supervisor or the PI/PD. The PI/PD will retain the original, signed Time and Effort Forms as part of the grant file.

Subpart D: Fiscal Services

Fiscal Services will work with Human Resources to ensure appropriate payroll adjustments are made in cases where a deviation in time and effort reports is significantly greater than the projected budget.

Policy History:

Date of Adoption:

Date of Implementation: 12/2016

Department / Owner: Grants

Date and Subject of Revisions: 02/06/25

Reorganized “Responsibilities” subparts to align with the sequence of tasks for time and effort reporting; clarified procedures for form preparation and dissemination. Added link to 2CFR 200.430.

Next Review Date: 2028

9.2 Financial Conflict of Interest Disclosure for Federal Awards Policy

Related Minnesota State policy: Board Policy 1C.2, Fraudulent or Other Dishonest Acts

Related Minnesota State procedure: 1C.0.1 Employee Code of Conduct, Part 3, Subpart A. Conflict of Interest

Related Policy from the Code of Federal Relations:

42 CFR 50 Subpart F

45 CFR 94

Purpose: To protect the design, conduct, and reporting of externally funded projects from potential bias by defining financial conflicts of interest as they relate to conducting activities supported by Federal awards; and to provide a process for faculty and staff to complete appropriate disclosure to comply with Federal regulations.

Policy Scope: In addition to policies and procedures approved by the Minnesota State Board of Trustees and those provided by the State of Minnesota, this Financial Conflict of Interest Disclosure for Federal Awards policy applies to any Federal award and any transactions covered by Federal grant funds. This policy is applicable to all Normandale employees.

Part 1: Definitions

Family means any member of the Investigator’s immediate family, specifically, any dependent children and spouse, domestic partner identified for purposes of employee benefits, or an organization which employs or is about to employ any such person.

Financial Interest means anything of monetary value received or held by an Investigator or an Investigator’s family, whether the value is readily ascertainable, including but not limited to:

1. *Salary or other payments for services* (e.g. consulting fees, honoraria, or paid authorships for other than scholarly works)
2. *Any equity interests* (e.g. stocks, stock options, or other ownership interests)
3. *Intellectual property rights and interests* (e.g. patents, trademarks, copyrights) upon receipt of royalties or other income related to such intellectual property rights and interests.

For Investigators, financial interest also includes any reimbursed or sponsored travel undertaken by the Investigator and related to their institutional responsibilities that is not reimbursed or sponsored by the grantor, a Federal, state, or local government agency, or an Institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an Institution of higher education. This includes travel that is paid on behalf of the Investigator as well as travel that is reimbursed, even if the exact monetary value is not readily available.

Financial Interest does not include:

- salary, royalties, or other remuneration from Normandale;

- income from the authorship of academic or scholarly works;
- income from seminars, lectures, teaching engagements or services sponsored by or from advisory committees or review panels for U.S. Federal, state or local governmental agencies, U.S. institutions of higher education, research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers;
- equity interests or income from investment vehicles, such as mutual funds and retirement accounts, so long as the Investigator does not directly control the investment decisions made in these vehicles; or
- any ownership interests in the organization if the organization is an applicant under the Small Business Innovation Research Program or Small Business Technology Transfer Program. Financial Conflict of Interest means a significant financial interest that Normandale reasonably determines could directly and significantly affect the design, conduct, or reporting of federal grant-sponsored research, projects, or programs.

  a. Institutional Official is the individual within Normandale who is responsible for the solicitation and review of disclosures of Significant Financial Interests including those of the Investigator's Family related to the Investigator's Institutional Responsibilities. For purposes of this policy, the Institutional Official is the Director of Grants and Sponsored Projects or other such employee as the Director of Grants and Sponsored Projects may designate in writing.

  b. Institutional Responsibilities means the Investigator's professional responsibilities associated with their appointment or position at Normandale, such as teaching, administration, and institutional, internal, and external professional committee service.

  c. Investigators are any principal investigator (PI), co-principal investigator (co-PI), project director (PD), or other key personnel working on a project or program funded by any federal agency. Sub-grantees must also fill out a disclosure form or provide certification from their organization that they comply with federal policies regarding disclosure of financial conflicts of interest.

  d. Significant financial interest means a Financial Interest that reasonably appears to be related to the Investigator's Institutional Responsibilities, and:

     - If with a publicly traded entity, the aggregate value of any salary or other payments for services received during the 12-month period preceding the disclosure, and the value of any equity interest during the 12-month period preceding or as of the date of disclosure, exceeds $5,000; or
     - If with a non-publicly traded entity, the aggregate value of any salary or other payments for services received during the 12-month period preceding the disclosure exceeds $5,000; or
     - If with a non-publicly-traded company, is an equity interest of any value during the 12-month period preceding or as of the date of disclosure; or
     - Is income exceeding $5,000 related to intellectual property rights and interests not reimbursed through Normandale, or
     - Is reimbursed or sponsored travel related to his or her Institutional Responsibilities.

Part 2: General Provisions

1. No employee or agent of Normandale may participate in the selection, award, or administration of a procurement or non-procurement contract supported by a federal grant if he or she has a real or apparent conflict of interest.
2. A real or apparent conflict of interest exists when the employee or agent, or any member of their Family has a financial or other interest in, or would receive a tangible personal benefit from, the vendor being considered for the contract.
3. Normandale's employees and agents are prohibited from soliciting or accepting gratuities, favors or anything of monetary value from contractors or parties to subcontracts unless such unsolicited gratuity or favor is considered by Minnesota State procedure 1C.0.1, part 3, subpart B to be nominal in value.
4. Circumstances that arise that potentially or actually involve conflicts of interest must be promptly and fully disclosed to the Institutional Official by the

employee, officer or agent by completing the Financial Interests Report.

5. The Financial Interests Report must also be completed prior to the submission of proposals to Federal agencies, annually thereafter if Normandale is awarded financial assistance from the Federal agency, within 30 days of a person's appointment or employment as an Investigator, or within 30 days of an Investigator discovering or acquiring a Significant Financial Interest.
6. Disciplinary actions for violations of this Policy will be determined by Normandale in accordance with existing policies, procedures and/or contracts applicable to the officer or agent.
7. The Institutional Official will notify the Federal awarding agency in writing of any potential or actual conflict of interest by an employee or agent pursuant to the awarding agency's policy.
8. Normandale will require sub-recipients to maintain a conflict of interest policy for Federal awards or follow this Policy as if it were directly applicable to the subrecipient.

Part 3: Responsibilities

Subpart A: Office of Grants and Sponsored Projects. The Institutional Official is responsible for:

- Distributing the Financial Conflict of Interest Disclosure Form to all investigators and sub-grantees, providing training, and ensuring that the forms are completed as identified in Subpart B, Responsibilities for investigators;
- Reviewing all disclosures to determine if a potential conflict of interest exists;
- Maintaining negative disclosures (those that show no conflict of interest) on file in accordance with federal and state requirements;
- Forwarding positive disclosures (those which indicate a potential conflict) to the Conflict of Interest Review Committee;
- Reporting the existence of a potential conflict of interest to the federal funding agency prior to the expenditure of any funds.

Subpart B: Investigators. Investigators (PIs, co-PIs, project directors, and others in key roles) must complete a Financial Conflict of Interest Disclosure Form and submit it to the Office of Grants and Sponsored Projects:

- Prior to submission of any federal funding application;
- Annually by October 1st of each year of a grant-funded program;
- Within 30 days of discovering or acquiring a new significant financial interest.

Any investigator who knows of, or could reasonably be expected to know of, this policy and deliberately fails to disclose or respond to a potential conflict of interest shall be subject to disciplinary action in accordance with the applicable bargaining unit, ranging from reprimand to discharge.

Subpart C: Conflict of Interest Review Committee. Positive disclosures (those which indicate a potential conflict) will be reviewed by a committee composed of the director of grants & sponsored projects, vice president of finance and operations, vice president of the area submitting the grant, and vice president of human resources. The committee will determine how the conflict will be managed, reduced, or eliminated and communicate its action plan to key personnel.

Policy History:

Date of Adoption: 11/2/2017

Department Owner: Grants

Date and Subject of Revisions:
4/2/19 Updated Related Policy and Procedure Links, added Policy Scope, Definitions added and clarified, General Provisions added.
02/2025 Updated all related Policy links

Next Review Date: 2028

9.2.1 Financial Conflict of Interest Disclosure for Federal Awards Procedure

Related Minnesota State Colleges and Universities Board Policy: Board Policy 1C.2, Fraudulent or Other Dishonest Acts

Related Minnesota State Colleges and Universities Board Procedure: 1C.0.1 Employee Code of Conduct, Part 3, Subpart A. Conflict of Interest

Related Policy and Procedure from the Code of Ethics of Federal Regulations:

42 CFR 50 Subpart F

45 CFR 94

Purpose: To provide a process for faculty and staff to complete appropriate disclosure forms to comply with Federal regulations as applied to Investigators in federal grant-sponsored awards.

The Institutional Official is responsible for ensuring implementation of this section and may suspend all relevant activities until the Financial Conflict of Interest is resolved or other action deemed appropriate by the Institutional Official is implemented. Violation of any part of this section may also constitute cause for disciplinary or other administrative action pursuant to existing policies, procedures and/or contracts applicable to the officer, employee or agent.

This Procedure is predicated on the expectation that Investigators conduct their affairs so as to avoid or minimize Financial Conflicts of Interest and respond appropriately when such Financial Conflicts of Interest arise. To that end, this section informs Investigators about situations that generate Financial Conflicts of Interest related to Research, projects or programs, provides mechanisms for Investigators and Normandale to manage those Financial Conflicts of Interest, and describes situations that are prohibited. Every Investigator has an obligation to become familiar with, and abide by, the provisions of this Procedure. If a situation posing questions of Financial Conflicts of Interest arises, an Investigator must discuss the situation with the Institutional Official.

1. DISCLOSURE OF FINANCIAL INTERESTS
   As described below, all Investigators associated with the award must disclose if they have any Significant Financial Interests by completing and submitting a Financial Disclosure Statement. The Institutional Official is responsible for the distribution, receipt, processing, review and retention of the Financial Interests Report.

   a. Pre-proposal Disclosures

Prior to Normandale submitting a proposal to a federal agency, any person intended to be Principal Investigator (PI)/Project Director (PD) or co-PI for the proposed award must complete and submit a Financial Disclosure Statement.

   b. Initial Disclosures

Within 30 days of his or her initial appointment or employment as PI or co-PI, all Investigators must disclose their Significant Financial Interests to the Institutional Official via completion and submission of a Financial Disclosure Statement.

   c. Annual Disclosures

All Investigators must disclose if they have any Significant Financial Interests on an annual basis. The completed Financial Interests Reports must be submitted to the Institutional Official October 1st or within 30 days of the request for the information.

   d. Ad hoc Disclosures

Prior to entering into federal grant-sponsored projects as a subgrantee or submitting proposals for federally sponsored projects, where the Investigator has a Significant Financial Interest, the Investigator must affirm the currency of the annual disclosure or submit to the Institutional Official an updated disclosure of his or her Significant Financial Interests. Normandale will not submit a proposal unless the Investigator has submitted such updated disclosure.
In addition, all Investigators must submit to the Institutional Official an ad hoc disclosure of any Significant Financial Interest he or she acquires or discovers during the course of the year within thirty (30) days of discovering or acquiring the Significant Financial Interest.

   e. Travel

Investigators must also disclose reimbursed or sponsored travel related to their Institutional Responsibilities, as defined in Policy 9.2. Such disclosures must include, at a minimum, the purpose of the trip, the identity of the sponsor/organizer, the destination, the duration, and, if known, the monetary value. The Institutional Official will determine if additional information is needed (e.g., the monetary value if not already disclosed) to determine whether the travel constitutes a Financial Conflict of Interest with the Investigator’s grant-funded work.

2. REVIEW AND DECISION OF THE INSTITUTIONAL OFFICIAL
   Within 60 days of receipt of the Financial Disclosure Statement from the Investigator, the Institutional Official will review. If the report reveals a Significant Financial Interest, the Institutional Official will make a determination of whether it constitutes a Financial Conflict of Interest. If a Financial Conflict of Interest exists, the Institutional Official will take action to manage the Financial Conflict of Interest including the reduction or elimination of the conflict, as appropriate.

A Financial Conflict of Interest will exist when the Institutional Official or designee reasonably determines that a Significant Financial Interest could directly and significantly affect the design, conduct, or reporting of federally sponsored Research, projects or programs. If the Institutional Official determines that there is a Financial Conflict of Interest that can be managed, he or she must develop and implement a written management plan. The affected Investigator must formally agree to the proposed management strategies and sign the written management plan before any related federally-sponsored research, projects or programs go forward.
The Institutional Official will periodically review the ongoing activity, monitor the conduct of the activity, and otherwise oversee compliance with the management plan.

3. EXTERNAL AND INTERNAL REPORTING
   The Institutional Official will report identified Financial Conflicts of Interest, the resulting management plan and non-compliance, if applicable, to the federal agency or to the prime awardee, in accordance with that agency's regulations. Such reports shall be sent to the awarding agency or to the prime awardee prior to the expenditure of any funds and within 60 days of any subsequently identified Financial Conflict of Interest. In addition, the Institutional Official will submit annual updates to the federal agency on previously reported Financial Conflicts of Interest.

The Institutional Official will also report identified Financial Conflicts of Interest to Normandale's Fiscal Services office.

4. INVESTIGATOR NON-COMPLIANCE

   a. Disciplinary Action
      If an Investigator fails to comply with this Procedure, the Institutional Official may suspend all relevant activities and/or recommend to the appropriate official at Normandale other disciplinary action. Normandale will determine the necessity and scope of any interim measures until the matter is resolved or other action deemed appropriate is implemented. The proper exercise of academic freedom by a faculty member is not intended to be restricted by Normandale's enforcement of this Procedure.

Normandale's decision to impose sanctions on an Investigator because of failure to comply with this Procedure, or failure to comply with the decision of the Institutional Official, will be described in a written explanation of the decision to the Investigator, and, where applicable, the Institutional Review Board, and will notify the individual of the right to appeal the decision. Normandale will promptly notify the federal agency of the action taken or to be taken. If funding for the research, project or program is made available from a prime awardee, such notification shall be made promptly to the prime awardee for reporting to the federal agency. Normandale may impose any remedy that can be tailored to manage, reduce or eliminate Financial Conflicts of Interest, even if not specifically listed here. The range of measures may include:

i. Public disclosure of Financial Conflicts of Interests, such as during dissemination of outcomes;

ii. For Research projects involving human subjects, disclosure of Financial Conflicts of Interests directly to participants;

iii. Monitoring of Research, project or program activities by independent reviewers;

iiii. Modification of the Research, project or program activities;

iiiii. Change of personnel or disqualification of personnel from participation in the portion of the federally funded research, project or program activities that would be affected by the Financial Conflict of Interests;

iiiiii. Divestiture of the Significant Financial Interests that created the Financial Conflict of Interest; or

iiiiiii. Severance of relationships that created the Financial Conflict of Interest.

Normandale will take immediate and responsive actions to enforce measures previously ordered or implemented by Normandale or the Institutional Official.

If the Institutional Official determines that a Financial Conflict of Interest was not identified or managed in a timely manner, including but not limited to an Investigator's failure to disclose a Significant Financial Interest that is determined to be a Financial Conflict of Interest, or failure by an Investigator to materially comply with a management plan for a Financial Conflict of

Interest, a committee composed of the director of grants & sponsored projects, vice president of finance and operations, vice president of the area submitting the grant, and vice president of human resources will complete a retrospective review of the Investigator's activities and the federally sponsored research, project, or program to determine whether the research, project, or program conducted during the period of non-compliance was biased in its design, conduct, or reporting.

Documentation of the retrospective review shall include the project number, project title, name of the project's principle investigator, name of Investigator with the Financial Conflict of Interest, name of the entity with which the Investigator has the Financial Conflict of Interest, reason(s) for the retrospective review, detailed methodology used for the retrospective review, and findings and conclusions of the review.

The Institutional Official will update any previously submitted report to the federal agency or to the prime awardee relating to the research, project or program, specifying the actions that will be taken to manage the Financial Conflict of Interest going forward. This retrospective review will be completed in the manner and within the time frame established in the federal agency's regulations. If bias is found, Normandale will promptly notify the federal agency and submit a mitigation report in accordance with the agency's regulations. The mitigation report will identify elements documented in the retrospective review, a description of the impact of the bias on the Research, project or program and the plan of action to eliminate or mitigate the effect of the bias.

5. TRAINING
   Each Investigator must complete training on the Conflict of Interest for Federal Awards Policy and Procedure, including the Investigator's responsibilities regarding disclosure and the related federal agency's regulations, prior to engaging in research, projects, or programs funded by a federal agency, and at least every four years thereafter. They must also complete training within a reasonable period of time as determined by the Institutional Official if the Policy and/or Procedure is substantively amended in a manner that affects the requirements of Investigators, if the Investigator is new to Normandale, or if it is determined that the Investigator has not complied either with this Procedure or with a management plan related to their activities.

6. RECORD AVAILABILITY/RETENTION
   Upon request, the Institutional Official will allow the relevant federal agency access to all records related to compliance with this Policy.

The Institutional Official will retain all disclosure forms, conflict management plans, and related documents for a period of three years from the date the final expenditure report is submitted to the federal agency or to the prime awardee. If any litigation, claim, financial management review, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

7. CONFIDENTIALITY
   To the extent permitted by law, Normandale will treat disclosure forms, conflict management plans, and related information as confidential; however, Normandale may be required to make such information available to the federal agency, to a requestor of information concerning Financial Conflict of Interest related to federal funding, or to the primary entity who made the funding available to Normandale. If Normandale is requested to provide disclosure forms, conflict management plans, and related information to an outside entity, the Investigator will be informed of this disclosure.

8. PUBLIC ACCESSIBILITY
   Prior to the expenditure of funds, Normandale will report to the grantor agency the existence of any conflicting interest (but not the nature of the interest or other details) and assure that the interest has been managed, reduced or eliminated in accordance with this procedure. Normandale will also respond to any requestor within five business days of the request, information concerning any Significant Financial Interest that meets the following criteria:

   a. The Significant Financial Interest was disclosed and is still held by the senior and key personnel;

   b. A determination has been made that the Significant Financial Interest is related to the federally funded research, project or program; and

   c. A determination has been made that the Significant Financial Interest is a Financial Conflict of Interest.
      The information to be made available shall be consistent with the requirements of the federal agency's regulations.

Procedure History:

Date of Adoption: 4/2/2019

Department Owner: Grants

Date and Subject of Revisions:

2/2025 Added links to the relevant policies and procedures in the Code of Federal Regulations; Updated Minnesota State links

Next Review Date: 2028

9.3 Mandatory Disclosures Policy

Related Policy from the Code of Federal Relations: 2 CFR 200.113: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-B/section-200.113

Related Policy from the Code of Federal Relations: 2 CFR 200.217: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-C/section-200.217

Related Minnesota State policy: 1C.2 Fraudulent or Other Dishonest Acts https://www.minnstate.edu/board/policy/1c02.html

Related Minnesota State procedure: 1C.0.1 Employee Code of Conduct https://www.minnstate.edu/board/procedure/1c0p1.html

Purpose: As a recipient of Federal awards, Normandale must comply with the mandatory disclosure requirements under the Uniform Guidance and all applicable Federal sponsor regulations. This policy explains what must be disclosed, who is responsible for reporting, how disclosures are made, and how the college notifies Federal agencies or pass-through entities.

Part 1: Definitions

1. *Administrative proceeding:* A non-judicial, adjudicatory process that determines fault or liability related to a Federal award. Examples include Securities and Exchange Commission administrative proceedings and contract appeals board actions. Audits, site visits, corrective plans, or inspections are **not** administrative proceedings.
2. *Award:* Any Federal funding agreement or contract, oral or written, including grants, fellowships, co-operative agreements, and contracts.
3. *Bribery:* As defined in 18 USC Part 1, Chapter 11.
4. *Conflict of interest:* As defined in Minnesota State policy 1C.0.1, Part 3, Subpart A.
5. *Confucius Institute:* A cultural institute funded, directly or indirectly, by the Government of the People's Republic of China for the promotion of Chinese language or culture and operated in partnership with a U.S. institution of higher education.
6. *Conviction:* A judgment of guilt for a criminal offense by a court of competent jurisdiction, including verdicts, guilty pleas, and pleas of nolo contendere.
7. *False claim:* As defined in the False Claims Act (31 USC Section 3729).
8. *Foreign entity of concern:* An entity owned by, controlled by, or subject to the jurisdiction or direction" of a foreign country of concern. Current foreign countries of concern include the People's Republic of China, the Democratic People's Republic of Korea, the Russian Federation, the Islamic Republic of Iran, or any other country designated by the U.S. Department of State.
9. *Fraudulent or other dishonest acts:* As defined in Minnesota State policy 1C.2, Part 3, Subpart A.
10. *Gratuity violation:* Accepting gratuities, favors, or anything of monetary value (other than unsolicited items of nominal value, allowed under Minnesota State procedure 1C.0.1) from contractors or subcontractors on a Federal award.

Part 2: Responsibilities

Normandale will disclose, in a timely manner and in writing, to the Federal awarding agency or pass-through entity any violations, proceedings, or events that may affect the integrity of a Federal award, as required by 2 CFR 200.113 and sponsor-specific regulations.

Situations Requiring Disclosure

Required Disclosure	Who Reports Internally?	Reported by Grants Department to:	Deadline
Suspension or debarment of the college, an employee, contractor, subcontractor, or agent working on a Federal award	Employee -> Supervisor -> Grants Office	Federal agency or pass-through entity	As soon as possible
Criminal violations involving fraud, bribery, or gratuity violations	Employee -> Supervisor -> Grants Office	Federal agency or pass-through entity	As soon as possible
Criminal proceeding resulting in a conviction	Grants Office	Federal agency or pass-through entity	As soon as possible
Civil proceeding with finding of fault and payment of $5,000 or more	Grants Office	Federal agency or pass-through entity	As soon as possible
Administrative proceeding with finding of fault and payment >= $5,000 or reimbursement/restitution / damages > $100,000	Grants Office	Federal agency or pass-through entity	As soon as possible
Any settlement (civil or administrative) reached by consent or compromise that includes an acknowledgement of fault	Grants Office	Federal agency or pass-through entity	As soon as possible
Suspected Davis-Bacon violations by contractors (construction only)	Project Manager -> Grants Office	Federal agency or pass-through entity	As soon as possible

Suspected Copeland "Anti-Kickback" Act violations by contractors (construction only)	Project Manager -> Grants Office	Federal agency or pass-through entity	As soon as possible
Violations of the Clean Air Act or Federal Water Pollution Control Act	Project Manager -> Grants Office	Federal agency or pass-through entity	As soon as possible
Foreign financial support >= $50,000 from a foreign entity of concern	PI/Department -> Grants Office	Federal agency	As soon as possible
Contracts or agreements with a Confucius Institute without a granted waiver	PI/Department -> Grants Office	Federal agency	As soon as possible
Human trafficking violations by a private subrecipient	PI/Department -> Grants Office	Federal agency or pass-through entity	As soon as possible

Process for Reporting Suspected Fraud or Other Dishonest Acts

1. Employees report suspected fraud or dishonest acts to their supervisor or through the Minnesota State reporting process (Minnesota State Policy 1C.2).
2. Supervisors immediately notify the Grants and Sponsored Projects department.
3. The Grants department assesses whether a Federal mandatory disclosure is required and consults with the college president and Minnesota State legal counsel.
4. The Director of Grants and Sponsored Projects files required disclosures to:

- The System for Award Management (SAM.gov), if applicable.
- The Federal awarding agency.
- The agency's Office of Inspector General.

Any pass-through entity administering the award.

Part 3: Employee Disciplinary Actions

Failure to make required disclosures can result in actions under 2 CFR 200.338 (Remedies for noncompliance), including but not limited to:

- Additional conditions placed on award.
- Withholding of funds.
- Suspension or termination of award.
- Suspension or debarment under 2 CFR 180.

Part 4: Employee Disciplinary Actions

Employees who violate this policy will be subject to disciplinary actions as outlined in Minnesota State policy 1C.2.

Part 5: Whistleblower Protection

Employees who report suspected fraud or other dishonest acts affecting a Federal award are protected from retaliation under Minnesota State policy 1C.2 and Federal whistleblower protection statutes.

Policy History:

Date of Adoption: 11.1.17

Department Owner: Grants

Date and Subject of Revisions:
4/2/19 Added related State Policies and Procedures, updated Purpose and Responsibilities

Next Review Date: 4/2/2023

9.4 Research Misconduct Policy

Related Minnesota State policy: 1C.2 Fraudulent or Other Dishonest Acts https://www.minnstate.edu/board/policy/1c02.html

Related Code of Federal Regulations (National Science Foundation): 45 CFR 689 https://www.ecfr.gov/current/title-45/subtitle-B/chapter-VI/part-689

Related Code of Federal Regulations (US Department of Health and Human Services): 42 CFR Parts 50 and 93 https://www.ecfr.gov/current/title-42/chapter-I/subchapter-H/part-93

Purpose: To ensure ethical research activities at Normandale and describe processes for addressing allegations of research misconduct and for promoting the importance of preventing research misconduct, including training and certification for grant-funded personnel. Normandale Community College is committed to ensuring the integrity of all its grant-funded research activities. This policy establishes institutional standards and procedures for preventing, reporting, assessing, and investigating allegations of research misconduct. It ensures compliance with Federal regulations, including:

- Public Health Service (PHS) Policies on Research Misconduct, 42 CFR Part 93, applicable to allegations received on or after January 1, 2026.
- National Science Foundation (NSF) Research Misconduct Regulation, 45 CFR 689, and NSF Responsible and Ethical Conduct of Research (RECR) training requirements.
- Federal Research Misconduct Policy (FFP) adopted by all Federal agencies including the Department of Education and Department of Labor.
- Uniform Guidance (2 CFR 200) and DOL adoption at 2 CFR 2900, establishing internal control expectations for Federal awards.

Principal Investigators (PIs), Co-Principal Investigators (co-PIs), and Senior Personnel who are funded by Federal awards with activities that include a research component are expected to assist in Normandale's prevention and detection of research misconduct activities, including training on, and certifying of, research misconduct information, violations and notifications. The Office of Grants & Sponsored Projects will coordinate these efforts.

Part 1: Definitions

1. Fabrication*:* Making up data or results and recording or reporting them.
2. Falsification: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
3. Finding of research misconduct: Means that the research:

a. Is a significant departure from accepted practices of the relevant research community;

b. Was committed intentionally, knowingly, or recklessly; and

c. The allegation can be proven by a preponderance of the evidence.

4. Inquiry: Consists of preliminary information gathering and preliminary fact finding to determine whether an allegation or apparent instance of research misconduct has substance. If the inquiry establishes that there is a reasonable basis for concluding that the allegation or apparent instance of research misconduct has substance, an investigation is warranted.
5. Institutional record: All records compiled or generated during assessment, inquiry, investigation, and adjudication, including evidence indices, transcripts, and reports, maintained consistent with 42 CFR Part 93.
6. Intent standards: A finding requires that the misconduct be committed intentionally, knowingly, or recklessly.
7. Investigation: A formal development, examination and evaluation of a factual record to determine whether misconduct has taken place or, if research misconduct has already been confirmed, to assess its extent and consequences or determine appropriate action.
8. Plagiarism: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
9. Preponderance of the evidence: The standard of proof required for a finding of research misconduct.
10. Research: As defined by HHS: systematic investigation designed to contribute to general or specific knowledge. NSF also includes research proposals, reviews, and outcomes.
11. Research misconduct: Fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting research. Research misconduct does not include honest error or differences of opinion.

Part 2: Responsibilities

Grants & Sponsored Projects is responsible for identifying training on responsible and ethical conduct of research, ensuring that individuals working on grant-funded research have successfully completed training, and coordinating investigation into allegations of research misconduct.

PIs, co-PIs, and other senior personnel working on

grant-funded projects that include research and education activities are required to complete training on responsible and ethical conduct of research and certify that they have taken the training. Grants & Sponsored Projects will maintain the signed certifications in the grant project files.

Policy History:

Date of Adoption: 4/2/2019

Department Owner: Grants

Date and Subject of Revisions:

Next Review Date: 2029-2030

9.4.1 Research Misconduct Procedure

Related Minnesota State Colleges and Universities Board Policy: 1C.2 Fraudulent or Other Dishonest Acts https://www.minnstate.edu/board/policy/1c02.html

Related Minnesota State Colleges and Universities Board Procedure: N/A

Related Code of Federal Regulations (National Science Foundation): 45 CFR 689 https://www.ecfr.gov/current/title-45/subtitle-B/chapter-VI/part-689?toc=1

Related Code of Federal Regulations (US Department of Health & Human Services): 42 CFR 93 https://www.ecfr.gov/current/title-42/chapter-I/subchapter-H/part-93

Purpose: *To ensure Normandale fulfills its responsibilities for preventing, detecting, and responding to research misconduct in grant-funded projects. This procedure outlines training and certification requirements Principal Investigators (PIs), co-PIs, and other Senior personnel, and describes the process for handling allegations of research misconduct.*

Part 1: Training and Certification

The Office of Grants & Sponsored Projects will:

1. Communication: Communicate with and train PIs, co-PIs, and Senior Personnel on Federal policies and Normandale procedures related to research misconduct.
2. Select appropriate training: Identify and assign responsible and ethical conduct of research (RECR) training for PIs, co-PIs, and Senior Personnel.
3. Track completion: Maintain records certifying completion of required training for all PIs, co-PIs, and Senior Personnel.
4. Require certification prior to proposal submission: Before a proposal is submitted, PIs, co-PIs, and Senior Personnel must certify that they:
   a. Have read and understand the provided Federal research misconduct regulations.
   b. Have completed appropriate RECR training.
   c. Will not engage in fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or reporting research.
   d. Will report any suspected incidents of research misconduct to the Director of Grants & Sponsored Projects or to Minnesota State General Counsel.

Part 2: Suspected Incidents of Misconduct

If Grants & Sponsored Projects receives a report of suspected research misconduct, the Director will meet with the Vice President of Administration, Vice President of Human Resources, and Vice President of Academic Affairs/Provost to determine next steps. The group will decide whether to initiate an inquiry or an investigation and whether to use Normandale or Minnesota State personnel. Normandale will involve the Minnesota State Office of Internal Auditing before beginning any inquiry.

Regardless of who conducts the Normandale will do the following:

1. Initiate an Inquiry: Begin an inquiry within a reasonable timeframe, complete it within 60 calendar days, and determine whether an investigation is warranted. If warranted, the President will notify the Minnesota State Office of Internal Auditing. Grants and Sponsored Projects will consult with the Office of General Counsel, the Legislative Auditor, and other officials as required.
2. Secure Evidence: Take all reasonable steps to obtain, inventory, and securely sequester all research records and evidence:

- Before or at the time the respondent is notified, when possible.
- As additional records become known.

3. Notify the Federal agency when required: Notify the relevant Federal agency within 30 days if an

investigation will be initiated or if, during the investigation, any of the following occur:

- Notification is required by the Federal agency.
- There is reasonable indication of possible civil or criminal violations.
- Public health or safety is at risk.
- Agency resources, reputation, or interests require protection.
- Federal action may be needed to protect involved individuals.
- The research community or public should be informed.
- Research activities should be suspended.

4. Conduct or support the investigation and complete it within 150 calendar days from the determination that an investigation is warranted.
5. Keep the Federal agency and its Office of Inspector General informed throughout the investigation.
6. Implement necessary interim actions to protect the integrity of Federal research.
7. Prepare and submit required written inquiry and investigation reports to the Federal agency and its Office of Inspector General.
8. Cooperate with Federal Authorities: Provide research records, evidence, and cooperation during any agency review or misconduct proceeding.
9. Implement Administrative Actions: Enforce any administrative actions imposed on Normandale or its employees.
10. File Required Reports: Submit all additional reports or assurances required by the Federal agency.
11. Maintain all records related to research misconduct proceedings for seven years after final completion.

Safeguards for Respondents and Complainants

Normandale will :

1. Provide written notice to the respondent at the start of the inquiry.
2. Allow the respondent to submit written comments on inquiry findings.
3. Allow the respondent to submit written comments on investigation findings and consider these comments before issuing a final report.
4. When appropriate, provide copies of or supervised access to research records.
5. Take reasonable steps to protect or restore the reputation of respondents when allegations are not substantiated .
6. Limit disclosure of identities to those who need to know, the Federal agency, and as allowed by law.

Whistleblower Protections

Employees who report suspected fraudulent or other dishonest acts pursuant to Minnesota State Policy 1C.2 or Minnesota Statute 181.932 are protected from retaliation. Normandale will provide written notice to employees about whistleblower rights and protections under 41 USC 4712. The identity of other information sources shall be protected when required by Minnesota State Statutes 181.932 and/or 13.392.

Procedure History:

Date of Adoption: 4/2/2019

Department Owner: Grants

Date and Subject of Revisions:

Next Review Date: 2029-2030

9.5 Indirect Costs (Facilities & Administrative) Policy for Grant-Funded Projects

Related Minnesota State Board Policy: None

Related Minnesota State Board Procedure: System Procedure 7.3.4 Cost Allocation https://www.minnstate.edu/board/procedure/703p4.html

Uniform Guidance: 2 CFR 200.414: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414

Uniform Guidance: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455

Purpose: To define Normandale's standards and processes for recovering and allocating indirect costs (F&A) on sponsored projects, in compliance with the Uniform Guidance (2 CFR 200) and applicable federal sponsor regulations and terms and conditions.

Part 1: Scope

This policy applies to all externally funded grants, cooperative agreements, and subawards administered by Normandale. If an award's applicable statute, regulation, or notice of funding opportunity imposes a different indirect cost (IDC) limitation or methodology, the sponsor's rule controls for that award.

Part 2: Definitions

De minimis Rate: A 10 percent rate of Modified Total Direct Costs that may be used indefinitely by eligible entities that do not have a negotiated indirect cost rate agreement (NICRA).

Direct Salaries/wages: One factor against which to calculate indirect costs. It includes the gross compensation (including vacation, holiday, sick pay, and fringe benefits) paid to employees for work directly allocable to a specific, measurable cost objective, project, or grant. These costs are readily identifiable with a particular project and act as the denominator in the indirect cost rate formula.

DOL Adoption: The U.S. Department of Labor adopts 2 CFR 200 with limited exceptions at 2 CFR Part 2900; recipients must follow DOL's additional terms and monitoring guidance.

ED-Specific Indirect: For U.S. Department of Education grants, EDGAR 34 CFR 75 Subpart E applies; ED recognizes the de minimis option and imposes additional timeliness rules for rate proposals. Some ED training programs impose statutory caps (e.g., 8 percent of modified total direct costs); such caps control.

Indirect Costs: Costs incurred for common or joint objectives and not readily assignable to a specific project, classified for Institutions of Higher Education as Facilities and Administration under 2 CFR 200.414.

Modified Total Direct Costs (MTDC): One way the base to indirect rates is applied, consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of period of performance). MTDC excludes equipment, capital expenditures, patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000.

Negotiated Indirect Cost Rate Agreement (NICRA): A rate negotiated with the cognizant federal agency and accepted by all federal agencies unless a deviation is authorized by statute/regulation or approved by the awarding agency. For IHEs and many nonprofits, the HHS Program Support Center (PSC) Cost Allocation Services commonly serves as cognizant.

Participant Support Costs (PSC): Direct costs for stipends, subsistence, travel, registration fees, temporary dependent care, and per diem paid to or on behalf of participants in training or conference activities. Participant support costs are excluded from the MTDC base and require segregated accounting; NSF specifically restricts re-budgeting of participant support costs without prior approval.

Pass-Through Entity (PTE) and Subrecipient: When Normandale issues or receives a subaward, the subrecipient's federally negotiated IDC rate must be honored; if none exists, the PTE and subrecipient may negotiate a rate, or the de minimis rate may be used. The subaward must state the applicable IDC rate.

Part 3: Indirect Rates Policy

Rate Used on Proposals and Awards:

1. Sponsor-Specified Rates Control: If a federal statute, regulation, or Notice of Funding Opportunity specifies an IDC rate or cap, Normandale will apply that rate to its budget.
2. If no sponsor rate is specified, Normandale will apply its current federally negotiated rate (NICRA) to the appropriate MTDC base.
3. If at any time Normandale lacks a NICRA for the applicable program, and is eligible, it may elect the 10 percent de minimis rate of MTDC and will apply it consistently until a NICRA is obtained.

Base of Application:

Normandale will apply the indirect cost rate to either modified total direct costs or direct salaries/wages depending on the NICRA and will exclude the categories listed in 2 CFR 200.1 (see above). Participant support costs are excluded from the indirect cost base and must be segregated in accounting records.

Participant Support Costs:

Participant support costs must be budgeted and tracked separately and are not subject to indirect costs unless explicitly authorized in the NICRA or award terms. For NSF, rebudgeting participant support costs to another line item requires prior written approval.

Subawards (when Normandale is pass-through entity or subrecipient):

1. Honor subrecipient rate: Normandale will honor a subrecipient's federally negotiated rate. If none exists, Normandale will allow the de minimis 10 percent modified total direct costs or establish a negotiated rate with the subrecipient. The subaward document must state the indirect cost rate.
2. When Normandale is subrecipient, it will apply its NICRA or the de minimis as applicable, subject to the prime sponsor's constraints.

Sponsor-Specific Exceptions:

- Department of Education (ED) grants. Normandale follows 34 CFR 75 Subpart E for ED projects. Where training grant caps apply (e.g., 8% of MTDC), Normandale will apply the cap and exclude required items from the base per ED guidance.
- Health & Human Services (HHS)/National Institutes of Health (NIH). NIH and HHS accept NICRA rates; any updated MTDC implementation (e.g., first $50,000 of each subaward) may be used only if cited in the current NICRA and permitted by award terms.
- Department of Labor (DOL). Normandale follows 2 CFR 2900 and any DOL terms, including monitoring and prior approval expectations.
- NSF participant support. NSF participant support costs are not subject to indirect costs and require prior approval for rebudgeting.

Part 4: Proposal Development and Budgeting Standards

1. Default Budget Practice: Proposals must budget indirect costs at the highest allowable rate consistent with sponsor policy, applied to the correct base.
2. Waivers/Reductions: Any institutional decision to waive or reduce IDC below the allowable rate requires written approval by the College President or designee before proposal submission, with justification retained in the proposal file. Note that some ED programs permit or require caps; these are not waivers but compliance with sponsor policy.
3. Participant Support Segregation: Budgets must separately line-item participant support costs, and post-award accounting must segregate participant support costs from other costs.
4. Subaward Budgeting: Proposal subawards must state the subrecipient indirect cos rate (federally negotiated, negotiated with pass-through entity, or de minimis) and apply indirect costs to the first $25,000 of each subaward in the modified total direct cost base unless the NICRA or award terms specify a different threshold.

Part 5: Determination of the Applicable Rate

1. Sponsor Methodology Controls. If the sponsor prescribes an indirect cost methodology or base, Normandale will apply that methodology (e.g., ED 8% cap on training, NSF participant support costs exclusion, HHS NICRA acceptance).
2. Absent Sponsor Instructions. Normandale will apply its current NICRA to direct salaries/wages or modified total direct costs. If at any time Normandale is eligible and lacks a NICRA, it may elect 10% de minimis MTDC.
3. Cognizant Agency and NICRA Maintenance. Normandale will maintain its NICRA with the cognizant federal agency and will update/renegotiate per federal guidance.

Part 6: Distribution of Recovered Indirect Costs

Standard Distribution: Unless required otherwise by sponsor terms, recovered indirect will be deposited into a general fund cost center.

Exceptions: Any alternate internal distribution requires pre-approval by the President or their designee before proposal submission if it is part of the proposed budget, or before spending otherwise. The internal distribution policy does not change the indirect cost charged to the sponsor and must not conflict with sponsor requirements.

Policy History:

Date of Adoption: Established 11/2016

Date of Implementation: 12/2016

Department / Owner: Grants

Date and Subject of Revisions:

Next Review Date: 2029-2030

9.6 Subrecipient Monitoring in Grant-Sponsored Programs Policy

Related Policy from the Code of Federal Relations: 2 CFR 200.331-333 (https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR031321e29ac5bbd)

Purpose: Normandale Community College must ensure that any subrecipients of Federal grant funds comply with all applicable laws, regulations, and award requirements. As a pass-through entity, Normandale must monitor subrecipient programmatic and financial performance to ensure that Federal funds are used for authorized purposes, that performance goals are achieved, and that subrecipients fulfill all compliance obligations under 2 CFR 200.331 - 200.333.

This policy guides Principal Investigators (PI), Project Directors (PD), and staff in implementing these responsibilities.

Part 1: Definitions

1. Contract*:* A legal instrument used to purchase goods or services under a financial award.
2. Contractor: An individual or organization that provides goods or services to Normandale through a procurement relationship. Typical indicators include:

a. Provides goods and services within normal business operations;

b. Serves multiple clients;

c. Operates in a competitive marketplace;

d. Provides goods or services that support, but do not carry out, the Federal program; and

e. Is not subject to Federal program compliance requirements because of the agreement.

3. Fixed-Amount Subaward: A subaward made under 2 CFR 200.333 based on performance milestones rather than cost reimbursement.
4. High-Risk Subrecipient: A subrecipient requiring enhanced monitoring based on factors in 2 CFR 200.206 (prior performance, financial instability, audit history, internal controls, capacity, etc.).
5. Principal Investigator (PI) or Project Director (PD): The individual responsible for overseeing subrecipient performance and ensuring compliance with Federal requirements and award terms.
6. Subaward*:* A financial assistance agreement issued by Normandale to a subrecipient to carry out part of a Federal program. A subaward creates a Federal assistance relationship.
7. Subrecipient*:* A non-Federal entity that receives a subaward from Normandale to carry out part of a Federal program Indicators include:

   a. Determines eligibility for program services or assistance;

   b. Has its performance measured against Federal program objectives;

   c. Makes programmatic decisions;

   d. Must follow applicable Federal program requirements; and

   e. Delivers a program for a public purpose rather than providing goods or services to Normandale.

Part 2: Responsibilities

Grants & Sponsored Projects Office: Normandale must meet all Uniform Guidance requirements related to subrecipient monitoring. Responsibilities include:

A. Pre-Award

1. Determining whether an entity is a subrecipient or a contractor (2 CFR 200.331).
2. Verifying that the subrecipient is not suspended or debarred in SAM.gov.
3. Conducting and documenting a risk assessment consistent with 2 CFR 200.206, including:

- Financial stability,
- Performance history,
- Audit results,
- Internal controls, and
- Prior Federal experience.

4. Ensuring each subaward includes all required elements under 2 CFR 200.332(b), including:

- Subrecipient name, UEI, and SAM.gov status.
- Federal award identification and CFDA/Assistance Listing.
- Subaward period of performance and authorized funding.
- Indirect cost rate (NICRA, de minimis, or negotiated).
- Required flow-down terms from the Federal agency.
- Requirements for financial and programmatic reporting.
- Requirements for prior approvals.
- Audit requirements under 2 CFR 200 Subpart F.
- Closeout requirements.

B. Award Administration and Monitoring

1. Informing the subrecipient of all applicable Federal statutes, regulations, and award terms.
2. Communicating any additional conditions required for compliance.
3. Informing the subrecipient that Normandale, Federal agencies, and auditors must be allowed access to records for monitoring (2 CFR 200.337).
4. Monitoring subrecipient performance proportional to risk, which may include:

- Technical report reviews,
- Financial reviews,
- Desk reviews,
- On-site or virtual monitoring visits,

Verification of performance milestones (for fixed-amount rewards).

5. Verifying that subrecipient costs are allowable, allocable, reasonable, and necessary (2 CFR 200.403-405).
6. Ensuring timely subaward modification for changes in scope, period of performance, or budget.
7. Confirming whether the subrecipient is subject to the Single Audit requirement (2 CFR 200.501).
8. Obtaining and reviewing Single Audit reports; documenting whether findings relate to Normandale's subaward; following up and issuing management decisions when required (2 CFR 200.332(d)(2) and 200.521).
9. FFATA (Federal Funding Accountability and Transparency Act) reporting for subawards over $30,000 when required.
10. Maintaining all required documentation under 2 CFR 200.334 (record retention).

C. Closeout

1. Ensuring subrecipients submit all required closeout documentation within 90 days of the subaward end date (or shorter if required by the prime sponsor).
2. Confirming that expenditures align with final performance reports.
3. Ensuring property and equipment reporting as required.

Principal Investigator (PI) or Project Director (PD): The PI/PD responsibilities include:

1. Reviewing subrecipient performance and technical reports for timeliness and adequacy.
2. Conducting programmatic monitoring appropriate to risk; this may include virtual or on-site visits when appropriate.
3. Reviewing invoices, with Fiscal Services and verifying alignment with project performance.,
4. Following up on unusual or questionable charges.
5. Maintaining documentation of all communications and monitoring actions.
6. Notifying the Grants & Sponsored Projects department of any performance or compliance concerns immediately.
7. Assisting the Grants & Sponsored Projects department with closeout verification.

Fiscal Services: The Fiscal Services Office supports the PI/PD in financial oversight. Responsibilities include:

1. Providing expense-to-budget monitoring reports.
2. Helping identify questionable or unallowable charges.

3. Verifying application of correct indirect cost rates.
4. Ensuring proper documentation of cost transfers, corrections, or returned funds.

Part 3: Monitoring Methods

Normandale will employ a risk-based approach using one or more of the following:

1. Review of financial and performance reports.
2. Desk reviews of invoices and supporting documentation.
3. On-site or virtual monitoring visits, including review of internal controls.
4. Review of audit reports and corrective action plans.
5. Additional conditions for high-risk subrecipients (e.g., more frequent reporting, technical assistance, invoice backup requirements).

Part 4: Enforcement and Noncompliance

If a subrecipient fails to comply, Normandale may take actions under 2 CFR 200.208 and 200.339, including:

1. Imposing additional conditions.
2. Withholding payments.
3. Disallowing costs.
4. Suspending or terminating the subaward.
5. Recommending suspension or debarment to the Federal agency.

Part 5: Record Retention

Normandale and the subrecipient must maintain all records for three years from the date of submission of the final expenditure report (or longer if required by the sponsor) per 2 CFR 200.334.

Principal Investigator (PI), Project Director (PD), or designee. The PI/PD is responsible for monitoring subrecipient performance by reviewing technical performance reports or other specified deliverables on a timely basis. Monitoring may include on-site visits to evaluate compliance with regulations and award terms, including status of performance and deliverables. Along with the Fiscal Services Office, the PI/PD is responsible for reviewing subrecipient invoices, identifying and following up on questionable expenditures, and maintaining documentation of monitoring efforts.

Fiscal Services. The Fiscal Services Office will provide the PI/PD with expense to budget comparisons to assist with financial monitoring. The Fiscal Services Office will assist PIs/PDs with identifying questionable expenditures and requesting clarification and/or documentation of invoiced charges that appear unusual, excessive, or otherwise questionable.

Procedure History:

Date of Adoption: 4/2/2019

Department Owner: Grants

Date and Subject of Revisions:

Next Review Date: 2029-2030

9.6.1 Subrecipient Monitoring in Grant-Sponsored Programs Procedure

Related Policy from the Code of Federal Relations: 2 CFR 200.331-333(https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR031321e29ac5bbd)

Purpose: To outline how Normandale identifies subrecipients, assesses their risk, and monitors them throughout the life of a Federal award.

Part 1: Authority, Scope, and Responsibilities

Authority: This procedure implements 2 CFR part 200, including Subrecipient Monitoring and Management (§§ 200.331–200.333), Required elements for pass-through entities (§ 200.332), Performance monitoring (§ 200.329), Record retention and access (§§ 200.334–200.337), Remedies (§ 200.339), Payments (§ 200.305), Indirect costs (§ 200.414), Single Audit (§§ 200.500–200.521), and FFATA subaward reporting (2 CFR part 170).

Scope: Applies to all Federal awards made to Normandale as a recipient or pass-through entity (PTE), and to all first-tier subawards. Special terms such as Build America, Buy America (BABA) flow down when the prime award funds infrastructure.

Responsibilities: The Principal Investigator/Project Director (PI/PD) leads technical oversight. Grants & Sponsored Projects department leads compliance and subaward drafting. Fiscal Services leads financial

review and payments. The PI/PD, Grants & Sponsored Projects department, and Fiscal Services jointly implement risk-based monitoring.

Part 2: Definitions

Subrecipient vs. contractor determination: Use substance over form; rely on characteristics from 2 CFR 200.331 (also outlined in Normandale Policy 9.6).

Subaward: Financial assistance to carry out part of a Federal program; includes required data elements in § 200.332(b).

Pass-through Entity: Normandale when issuing subawards. Responsibilities are listed at § 200.332.

Part 3: Pre-Award Procedures

Subpart A: Determining whether the entity is a subrecipient or contractor

1. During proposal development, the PI/PD identifies any work that Normandale cannot perform in-house.
2. If external performance is required, the PI/PD proposes an external entity. The Grants & Sponsored Projects department instructs the PI/PD to apply the Subrecipient or Contractor Classification Checklist grounded in 2 CFR 200.331 characteristics.
3. The PI/PD completes the checklist. The Grants & Sponsored Projects department makes the final determination, documents the rationale, and files it with the proposal package.
4. The Grants and Sponsored Projects department communicates the determination to the PI/PD and the Fiscal Services. Conflicts of interest are disclosed per college policy and applicable Federal terms.

Subpart B: Selecting a Subrecipient

1. If classified as a subrecipient, the PI/PD and Grants & Sponsored Projects department identify candidates based on expertise, capacity, and alignment with objectives.
2. The PI/PD confirms willingness to follow Federal requirements and budget constraints; Grants & Sponsored Projects verifies allowability and general compliance expectations.
3. Grants & Sponsored Projects verifies the entity is not suspended or debarred in SAM.gov before proposal naming or pre-award commitment.
4. Final selection is based on the PI/PD's recommendation and the of the pre-award risk assessment results (see Subpart C).
5. The PI/PD discloses any conflicts of interest per Normandale Policy 9.2 and Procedure 9.2.1. Where applicable, Federal terms on conflicts and mandatory disclosures also apply.

Subpart C: Initial Risk Assessment

1. Suspension/debarment: Grants & Sponsored Projects documents SAM.gov verification (screen capture or equivalent). If excluded, Normandale must not proceed absent Federal approval.
2. Subrecipient Commitment Form: Grants & Sponsored Projects collects a signed commitment form and budget details. If not feasible pre-proposal, collect promptly post-award.
3. Financial and compliance profile: Grants & Sponsored Projects reviews:

- Single Audit status and findings for the most recent fiscal year(s). Note that the Single Audit threshold is $1,000,000 in Federal expenditures for fiscal years beginning on or after October 1, 2024; below this level, a Single Audit is not required.
- If no Single Audit applies or the entity is new, Grants & Sponsored Projects will require a Financial Procedures Questionnaire, recent financial statements, and internal control descriptions.

4. Risk scoring: Grants & Sponsored Projects completes a documented risk assessment consistent with 2 CFR 200.332(d), considering prior performance, audit results, financial stability, staff turnover, award size/complexity, and novel activities (human subjects, data privacy, infrastructure subject to Buy American, Build American Act). Monitoring intensity is set accordingly.
5. Grants & Sponsored Projects and Fiscal Services agree on additional monitoring conditions for medium/high-risk subrecipients (e.g., more frequent communication, desk reviews, or site visits).

6. Grants & Sponsored Projects retains all assessment files and shares with Fiscal Services if a subaward proceeds.

Part 2: Post-award Procedures

Subpart A: Subaward Issuance (content and terms)

Grants & Sponsored Projects prepares and routes the subaward for signature. Each subaward must be clearly identified as a subaward and include, at minimum, the 2 CFR 200.332(b) data elements and required terms below:

1. Normandale legal name, address, awarding official content; subrecipient name and Unique Entity Identifier.
2. Federal Award Identification Number (FAIN), Federal award date, total Federal award amount, and name of Federal awarding agency.
3. Subaward period of performance and budget period start and end dates.
4. Amount of Federal funds obligated by this action; cumulative obligated to date; total committed to the subrecipient under the prime award.
5. Project description responsive to FFATA (Federal Funding Accountability and Transparency Act).
6. Assistance Listings title and number; identify dollar amount by award and Assistance Listings number at time of disbursement and name
7. Indirect cost rate applicable to the subaward: accept the subrecipient's federally negotiated rate or the de minimis rate if elected by the subrecipient. Note OMB's 2024 revision increased the standard de minimis rate from 10 percent to 15 percent of modified total direct costs for awards issued on or after October, 2024, unless the Federal agency adopts otherwise by statute or regulation.
8. All statutes, regulations, cost principles, audit requirements, and award conditions that apply, plus any additional requirements Normandale imposes to meet its obligations.
9. Financial and performance reporting instructions and due dates. Default collection frequency for performance reports is no more than quarterly, unless specific conditions are imposed under 2 CFR 200.208. Align performance and financial report due dates when practicable.
10. Record access clause for Normandale, the Federal agency, Inspectors General, and GAO; confirm the three-year record retention minimum and exceptions..
11. FFATA award term including subaward and executive compensation reporting triggers and timelines (Federal Subaward Reporting System reporting by the end of the month following the month of subaward issuance; ≥ $30,000 threshold).
12. Remedies and termination language consistent with 2 CFR 200.339 - 200.340.

Subpart B: Monitoring Subrecipient Performance (risk-based)

1. The PI/PD responsibilities:
    a. Maintain regular communication with the subrecipient to assess technical progress and risks..
    b. Review performance reports and relate accomplishments to goals; request cost-effectiveness information when required.
    c. Review invoices to confirm accuracy, allowability, and consistency with effort and deliverables; certify PI/PD approval before payment.
    d. Approve invoices promptly to meet the 30-day payment expectation in the subaward and to comply with Federal payment standards.
    e. Approval of the final invoice to support closeout.

Monitoring Based on Risk Tier:

Standard (low risk)The Grants & Sponsored Projects department will:

i. Verify Single Audit status annually via certification and obtain audit reports when applicable; review findings that could affect the subaward. If findings relate to the subaward, Grants & Sponsored Projects issues a management decision within six months of Federal Audit Clearinghouse (FAC) acceptance

ii. Track indirect cost rate agreements or the elected de minimis rate..

iii. Review monthly or quarterly invoices for timeliness, documentation, accuracy, and PI/PD approval.

iv. Monitor cumulative expenditures against the subaward budget and period of performance; flag burn rate anomalies.

v. Confirm required Federal financial and performance reports are submitted at the agreed cadence.

Medium Risk: Includes all standard activities, plus:

i. Targeted training and technical assistance on Federal cost principles and documentation.

ii. A documented follow-up risk assessment after the first year or mid-project.

iii. Consider a desk review of selected transactions and time/effort.

High Risk: Includes all standard and medium-risk activities, plus:

i. Conduct a site visit or expanded desk review; scope includes internal controls, procurement, payroll/timekeeping, and subaward compliance.

ii. Increase scheduled check-ins; PI/PD and Grants & Sponsored Projects department document all communications and corrective actions.

iii. If warranted, apply specific conditions (e.g., more frequent reporting or reimbursement-only payments).

iv. If noncompliance persists, temporarily withhold payments, disallow costs, or escalate per 2 CFR 200.339.

Part 3. Reporting, Corrective Action, and Follow-Up

1. When monitoring identifies significant issues (e.g., performance slippage, audit findings, site visit concerns), Grants & Sponsored Projects issues a written monitoring report and requests a Corrective Action Plan (CAP) with owners and dates.
2. The subrecipient submits a CAP; Grants & Sponsored Projects and the PI/PD provide assistance as needed and verify completion.
3. For audit findings that affect the subaward, Grants & Sponsored Projects issues a formal management decision within six months of FAC acceptance and tracks CAP implementation.
4. If deficiencies persist, Normandale may impose remedies up to and including suspension, termination, or recommending debarment, consistent with 2 CFR 200.339.
5. For closeout, ensure all deliverables, reports, property disposition, and subrecipient final invoice are received, reviewed, and approved within the terms of the subaward to enable timely closeout.

Procedure History:

Date of Adoption: 4/2/2019

Department Owner: Grants

Date and Subject of Revisions:

10/13/25: Updated links; updated Parts 1 and 2

Next Review Date: 2029-2030

9.7 Protecting Personally Identifiable Information and Sensitive Data Policy

Related Minnesota State Board Policies: 5.23 Security and Privacy of Information Resources

Related Minnesota State Board Procedures: 5.23.1.1 – 5.23.1.13

Family Educational Rights and Privacy (FERPA): 34 CFR 99 https://www.ecfr.gov/current/title-34/subtitle-A/part-99?toc=1

Related Code of Federal Regulations: 2 CFR 200.303 https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-

Purpose: To ensure that all grant-funded projects at Normandale protect student education records under the Family Educational Rights and Privacy Act (FERPA), and safeguard all personally identifiable information and sensitive data in accordance with Uniform Guidance (2 CFR 200), Federal sponsor-specific requirements, Minnesota State policy, and institutional procedures.

Part 1:Definitions

1. **Data**: Any information collected, stored, created, or accessed by grant personnel about students, participants, or others connected to the college.

2. **Family Educational Rights and Privacy Act (FERPA):** A federal law protecting the privacy of student education records. FERPA applies to all institutions receiving US Department of Education funds.
3. **Personally Identifiable Information (PII)**: Information that can identify an individual on its own or when combined with other information. PII includes, but is not limited to:
   - Names of the individual or family members;
   - Addresses or contact information;
   - Social Security numbers, student IDs, or unique identifiers;
   - Dates and places of birth;
   - Financial information;
   - Biometric records;
   - Any data that could identify a person when linked with other information

Note: Non-PII can become PII when additional information is available that makes identification possible.

4. **Sensitive Data:** Information requiring heightened protection due to the risk of harm if disclosed. Sensitive data includes:
   - Financial information;
   - Health or disability information;
   - Participant-level workforce data (DOL/ETA projects);
   - Human subjects research (NSF, HHS);
   - Any confidential information that Normandale is obligated to protect under Federal, state, or institutional policy

Part 2: Responsibilities

1. During new grant orientation, the Grant Specialist will:

- Explain FERPA requirements and redisclosure limitations;
- Review definitions of PII and sensitive data;
- Outline required administrative, technical, and physical controls;
- Explain data suppression and de-identification requirements for public reporting;
- Review sponsor-specific data security expectations;
- Confirm retention and destruction requirements.

2. The PI/PD is responsible for maintaining compliant data practices throughout the project. Responsibilities include:

- Ensuring secure storage of all project data using approved systems;
- Restricting access to personnel with a documented need to know;
- Using encryption for storage and transmission of PII or sensitive data;
- Ensuring that contractors, vendors, and subrecipients follow equivalent data protection requirements;
- Implementing sponsor-specific requirements (NSF, HSS, DOL, ED)
- Reporting any suspected data incident or breach immediately to IT Services and the Office of Grants and Sponsored Projects;
- Submitting final project files for retention in accordance with Federal, state, Minnesota State, and institutional policies. Records must be retained for at least three years after final submission unless extended by audit, litigation, or sponsor rules.

Policy History:

Date of Adoption: 4/2/2019

Department Owner: Grants

Date and Subject of Revisions:

Next Review Date: 2029-2030

9.8 Matching Funds Policy

Related Minnesota State Board Policy: N/A

Related Minnesota State Board Procedure: N/A

Uniform Guidance: 2 CFR 200.29: https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-29

Uniform Guidance: 2 CFR 200.306: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.306

Purpose: To ensure that all matching funds and cost sharing commitments in grant-funded projects are properly approved, valued, tracked and documented in compliance with the Uniform Guidance (2 CFR) and applicable Federal agency requirements (DOL, ED, HHS, NSF).

Part 1: Definitions

1. *Cost Sharing/Matching:* The portion of project costs not paid with Federal funds, consistent with 2 CFR 200.29 and 200.306. For cost sharing to be allowable, all contributions must:
    a. Be verifiable in Normandale's or the subrecipient's official records (required under 2 CFR 200.306(b)(1)).
    b. Not be used as match for any other Federal award (required under 2 CFR 200.306(b)(2)).
    c. Be necessary and reasonable for the project (required under 200.306(b)(3) and Subpart E: Cost Principles).
    d. Be allowable under the Uniform Guidance cost principles in 2 CFR 200 Subpart E.
    e. Not be paid by another Federal award (unless statute specifically authorized it). (Required under 200.306(b)(5). Examples: certain AmeriCorps or VA educational benefits may be allowable if authorized)
    f. Be included in the approved budget (when required by the Federal agency) required under 200.306(b)(4); sponsor specific rules vary.
    g. Meet all other Uniform Guidance Guidance requirements under 2 CFR 200.
2. *Mandatory Cost sharing:* Cost sharing required by the Federal agency in the funding announcement. This requirement must be stated in the FOA/NOFO/program solicitation. Examples:
    - Certain DOL programs.
    - Some FIPSE programs.
3. *Voluntary Committed Cost Sharing:* Quantified cost sharing offered voluntarily in the proposal. Once included in the proposal and accepted in the Notice of Award, it becomes binding and must be tracked and reported (2 CFR 200 does not prohibit it, but NSF bans it unless in the solicitation; ED/DOL/HHS discourages it.)
4. *Voluntary Uncommitted Cost Sharing:* Unbudgeted effort or resources provided beyond what is committed in the award. Not required to be tracked, reported, or included in effort reporting. Aligned with OMB Memorandum 01-06 and agency adoption policies.

Part 2: Responsibilities

1. Pre-Submission Approval: All mandatory or voluntary committed cost sharing must be reviewed and approved by the President's Cabinet before proposal submission. Approval ensures:
    a. The source of funds is allowable, available, and not Federal unless specifically authorized.
    b. The commitment meets 2 CFR 200 allowability and valuation rules.
    c. The contribution can be verified and documented post-award.
    d. All contributing units understand obligations and risks (e.g., budget reductions if match not met).
1. Post-Award Tracking and Documentation: The Grant Specialist and Grant Accountant jointly:
    a. Document and verify all cost-sharing contributions, consistent with 2 CFR 200.302, 200.334, and 200.306(b).
        - Calculate the value of:
        - In-kind staff or faculty effort (valued at institutional base salary).
        - Unrecovered indirect costs (if approved by the sponsor; permitted under 200.306(c)).
        - Donated supplies, services, equipment, or space.
        - Third-party in-kind contributions (valued according to 200.206(k)).
2. Ensure contributions occur within the award period only.
3. Maintain records sufficient for audit under 2 CFR 200 Subpart F, including:

- Timesheets or effort documentation,
- Payroll records,
- Donor letters stating valuation method,
- Receipts or fair-market value documentation,
- Allocation methodologies.

4. Monitor cumulative match obligations and report to sponsors as required.

Policy History:

Date of Adoption: 4/2/2019

Department Owner: Grants

Date and Subject of Revisions:

Next Review Date: 2029-2030

9.8.1 Matching Funds Procedure

Related Minnesota State Board Policy: N/A

Related Minnesota State Board Procedure: N/A

Purpose: To establish clear and compliant processes for identifying, approving, tracking, valuing, and reporting matching funds and cost sharing in accordance with:

- 2 CFR 200.29 (cost sharing or matching),
- 2 CFR 200.306 (cost sharing requirements),
- Part 200 Subpart E (cost principles), and
- Any requirements imposed by the awarding agency (e.g., DOL, ED, HHS, NSF).

Part 1: Pre-Award Procedures

1. Identify Match Requirements: The Principal Investigator (PI)/Project Director (PD) identifies any mandatory match from the FOA/solicitation and any proposed voluntary committed match on the Preliminary Grant Approval Form (2 CFR 200.306(b)(4); NSF PAPPG).
2. Confirm Match Strategy: After Cabinet approves proposal development, the PI/PD and the Grants & Sponsored Projects department determine:
   - Total match amount required or proposed,
   - Type of match (cash, in-kind, or unrecovered indirect),
   - Category of match:
     - Mandatory,
     - Voluntary committed (discouraged unless needed),
     - Voluntary uncommitted (not tracked unless required by sponsor).

Note: Unrecovered indirect costs may be used as match only if permitted by the awarding agency (2 CFR 200.306(c).

3. Approve Final Match Plan: Cabinet reviews and approves:

- Final dollar amounts or percentages,
- Funding sources,
- Valuation approach,
- Any unit-level commitments of staff time, funds, or resources.

No match may be included in the proposal without Cabinet approval.

Part 2: Post-Award Procedures

Upon award notification, the Grants Accountant and the Grant Specialist review the award documents to confirm all match requirements and restrictions. At the award orientation meeting, the PI/PD, Grant Specialist, Grant Accountant) document:

- Required match amount, type(s), and timing,
- Sponsor-specific reporting requirements,
- Data collection formats and documentation expectations,
- Roles and responsibilities for tracking, verification, and reporting.

Subpart A: Mandatory Matching Funds

1. Mandatory Cash Match

a. Fiscal Services transfers required cash match into the grant cost center and records it in Workday.

b. A unique grant number is assigned to segregate all expenditures.

c. All expenditures follow Normandale's Allowability of Costs policy and 2 CFR 200 Subpart E.

2. In-kind contributions must be verifiable, necessary, reasonable, and allowable, and must follow valuation standards in 2 CFR 200.306(d)-(k).

a. In-kind staff and faculty time:

- PI/PD and employees track time according to Normandale Policy 9.1. and 2 CFR 200.430.
- The Grants & Sponsored Projects department values effort using actual institutional base salary and fringe benefit rates.

b. In-kind services (internal or third party):

- PI/PD tracks service dates, descriptions, and documentation.
- Provider establishes fair value; PI/PD reviews reasonableness (200.306(d)).
- PI/PD submits documentation to Grants & Sponsored Projects.

c. In-kind property (internal or third party):

- PI/PD tracks receipt of property.
- Provider determines cost or fair market value per 200.306(g)-(i).
- PI/PD submits valuation and documentation to Grant Accountant.

d. Unrecovered indirect costs (if permitted)

- The Grants Accountant calculates unrecovered indirect costs as the difference between:

a. The negotiated indirect rate (NICR), and

b. The indirect rate charged to the award.

- Only allowable if the Federal awarding agency explicitly authorizes this type of match (200.306(c).

e. Grants & Sponsored Projects maintains a running summary of all in-kind contributions.

- Records are retained per 2 CFR 200.334.
- Grants & Sponsored Projects provides periodic match-status updates to the PI/PD t.
- The Grants Accountant prepares financial reports that include match totals when required by the sponsor.
- The Grants Accountant verifies at interim, annual, and final reporting whether match requirements have been met. If required match is not met, Federal funds may be subject to repayment (2 CFR 200.339).

Subpart B: Voluntary Committed Matching (Dollar Value)

Voluntary committed match becomes binding once included in the approved budget or Notice of Award.

Procedures:

1. Tracked with the same rigor and documentation standards as mandatory match.
2. Normandale tracks voluntary committed match in departmental spreadsheets or Workday, as appropriate.
3. PI/PD tracks cash contributions and provides source documentation.
4. In-kind contributions follow Subpart A valuation and documentation procedures.
5. Grants & Sponsored Projects provides periodic status updates to the PI/PD.
6. The Grants Accountant reports voluntary committed match if required by sponsor.

Subpart C: Voluntary Uncommitted Matching (No Dollar Value Assigned)

Voluntary uncommitted match is not tracked or reported unless the sponsor explicitly requires it.

If reporting is required:

1. Grants & Sponsored Projects and the PI/PD track contributions in spreadsheets.
2. PI/PD submits documentation for any cash contributions.
3. In-kind contributions follow Subpart A procedures.
4. Grants & Sponsored Projects provides status updates.
5. The Grants Accountant includes match information in sponsor reports only if required.

Procedure History:

Date of Adoption: 4/02/2019

Department Owner: Grants

Date and Subject of Revisions:

Next Review Date: 2029-2030

9.9 Allowability of Costs Charged to Federally-Funded Awards

Related Policy from the Code of Federal Relations – Title 2 Subtitle A Chapter II Part 200

UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (Uniform Guidance):

§200.403 Factors affecting allowability of costs.
§200.404 Reasonable costs.
§200.405 Allocable costs.
§200.31 Disallowed costs.

Purpose: To ensure that costs charged to each award are allowable, reasonable and allocable under 2 CFR Part 200, under additional cost principle(s) applicable to each specific grant, and under the terms and conditions of each applicable Federal award agreement. Normandale Community College is committed to stewardship of Federal grants in accordance with all rules and regulations.

Part 1: Definitions

1. *Allowable costs:*
   - Are necessary and reasonable for the performance of the Federal award.
   - Conform to any limitations or exclusions set forth in the Uniform Guidance principles or in the Federal award as to types or amount of cost items.
   - Are consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.
   - Are accorded consistent treatment. (For example, a cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.)
   - Are in accordance with Generally Accepted Accounting Principles (GAAP).
   - Are not included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period.
   - Are adequately documented.
2. *Reasonable costs:* Costs that do not exceed an amount which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
3. *Allocable costs:* Costs for goods or services involved which are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received.
4. *Disallowed costs:* Charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

Part 2: Roles and Responsibilities

Principal Investigators/Project Directors: All Principal Investigators (PIs) and Project Directors (PDs) are responsible for ensuring that budgets and expenditures meet the requirements in this policy for allowability, reasonability, and allocability. They are responsible for monitoring budget to actual expenditures and for working with the Grants Specialist and Grants Accountant to address any expenditures that do not meet regulations and/or any budget overages in accordance with Procedure 9.9.1.

Grants Accountant/Fiscal Services: The Grants Accountant (and/or other designated individuals in the Fiscal Services department) acts as a resource to assist PIs/PDs and the grants specialist with any budget- or expenditure-related issues. The Grants Accountant assists with orientation/training of new PIs/PDs, provides regular financial reports to PIs/PDs, and reviews budgets and expenditures to ensure budget availability, Federal cost allowability and correct expense allocation.

Grants Specialist: The Grants Specialist provides technical assistance to PIs/PDs to ensure sound grant management and compliance with applicable regulations. The Grants Specialist is responsible for facilitating the orientation/training of new PIs/PDs and providing training on allowable costs, periodically meeting with PIs/PDs and the Grants Accountant to review budget and actual expenditures, and answering questions related to fund availability and allowability of expenditures.

Policy History:

Date of Adoption: 2020

Owner: Grants

Date and Subject of Revisions:

Next Review Date: 4/12/2023

9.9.1 Allowability of Costs Charged to Federally-Funded Awards

Related Policy from the Code of Federal Relations – Title 2 Subtitle A Chapter II Part 200

UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS:

§200.403 Factors affecting allowability of costs.
§200.404 Reasonable costs.
§200.405 Allocable costs.
§200.31 Disallowed costs.

Purpose: To detail the process for ensuring that all expenditures on grant-funded projects meet federal requirements for allowability, reasonableness, and allocability.

Part 1:

1. Upon receipt of an award, a project orientation meeting is held at which time the budget is reviewed on a line-by-line basis with the Principal Investigator/Project Director (PD), PD's Supervisor, Grants Specialist, Grants Accountant and other key grant personnel.
2. During the project orientation meeting, the Grants Specialist presents the Grants Management Handbook to the Project Director for review. The handbook:
3. Presents allowable and allocable expense information, including a copy of Normandale Policy 9.9 and Procedure 9.9.1 Allowability of Costs Charged to Federally-Funded Awards
4. Documents how personnel expenses are charged to the project, and
5. Describes purchasing forms and policies.
6. The Project Director and their Supervisor are given a list of costs that are not allowable under Federal awards.
7. A unique cost center number and general ledger number are assigned to the grant award and used to segregate, by grant award, the budgeted and actual expenditures within Normandale's financial records.
8. Each year the grant budget is entered into Normandale's accounting system under the assigned cost center number by the Grants Accountant.
9. At any time, the Project Director can view budget and actual expenditure detail via Normandale's online accounting system.
10. On a monthly basis, the Grants Accountant sends a report to Project Directors, which compares budgeted and actual expenditures by budget line item.
11. On a periodic basis, the Grants Accountant and the Grants Specialist meet with Project Directors to review the project budget and actual expenditures.
12. Prior to approving expenditures to be charged to a Federal award, the Project Director confirms allowability of the expenditure using the training materials received.
13. In accordance with Normandale's procurement process, procurement documents are reviewed to determine if a) there is a budget for the specific expense type, b) there are budgeted funds available and c) the costs were incurred within the approved period of performance, and approved by the PD's Supervisor. Any questions on budget availability or Federal cost allowability are directed either to the Project Director, the Grants Accountant or the Grants Specialist.
14. The Grants Accountant and Grants Specialist review and respond to questions related to budget availability and allowability of Federal award expenditures.
15. If a direct unallowable expenditure is identified, the expenditure is not charged to the award. The unallowable expenditure must be charged to an alternate college sponsored cost center or not incurred.
16. The Grants Accountant and Project Director will confer prior to processing invoices from subrecipients to determine if a) there is a budget for the specific expense type; b) there are budgeted funds available; c) the costs were incurred within the approved period

of performance and d) the type of expenditure is allowable under Federal award regulations. The Grants Accountant maintains a spreadsheet of invoice amounts by budgeted line item as a component of this review.

Procedure History:

Date of Adoption: 2020

Department Owner: Grants

Date and Subject of Revisions:

Next Review Date: 4/12/2023

9.10 Cost Transfer Policy for Sponsored Programs Policy

Related Policy:

From the Code of Federal Relations – Title 2 Subtitle A Chapter II Part 200

Related policy from the Code of Federal Regulations: 2 CFR 200.308 https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.308

National Science Foundation -- Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 19-1) Chapter X: Allowability of Costs https://www.nsf.gov/policies/pappg/24-1/ch-10-allowability-of-costs

The Department of Health and Human Services Grants Policy Statement (HHS GPS) https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html

Purpose: To ensure that: costs charged to Federal and other sponsored awards are accurate, allowable, allocable, and consistent with funder requirements, Minnesota State policies, Normandale policies, and the terms and conditions of each award. Cost transfers must not change the approved scope or objectives of the project unless the funder has granted prior written approval.

Part 1: Definitions

1. *A grant related cost transfer* is adjustment or correction that moves an expenditure:

- Between two or more grants or programs, or
- Within a single grant or program (e.g., between budget line items).

Cost transfers are intended to correct errors or appropriately reassign costs based on verified allocability.

Part 2: Cost transfers requirements -- All cost transfers must:

1. Conform with the Uniform Guidance (2 CFR Part 200), Minnesota State policy, Normandale policies, and the sponsor's award terms. Costs must remain allowable, allocable, reasonable, and consistently treated.
2. Be prepared and submitted as soon as the need is identified.
   a. Transfers should occur within the timeframe established by the college or sponsor. Late transfers may be denied if documentation is insufficient.
3. Be fully documented with:
   a. Justification explaining why the cost was originally charged incorrectly and why the new charging is appropriate.
   b. Supporting documentation as needed to substantiate allocability.
   c. Required approvals in Workday before processing.

Part 3: Roles and Responsibilities

Principal Investigators/Project Directors: Principal investigators (PIs) and Project Directors (PDs):

- Identify expenditures requiring adjustment.
- Work with the Grant Specialist and Grants Accountant to prepare accurate justifications.
- Ensure the corrected cost aligns with the project goals and sponsor rules.

PI/PD’s Supervisor:

- Reviews and approves the cost transfer request in Workday.
- Confirms that the transfer does not conflict with departmental or institutional requirements.

Grants Accountant/Fiscal Services:

- Advises PIs/PDs and the Grant Specialist on budget and expenditure issues.
- Reviews expenditures to ensure accuracy and allowability.
- Processes approved cost transfers through a journal entry or costing allocation correction.
- Notifies the Grant Specialist when a cost transfer request is submitted.

Grants Specialist:

- Provides technical guidance on allowability, documentation, and sponsor rules.
- Meets periodically with the PI/PD and Grants Accountant to review budget and expenditures.
- Reviews cost transfer requests, answers questions, and ensures compliance requirements are met.

Policy History:

Date of Adoption: 2020

Owner: Grants

Date and Subject of Revisions: Updated all parts to be consistent with Uniform Guidance (2 CFR 200) 2024 revisions

Next Review Date: 2029-2030

9.10.1 Cost Transfer Procedure for Sponsored Programs

Related Policy:

From the Code of Federal Relations – Title 2 Subtitle A Chapter II Part 200

Uniform Guidance 2 CFR 200.302-303 https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D

National Science Foundation -- Proposal & Award Policies & Procedures Guide (PAPPG) requirements for timely, documented cost transfers

The Department of Health and Human Services Grants Policy Statement (HHS GPS) rules on allocability and internal controls. https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html

DOL and EDGAR (Education Department General Administrative Regulations) requirements for financial accuracy and auditability.

Purpose: To ensure that all cost transfers on sponsored projects are processed accurately, documented appropriately, and compliant with the Office of Management and Budget (OMB) Uniform Guidance and all federal sponsor regulations, including the National Science Foundation, Health & Human Services, Department of Labor, and Department of Education.

Part 1: When a Cost Transfer Is Appropriate

A cost transfer may be processed when an expenditure must be corrected or reallocated to:

1. Place the cost on the correct grant, program, or approved budget line.
2. Ensure the expense is allowable, allocable, reasonable, and consistent with sponsor and Uniform Guidance requirements.

Cost transfers cannot be used to:

- Address overspending.
- Move unallowable costs to a Federal award.
- Shift costs for convenience or to “use up” Federal funds.

Part 2: Required Documentation

1. Identification and submission:

- The Principal Investigator (PI) or Project Director (PD), department staff, Grants Accountant, or Grant Specialist identifies a cost that must be corrected.
- A cost transfer request, including justification and documentation, is submitted to the Grants Accountant.

2. Initial Review

- The Grants Accountant reviews the request to confirm that:
    - The cost is allowable under the Uniform Guidance and sponsor rules.
    - The cost benefits the receiving award.
    - The request is timely.

- If needed, the Grants Accountant requests additional documentation.

3. Budget Verification

- The Grants Accountant confirms that the receiving award and the budget line have sufficient available funds.
- The Grants Accountant alerts the Grant Specialist that the reallocation request is under review.

4. Entry of the Cost Transfer

- The Grants Accountant processes the cost transfer through a journal entry or costing allocation correction.
- The transfer is completed as soon as the need is confirmed and documentation is sufficient.

Part 4: Timing Requirements

- Cost transfers must be completed as soon as the error is identified.
- Transfers should occur within 90 days of the original posting, unless sponsor rules are more restrictive.
- Late transfers require stronger justification and may be denied if documentation is insufficient or inconsistent with Federal standards.

2. The cost transfer will be processed via a journal entry or costing allocation correction

3. The Grants Accountant confirms that budgeted funds are available and notifies the Grant Management Specialist that the reallocation request is in process.

4. The cost transfer is processed by the Grants Accountant as soon as the need for a transfer is identified.

Policy History:

Date of Adoption: 2020

Owner: Grants

Date and Subject of Revisions:

Next Review Date: 2029-2030

Index