

## Academic Affairs & Standards Committee

April 23, 2019 9 -- 12 pm

EGF 290, TRF 662, AC 15

**Present:** Lynette Neppel, Andy Mueller, Jack Haymond, Kari Koenig, Mike Curfman, Brian Huschle, Mary Fontes, Don Fischer, Jodi Stassen, Benjamin Hoffman, Curtis Zoller, Joel Zeigler

**Absent:** ADawn Nelson, Brian Suckow

### Approval of Minutes

The March minutes were approved as recorded.

### Program Changes

Vote	Program	Discussion
Approved	Business Transfer Pathway AS 60 cr  EGF campus only. Do not change TRF or Online.  ETBU	Effective Fall 2019 ADMS 1116 move from 1 <sup>st</sup> fall to 2 <sup>nd</sup> fall BUSN 2210 move from 1 <sup>st</sup> spring to 1 <sup>st</sup> fall BUSN 2218 move from 1 <sup>st</sup> spring to 2 <sup>nd</sup> fall G9: Ethic/Civic Resp Elec move 2 <sup>nd</sup> fall to 2 <sup>nd</sup> spr MNTC Elec move from 2 <sup>nd</sup> fall to 2 <sup>nd</sup> spring ECON 2202 move from 2 <sup>nd</sup> spring to 1 <sup>st</sup> spring MKTG 2120 move from 2 <sup>nd</sup> spring to 1 <sup>st</sup> spring
Approved	Construction Electricity Diploma 74 cr EGF E175	Effective Fall 2019 Drop CPTR 1100 Computer Basics 1 cr Drop CRLT 2103 Job Seeking/Keeping 1 cr Drop GTEC 1108 Internet Literacy 1 cr Add SSCI 1101 Human Relations 3 cr
Approved	Welding Manufacturing Technology Certificate 17 cr TRF T606	Effective Fall 2019 Offer program in spring semester only Drop WELD 1110 Blueprint Read 2 cr Add WELD 1125 CNC Plasma Cut 2 cr
Approved	Welding Process Technology Certificate 16 cr TRF T604  MinnState Approved on 4-30-2019	Effective Fall 2019 Increase total program credits to 17 cr Offer program in fall semester only Drop WELD 1125 CNC Plasma Cut 2 cr Add WELD 1100 Weld Orientation 1 cr Add WELD 1110 Blueprint Read 2 cr
Approved	Welding Process Technology Diploma 33 cr TRF T603 MinnState Approved on 4-30-2019	Effective Fall 2019 Increase total program credits to 34 cr Add WELD 1100 Weld Orientation 1 cr

### Course Changes

Vote	Course	Discussion
Approved	CPTR 2214 Network Operating Sys 3 cr 2/1/0	Prerequisite: remove CPTR 1138 add CPTR 1148
Approved	WELD 1107	Add prerequisite: WELD 1117
Approved	WELD 1108	Add prerequisite: WELD 1130
Approved	WELD 1109	Add prerequisite: WELD 1110
Approved	WELD 1125	Add prerequisite: WELD 1124
Approved	WELD 1150	Add prerequisite: WELD 1104

### Program Specific Requirements (Standing Agenda Item)

Occupational Therapy Assistant AAS 60 cr.

The program is changing the admission process for the Occupational Therapy Assistant program. Currently the program admits the first 24 students based on the date of their application. Now changing to a point system, students will be given points for completion of program admission requirements. Document is pasted below.

After review and discussion Jodi will work with the program faculty to bring the Equal Opportunity statement up to date. Jodi will check if the GPA of 2.5 is from High School or other colleges. Also, when are the program apps due and when admitted.

### **FYEC**

Brian needs to meet with Dave Dumbeck to develop a report to track the success of students taking the revised FYEC 1111. FYEC faculty group is also developing a pre and post survey for students to take during the course.

### **Degree Pathways**

Brian indicated in the process of reviewing the degree pathways posted on the program web pages, it was noted that program electives are referred to with 3 different phrases – Area of Interest of Electives, Technical Electives, and Program Specific Elective Course Options. After discussion, a motion was made, seconded, and approved to change the three phrases to Program Electives.

History and Economics Transfer Pathways will be reviewed at the May 8 meeting.

### **ILO Revisions**

After discussion, a motion was made, seconded, and approved to make the following changes:

ILO 2 – Critical Thinking: Students will gather information, develop solutions, and apply a viable plan of action.

ILO 3 – Social Engagement: Students will be prepared to practice social engagement that addresses environmental responsibility, civic engagement, and global diversity.

Brian clarified that the Rubric used to approve ILO's is to be developed by Assessment and Program Review Committee not by AASC.

### **3000 Policy and Procedure**

The following policies and procedures have been updated to meet MinnState Policy and Procedures standards.

After review of each policy and procedure attached below, a motion was made, seconded, and approved to accept the submitted changes on 3050, 3050P, 3060, 3070, 3090, 3130, 3310, 3310P, 3340

### **2018-19 Meeting Schedule**

Day	Date	Time	Location
Wednesday	May 8	1 – 4 pm	290, 662, AC15

### **2019-20 Meeting Schedule**

Day	Date	Time	Location
Wednesday	September 11	9 am – 12 pm	290, 662, AC16
Tuesday	October 8	9 am – 12 pm	290, 662, AC16
Tuesday	November 12	1 – 4 pm	290, 662, AC16
Wednesday	December 11	1 – 4 pm	290, 662, AC16
Tuesday	January 21	1 – 4 pm	290, 662, AC16
Wednesday	February 19	9 am – 12 pm	290, 662, AC16
Tuesday	March 31	9 am – 12 pm	290, 662, AC16
Wednesday	April 22	1 – 4 pm	290, 662, AC16
Tuesday	May 5	1 – 4 pm	290, 662, AC16

## OCCUPATIONAL THERAPY ASSISTANT PROGRAM – 2019

Must be returned electronically by the Student to [cassie.hilts@northlandcollege.edu](mailto:cassie.hilts@northlandcollege.edu)

Application check list -

- \_\_\_\_\_ completed with at least a grade of C prior to admittance to the OTA program or currently enrolled in BIOL 2252 (A and P I), OTAC 1001 (Intro to OT), HLTH 1106 (Medical Terminology) and PSYC 2201 (Developmental Psychology)
- \_\_\_\_\_ cumulative GPA of at least 2.5
- \_\_\_\_\_ eligible to enroll in the spring semester or have completed with at least a grade of C prior to admittance to the OTA program BIOL 2254 (A and P II) and Psych 2215 (Abnormal Psychology)
- \_\_\_\_\_ completed all developmental courses required by the college.
- \_\_\_\_\_ completed 30 volunteer hours with Occupational Therapy Practitioners –Include volunteer/observation form prior to admittance to program. (form available on line)
- \_\_\_\_\_ completed the TEAS

Name in Full: (Please print) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Cell Phone # (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

Date/Time \_\_\_\_\_

The maximum enrollment in the OTA program is 24 students. There is no guarantee that the program will accept 24 students every application cycle. Upon review of qualified applications, the program will determine that year's acceptance.

Admission will be based on the number of points scored by the individual student. Points will be scored based on courses completed, work experience, GPA, previous academic degrees, observation hours, CPR certification, and TEAS score. The applicants who score the highest will be enrolled in OTA courses in the spring semester and the remaining eligible applicants will be placed on a waiting list. A new application needs to be completed if an applicant wishes to be considered for the following year.

Students are admitted without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Northland Community and Technical College is a member of the Minnesota State Colleges and Universities system and is an Equal Opportunity educator and employer.

## OCCUPATIONAL THERAPY ASSISTANT PROGRAM – 2019

STUDENT NAME:		Student ID/Star ID:		
Program Requirement	Score	Possible Points	Points earned	Comments
Cumulative GPA	3.50-4.00 = 3 points 3.00-3.49 = 2 points 2.50-2.99 = 1 point	3		
Grades in OTA prerequisite courses <ul style="list-style-type: none"> <li>Intro to OT</li> <li>Developmental Psych</li> <li>A&amp;P I</li> <li>Composition I</li> <li>Medical Terminology</li> </ul>	A = 6 points B = 4 points C = 2 points In Progress = 1 point	30		
Additional Program General Education courses: <ul style="list-style-type: none"> <li>Abnormal Psych</li> <li>A&amp;P II</li> </ul>	A = 6 points B = 4 points C = 2 points In Progress = 1 point	12		
Previous Degree awarded	Master's or higher = 3 points Bachelors = 2 points Associate = 1 point	3		
Related Work Experience <ul style="list-style-type: none"> <li>Examples ( CNA, childcare, Direct Support, Paraprofessional, Activity Assistant, Activity Director, Massage therapist)</li> </ul> Employer _____	Yes = 3 points No = 0 points	3		
TEAS Exam	65 + = 4 points 61-64 = 3 points 56-60 = 2 points 51-55 = 1 point	4		
Observation hours <ul style="list-style-type: none"> <li>Must complete 30 hours</li> <li>Number of hours _____</li> </ul>	Completed = 3 points	3		
Current CPR certification	Yes = 2 points No = 0 points	2		
<b>TOTAL POINTS</b>		<b>60</b>		

# Construction Electricity Transition/Completion plan for 2<sup>nd</sup> Year students with anticipated graduation of May 2020:

\*\* Students will be completing the “old” curriculum, new changes will not impact these 2<sup>nd</sup> year students \*\*

Fall Semester 2019			
Course #	Course Name	LEC / LAB / OJT	Credits
CONE 2114	<a href="#">National Electrical Code</a>	2/0/0	2 credits
CONE 2205	<a href="#">Intro Commercial Wiring</a>	1/2/0	3 credits
CONE 2206	<a href="#">Intro Motor Control Apples</a>	2/1/0	3 credits
CONE 2208	<a href="#">Prog Logic Controllers</a>	1/1/0	2 credits
CONE 2211	<a href="#">Electronic Motor Control</a>	2/1/0	3 credits
CONE 2212	<a href="#">Commercial Wiring</a>	1/2/0	3 credits
CONE 2250	<a href="#">Special Topics/Projects</a>	0/2/0	2 credits
CRLT 2103	<a href="#">Job Seeking/Keeping</a>	1/0/0	1 credits
GTEC 1108	<a href="#">Internet Literacy Skills</a>	1/0/0	1 credits
TOTAL SEMESTER CREDITS:			20 credits
Spring Semester 2020			
Course #	Course Name	LEC / LAB / OJT	Credits
CONE 2202	<a href="#">Heating/Cooling Controls</a>	1/2/0	3 credits
CONE 2214	<a href="#">Industrial Wiring</a>	1/1/0	2 credits
CONE 2216	<a href="#">Motor Control Application</a>	1/2/0	3 credits
CONE 2225	<a href="#">Transformers</a>	0/2/0	2 credits
CONE 2228	<a href="#">Troubleshooting</a>	0/1/0	1 credits
CONE 2230	<a href="#">Load Management Controls</a>	1/1/0	2 credits
CONE 2238	<a href="#">Low Voltage Wiring</a>	1/1/0	2 credits
CONE 2248	<a href="#">Code Applications</a>	1/1/0	2 credits
TOTAL SEMESTER CREDITS:			17 credits

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3050 POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

The Post-Secondary Enrollment Options Act (MN Statute 1999, 124D.09) “promotes rigorous educational academic pursuits and provide a wider variety of options for students.” ~~to high school pupils by encouraging and enabling secondary pupils to enroll full time or part time in non-sectarian courses or programs in eligible postsecondary institutions.~~ Through PSEO, high school students may earn both secondary and postsecondary credit for college courses completed on college campus, at a high school, or at another location.

In conjunction with Minnesota State ~~Colleges and Universities~~ System Policy 3.5 and Procedure 3.5.1, Northland Community and Technical College (NCTC) will comply with the PSEO Act by facilitating accessibility of college courses to ~~college-ready~~ high school, home school, or alternative learning center students ~~who present evidence of the ability to perform college-level work.~~

Eligible Minnesota high school sophomores, juniors or seniors may enroll in coursework through the College as part of the student’s ~~full-time~~ high school enrollment. NCTC will evaluate student eligibility, admit students to the College ~~on a provisional basis, register assist~~ students ~~in registering~~ for courses on a space available basis, inform the student of the academic and student support services available at the College including their responsibilities, and monitor satisfactory academic progress. Participation in this program requires the approval of ~~the high school contact, a parent or legal guardian, and the College.~~ Continued participation requires satisfactory academic progress.

NCTC will offer PSEO students only courses that have been approved by NCTC's Academic Affairs Council ~~with exceptions to enrollment noted on the college’s PSEO website.~~ Developmental courses are not covered by the PSEO program. Courses delivered as part of the PSEO program must meet Minnesota State and NCTC academic policies and standards. Prior to registering for classes, students are required to take the college assessment ~~or provide evidence to waive the assessment, and complete any other PSEO admissions or preenrollment requirements.~~ After all preenrollment PSEO requirements are met ~~completion of the assessment,~~ and students ~~may register by meeting~~ have met with their high school counselor or contact to identify necessary high school graduation requirements, students may register with their assigned ~~or an~~ NCTC academic advisor.

PSEO students are subject to all policies and procedures of the College and are expected to follow the College's calendar as to important dates and deadlines. The College President or designee must approve any deviation from ~~the practices identified in this policy this practice.~~

*Date of Implementation:*

*Date of Adoption:* 6/2/04

*Date & Subject of Revisions:* AASC Reviewed 5/9/06; Executive Council Approval 5/18/06

12/16/08 Reviewed

03/26/10 Revised

04/06/10 Reviewed AASC 1st Read

05/05/10 Reviewed AASC 2nd Read

05/24/10 Cabinet Approval

03/01/11 Reviewed

04/16/12 Reviewed

03/04/13 Reviewed

03/25/14 Reviewed

02/03/15 Reviewed

02/16/16 Reviewed

*03/03/17 Reviewed*

*04/04/18 Reviewed*

*04/02/19 Revised*

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3050P POST SECONDARY ENROLLMENT OPTIONS

**Purpose.** In accordance with Minn. Stat. §124D.09 and Policy 3.5, this procedure governs the implementation of the Post-Secondary Enrollment Options program by Northland Community & Technical College (NCTC).

#### Admissions Requirements for PSEO Students.

**Subpart A. Eligibility Standards.** PSEO participation shall be available to juniors and seniors enrolled through a Minnesota high school, home school, or alternative learning center who present evidence of the ability to perform college-level work. Such evidence includes the following:

1. for juniors, class rank in the upper one-third of their class or a score at or above the 70<sup>th</sup> percentile on a nationally standardized, norm-referenced test (see attached table);
2. for seniors, class rank in the upper one-half of their class or a score at or above the 50<sup>th</sup> percentile on an nationally standardized, norm-referenced test (see attached table); or
3. for juniors or seniors, documentation other than that specified in Subpart A1 and Subpart A2 of this procedure of the student's readiness and ability to perform college-level work as determined by through NCTC's admissions appeal procedure as outlined in NCTC's Admission Procedure 2090P, and the high school.

**Subpart B. Eligibility Review Process.** NCTC shall have a process for reviewing evidence presented by students seeking to participate in the PSEO program. This process shall address each of the criteria in Part 2 Subpart A of this procedure and shall include faculty participation as appropriate.

**Subpart C. Career and Technical Education.** Notwithstanding the eligibility standards established in Subpart A of this procedure, a student who is in 10<sup>th</sup> grade and has attained a passing score on the 8<sup>th</sup> grade Minnesota Comprehensive Assessment in reading and meets any of the other course prerequisites or course enrollment standards established by the college, including but not limited to assessment test scores, program admission, or other requirements, may enroll in a career or technical education course at a system college. If the student receives a grade of C or better in the course, the student shall be allowed to take additional career or technical education courses in subsequent terms. A career or technical course is a course that is part of a career and technical education program that provides individuals with coherent, rigorous content aligned with academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current and emerging professions and provides technical skill proficiency, an industry recognized credential, and a certificate, diploma, or an associate degree.

A student who first enrolls under this provision while in 10<sup>th</sup> grade and wishes to enroll in general education courses as an 11<sup>th</sup> or 12<sup>th</sup> grade student must take the system Assessment for Course Placement and achieve the required scores prior to enrollment.

Students admitted under this provision may be required to attend counseling or advising sessions at the discretion of the college.

**Subpart D. Student Enrollment.** Students choosing to enroll in PSEO courses, including PSEO concurrent enrollment courses, shall meet the requirements of Board Policy 3.3 and System Procedure 3.3.1, Assessment for Course Placement, before enrolling.

**Subpart E. Limit on Participation.** A pupil who first enrolls in grade 9 may not enroll in postsecondary courses for secondary credit for more than the equivalent of four academic years. A pupil who first enrolls in grade 10 may not enroll in postsecondary courses for secondary credit for more than the



equivalent of three academic years. A pupil who first enrolls in grade 11 may not enroll in postsecondary courses for secondary credit for more than the equivalent of two academic years. A pupil who first enrolls in grade 12 may not enroll in postsecondary courses for secondary credit for more than the equivalent of one academic year. If a pupil is in 9, 10, 11, or 12 first enrolls in a postsecondary course for secondary credit during the school year, the time of participation shall be reduced proportionately. If a pupil is in a learning year or other year-round program and begins each grade in the summer session, summer sessions shall not be counted against the time of participation. A pupil who has graduated from high school cannot participate in a program. A pupil who has completed course requirements for graduation but who has not received a diploma may participate in the program.

### **PSEO Offered through Concurrent Enrollment Courses.**

**Subpart A. Definition.** As defined in Policy 3.5, a PSEO concurrent enrollment course is a college or university course made available through the PSEO program, offered through a high school, and taught by a high school teacher. As specified in Minn. Stat. §124D.09, concurrent enrollment courses enroll only high school students who may earn both high school and college credit for satisfactorily completed courses.

**Subpart B. PSEO Concurrent Enrollment Courses.** PSEO Concurrent enrollment courses shall be college-level courses approved through NCTC's curriculum process, shall meet institutional standards required for accreditation, and shall follow NCTC's-approved course outline.

**Subpart C. Concurrent Enrollment Agreements.** NCTC and school districts wishing to offer one or more concurrent enrollment courses shall complete an agreement, signed by the appropriate representative of each party which shall, at a minimum, address:

1. qualification and responsibilities of high school instructors as defined in Subparts E and F of this procedure, including documentation of high school teacher qualifications;
2. NCTC support to be provided to the instructor as defined in Subpart D of this procedure;
3. other resources, such as laboratory space and course materials, needed to support quality concurrent enrollment teaching and learning;
4. compliance with student participation requirements as specified in the admissions part of this procedure;
5. financial arrangements for offering the course(s); and
6. duration of the agreement and frequency of its review, which shall be at least annually.

The form of the agreement between a district and NCTC and the financial arrangements for delivering concurrent enrollment courses shall be in conformance with system-determined practices for concurrent enrollment agreements that exist at the time the agreement is signed.

**Subpart D. PSEO Concurrent Enrollment Instructor Support.** For each high school teacher approved to provide PSEO instruction as a concurrent enrollment instructor, NCTC shall:

1. provide an NCTC faculty member who shall communicate regularly with the concurrent enrollment instructor and monitor assignments, exams, projects, student academic achievement, and instructional effectiveness to ensure that the course meets the learning outcomes contained in the course outline approved by NCTC and that students are held to college-level standards; and
2. provide each concurrent enrollment instructor with a required orientation to the concurrent enrollment program and on-going opportunities to participate in appropriate campus-based and/or program-specific faculty development activities.

**Subpart E. PSEO Concurrent Enrollment Instructor Designation.** Designation of a high school teacher to be a concurrent enrollment instructor requires:

1. completion of an application by the high school teacher;
2. approval by the teacher's principal as part of the application; and
3. approval by NCTC after consultation with faculty in the relevant discipline, consistent with Subpart F of this procedure.

Participation in a concurrent enrollment program by a high school teacher shall require compliance with all expectations for communicating with the NCTC faculty member and participation in any required orientation and professional development activities, as outlined in the concurrent enrollment agreement and as described in Subparts C and D of this procedure.

**Subpart F. PSEO Concurrent Enrollment Instructor Qualifications.** The minimum qualifications for concurrent enrollment instructors shall be the system established credential fields and minimum qualifications for faculty are designated in Board Policy 3.32 and System Procedure 3.32.1 College Faculty Credentialing;

When no teacher in the high school meets these qualifications, the partners shall explore a variety of options for providing access to courses through the PSEO program, including:

1. on-line courses taught by NCTC faculty members;
2. on-campus NCTC courses; and
3. NCTC courses offered by a college faculty member in the high school.

If the partners determine that none of these options is feasible, and with the approval of the school district and NCTC as specified in Subpart E of this procedure, a teacher who does not meet the minimum qualifications may be approved to teach a concurrent enrollment course based on evidence of a combination of substantial teaching experience, advanced coursework appropriate to the discipline, and/or other relevant experience and expertise. Approval to teach a PSEO concurrent enrollment course on this basis may be made contingent upon:

1. completion of additional graduate coursework;
2. field experiences; or
3. a program of structured, independent study appropriate to the discipline or credential field within mutually agreed upon time parameters.

A high school teacher who was approved as a concurrent enrollment instructor prior to November 10, 2008 may continue to teach the same course or courses at the discretion of the college after consultation with the faculty member assigned to work with that high school teacher.

An annual report of high school teachers approved by NCTC as concurrent enrollment instructors shall be provided to the system office. The report shall include the total number of concurrent enrollment instructors, the number of concurrent enrollment instructors who do not meet the minimum qualifications, and information about the basis for approving those concurrent enrollment instructors who do not meet minimum qualifications.

**Subpart G. Students in PSEO Concurrent Enrollment Courses.** PSEO concurrent enrollment courses shall not simultaneously enroll PSEO and non-PSEO high school students except as provided in Subpart H of this procedure.

**Subpart H. PSEO Concurrent Enrollment Exceptions.** A high school that wishes to have NCTC offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer

that course only to 11<sup>th</sup> and 12<sup>th</sup> grade students who meet the PSEO eligibility requirements of Admissions Requirements of PSEO Students, Subpart A may:

1. request approval for an exception from the president of NCTC to allow 9<sup>th</sup> or 10<sup>th</sup> grade students who rank in the upper one-tenth of their class or attain a score at or above the 90<sup>th</sup> percentile on a nationally standardized, norm-referenced test, or have a favorable recommendation from a designated high school official to enroll in that course; or
2. request approval for an exception from the president of NCTC to allow non-PSEO students to enroll in that course. The president of NCTC shall approve or deny the request after the appropriate college consultation process. In any concurrent enrollment course that enrolls both PSEO and non-PSEO students:
  - a. PSEO students shall be the majority of the students in the course; and
  - b. the concurrent enrollment instructor and NCTC faculty member shall ensure that all PSEO students are held to college-level course standards.

An annual report of all concurrent enrollment exceptions granted by NCTC shall be provided to the system office and shall include information about efforts made to reduce the number of exceptions approved.

*Date of Implementation:*

*Date of Adoption:*

*Date of Subject of Revision:* 03/19/13 Approved  
03/25/14 Reviewed  
02/03/15 Reviewed  
02/16/16 Reviewed  
03/03/17 Reviewed  
04/04/18 Reviewed  
04/02/19 Revised

**Minnesota State Post-secondary Education Options (PSEO) Guidelines  
National Percentile Ranking for Nationally Normed Exams**

<b>Exam</b>	<b>50<sup>th</sup></b>	<b>70<sup>th</sup></b>	<b>90<sup>th</sup></b>
<b>ACT composite</b>	21	24	28
<b>math</b>	20	24	28

English	20	24	29
reading	21	24	30
<b>SAT</b> math	520	580	680
writing	490	550	650
reading	500	560	650
<b>PLAN</b> composite	17	19	23
math	17	19	24
English	16	18	22
reading	16	19	23
<b>PSAT</b> math	49	55	64
writing	50	56	66
reading	48	54	61

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3060 SYLLABUS AND COMMON COURSE OUTLINE

The course syllabus is prepared to provide students with information on the course content, course requirements, and course expectations. Each course syllabus will be developed and/or revised by instructional faculty. The course syllabus is a document that contains elements of the corresponding common course outline,\* standards for evaluation of student learning and additional information, which reflects the creative work of the faculty member. Each student enrolled in a course shall be provided a course syllabus within a maximum of one week from the first class meeting. When courses are offered in a condensed format, the time frame for distribution of the syllabus shall be adjusted accordingly.

The faculty member shall, upon request, provide a copy of the current course syllabus to the College administration, which will be maintained in a master file. ~~in a central location on each campus.~~ Access may be granted for purposes of support services or review for compliance.

\*Common Course Outline: The course outline is the document approved by the College's Academic Affairs and Standards Council and shall include the course title, course description, prerequisites, total credits, lecture/lab breakdown, and student learner outcomes.

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12/16/08 Reviewed

03/26/10 Revised

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03/01/11 Reviewed

03/05/12 Reviewed

03/04/13 Reviewed

03/25/14 Reviewed

02/03/15 Reviewed

02/16/16 Reviewed

03/03/17 Reviewed

04/04/18 Reviewed

03/28/19 Revised

# NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

## 3070 SATISFACTORY ACADEMIC PROGRESS

### Introduction

Standards of academic progress are established to require students to progress satisfactorily and timely toward the completion of their degree, diploma or certificate. Additionally, federal regulations require that recipients of federal and/or state financial aid make satisfactory academic progress towards a degree, diploma or certificate to remain eligible for aid. In compliance with federal regulations, the college has established and will apply the following standard of academic progress to all students. The qualitative and quantitative standards of this policy are cumulative and include all periods of enrollment, whether or not a student received financial aid. The registrar's office is responsible for implementing and monitoring the satisfactory academic policy.

Students are responsible for their academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with an advisor or a counselor to ensure that they are successfully completing graduation requirements and maintaining satisfactory progress.

### Qualitative Measure (GPA)

All students are required to maintain the following minimum GPA levels:

<u>Cumulative Registered Credits</u>	<u>Minimum Required GPA</u>
0 – 5	0.00
6 – 23	1.75
24 and above	2.00

**Grades of A, B, C, D, FW, and F shall be included in the GPA calculation.**

### Quantitative Measure (Completion Percentage)

All students are required to complete the following minimum percentages of cumulative attempted credits:

<u>Cumulative Completion Credits</u>	<u>Minimum Required Completion</u>
0 – 5	0%
6 or more	67%

Successfully completed credits include A, B, C, D, P, and CR.

### Maximum Time Frame

Students whose cumulative attempted credits exceed 150% of the credits required to complete their intended degree, diploma or certificate are not eligible for financial aid. Up to 30 remedial and developmental credits shall be excluded from maximum time frame calculations. Maximum time frames for students pursuing double majors, students enrolled in consecutive programs or with previous degrees may be based on specific curricular requirements.

### Evaluation Period

Satisfactory academic progress will be evaluated for all students with registered credits at the end of each semester; fall, spring and summer. Any non-standard session courses shall be evaluated during the semester in which they are transcribed. Programs less than one year in length will be evaluated at the end of the payment period.

### Failure to Meet Standards

**Warning Status:** If at the end of the semester, a student has not met either the required cumulative GPA

standard and/or required cumulative completion percentage standard, the student shall be allowed to enroll and retain their financial aid eligibility under **warning status** for one semester. Students on warning status are encouraged to meet with an advisor or counselor and complete an Academic Improvement Plan at the beginning of the warning term of enrollment. This document will be placed in the student's file.

**Reinstatement of Students on Warning Status:** If at the end of the warning period a student who has been on warning status has met both the college's cumulative GPA and cumulative completion percentage status, the college shall end the student's warning status.

**Suspension for Students on Warning Status:** A student on warning status who fails to meet the required cumulative GPA and/or cumulative completion percentage, shall be placed on suspension immediately upon completion of the evaluation. All suspensions will be one calendar year in duration. Students returning after a period of suspension are eligible to be readmitted and will be placed on probation. Probation students will be required to complete an Academic Improvement Plan prior to registration. Requirements of the Academic Improvement Plan will include earning a term GPA and/or term percent of completion higher than the college's cumulative requirements. Students returning after a period of suspension should not assume that financial aid will be reinstated. An appeal to the financial aid office will be required.

### **Suspension at another college or university (Minnesota State or non-Minnesota State)**

Students with satisfactory academic progress standings from another college or university are subject to the following standards:

- Students with a suspension status from another college or university that has not expired must have an approved appeal to enroll at the college
- Students with a suspension status from another college or university that has expired will be eligible to enroll on a probation status. These probation students will be subject to the same requirements an NCTC student on probation is subject to, including the completion of an Academic Improvement Plan and earning a term GPA and/or a term percent of completion higher than the college's cumulative requirements.

### **Financial Aid Suspension of Students**

**Maximum Time-Frame Failure:** If at the end of the evaluation period a student has failed to meet the maximum time frame measurement, the student shall be suspended from financial aid eligibility immediately upon completion of the evaluation.

**Suspension for Extraordinary Circumstances:** The college may immediately suspend students from financial aid eligibility in the event of extraordinary circumstances which may include but are not limited to the following:

- i. reinstated students whose academic performance falls below acceptable standards during a subsequent semester;
- ii. students who register for courses and receive financial aid, but do not attend classes; and
- iii. students whose attendance patterns appear to abuse the receipt of financial aid.

**Suspension for Inability to Meet Program Requirements within the Maximum Time Frame:** If at the end of any evaluation period the college determines that it is not possible for a student to raise their GPA or course completion percentage to meet standards before the student would reach the end of the program for which he or she is receiving financial aid, the college shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

### **Appeals for Reenrollment**

Any student who has been suspended from enrollment due to failure to make satisfactory academic progress may appeal their ability to enroll in courses based on documented unusual or extenuating

circumstances which may include but is not limited to death of a relative, illness, hospitalization, or injury of the student by using the college Academic Appeal Procedure. The student must complete the Appeal Form accurately and submit the form to the campus registrar. The student shall submit, as part of the appeal, information regarding why the student failed to make satisfactory academic progress, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next semester. If the student wants to present their case in person to the Academic Appeal committee, they must notify the campus registrar of that decision at the time the appeal is submitted.

An appeal may be approved only if the college:

1. Has determined that the student has documented unusual or extenuating circumstances and should be able to meet satisfactory academic progress standards at the end of the next evaluation period; or
2. Develops an academic improvement plan with the student that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time. The academic improvement plan must include term standards of GPA and/or percent of completion that are higher than the institution's cumulative standards.

The academic improvement plan may include, but is not limited to, the following:

- i. a restriction on the number of credits;
- ii. a requirement that certain courses be taken;
- iii. a requirement regarding class attendance;
- iv. a requirement that scheduled meetings occur with a counselor or advisor to review student progress.

The Academic Appeal committee will notify the student of the outcome in writing. Notification of approved appeals must include the standards that the student is expected to meet or the academic improvement plan that the student is expected to complete. Notification of denied appeals must describe the reason(s) for the denial and the institution's process for appealing that denial according to NCTC Student Complaints and Grievances procedure 3240P. A separate process exists to appeal for reinstatement of financial aid. This process is explained below.

### **Probationary Status:**

A student who has successfully appealed must be placed on probation for one semester. If at the end of the next semester, a student on probation status:

1. Has met the college's cumulative GPA and cumulative completion percentage standards, the student will regain enrollment and financial aid eligibility.
2. Has not met the college's cumulative GPA and cumulative completion percentage standards, but has met the conditions specified in the student's academic improvement plan, which includes a GPA and/or percent of completion higher than the college's cumulative standards, the student shall retain probationary status for a subsequent evaluation period.
3. Has not met the college's cumulative GPA and cumulative completion percentage standards and has also not met the conditions specified in the student's academic improvement plan, the student shall be re-suspended immediately upon completion of the evaluation.

### **Appeal for Reinstatement of Financial Aid**

Any student who has been suspended from financial aid may appeal their ability to receive financial aid directly to the financial aid director by using the Appeal/Petition for Reinstatement of Financial Aid Form. The student must accurately complete and submit the form with supporting documentation and an Academic Improvement Plan to the financial aid office. The financial aid office will log the appeal and submit to the financial aid director for review. The financial aid director must notify the student of the



outcome in writing. Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility. Students whose financial aid eligibility has been suspended may regain their eligibility only through this appeal process or when they are again meeting the college's financial aid satisfactory academic progress GPA and completion percentage standards.

Appeals may be granted in situations that demonstrate unusual or extenuating circumstances. Unusual or extenuating circumstances may include but are not limited to the following: death of a relative, illness, injury, or hospitalization of the student. It is required that students attach appropriate supportive documentation, such as doctor's statements to their form.

The student shall submit, as part of the appeal, information regarding why the student failed to make satisfactory academic progress, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next semester.

An appeal may be approved only if the financial aid director:

1. Has determined that the student should be able to meet satisfactory academic progress standards at the end of the next evaluation period; or
2. Reviews the Academic Improvement Plan that was developed with an advisor or counselor, and if followed, ensures that the student is able to meet satisfactory academic progress standards by a specific point in time. The academic improvement plan must include term standards of GPA and/or percent of completion higher than the institution's cumulative standards.

Notification of approved appeals must include the standards that the student is expected to meet or the academic improvement plan that the student is expected to complete in order to retain financial aid eligibility at the end of the next evaluation period. Notification of denied appeals must describe the reason(s) for the denial and the college's process for appealing that denial.

The initial consideration of an appeal must be undertaken by the Director of Financial Aid or a designee. If an initial appeal is denied by the Financial Aid Director or designee, the student may appeal the initial decision by using the college Appeal/Petition for Reinstatement of Financial Aid Form within ten days of receiving the financial aid director's decision. The student must complete the Appeal/Petition for Reinstatement of Financial Aid Form accurately and submit the form and any additional required documentation to the campus registrar; the student must attach a copy of the denied appeal/petition for reinstatement of financial aid; if a student wants to present their case in person to the Vice President of Academic and Student Affairs, Chief Academic Officer (CAO) and the Chief Student Affairs Officer (CSAO) Dean of Student Affairs, they must notify the campus registrar of that decision at the time that the appeal is submitted. The CAO Vice President of Academic and Student Affairs must notify the student of the joint outcome in writing and must include the standards that the student is expected to meet or the academic plan that the student is expected to complete in order to retain financial aid eligibility at the end of the next evaluation period.

The decision of the CAO and CSAO Vice President of Academic and Student Affairs and Dean of Student Affairs is final and binding.

### **Financial Aid Appeal/Petition for Maximum Timeframe**

Students who have reached the maximum timeframe for financial aid and who have only a few courses left to complete their degree, diploma, or certificate may petition to have the suspension lifted for ONLY the courses needed to finish that degree, diploma, or certificate. To file an appeal for maximum timeframe suspension, a student must meet with an advisor to complete an academic improvement plan. The academic improvement plan must outline the courses needed for completion and a completion date. Students must submit

a copy of the academic improvement plan along with the Appeal/Petition for Reinstatement of Financial Aid form and any other supporting documentation to the financial aid office for review. If approved, the student's financial aid will cover only the courses related to completion of the degree, diploma, or certificate. Financial aid appeals submitted without required documentation will be denied.

### **Notification of Status**

NCTC shall notify a student in writing any time the student is placed on warning, suspension or probation status.

1. Notification of warning – The College shall notify a student in writing any time the student is placed on warning status, and shall inform the student of the conditions of that warning status.
2. Notification of suspension – The College shall notify a student in writing any time a student is placed on suspension status, and shall inform the student of their right to appeal the suspension.
3. Notification of probation – The College shall notify a student in writing any time a student is placed on probationary status, and shall include the standards the student is expected to meet or the academic improvement plan the student is expected to complete at the end of the next evaluation period.

### **Treatment of Grades**

**Earned Credits:** Successfully completed credits that count toward the required percentage of completion.

Earned credits include only A, B, C, D, and P (pass).

**Completed Credits:** Credits that include A, B, C, D, F, FW (unofficial withdraw), P, and CR. They do not include FN (failure for non-attendance), I (incomplete), W (withdraw), AU (audit), NC (no credit), Z (grade not yet entered), or drops (classes dropped during the drop/add period). Completed credits may qualify for retroactive payment of financial aid.

**Successfully Completed Credits:** Credits for which a student receives a letter grade of A, B, C, D, and P are included in the calculation of cumulative completion percentage of credits successfully completed.

**Credits Attempted But Not Successfully Completed:** Credits for which a student receives a letter grade of I, NC, W, FN, FW, F, and Z shall be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted as credits attempted.

**Incompletes:** A grade of incomplete (I) may be assigned at the discretion of an instructor only in extenuating circumstances. An incomplete grade is to be given only to students who cannot complete the coursework on schedule because of illness or other extenuating circumstances. Students interested in an incomplete grade must complete the "Request for Incomplete" form and submit it to the instructor for consideration. Instructors are responsible for deciding if it is appropriate and feasible to approve a request for an incomplete. An incomplete grade is a temporary grade and will automatically become an "F" grade at the end of the next term (includes summer), if requirements have not been satisfactorily met by the student. Instructors have the option of setting a completion date earlier than the end of the next term.

**Grade Point Average (GPA):** GPA is the quotient of the student's grade point total divided by the grade point credits. "P" does not carry a grade point value and as such is not calculated in the GPA. A "P" will neither raise nor lower a student's GPA. However, "P" counts toward registered and completed credits.

**Grade Points:** A letter grade is assigned at the end of the semester for each course in which the student is enrolled. A grade point value for each credit in the course is assigned to each letter grade. Only grades of A, B, C, D, FW, and F carry grade point value and shall be included in the GPA calculation.

**Grade Point Total:** The sum of grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.

**Fresh Start (Academic Amnesty):** Credits for which students have been granted a Fresh Start (Academic Amnesty) shall be recorded and retained in the Student Data System in such a way that they will be included in both the qualitative and/or quantitative measurements of financial aid satisfactory academic progress.

**Audited Courses:** Audited courses (AU) are not funded by financial aid and are not included in any financial aid satisfactory academic progress measurements.

**Consortium Credits:** Credits for which a student is registered at another college which are accepted for the purposes of processing financial aid are to be included for purposes of calculating satisfactory academic progress (cumulative GPA, completion percentage, and maximum time-frame calculations).

**Remedial/Developmental Courses:** Credits awarded for remedial or developmental course work (below 1000/100 level) shall be included in the qualitative and quantitative percentage measurement of satisfactory academic progress. Students may receive financial aid for these credits up to a maximum of 30 semester credit hours. Up to 30 remedial and developmental credits shall be excluded from maximum time frame calculation.

**Repeated Courses:** A student may repeat a course no more than two (2) times unless otherwise defined by program requirements. Repeating a course will not remove previous attempts from the student's transcript. The best grade will become the grade calculated for GPA purposes. All repeated credits are included in the completion percentage calculation for satisfactory academic progress and are taken into consideration when calculating maximum time frame. A student shall not be permitted to receive financial aid for more than one repetition of a previously passed course. In order for repeated courses to be calculated into a student's GPA, a passing grade must be earned. Repeating a course will not remove previously posted Satisfactory Academic Progress notations on the student's transcript.

**Transfer Credits:** Transfer credits are credits earned at another college which are accepted by NCTC. Transfer credits accepted by NCTC and applied to the student's program requirements shall be counted as credits attempted and completed for calculation of cumulative completion percentage. Grades associated with these credits shall not be used in calculating cumulative GPA. Transfer credits will be counted when calculating the 150% timeframe if the credits apply towards the student's current degree, diploma, or certificate.

**Withdrawals:** Credits for which a grade of "W" is received are considered attempted credits but not successfully completed credits for the purpose of monitoring satisfactory academic progress. A "W" does not impact GPA, but does negatively impact the cumulative completion percentage.

*Date of Implementation:*

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*05/24/10 Cabinet Approval*  
*12/02/10 Made change to title of form; Student Appeal/Petition to Student Appeal*  
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*04/04/18 Revised*  
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*04/02/19 Revised*

## **NORTHLAND COMMUNITY AND TECHNICAL COLLEGE**

### **3090 GRADING**

Northland Community and Technical College (NCTC) uses letter grades to document student academic achievement.

Letter grades to document student academic achievement are awarded by the faculty of record as follows:

A = Excellent

B = Above Average

C = Average

D = Below Average

F = Failing

FN = Failure for Non Attendance

FW = Unofficial Withdraw

P = Pass

NC = No Credit

CR = Credit by Exam

AU = Audit

I = Incomplete

Z = In Progress

W = Withdraw

R = Repeat

GH = Grade Held (specific to the Aviation Program and no longer used)

### **GRADE POINT AVERAGE CALCULATION**

Academic progress will be evaluated in terms of grade point average. The following system will be used to establish a student's grade point average and will be the only grades included in the GPA calculation:

A = 4 grade points per credit

B = 3 grade points per credit

C = 2 grade points per credit

D = 1 grade point per credit

F, FN, FW = 0 grade points per credit

A grade point average (GPA) is determined by the sum of all grade points divided by total credits attempted, except those credits that carry grades other than the usual A - F grades.

When repeating an NCTC course, the highest grade will be used to compute the student's GPA. Repeated courses may not qualify for financial aid.

#### Pass/No Credit (P/NC)

Students may enroll in select courses on a "Pass/No Credit" basis. Arrangements to take a course on this basis must be made by the end of the drop/add period for the course. (check with course faculty to determine availability of this grading option). Once a student has registered to take a course on the "P/NC" basis, a student cannot switch back to the regular grading system. The "P/NC" registrant is obligated to complete all course requirements.

- Student may take no more than one class per semester on a P/NC basis unless specific programs require.
- Students who are on Academic **Warning and/or** Probation will not be allowed to register for any courses on a P/NC basis unless specific programs require.
- No class taken initially for a letter grade may be repeated on a P/NC basis. A grade of "P" indicates that the student did at least "C" level work in the course. The grade of "P" is not computed in a student's grade point average, but it is computed in earned credits.
- P/NC grades may or may not be accepted by other institutions and/or academic programs.
- Circumstances which may exempt students from all or a portion of the P/NC grading policy may include customized training, continuing education or management education.

#### AUDITING COURSES

Students intending to audit a course (earn no credit) are required to register for the course indicating audit. Auditing students may not need to meet regular course requirements and must confer with the instructor as to their privileges and responsibilities in the course. A student who first registers for credit may change to audit status any time during the first five (5) days of the semester. A student who first enrolls for audit status may change to credit status during the first five (5) days of the semester. Courses audited are not included in determining the total credits earned toward a major or the cumulative grade point average. However, **students are charged standard tuition rates for audited courses. the credit value of any course audited is computed in the assessment of tuition.** Audited courses are not eligible for financial aid. Upon registration of the course, an entry is made on the student's permanent record along with other classes. "AU" equals audit.

#### INCOMPLETE GRADES

A grade of incomplete (I) may be assigned at the discretion of an instructor only in extenuating circumstances. An incomplete grade is to be given only to students who cannot complete the coursework on schedule because of illness or other extenuating circumstances. Students interested in an incomplete grade must complete the "Request for Incomplete" form and submit it to the instructor for consideration. Instructors are responsible for deciding if it is appropriate and feasible to approve a request for an incomplete. An incomplete grade is a temporary grade and will automatically become an "F" grade at the end of the next term (includes summer) if requirements have not been satisfactorily met by the student. Instructors have the option of setting a completion date earlier than the end of the next term.

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12/16/08 Revised  
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*04/04/18 Revised*  
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*03/28/19 Revised*

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3130 CAREER INFORMATION

~~It is the policy of~~ Northland Community and Technical College ~~to provide~~ job opportunity resources and career information that will assist students in selecting and preparing for a career, and securing employment ~~for a career.~~

Career exploration and job opportunity information is found on each program webpage and career assessments are provided by the college counselors. Our goal is to connect students to the resources they need to determine an informed career path and provide connections to employment agencies, provide opportunities for acquiring job seeking skills, and provide online resources through the Virtual Career Center located on the College's website. Students who desire more in-depth training in developing their job search skills ~~can~~ may register for CRLT 2103 Job Seeking/Keeping.

The College does not accept responsibility for securing employment for the graduate. The student is primarily responsible for preparing his or her employment application, employment history, and related information and for obtaining employment in training related fields. The College provides services and resources, which may assist students in securing employment. Students are advised that their academic performance, interview skills, and willingness to accept entry-level employment are crucial to the student's acceptability to potential employers.

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## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3310 HEALTH AND HUMAN SERVICES PROGRAMS POLICY ON STUDENT HEALTH SCREENING RECORDS

#### Statement of Policy

Students enrolled in a Health and Human Services Program (HHSP) at Northland Community & Technical College participate in clinical training as an essential element of their studies. Such clinical training includes the performance of direct patient care and participation in clinical experiences at affiliated hospitals, applicable institutions, and other healthcare institutions (affiliated healthcare providers).

To protect the health of students, patients, employees and others, and to comply with standards established by the affiliated healthcare providers, the College requires all students enrolled in a HHSP to provide dates of current immunization against certain vaccine preventable diseases, and date and results of current tuberculosis (TB) screening and CPR requirements before the student is eligible to participate in clinical training, unless an exception applies. Students must also provide a copy of the Health & Human Services Immunization Record for Clinical/Fieldwork Participation signed by healthcare personnel.

The College shall implement procedures for this policy including, but not limited to, a written data practices advisory for HHSP students, and disclosure guidelines, including informed consent forms to permit appropriate disclosure to third parties.

The College will follow procedures for maintaining these immunizations and screening records (health screening records) as private educational data in accordance with federal and state privacy laws. The student's health screening record will be maintained as outlined in the records retention schedule.

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03/7/17 – Reviewed  
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04/02/19 - Revised

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3310P HEALTH AND HUMAN SERVICES PROGRAMS PROCEDURE ON STUDENT HEALTH SCREENING RECORDS

To protect the health of students, staff, patients and others and to comply with standards adopted by affiliated clinical training locations, Northland Community and Technical College has enacted Policy 3310 providing that all students enrolled in a Health and Human Services Program (HHSP), before being allowed to participate in clinical training, will be requested to submit dates of vaccination against certain communicable diseases, and date and result of having undergone screening for tuberculosis. These procedures are designed to implement Northland Community and Technical College Health and Human Services Programs (HHSP) Policy 3310 concerning the collection, maintenance, and access to student health screening records.

#### Data Collection and Informed Consent

Each student enrolled in an HHSP shall be required to complete an online Health Screening Form (HSF). Upon completion of the HSF, the student will be provided with a *Student Statement of Understanding and Consent to Release Health Screening Records*. This statement informs the student of Policy 3310, the implementation procedures, how the health screening information will be used, who will have access, whether or not providing the information is legally required, and the consequences of providing or not providing the information. The statement will also contain a provision indicating whether the student gives consent for the health screening information to be released to appropriate third persons such as affiliated clinical personnel.

In the online HSF, HHSP students will be asked to electronically acknowledge the form to indicate that they have received and understand its contents; they will also be asked to sign the consent.

HHSP students shall be informed that unless otherwise required under Minn. Stat. Sect. 135A.14, subd.2<sup>1</sup>, they are not legally required to provide the health screening information. If students do not provide all requested information, they may not be allowed to participate in clinical training, unless they satisfy one of the exceptions. Students will be advised that affiliated clinical training sites may refuse to allow students at their site who have not consented to allow site personnel access to their health screening information.

Students shall be notified that willful failure to provide accurate or complete health screening information may be grounds for discipline under the Student Code of Conduct.

#### Health Screening Data Requested

All HHSP students, irrespective of the application of Minn. Stat. Sect. 135A.14<sup>2</sup>, will be requested to provide dates of their most recent immunization for the following vaccine preventable diseases. Students must also provide proof of current CPR certification prior to participation in clinical training. Students shall submit the requested health screening information to the ~~designated College official~~ designated online database. Students must also provide a copy of the Health & Human Services Immunization Record for Clinical/Fieldwork Participation signed by healthcare personnel.. The College shall review the online health screening information to ensure that immunizations and screening have been in compliance with applicable standards. The College shall notify students whether additional documentation will be requested before participation in clinical training will be permitted.

- Measles, mumps and rubella; (at least 2 doses required @ > 12 months of age)
- Diphtheria and tetanus; (1 dose required within the past 10 years)
- Varicella (chicken pox); (a positive titer or 2 doses required)
- Hepatitis B (HBV) (~~Persons at risk should~~ Students must have completed a 3-dose series). Students should consult with their personal health care providers to assess the advisability of an HBV vaccination.
- Influenza (annually)
- CPR - BLS for Healthcare Provider Certification

This data may be requested upon application to the College or upon application to a specific health and human services program, depending on program-specific timelines.

Upon entering the health and human services program, students **MUST** have a negative two-step TB test (TST) OR a negative Interferon-Gamma Releases Assay (IGRA) blood test. Students will be required to provide the date and results of this initial test. In addition to the initial test, students must complete a yearly TB test by either the IGRA or the TST. If the test results are positive, the student will be requested to provide the date of the last chest x-ray along with a letter from a healthcare provider indicating they are medically cleared to provide direct patient care. In the event that a chest x-ray result is positive, the College will advise the student to seek medical advice as to the appropriate course of action.

## Exceptions to Immunization Requirements

Dates of an immunization listed above will not be further requested if the student submits a statement that shows:

- That, for medical reasons, the student did not receive an immunization;
- That the student has experienced the natural disease against which the immunization protects; or
- That a laboratory has confirmed the presence of adequate immunity.

If the student submits a notarized statement that the student has not been immunized as listed above because of the student's conscientiously held beliefs, further proof of the immunizations described above will not be requested. However, the student may be denied access to the clinical training, which may result in an inability to complete the health program requirements. The College shall forward this statement to the Minnesota Commissioner of Health, as permitted by Minn. Stat. Sect. 135A.14, Subd. 3<sup>3</sup>.

## Maintenance of and Access to Student Health Screening Data

Health screening records of HHSP students are classified as private educational data under federal and state law. The College will maintain student health screening records separate from other academic records and take reasonable measures to ensure that access to this data conforms to applicable law. A signed copy of each student's *Information and Consent* form shall be maintained with his/her health screening records.

If the student has given his/her informed consent, the College may disclose his/her health screening information to the affiliated clinical healthcare provider where the student is located. *The College may develop summary data from the health screening data, which does not identify individual students; summary data may be disclosed without student consent.*

The College should notify the affiliated healthcare providers of their obligation to maintain health screening data as private and that re-disclosure is prohibited.

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- 1 All persons born after 1956 who did not graduate from a Minnesota high school in 1997 or later, and who are registering for more than one class during a full academic term must provide proof of immunization for measles, mumps, and rubella; diphtheria and tetanus in writing, to include the month and year of each immunization.
  - 2 This law requires students who were born after 1956 who did not graduate from a Minnesota high school in 1997 or later to provide proof of immunization for measles, mumps, and rubella, and diphtheria and tetanus within ten years of first attending a postsecondary school. There are some exceptions to these requirements, and under this statute, only students who are enrolled in at least one class during an academic term (not extension or correspondence classes) or housed on campus need comply.
  - 3 Required only for persons defined as “students” under Minn. Stat. Sect. 135A.14, Sub. 1(c), i.e., born after 1956 who did not graduate from a Minnesota High School in 1997 or later and registered for more than one class during a full academic term are required to provide proof of immunization against measles, rubella, mumps, diphtheria, and tetanus, unless an exception applies.

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04/02/19 - Revised

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3340 ASSESSMENT FOR COURSE PLACEMENT

Northland Community and Technical College, in compliance with Minnesota State Board Policy 3.3, requires students to complete an incoming student assessment. The assessment is not used to make admission decisions. The assessment, which includes math and reading components, is used to ensure that students have or develop skills necessary to be successful with their college-level curriculum. Students achieving scores below the established minimums should register and successfully complete at least one developmental course each semester until they have completed all required developmental courses. Satisfactory completion of required developmental courses must be achieved with a “C” or better in order to meet graduation requirements for diplomas, degrees, or certain certificates.

Circumstances which may exempt students from all or portions of the assessment may include:

- Presentation of evidence of adequate preparation or prior education (e.g., baccalaureate degree, proof of successful completion of college-level math or college composition, presentation of parallel scores on comparable tests, presentation of scores at or above the minimum level on standardized college admissions tests)
- Enrollment in courses or programs specifically designed as customized training, continuing education or management education programs
- Enrollment in one- or two-course program of study

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03/17/17 Reviewed  
04/04/18 Reviewed  
03/28/19 Revised